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December 2013



Xerox[®] WorkCentre[™] 3315DN/3325DN/3325DNI User Guide



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Getting Started

1

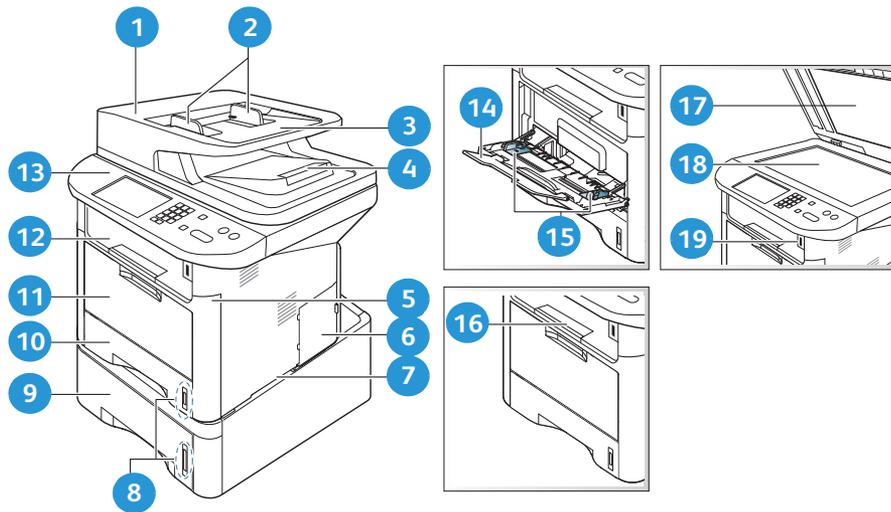
This chapter includes:

- [Machine Overview](#) on page 8
- [Powering on the Machine](#) on page 11
- [Control Panel Overview](#) on page 12
- [Software](#) on page 16
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Machine Overview

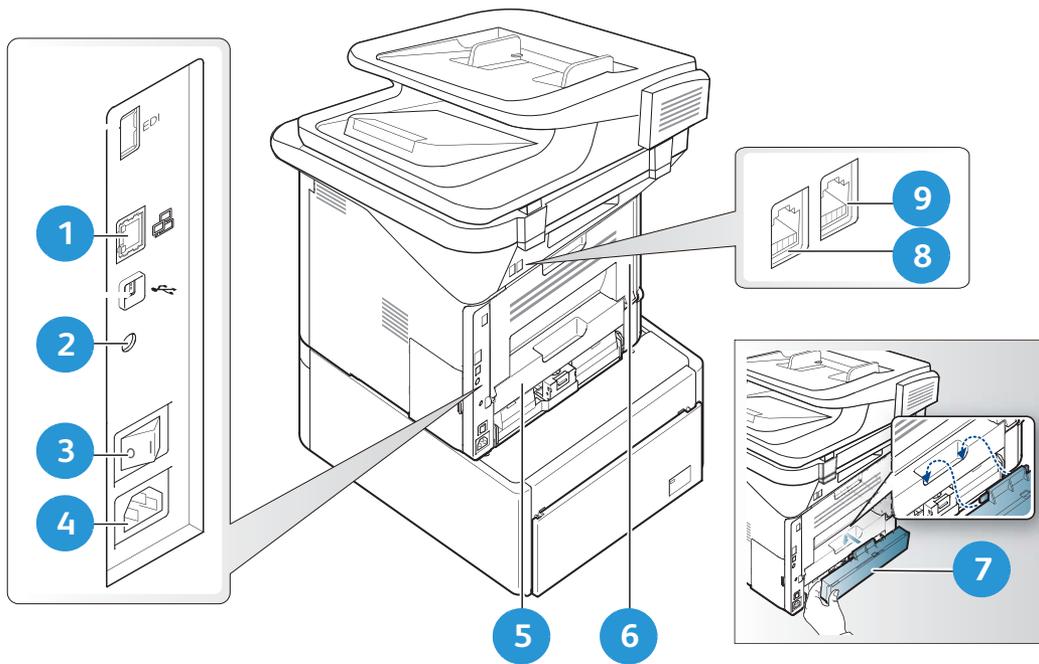
Before you use your machine, take some time to familiarize yourself with the various features and options.

Front View



1	Automatic Document Feeder Cover	11	Bypass Tray
2	Automatic Document Feeder Width Guides	12	Output Tray
3	Automatic Document Feeder Input Tray	13	Control Panel
4	Automatic Document Feeder Output Tray	14	Bypass Tray Extension
5	Front Cover	15	Bypass Tray Width Guides
6	Control Board Cover	16	Output Tray Support
7	Handle	17	Document Glass Cover
8	Paper Level Indicator	18	Document Glass
9	Paper Tray 2 (Optional)	19	USB Memory Device Port
10	Paper Tray 1		

Rear View



1	Network Port	6	Rear Door
2	IEEE 1284 Parallel Connector (Optional)	7	Paper Tray Rear Cover
3	Power Switch	8	Telephone Line Socket
4	Power Receptacle	9	Extension Telephone Socket
5	Duplex Unit		

Product Configurations

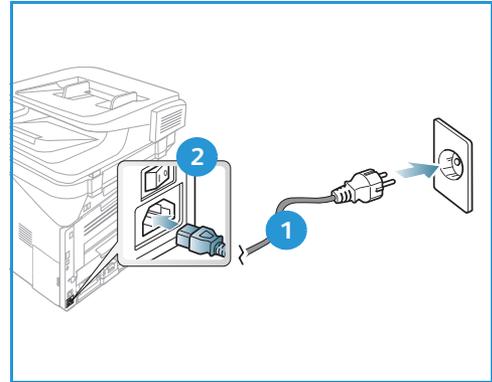
Component	WorkCentre 3325DNI	WorkCentre 3325DN	WorkCentre 3315DN
Duplex Automatic Document Feeder (50 sheets)	Standard	Standard	Not Applicable
Automatic Document Feeder (50 sheets)	Not Applicable	Not Applicable	Standard
Paper Tray 1 (250 sheets)	Standard	Standard	Standard
Bypass Tray (50 sheets)	Standard	Standard	Standard
Paper Tray 2 (520 sheets)	Optional	Optional	Optional
Copy	Standard	Standard	Standard
Scan to SMB and FTP	Standard	Standard	Not Applicable
Network Printing	Standard	Standard	Standard
E-mail	Standard	Standard	Standard
Scan	Standard	Standard	Standard
Scan To and Print From USB	Standard	Standard	Standard
Embedded Fax	Standard	Standard	Standard
USB Memory Device Port	Standard	Standard	Standard
Memory Expansion (Option)	512MB	512MB	256MB
Mass Storage Device (HDD)	2GB	2GB	Not applicable
Wireless Enabled	Standard	Not Applicable	Not Applicable

Note: The internal **Mass Storage Device (HDD)** is used on the WorkCentre 3325DN / 3325DNI models to support Secure Print, Delayed Print, Proof Print, Spooling of Scan to FTP/SMB jobs and Stored Jobs, and to provide an increased capacity for downloaded fonts.

Powering on the Machine

The On/Off switch and the power cable socket are at the rear of the machine.

1. Connect the **AC Power Cord** **1** to the machine and a power outlet. The power cord must be plugged into a grounded power socket.
2. Press the **ON/OFF** **2** switch to the ON (I) position.



Power Save

This machine contains advanced energy conservation technology that reduces power consumption when it is not in active use.

- When the printer does not receive data for an extended period of time, the *Power Save* mode becomes active and power consumption is automatically lowered.
- Press the **Power Save** button to select the *Power Save* mode immediately.

To restore the machine to a normal state, press any button.

Note: When in *Power Save* mode, the machine will not recognize when a *USB Memory Device* is inserted into the USB port. Press any button to restore the machine to a normal state and reinsert the *USB Memory Device* into the port.

Powering off the Machine

There are two ways to switch the machine off:

- Press the **ON/OFF** switch to the (O) position.
- Press the **Power Save** button and select **Power Down** and then **OK**.

Control Panel Overview



1		Copy: Activates <i>Copy</i> mode.
2		Scan: Activates <i>Scan</i> mode.
3		E-mail: Activates <i>E-mail</i> mode.
4		Fax: Activates <i>Fax</i> mode.
5		Display Screen: Displays all the available programming features, plus general machine information.
6		Status / Wireless LED: The color of the LEDs indicates the machine's current status. For more information refer to Status / Wireless LED on page 188. (3325DNI only)
7		Paper Supply: Used to select a paper tray for the <i>Copy</i> job.
8		2 Sided: Used to select whether your originals are 1 sided or 2 sided, or to produce 1 or 2 sided output.
9		Job Status: Displays job options for active and saved jobs. You can print or delete active jobs or saved jobs.
10		Machine Status: Accesses machine information, status information, the machine serial number and various reports to print.
11		Menu: Enters <i>Menu Mode</i> and enables you to access options and settings.
12		Arrows: The up/down and left/right arrows are used to scroll through the options available in the selected menu, and to increase or decrease values.
13		OK: Confirms the selection on the screen.

14		Back: Used to go back one level in the menu.
15		Address Book: Used to search for stored fax numbers or e-mail addresses.
16	 .com	Manual Dial + .com: In <i>Fax</i> mode, opens the fax line. In <i>E-mail</i> mode provides access to commonly used e-mail address text, for example <i>.com</i> or <i>.org</i> . The text available can be customized using CentreWare Internet Services.
17		Keypad: Used to enter alphanumeric characters.
18		Pause / Redial: In standby mode redials the last number. In edit mode inserts a pause into a fax number.
19		'C' Cancel Entry: Cancels the previous entry made on the keypad.
20		Interrupt Printing: Interrupts the current job to run a more urgent job. (Not applicable to the 3315DN)
21	CA	Clear All: Clears the last selections made.
22		Power Save: Sends the machine into <i>Power Save</i> mode or <i>Power Down</i> . Press the button again to restart a powered off machine.
23		Stop: Pressing the Stop button stops the job in progress. Pressing Stop also exits the Menu Mode. If you have logged in to use the machine, pressing Stop will bring up the Log Out option.
24		Start: Activates a job.

Using the Keypad

As you perform various tasks, you may need to enter names and numbers. For example, when you set up your machine, you enter your name or your company's name, and the fax number. When you store fax numbers or e-mail addresses in memory, you may also enter the corresponding names.

- When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display.
 - For example, to enter the letter O, press 6, labeled with MNO.
 - Each time you press 6, the display shows a different letter, M, N, O, m, n, o and finally 6.
- You can enter special characters, such as @ / . & + -. Refer to [Keypad Characters](#) on page 14.
- To enter additional letters, repeat step 1. If the next letter is printed on the same button wait 2 seconds between presses, or move the cursor by pressing the right arrow and then press the button again. The cursor will move to the right and the next letter will appear on the display.



If you make a mistake while entering a number or name, press the left arrow to delete the last digit or character. Then enter the correct number or character.

4. When you have finished entering all characters, press **OK**.

Keypad Characters

Key	Assigned Numbers, Letters or Characters
1	@ / . ' 1
2	A B C a b c 2
3	D E F d e f 3
4	G H I g h i 4
5	J K L j k l 5
6	M N O m n o 6
7	P Q R S p q r s 7
8	T U V t u v 8
9	W X Y Z w x y z 9
0	& + - , 0 _
*	*
#	#

Inserting a Pause

With some telephone systems, you must dial an access code (9, for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up *speed dial* numbers.

To insert a pause, press **Pause / Redial** at the appropriate place while entering the telephone number. A dash [-] appears on the display at the corresponding location.



Menu Overview

The *control panel* provides access to various menus. These menus can be accessed by pressing the appropriate service button e.g. *Copy*, *Scan*, *E-mail* or *Fax* and the **Menu** button or by inserting a USB device. The menu options available are as follows:

Copy Menu	Insert USB Device Menu	Scan Menu	E-mail Menu	Fax Menu	Machine Status Menu	Job Status Menu
<ul style="list-style-type: none"> • Original Size • Reduce/Enlarge • Lighten/Darken • Contrast • Original Type • Layout • Background Suppression • Margin Shift • Edge Erase 	USB Options: <ul style="list-style-type: none"> • Print From USB • Scan To USB • Manage Files • Available Space 	Scan To: <ul style="list-style-type: none"> • USB • Local PC • Network PC • SMB • FTP • WSD Scan Features: <ul style="list-style-type: none"> • USB Feature • FTP Feature • SMB Feature 	<ul style="list-style-type: none"> • Original Size • Original Type • Resolution • Output Color • Lighten / Darken • Contrast 	<ul style="list-style-type: none"> • Lighten / Darken • Contrast • Resolution • Original Size • Multi Send • Delay Send • Priority Send • Forward • Secure Receive 	<ul style="list-style-type: none"> • Machine Information • Toner Level • Information Pages • Feature Defaults • Print Setup • Fax Setup • System Setup • Network Settings • Local Drive 	<ul style="list-style-type: none"> • Active Jobs • Saved Jobs

Note: Some menu options may be unavailable depending on your machine configuration and whether the machine is in the Ready state. Also, for some services such as E-mail and Fax, additional selections or setups may be required before the Menu options can be accessed.

Software

After you have set up your machine and connected it to your computer, you must install the printer and scanner software. The software required for Windows or Macintosh is supplied on the CD delivered with your machine, additional software can be downloaded from www.xerox.com. The following software is available:

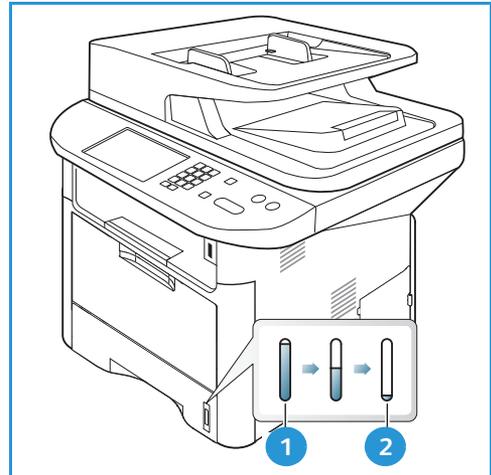
CD	OS	Contents
Printer Software	Windows	<ul style="list-style-type: none"> • Printer Driver: Use the printer driver to take full advantage of your printer's features. PCL6, Postscript and XPS drivers are provided. • MFP PC Fax: Use to fax directly from your PC. • Scanner Driver: TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your machine. • Xerox Scan Assistant: Used to adjust scan settings and start the scanning process directly from your computer. The preview window allows you to view the scan and make adjustments as necessary and preferred settings can be preserved as 'favorites' and added to a pre-defined list. • Xerox Easy Print Manager (EPM): Conveniently combines access to device settings, printing/scanning environments, settings/actions, Scan to PC, Fax to PC, and launching applications such as Xerox Scan Assistant and CentreWare Internet Services in one location. <p>Note: Login is required to change Printer Settings.</p> <ul style="list-style-type: none"> • Wireless Setting Program: When installing the WorkCentre 3325DNI you can use the Wireless Setting program that was automatically installed with the printer driver to configure the wireless settings. • SetIP program: A utility program allowing you to select a network interface and manually configure the addresses for use with the TCP/IP protocol.
Printer Software	Linux	<ul style="list-style-type: none"> • Printer Driver: Use this driver to take full advantage of your printer's features. • Scanner Driver: A SANE driver is available for scanning documents on your machine. <p>Note: Linux software is available on xerox.com only.</p>

CD	OS	Contents
Printer Software	Unix	<ul style="list-style-type: none"> • Printer Driver: Use this driver to take full advantage of your printer's features. <p>Note: Unix software is available on xerox.com only.</p>
Printer Software CD	Macintosh	<ul style="list-style-type: none"> • Printer Driver: Use this driver to take full advantage of your printer's features. • Scanner Driver: A TWAIN driver is available for scanning documents on your machine. • SetIP program: A utility program allowing you to select a network interface and manually configure the addresses for use with the TCP/IP protocol. • Smart Panel: This utility enables remote management, displaying toner levels, printer status, and problem alerts. • Scan and Fax Manager: This utility allows you to configure MFP PC Fax and Scan settings.

Loading Paper

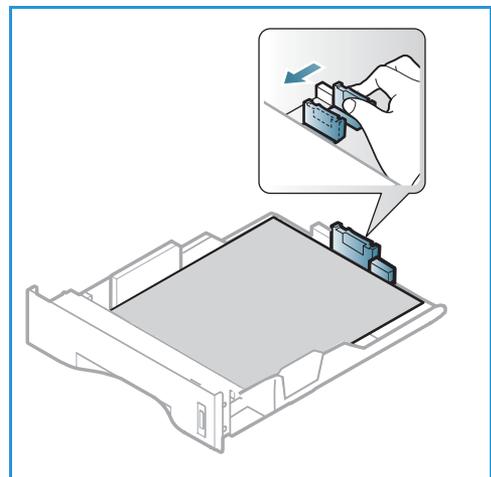
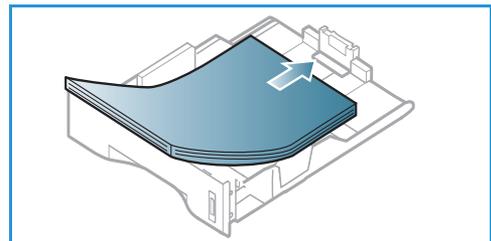
Paper Tray 1 and Paper Tray 2 (optional)

The paper level indicator on the front of trays 1 and 2 shows the amount of paper currently left in the tray. When the tray is empty, the indicator is completely lowered as shown in the illustration: **1** shows full, **2** shows empty. *Paper tray 1* can hold up to 250 sheets and *paper tray 2* (optional) can hold up to 520 sheets of 20 lb (80 g/m²) paper. For more media specifications, refer to [Media Specifications](#) on page 225.

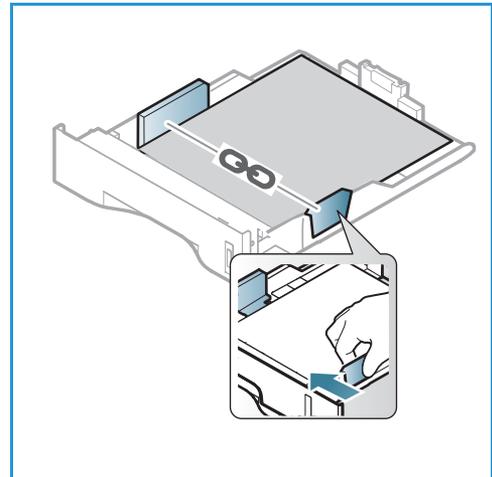


To load the paper:

1. Pull out the *paper tray* and load paper into the tray, print side down. Do not fill above the *Maximum Fill* line indicated by the symbol ∇∇∇.
2. Slide the paper length guide until it lightly touches the end of the paper stack.



3. Position the side guide by squeezing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack.
4. Insert the *paper tray* into the machine.
5. After loading paper in the *paper tray*, set the paper size and type using the *control panel*. Press **OK** to confirm the settings or **Stop** to change the settings. These settings will apply to *Copy* and *Fax* modes.
6. When printing from your computer, ensure you press the **Select Paper** button to specify the correct paper size, color and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the *control panel*, refer to [Setting Paper Size and Type](#) on page 148.



Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

For more information on loading paper, refer to [Paper and Media](#) on page 143.

Bypass Tray

The *bypass tray* is located on the front of your machine. It can be closed when not in use, making the product more compact. Use the *bypass tray* to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the main paper tray.

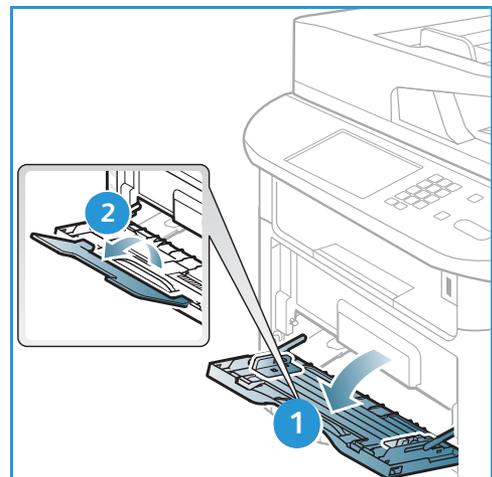
The *bypass tray* can hold a maximum of 50 sheets of 20 lb (80 g/m²) bond paper, 5 transparency sheets or 5 envelopes.

1. Lower the *bypass tray* **1** and unfold the paper support extension **2**.
2. Prepare a stack of paper for loading by flexing or fanning it back and forth. Straighten the edges on a level surface. Remove any curl on postcards, envelopes and labels before loading them into the *bypass tray*.

When using the *bypass tray* for special media it may be necessary to use the *rear door* for the output. For further information refer to [Media Output Locations](#) on page 23.

3. Load the print material between the width guides with the print side facing up.

Note: Hold transparencies by the edges and avoid touching the print side.

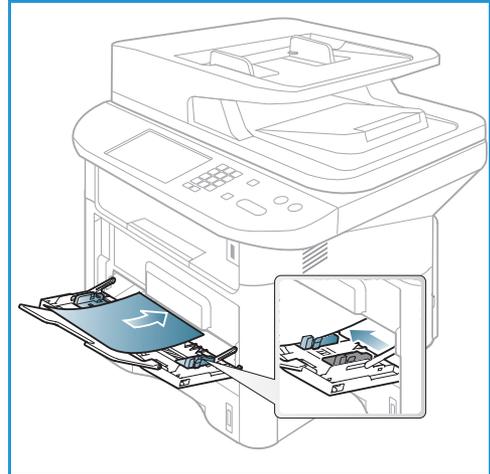


Loading Paper

- Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be below the *Maximum Fill* line indicated by the symbol ∇∇∇.
- When printing from your computer, ensure you press the **Select Paper** button to specify the correct paper size, color and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the *control panel*, refer to [Setting Paper Size and Type](#) on page 148.

Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

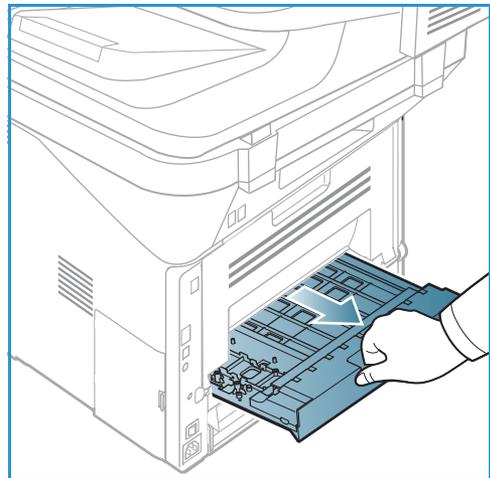
- After printing, remove any unfed paper and close the *bypass tray*.



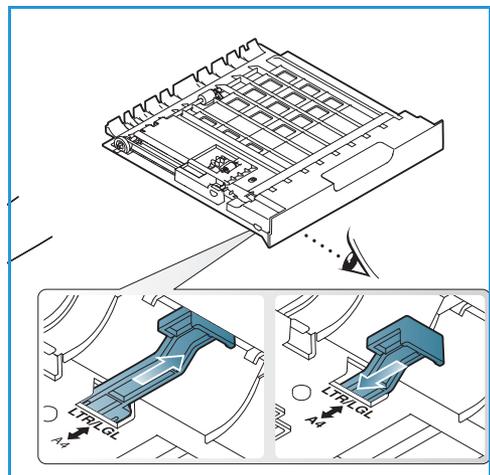
Duplex Unit

The *duplex unit* is preset to either Letter size or A4 depending on your country. To change the size of the *duplex unit*, follow the instructions below.

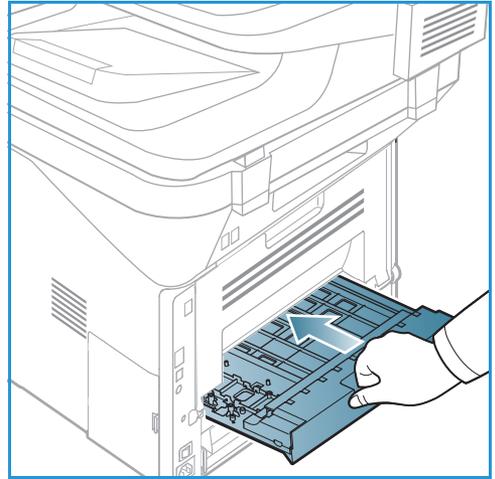
- Pull the *duplex unit* out of the machine.



- Adjust the guides to match the size of paper you will be using.



3. Insert the *duplex unit* back into the machine, aligning the edges of the unit with the feed grooves on the inside of the machine. Make sure the *duplex unit* is fully pushed in.



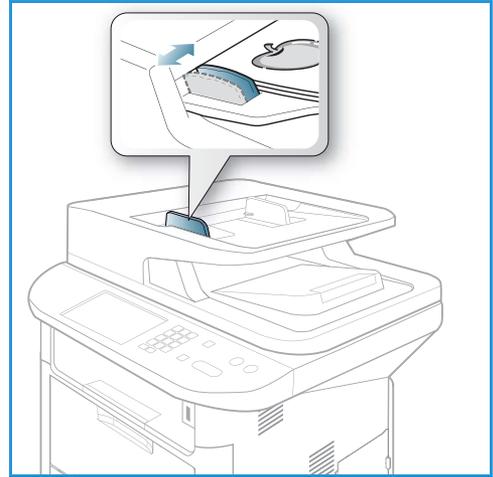
Loading Documents

Documents can be loaded either into the *automatic document feeder* or onto the *document glass*.

Automatic Document Feeder

The *automatic document feeder* can hold a maximum of 50 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the *automatic document feeder* with the top of the document to the left of the tray.
2. Move the *document guide* to just touch both sides of the document.

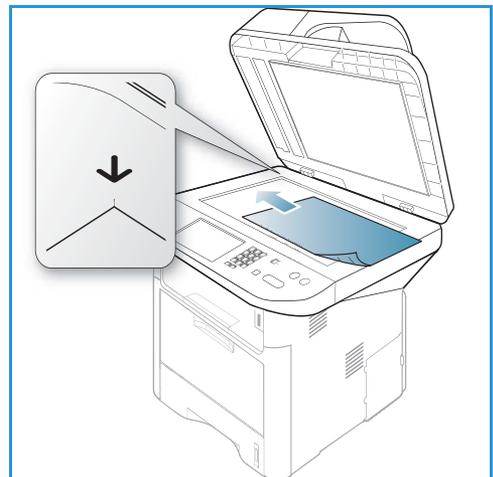


Document Glass

The *document glass* can be used for oversized, torn or damaged originals and for books and magazines.

1. Open the *automatic document feeder* and place single documents face down on the *document glass* aligned with the rear left corner.
2. The default document size is 8.5 x 11" or A4. For other sized documents, change the **Original Size** option. Refer to [Copy Options](#) on page 36 for further information.

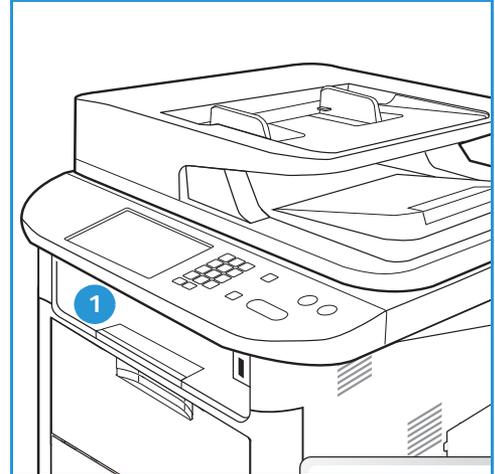
Note: Documents are only scanned once even when several copies are selected.



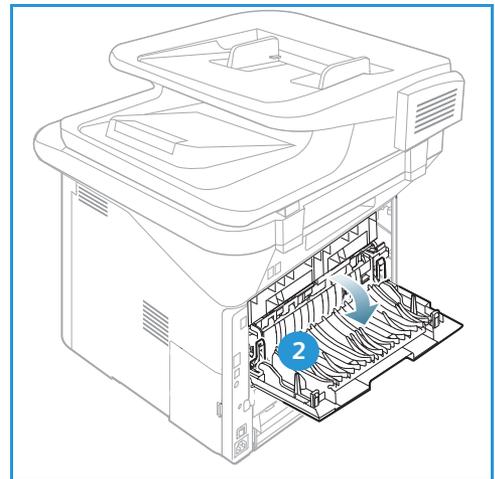
Media Output Locations

The machine has two output locations:

- *Output tray* (face down) **1** up to a maximum of 150 sheets of 20 lb (80 g/m²) paper.



- *Rear door* (face up) **2** one sheet at a time.



The machine sends output to the *output tray* by default. If special media such as envelopes print out with wrinkles, curl, creases or black bold lines, the *rear door* should be used for the output. Open the *rear door* and keep it open while printing one sheet at a time.

Note: The *rear door* output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

Using the Output Tray

The *output tray* collects printed paper face down, in the order in which the sheets were printed. The *output tray* should be used for most jobs. When the *output tray* is full, a message displays on the *control panel*.

To use the *output tray*, make sure that the *rear door* is closed.

Notes:

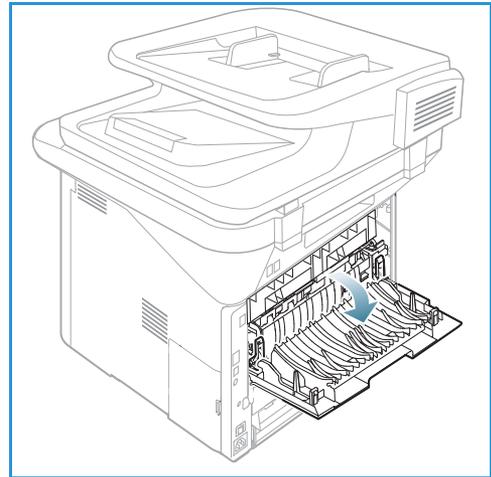
- If paper coming out of the *output tray* has problems, such as excessive curl, try printing to the *rear door*.
- To reduce paper jams, do not open or close the *rear door* while the printer is printing.

Using the Rear Door

When using the *rear door*, paper comes out of the machine face up. Printing from the *bypass tray* to the *rear door* provides a straight paper path and might improve the output quality when printing on special media. Whenever the *rear door* is open, the output is delivered there.

Note: The *rear door* output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

CAUTION: The fuser area inside the *rear door* of your machine becomes very hot when in use. Take care when you access this area.



Machine Status

The *Machine Status* button provides information about the machine and access to the machine setups. After your machine is installed, it is recommended that the settings and options are customized by the *System Administrator* to fully meet the requirements of the Users. Access to these options is usually password protected. Please discuss your requirements with your *System or Machine Administrator* to ensure you get optimum performance from your machine.

The *Machine Status* options include machine information, toner level, information pages, feature defaults, system setups and network settings. These options are described below.

Note: Some options may be unavailable depending on your machine configuration.

Machine Information

Use this option to access the following information:

- Model
- Printer Name
- DNS Name
- IP Address
- IPv6 Address
- Serial Number
- Activation Date
- Billing Counters

Toner Level

Use this option to check the level of toner in the *print cartridge*. The toner level is indicated on the status bar.

Information Pages

This option allows the user to print the following reports:

Report	Description
Menu Map	Prints the menu map which shows the layout and current settings of this machine.
All Reports	This option enables you to print all the reports and information pages.
Configuration	This report provides information about your machine setup, including the serial number, IP Address, installed options and the software version.
Demo Page	The demo page is printed to check the quality of the print.

Report	Description
Supplies Info	Prints the supplies information page.
Address Book	This list shows all of the Fax and E-mail addresses currently stored in the machine's memory.
Fax Send	This report shows the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results for a particular Fax job. Note: You can set up your machine to automatically print a Send Report after each Fax job. (See Fax Setup on page 166.)
Fax Sent	This report shows information on the faxes you have recently sent. Note: You can set the machine to automatically print this report every 50 communications. (See Auto Report on page 169.)
E-mail Sent	This report shows information on the e-mails you have recently sent.
Fax Received	This report shows information on the faxes you have recently received.
Scheduled Job	This list shows the documents currently stored for delayed faxing along with the start time and type of each operation.
Junk Fax	This list shows the fax numbers specified as junk fax numbers. To add or delete numbers, access the Junk Fax Setup menu. (See Fax Setup on page 166.)
Network Configuration	This list shows information about your machine's network connection and configuration.
User Auth.	This list shows users who are authorized to use the e-mail function.
PCL Font	Prints the PCL font list.
PS Font	Prints the PS font list.
EPSON Font	Prints the EPSON font list.
Stored Jobs	Prints jobs currently stored on the optional memory or HDD within the machine.
Completed Jobs	Prints a list of completed jobs.
Net User Auth.	Prints users and their IDs who logged into the Domain.
Usage Counter	This list shows the number of impressions made on the machine. The list includes: <ul style="list-style-type: none"> • Total Impressions • Black Impressions • Maint. Impressions • Sheets • 2 Sided Sheets
Fax Options	Prints fax setup information.

Feature Defaults

Your machine provides default settings for *Copy*, *Scan*, *E-mail* and *Fax* so that you can quickly and easily make selections for your job. The default selections can be changed by selecting the **Machine Status** button on the *control panel* and the down arrow to select **Feature Defaults**. A password may be required to access and change the *System Setup* settings.

Note: Some options may be unavailable depending on your machine configuration.

Copy Defaults

The default selections for the *Copy* options including *Original size*, *Quantity*, *Collation*, *Reduce/Enlarge*, *Lighten/Darken*, *Contrast* and *Original Type* can be set to those most frequently used. When you copy a document, the default settings are used unless they have been changed for the current job. Once the current job is complete the settings return to the default settings. A password may be required to access and change the default settings.

Scan Defaults

The default selections for the *Scan* options including *Original Size*, *Original Type*, *Resolution*, *Output Color*, *File Format*, *Lighten/Darken* and *Contrast*, can be set to those most frequently used for the *Scan to USB*, *Scan to FTP* and *Scan to SMB* options. When you scan a document, the default settings are used unless they have been changed for the current job. A password may be required to access and change the default settings.

E-mail Defaults

The default selections for the E-mail options, including *Original Size*, *Original Type*, *Resolution*, *Output Color*, *File Format*, *Lighten/Darken* and *Contrast* can be set to those most frequently used. When you e-mail a document, the default settings are used unless they have been changed for the current job. Once the current job is complete the settings return to the default settings. A password may be required to access and change the default settings.

Fax Setup

Your machine provides you with various user-selectable options for setting up the fax system. You can change the default settings for your preferences and needs. *Receiving* and *Sending* settings can be customized. A password may be required to access and change the *Fax Setup* settings.

Print Setup

You can change the default settings for various options within the print environment to meet your preferences and needs. A password may be required to access and change the *Print Setup* settings.

System Setup

System Setup options enable you to customize settings which are specific to the machine, such as *Date & Time* and *Power Save*. A password may be required to access and change the *System Setup* settings.

Network Settings

You may set up the network using the machine's display screen. Before doing that, you must have the relevant information concerning the type of network protocols and computer system you use. If you are not sure which setting to use, contact your *System Administrator* to configure this machine on the network. A password may be required to access and change the *Network Settings*.

Local Drive (WorkCentre 3325DN / 3325DNI only)

Enables a location on the machine's hard drive to be set up for stored scan, print and fax jobs.

Note: For full instructions on accessing and customizing the machine settings, refer to [Machine Status and Setups](#) on page 153.

General Care and Consumables

There is only one customer replaceable consumable in the machine, the *print cartridge*. To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number. Supplies can also be ordered from www.xerox.com, refer to [Support](#) on page 142 for further information.

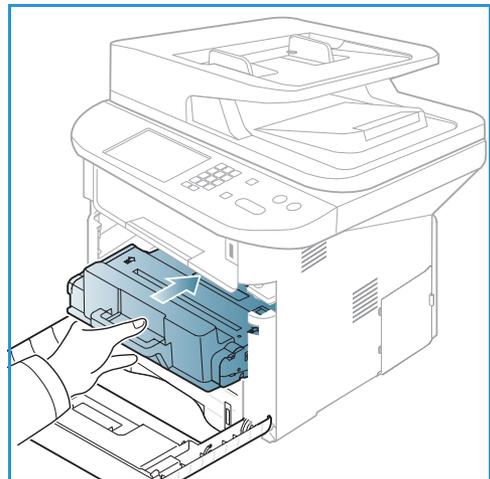
The machine serial number can be displayed by pressing the **Machine Status** button, then highlighting **Machine Information** and pressing **OK**. For further information about locating the serial number, please refer to [Locating the Serial Number](#) on page 221.

Print Cartridge

To avoid print quality problems resulting from worn parts and to maintain your machine in top working condition, the *print cartridge* will need to be replaced after printing the specified number of pages or when the life span of the cartridge has expired.

The machine will display a message when the *print cartridge* needs to be replaced. Only replace the cartridge when a message instructs you to do so or when instructed by a Xerox representative. To replace the *print cartridge*, follow the instructions provided within this guide or with the consumable.

To replace the *print cartridge*, refer to [General Care and Troubleshooting](#) on page 181. To purchase a new *print cartridge*, contact your local Xerox representative or authorized dealer. Supplies can also be ordered from www.xerox.com, refer to [Support](#) on page 142 for further information.



Cleaning Tasks

Performing regular cleaning activities ensures the machine is kept free of dust and debris. The machine covers, *control panel* and *automatic document feeder* should all be cleaned using a soft lint-free cloth, lightly dampened with water. Xerox Cleaning Fluid or Anti-Static Cleaner can be used to clean the *document glass*, but must be applied using a cloth and not poured directly on the *document glass*. Remove any residue with a clean cloth or paper towel.

For further information on maintenance tasks, refer to [General Care and Troubleshooting](#) on page 181.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Support Center* quoting the machine serial number.

Xerox Support Center

If a fault cannot be resolved by following the display instructions, check [Error Messages](#) on page 198. If the difficulty persists, contact the *Xerox Support Center*. The *Xerox Support Center* will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

For information about locating the serial number, please refer to [Locating the Serial Number](#) on page 221.

Documentation

Most answers to your questions will be provided by the documentation that is supplied on CD with the Xerox WorkCentre 3315DN/3325DN/3325DNI. Alternatively you can access the documents from www.xerox.com/support.

- **Install Guide** - contains information about installing the machine.
- **Quick Use Guide** - provides basic information on how to use the machine.
- **User Guide** (this document) - contains instructions and information about all the features on the machine.
- **System Administration Guide** - provides detailed instructions and information about connecting your machine to the network and installing optional features.

Copy

2

This chapter includes:

- [Copy Procedure](#) on page 32
- [Copy Options](#) on page 36
- [Using the Layout Options](#) on page 39
- [Media Output Locations](#) on page 43

Copy Procedure

This section describes the basic procedure for making copies:

- [Loading Documents](#) on page 32
- [Select the Features](#) on page 33
- [Enter the Quantity](#) on page 34
- [Start the Job](#) on page 34
- [Check the Job Status](#) on page 35
- [Stop the Copy Job](#) on page 35

If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact your *System Administrator*.

Note: Some options may be unavailable depending on your machine configuration.

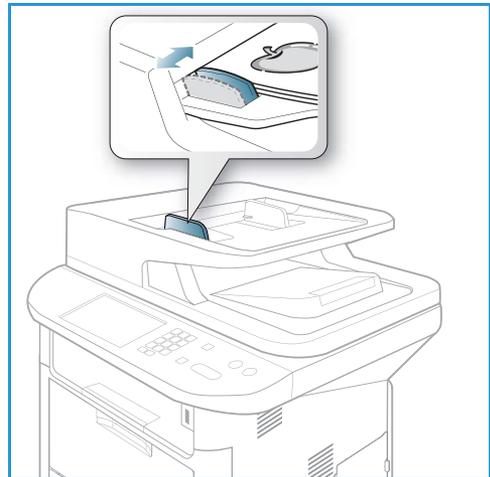
Loading Documents

Documents can be loaded either into the *automatic document feeder* or onto the *document glass*.

Automatic Document Feeder

The *automatic document feeder* can hold a maximum of 50 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the *automatic document feeder* with the top of the document to the left of the tray.
2. Move the *document guide* to just touch both sides of the document.

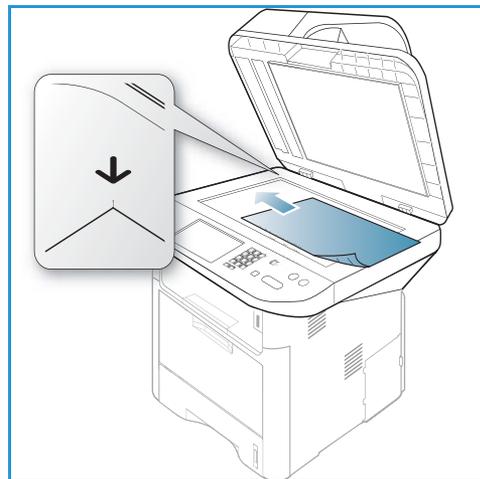


Document Glass

The *document glass* can be used for oversized, torn or damaged originals and for books and magazines.

1. Open the *automatic document feeder* and place single documents face down on the *document glass* aligned with the rear left corner.
2. The default document size is 8.5 x 11" or A4. For other sized documents, change the **Original Size** option. Refer to [Copy Options](#) on page 36 for further information.

Note: Documents are only scanned once even when several copies are selected.



Select the Features

Various features can be selected for your *Copy* job. The paper and 2 sided options are selected from buttons on the *control panel*. Additional *Copy* options are available through the **Menu** button. Once you have made a selection, press **Back** to return to the Ready screen.

Note: Some options may be unavailable depending on your machine configuration.

1. Press the **Copy** button on the *control panel*.
2. Press the **Paper Supply** button on the *control panel*:

- **Auto Select:** With this option selected, the machine chooses the correct paper for the *Copy* job based on the size of the originals being scanned.
- **Tray 1:** Use this option to select the paper loaded in Tray 1.
- **Tray 2:** Use this option to select the paper loaded in Tray 2.



Note: Tray 1 can hold 250 sheets of 20 lb (80 g/m²) paper and the optional tray 2 can hold 520 sheets of 20 lb (80 g/m²) paper. Weight ranges from 16 - 43 lbs bond (60 - 163 g/m²). Sizes range from 105 x 148 mm to 216 x 356 mm (A6 to Legal).

- **Bypass Tray:** Use this option when feeding individual types of stock, for example letterhead or labels for one-off jobs.

Note: The *bypass tray* holds up to 50 sheets of 20 lb (80 g/m²) paper or up to 5 transparency sheets or up to 5 envelopes. Weight ranges from 16 - 58 lbs bond (60 - 220 g/m²). Sizes range from 76 x 127 mm (custom) to 216 x 356 mm (Legal).

Select the **Paper Supply** option required using the up/down arrows and press **OK**.

For more information, refer to [Paper and Media](#) on page 143.

3. Press the **2 Sided** button on the *control panel*. Two-sided copies can be made automatically from one or two-sided originals:
 - **1 → 1 Sided**: Use this option for 1 sided originals when 1 sided copies are required.
 - **1 → 2 Sided**: Use this option for 1 sided originals when 2 sided copies are required.
 - **1 → 2 Sided, Rotate Side 2**: This option produces 2 sided copies from 1 sided originals and rotates 180 degrees every second side image. Use this option to create documents which can be read in a “head to toe” manner, for example a calendar.
 - **2 → 2 Sided**: Use this option for 2 sided originals when 2 sided copies are required.
 - **2 → 1 Sided**: Use this option for 2 sided originals when 1 sided copies are required.
 - **2 → 1 Sided, Rotate Side 2**: This option produces 1 sided copies from 2 sided originals and rotates 180 degrees every second side image. The “read” orientation for this option varies depending on the input originals. For example, if “head to head” orientation originals are scanned, the output will be “head to toe”. If “head to toe” orientation originals are scanned, the output produced will be “head to head”.

Select the **2 Sided** option required using the up/down arrows and press **OK**.

Note: Not all the 2 sided options are available on the WorkCentre 3315DN.

4. Additional *Copy* options are available through the **Menu** button. For information about programming additional options, refer to [Copy Options](#) on page 36.

Enter the Quantity

- The maximum copy quantity is 999.
- Use the keypad on the *control panel* to enter the number of copies required. The number entered is displayed in the upper right-hand corner of the display.

Note: To cancel an incorrect entry, press the **C** button and enter the correct quantity.

Start the Job

1. Press the **Start** button. Each document is scanned only once.
2. If using the *document glass* to scan 2 sided originals, the machine displays a message when ready to scan side 2. Continue scanning until all sides have been scanned.

The images are scanned and the *Copy* job is printed.

Check the Job Status

1. Press the **Job Status** button on the *control panel* to display job status information.
2. A list of *Active Jobs* or *Saved Jobs* is displayed. Select your job using the up/down arrows and press **OK**.
3. The following **Job Options** are available:
 - For active jobs:
 - Release
 - Cancel
 - For saved jobs:
 - Print
 - Delete



Interrupt the Copy Job

To interrupt the active *Copy* job so that a more urgent job can take priority:

1. Press the **Job Interrupt** button on the *control panel*.
2. Remove the active job originals from the *automatic document feeder* or from the *document glass*.
3. Program the priority job.
4. Place the originals for the priority job on the *document glass* or in the *automatic document feeder*.
5. Press **Start**.
6. When the priority job is complete, press the **Job Interrupt** button again.
7. Replace the originals from the first job and press start. The interrupted job will resume copying.

Stop the Copy Job

Follow the steps below to cancel an active *Copy* job.

1. Press the **Stop** button on the *control panel*.

Follow the steps below to cancel a queued *Copy* job.

1. Press the **Job Status** button on the *control panel* to display the active jobs.
2. Use the up/down arrows and select the job required, press **OK**.
3. Select **Delete** and **OK**.
4. Select **Yes** to delete the job or **No** to return to previous screen.

Copy Options

Your machine provides the following options to customize your *Copy* jobs. Use the **Menu** button to access the options. For information about changing the default *Copy* settings, refer to [Feature Defaults](#) on page 159.

Notes:

- Some options may be unavailable depending on your machine configuration.
- If you press **Stop** while setting the *Copy* options, all of the options you have set for the current *Copy* job will be canceled and return to their default status after the machine completes the *Copy* job in progress.

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	<ul style="list-style-type: none"> • A4 • A5 • B5 • Letter • Legal • Executive • Folio • Oficio
Reduce/Enlarge	Originals can be reduced or enlarged between 25% and 400% when using the <i>document glass</i> , or from 25% to 100% when using the <i>automatic document feeder</i> .	<ul style="list-style-type: none"> • 100 %: Produces an image on the copies the same size as the image on the original. • Variable %: Use the keypad or the up/down arrows to enter the percentage required. • Auto Fit: Reduces or enlarges the image on the copies based on the size of the original and the size of the selected output paper. • Presets: The most commonly used reduce/enlarge percentages have been provided as preset options. These preset options can be customized by your System or Machine Administrator to meet individual needs.
Lighten/Darken	Adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lighten +1 to +5: Lightens the image in increments to the lightest setting of Lighten +5; works well with dark print. • Normal: Works well with standard typed or printed originals. • Darken +1 to +5: Darkens the original in increments to the darkest setting of Darken +5; works well with light print.

Feature	Description	Options
Contrast	Increases or decreases the contrast between light and dark areas of the image.	<ul style="list-style-type: none"> • Less +1 to +5: Decreases the contrast in increments to the lowest contrast setting of Less +5. • Normal: No contrast adjustment is made. • More +1 to +5: Increases the contrast in increments up to the highest contrast setting of More +5.
Original Type	The <i>Original Type</i> setting is used to improve the image quality by selecting the document type for the originals.	<ul style="list-style-type: none"> • Text: Use for originals containing mostly text. • Text and Photo: Use for originals with mixed text and photographs. • Photo: Use when the originals are photographs.
Layout	This option is used to copy multiple documents onto one sheet of paper, copy from book originals, create booklet output and produce documents which can be pasted together to make a poster.	<ul style="list-style-type: none"> • Normal: Select this option to match the layout of the originals. • 2 Up: This feature is used to copy two documents, in a reduced size, onto one sheet of paper. • 4 Up: This feature is used to copy four documents, in a reduced size, onto one sheet of paper. • ID Card Copy: The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. • Poster Copy: Your original will be divided into 9 portions. You can paste the printed pages together to make one poster-sized document. • Clone Copy: The machine prints multiple original images onto a single page. The number of images is automatically determined by the machine based on the original size and the paper size. • Book Copy: Use when copying bound documents and books. • Booklet Creation: This allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet. <p>Refer to Using the Layout Options on page 39 for instructions.</p>
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.	<ul style="list-style-type: none"> • Off: Select if <i>Background Suppression</i> is not required. • Auto: Select to automatically eliminate background. • Enhance: Levels 1 to 4: Suppresses the background color in increments, level 4 representing the greatest amount of background elimination.

Feature	Description	Options
Margin Shift	Allows you to shift the image on the page by a specified amount.	<ul style="list-style-type: none"> • Off: Select if <i>Margin Shift</i> is not required. • Auto Center: Automatically copies the image in the center of the page. This feature is only available when you place originals on the <i>document glass</i>. • Custom Margin: Use the numeric keypad to enter the left, right, top or bottom margin amount from 0 to 20 mm.
Edge Erase	Allows you to erase spots, drill holes, fold creases and staple marks along any of the four edges of a document.	<ul style="list-style-type: none"> • Off: Select if <i>Edge Erase</i> is not required. • Small Original: erases the edge of the original if it is small. This feature is only available when you place originals on the <i>document glass</i>. • Hole Punch: Erases the marks from book binding holes. • Book Center: Erases the middle part of the page to eliminate the dark horizontal marks reproduced when you copy a book. This feature is only available when you place originals on the <i>document glass</i>. • Border Erase: Use the numeric keypad to enter the left, right, top or bottom amount of margin to erase.

Using the Layout Options

This option is used to copy multiple documents onto one sheet of paper, copy from book originals, create booklet output and produce documents which can be pasted together to make a poster.

Note: Some options may be unavailable depending on your machine configuration.

2 Up or 4 Up Copying

This feature is used to copy two or more documents, in a reduced size, onto one sheet of paper. It is ideal for creating handouts, storyboards or documents used for archival purposes.

Note: Originals must be loaded in the *automatic document feeder* when using this feature.

1. Press **Copy** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Layout** and press **OK**.
4. Select the option required:
 - **Normal:** Copies an original onto one sheet of paper.
 - **2 Up:** Copies two separate originals onto one sheet of paper.
 - **4 Up:** Copies four separate originals onto one sheet of paper.

Note: For landscape originals, place the top of the document at the back of the feeder. For portrait originals, place the top of the document to the left.

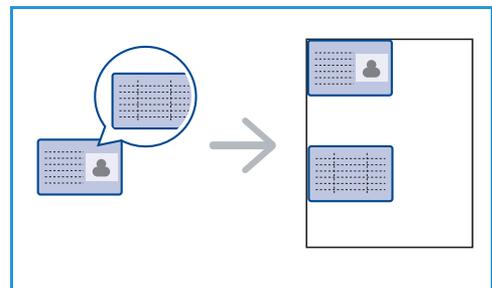
5. Select **OK** to save your selections and press **Menu** to return to the top level menu.
6. Load originals and press **Start**.



ID Card Copy

The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. This feature is helpful for copying a small-sized item, such as a business card.

Note: This *Copy* feature is available only when you place originals on the *document glass*. If the original is larger than the printable area, some portions may not be printed.



Your machine can print 2 sided originals on one sheet of A4, Letter, Legal, Folio, Executive, B5, A5, or A6 paper.

1. Press **Copy** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Layout** and press **OK**.

4. Press the up/down arrows to highlight **ID Card Copy** and press **OK**.

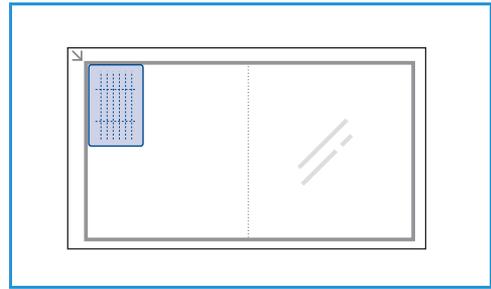
5. Press **Menu** to return to the top level menu.

6. Place the front side of the original face down on the *document glass*, aligned with the tip of the registration arrow and close the *automatic document feeder*.

7. Press **Start**.

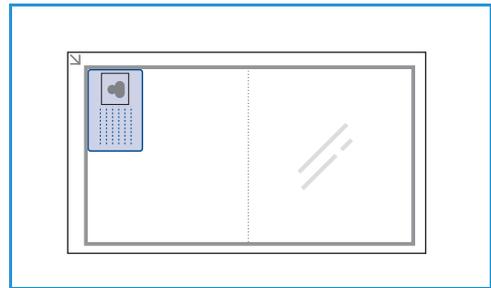
Place Front Side Press OK appears on the display. Press **OK** on the *control panel*.

Your machine begins scanning the front side and shows *Place Rear Side Press Start*.



8. Turn the original over and place the rear side of the original face down on the *document glass* and close the *automatic document feeder*.

9. Press **Start** on the *control panel* to begin copying.



Book Copy

This feature enables you to specify which page or pages of a book are to be scanned. The book original is placed face down on the *document glass* with the spine of the book lined up with the book marker.

1. Press **Copy** on the *control panel*.

2. Press **Menu** on the *control panel*.

3. Press the up/down arrows to highlight **Layout** and press **OK**.

4. Press the up/down arrows to highlight **Book Copy** and press **OK**.

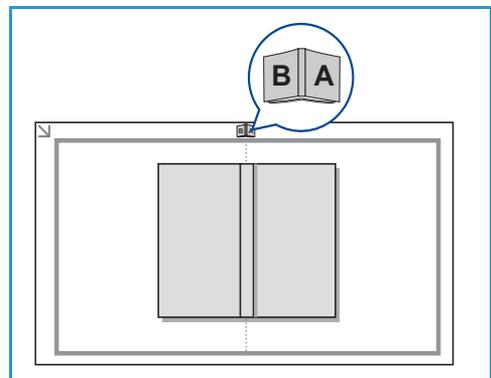
5. Press the up/down arrows to highlight the option required:

- **Off**: Use to deactivate the feature.
- **Left Page Only**: Use to scan and copy the left page of a bound document.
- **Right Page Only**: Use to scan and copy the right page of a bound document.
- **Both Pages**: Use to scan and copy both pages of a bound document. The left page of the book will be scanned first.

6. Select **OK** to save your selections and press **Menu** to return to the top level menu.

7. Place the book original face down on the *document glass* with the spine of the book lined up with the book marker at the center of the rear edge of the *document glass*.

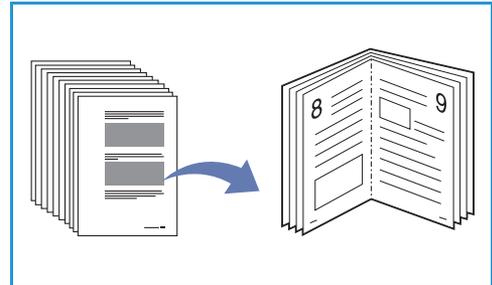
8. Press **Start**.



9. If another page requires scanning, select **Yes** to add another page. Place the book with the new page to be scanned on the *document glass*, select the *Copy* option required and press **OK**.
When you have finished scanning all the pages required, select **No** at the **Another Page?** prompt.

Booklet Creation

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



1. Insert the documents neatly into the *automatic document feeder*, face up. The first page should be on top with the headings towards the left of the machine.

Note: The originals must be loaded in the *automatic document feeder* to enable the *Booklet Creation* feature to be selected.

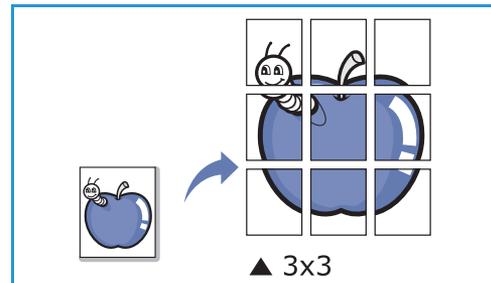
2. Press **Copy** on the *control panel*.
3. Press **Menu** on the *control panel*.
4. Press the up/down arrows to highlight **Layout** and press **OK**.
5. Press the up/down arrows to highlight **Booklet Creation** and press **OK**.
6. Press the up/down arrows to highlight **1 Sided Originals** or **2 Sided Originals** and press **OK**.
7. Select **OK** to save your selections and press **Menu** to return to the top level menu.
8. Load originals and press **Start**.

Poster Copy

Your original will be divided into 9 portions. You can paste the printed pages together to make one poster-sized document.

Note: This *Copy* feature is available only when you place originals on the *document glass*.

1. Press **Copy** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Layout** and press **OK**.
4. Press the up/down arrows to highlight **Poster Copy** and press **OK**.
5. Select **OK** to save your selections and press **Menu** to return to the top level menu.
6. Load originals and press **Start**.



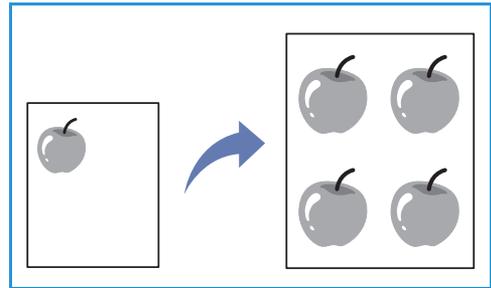
Each portion is scanned and printed one by one.

Clone Copy

The machine prints multiple original images on a single page. The number of images is automatically determined by the original image and the paper size.

Note: This *Copy* feature is available only when you place originals on the *document glass*.

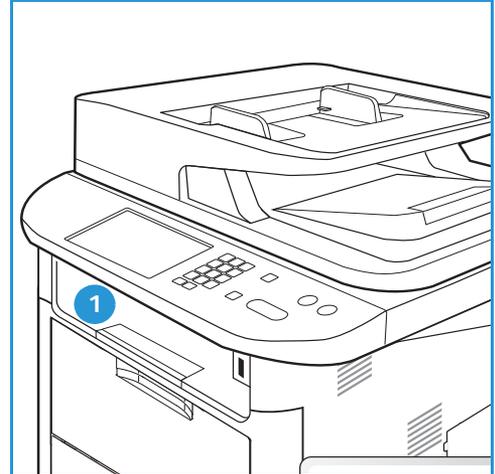
1. Press **Copy** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Layout** and press **OK**.
4. Press the up/down arrows to highlight **Clone Copy** and press **OK**.
5. Select **OK** to save your selections and press **Menu** to return to the top level menu.
6. Load originals and press **Start**.



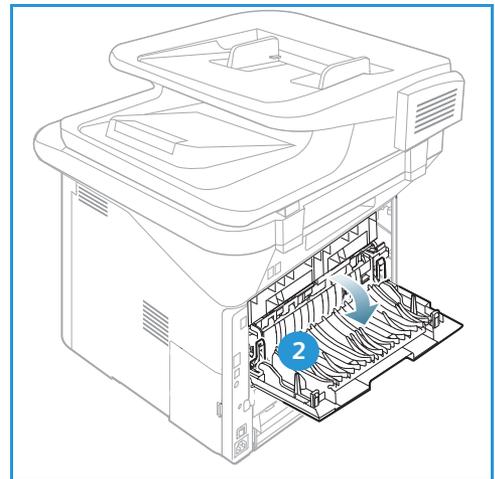
Media Output Locations

The machine has two output locations:

- *Output tray* (face down) **1** up to a maximum of 150 sheets of 20 lb (80 g/m²) paper.



- *Rear door* (face up) **2** one sheet at a time.



The machine sends output to the *output tray* by default. If special media such as envelopes print out with wrinkles, curl, creases or black bold lines, the *rear door* should be used for the output. Open the *rear door* and keep it open while printing one sheet at a time.

Note: The *rear door* output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

Using the Output Tray

The *output tray* collects printed paper face down, in the order in which the sheets were printed. The *output tray* should be used for most jobs. When the *output tray* is full, a message displays on the *control panel*.

To use the *output tray*, make sure that the *rear door* is closed.

Notes:

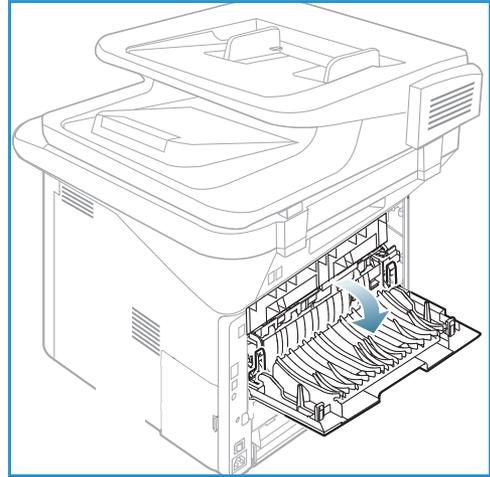
- If paper coming out of the *output tray* has problems, such as excessive curl, try printing to the *rear door*.
- To reduce paper jams, do not open or close the *rear door* while the printer is printing.

Using the Rear Door

When using the *rear door*, paper comes out of the machine face up. Printing from the *bypass tray* to the *rear door* provides a straight paper path and might improve the output quality when printing on envelopes or special media. Whenever the *rear door* is open, the output is delivered there.

Note: The *rear door* output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

CAUTION: The fuser area inside the *rear door* of your machine becomes very hot when in use. Take care when you access this area.



Scan

3

This chapter includes:

- [Scanning Overview](#) on page 46
- [Scan Procedure](#) on page 47
- [Scan Options](#) on page 53
- [Scan Assistant](#) on page 55
- [Scan Using TWAIN](#) on page 56
- [Scan Using WIA Driver](#) on page 57
- [Macintosh Scanning](#) on page 58
- [Linux Scanning](#) on page 60

Scanning Overview

Scanning with your machine lets you turn pictures and text into digital files that can be stored on your computer or sent to a repository. Your machine can scan via USB or network to a PC or server, as well as directly to a USB memory device. The following filing options are available for *Scan*:

- **USB:** Using this option, you can scan an image to a USB Memory Device inserted into the USB Memory Device port.
- **Local PC:** This option can be used if the machine is connected to a PC via a USB cable. For Windows scanning, the Easy Printer Manager must be installed on your PC prior to use. For Macintosh scanning, the Scan and Fax Manager must be installed.
- **Network PC:** Using this option the scanned data will be stored to a networked PC. For Windows, the Easy Printer Manager must be installed on your PC prior to use. For Macintosh scanning, the Scan and Fax Manager must be installed.
- **SMB:** Using this option, you can scan an image and upload it to a shared folder on an SMB server.
- **FTP:** Using this option, you can scan an image and upload it to an FTP server.
- **WSD:** Using this option you can scan to applications or computers that support Microsoft's Web Services for Devices.

Note: Some options may be unavailable depending on your machine configuration.

For instructions on setting up and configuring the *Scan* function, refer to the [System Administrator Guide](#).

Scanning Methods

Your machine offers the following ways to scan an image using a local connection:

- **TWAIN:** TWAIN drivers handle the communication between computer software and the scanning device. This feature can be used via a local connection or a network connection. Refer to [Scan Using TWAIN](#) on page 56.
- **WIA (Windows Image Acquisition):** To use this feature your computer must be connected to the machine via a USB cable. Refer to [Scan Using WIA Driver](#) on page 57.

Scan Procedure

Using *Scan*, an electronic file can be created from a hard copy original. The electronic file can be scanned in color or black and white depending on the **Color** option selected. The file can then be sent to a specified destination.

This section describes the basic procedure for scanning:

- [Loading Documents](#) on page 47
- [Select the Scan Destination](#) on page 48
- [Select the Features](#) on page 50
- [Start the Job](#) on page 51
- [Check the Job Status](#) on page 51
- [Stop the Job](#) on page 52

If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the *System Administrator*.

Note: Some options may be unavailable depending on your machine configuration and the *Scan* features and destination selected.

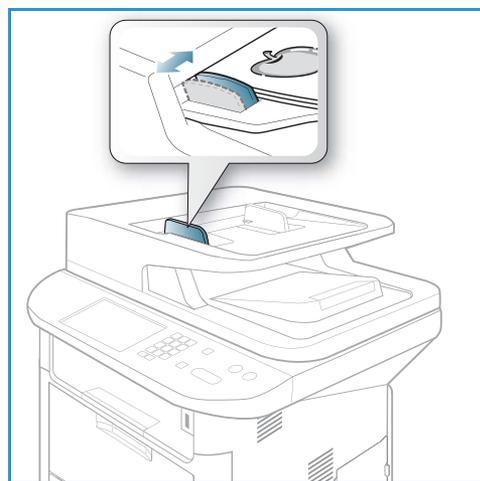
Loading Documents

Documents can be loaded either into the *automatic document feeder* or onto the *document glass*.

Automatic Document Feeder

The *automatic document feeder* can hold a maximum of 50 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the *automatic document feeder* with the top of the document to the left of the tray.
2. Move the *document guide* to just touch both sides of the document.

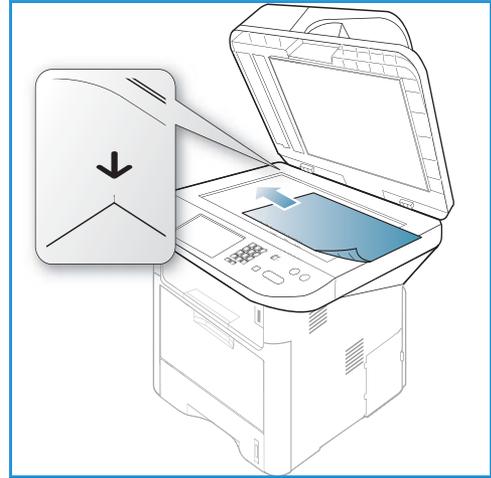


Document Glass

The *document glass* can be used for oversized, torn or damaged originals and for books and magazines.

1. Open the *automatic document feeder* and place single documents face down on the *document glass* aligned with the rear left corner.
2. The default document size is 8.5 x 11" or A4. For other sized documents, change the **Original Size** option. Refer to [Scan Options](#) on page 53 for further information.

Note: Documents are only scanned once even when several copies are selected.



Select the Scan Destination

Note: Some options may be unavailable depending on your machine configuration.

Scan to USB

1. Load the documents to be scanned either face down on the *document glass* or face up into the *automatic document feeder*.
2. Insert a *USB Memory Device* into the *USB memory port* on your machine. The USB menu automatically displays.

Note: When in *Power Save* mode, the machine will not recognize when a *USB Memory Device* is inserted into the USB port. Press any button to restore the machine to a normal state and reinsert the *USB Memory Device* into the port.

3. Press the up/down arrows to highlight **Scan to USB** and press **OK**.

Scan to Local PC

To use *Scan to Local PC*, the machine must be connected to your PC or workstation via a USB cable. The scan driver must be installed on your PC prior to use. For instructions, refer to the [System Administrator Guide](#).

1. Press **Scan** on the *control panel*.
2. Press the up/down arrows to highlight **Local PC**.
3. Press **OK**. If you see the **Not Available** message, check the port connection and/or setup.
4. Press the up/down arrows until the scan destination you want highlights and press **OK**.

Scan to Network PC from Control Panel

Make sure that your machine is connected to a network. Make sure the machine has been configured using the *Xerox Scan Assistant* utility and the scan driver has been installed. For instructions, refer to the [System Administrator](#) guide.

1. Press **Scan** on the *control panel*.
2. Press the up/down arrows to highlight **Network PC**.
3. Press **OK**. If you see the **Not Available** message, check the connection and/or setup.
4. Press the up/down arrows to highlight the **Login ID** you want and press **OK**.
5. If necessary, enter the **password** using the keypad and press **OK**.
6. Press the up/down arrows to highlight the **Scan Destination** you want and press **OK**.
7. Press the up/down arrows to highlight the **Resolution** you want and press **OK**.
8. Press the up/down arrows to highlight the **Color** option you want and press **OK**.
9. Press the up/down arrows to highlight the **File Format** you want and press **OK**.

Note: You can also use the *Xerox Scan Assistant* to scan documents directly from your PC. Refer to [Scan Assistant](#) on page 55.

Scan to SMB

Make sure that your machine is connected to a network. Make sure the machine has been configured using *CentreWare Internet Services*. Refer to the [System Administrator](#) guide for instructions.

1. Press **Scan** on the *control panel*.
2. Press the up/down arrows to highlight **SMB** and press **OK**.
3. If required, press the **2 Sided** button and **Menu** button to select the *Scan* settings. Refer to [Select the Features](#) on page 50.
4. Press **OK**.
5. If Authentication is enabled, enter your **Login ID** and, if required, your **password**.
6. Press the up/down arrows until the server you want highlights and press **OK**.
7. Press the up/down arrows to highlight the **File Format** you want and press **OK**.

Scan to FTP

Make sure that your machine is connected to a network. Make sure the machine has been configured using *CentreWare Internet Services*. Refer to the [System Administrator](#) guide for instructions.

1. Press **Scan** on the *control panel*.
2. Press the up/down arrows to highlight **FTP** and press **OK**.
3. If required press the **2 Sided** button and **Menu** button to select the *Scan* settings. Refer to [Select the Features](#) on page 50.
4. Press **OK**.
5. If Authentication is enabled, enter your **Login ID** and, if required, your **password**.
6. Press the up/down arrows until the server you want highlights and press **OK**.
7. Press the up/down arrows to highlight the **File Format** you want and press **OK**.

Scan to WSD

Using this option you can scan to applications or computers that support Microsoft's Web Services for Devices.

1. Press **Scan** on the *control panel*.
2. Press the up/down arrows to highlight **WSD** and press **OK**.
3. If required press the **2 Sided** button and **Menu** button to select the *Scan* settings. Refer to [Select the Features](#) on page 50.
4. Press **OK**.
5. Press the up/down arrows until the destination you want highlights and press **OK**.
6. Press the up/down arrows to highlight the **File Format** you want and press **OK**.

Scan to Local Drive

Using this option you can scan documents to the machine's hard drive, and print scanned documents from the machine hard drive. Folders within the Local Drive are created within CentreWare Internet Services by the System Administrator. Refer to the [System Administrator Guide](#) for more information.

To scan a document to the Local Drive:

1. Press **Scan** on the *control panel*.
2. Press the up/down arrows to highlight **Scan to Local Drive** and press **OK**. The **Search ID** screen will appear.
3. Select your required folder on the Local Drive. The **Default Public folder** appears and any other folders that were created within the *Internet Services Jobs > Local Drive* page.
4. Select the features from the **Scan to Local Drive** menu.

Select the Features

Various features can be selected for your *Scan* job when the machine is in *Ready* mode.

Note: Some of the following options may be unavailable depending on your machine configuration and the scan method selected.

Once you have made a selection, press **Back** to return to the *Ready* screen.

1. Press the **2 Sided** button on the *control panel*. The following *2 Sided* options are available:
 - **1→ 1 Sided:** Use this option for 1 sided originals.
 - **2→ 1 Sided:** Use this option for 2 sided originals.
 - **2→ 1 Sided, Rotated:** Use this option for 2 sided originals which have the second side rotated. This option will rotate the second side image 180 degrees.

Select the **2 Sided** option required using the up/down arrows and press **OK**.

- The following features are available through the **Menu** button for *Scan to USB*, *Scan to FTP* and *Scan to SMB*.

Original Size	Use to set the size of the image being scanned.
Original Type	Used to improve the image quality by selecting the document type for the originals.
Resolution	Sets the image resolution. A higher resolution increases the file size.
Output Color	Sets the color mode of the scanned image.
File Format	Sets the file format of the saved image.
Lighten/Darken	Provides manual control to adjust the lightness or darkness of the scanned images.
Contrast	Use to increase or decrease the contrast between black and white images.

Press the up/down arrows until the feature you want highlights and press **OK**. Select the setting required and press **OK**.

For information about each of the options refer to [Scan Options](#) on page 53.

Start the Job

- Press the **Start** button.
- If using the *document glass* to scan 2 sided originals, the machine displays a message when ready to scan side 2. Continue scanning until all sides have been scanned.
- Your machine begins scanning the original, and then asks if you want to scan another page.
- To scan another page, press the left/right arrows to highlight **Yes** and press **OK**. Load an original and press **Start**. Otherwise, press the left/right arrows to highlight **No** and press **OK**.

The images are scanned and sent to the destination selected.

Check the Job Status

- Press the **Job Status** button on the *control panel* to display job status information.
- A list of *Active Jobs* or *Saved Jobs* is displayed. Select your job using the up/down arrows and press **OK**.
- The following **Job Options** are available:

For active jobs:

- Release
- Cancel

For saved jobs:

- Print
- Delete



Stop the Job

Follow the steps below to cancel an active *Scan* job.

1. Press the **Stop** button on the *control panel*.

Follow the steps below to cancel a queued *Scan* job.

1. Press the **Job Status** button on the *control panel* to display the active jobs.
2. Use the up/down arrows to select the job required, press **OK**.
3. Select **Delete** and **OK**.
4. Select **Yes** to delete the job or **No** to return to previous screen.

Scan Options

Your machine provides the following options to customize your *Scan* jobs. Use the **Menu** button to access the options. For information about changing the default *Scan* settings, refer to [Scan Defaults](#) on page 161.

Note: Some of the following options may be unavailable depending on your machine configuration and the scan method selected.

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	<ul style="list-style-type: none"> • A4 • A5 • B5 • Letter • Legal • Executive • Folio • Oficio
Original Type	The <i>Original Type</i> setting is used to improve the image quality by selecting the document type for the originals.	<ul style="list-style-type: none"> • Text: Use for originals containing mostly text. • Text and Photo: Use for originals with mixed text and photographs. • Photo: Use when the originals are photographs.
Resolution	<i>Resolution</i> affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	<ul style="list-style-type: none"> • 300 dpi: Recommended for high quality text documents that are to pass through <i>OCR</i> applications. Also recommended for high quality line art or medium quality photos and graphics. This is the default resolution and the best choice in most cases. • 200 dpi: Recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics. • 100 dpi: Recommended for lower quality text documents or if a smaller file size is required.
Output Color	Select <i>Output Color</i> to produce black and white, grayscale or color output.	<ul style="list-style-type: none"> • Color: Use to select color output from your original. • Grayscale: Use if output is to be in shades of gray. • Black and White: Use to select black and white output regardless of the color of your original.

Feature	Description	Options
File Format	<i>File Format</i> determines the type of file created and can be temporarily changed for the current job. Select the file format you wish to use for your scanned image.	<ul style="list-style-type: none"> • PDF (Portable Document Format): Allows recipients with the right software to view, print or edit the electronic file, no matter what their computer platform. • Single-TIFF (Tagged Image File Format): Produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned. • Multi Page TIFF: Produces a single TIFF file containing several pages of scanned images. More specialized software is required to open this type of file format. • JPEG (Joint Photographic Experts Group): Produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned. • BMP: A simple bitmapped graphics format. (<i>Scan to USB</i> option only.)
Lighten/Darken	Adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lighten +1 to +5: Lightens the image in increments to the lightest setting of Lighten +5; works well with dark print. • Normal: Works well with standard typed or printed originals. • Darken +1 to +5: Darkens the original in increments to the darkest setting of Darken +5; works well with light print.
Contrast	Increases or decreases the contrast between light and dark areas of the image.	<ul style="list-style-type: none"> • Less +1 to +5: Decreases the contrast in increments to the lowest contrast setting of Less +5. • Normal: No contrast adjustment is made. • More +1 to +5: Increases the contrast in increments up to the highest contrast setting of More +5.

Scan Assistant

The *Scan Assistant* is a Xerox utility that is automatically installed with the your Xerox *Printer Driver*. It provides an interface to select a scanner and to adjust *Scan* settings and start the scanning process directly from your computer. Using the preview window allows you to view the scan and make adjustments as necessary using the easy access buttons on the left of the preview window. Preferred settings can be preserved as 'favorites' and added to a pre-defined list.

For information about using the Scan Assistant, refer to the [Xerox WorkCentre 3315DN/3325DN/3325DNI Utilities Guide](#) available on Xerox.com.

Scan Using TWAIN

If you want to scan documents using other software, you will need to use TWAIN compliant software, such as Adobe Photoshop. Follow the steps below to scan with TWAIN compliant software.

1. Make sure that the machine is connected to your computer and powered on.
2. Install the TWAIN driver. Follow the install instructions provided with your driver.
3. Load originals face up into the *automatic document feeder*, or place a single original face down on the *document glass*.
4. Open an application, such as Adobe Photoshop.
5. Open the TWAIN window and set the scan options.
6. Scan and save your scanned image.

Scan Using WIA Driver

Your machine also supports the Windows Image Acquisition (WIA) driver for scanning images. WIA is one of the standard components provided by Microsoft Windows and works with digital cameras and scanners.

Note: The WIA driver works only on Windows XP/Vista/7.0 with a USB port.

1. Make sure that the machine is connected to your computer and powered on.
2. Install the WIA driver. Follow the install instructions provided with your driver.
3. Load originals face up into the *automatic document feeder*, or place a single original face down on the *document glass*.
4. Scan the originals using the following instructions:

Windows XP

- a. From the **Start** menu, select *Control Panel > Scanners and Cameras*.
- b. Double click your scanner driver icon. The **Scanner and Camera Wizard** appears. Select **Next**.
- c. Set the options in the **Choose scanning preferences** window. Select **Next**.
- d. Enter a picture name, and select a file format and destination to save the picture.
- e. Select **Next** to scan your originals.
- f. Select **Next** and **Finish** to view the images.

Windows Vista

- a. From the **Start** menu select **Control Panel > Scanners and Cameras**.
- b. Double click **Scan a document or picture**. The **Windows Fax and Scan** application appears. You can select **View scanners and cameras** to view the scanners.
- c. If there is no **Scan a document or picture** instruction visible, open the **MS Paint** program and from the **File** menu click **From Scanner or Camera...** .
- d. Select **New Scan**. The scan driver displays. Choose your scanning preferences.
- e. Select **Scan**.

Windows 7

- a. From the **Start** menu select **Control Panel > Devices and Printers**.
- b. Click the right mouse button on the device driver icon in **Printers and Faxes > Start Scan**. **New Scan** application appears.
- c. Choose your scanning preferences.
- d. Select **Scan**.

Macintosh Scanning

You can scan documents using **Image Capture** on Macintosh systems.

Scanning with USB Connection

Make sure that the machine is connected to your computer via the USB cable and powered on. Install the scan driver. Follow the install instructions provided with your driver.

1. Load originals face up into the *automatic document feeder*, or place a single original face down on the *document glass*.
2. Start **Applications** and click **Image Capture**.
If the *No Image Capture device connected* message appears, disconnect the USB cable and reconnect it. If the problem continues, refer to the *Image Capture help* option to resolve the problem.
3. Select the device required.
4. Set the scan options on this program.
5. Scan and save your scanned image.

For more information about using **Image Capture**, use the **Image Capture** help option.

Use TWAIN-compliant software to apply more scan options. You can also scan using TWAIN-compliant software, such as Adobe Photoshop. Scan processes differ according to the TWAIN-compliant software being used. Please refer to the User Guide supplied with the software for instructions.

If scanning does not operate in **Image Capture**, update Mac OS to the latest version. **Image Capture** operates correctly in Mac OS X 10.3.9 or higher, and Mac OS X 10.4.7 or higher.

Scanning from a Network Connected Machine

Make sure that the machine and your workstation are powered on and connected to the network. Install the scan driver. Follow the install instructions provided with your driver.

1. Load originals face up into the *automatic document feeder*, or place a single original face down on the *document glass*.
2. Start **Applications** and click **Image Capture**.
3. Depending on the Mac OS version, follow the steps below.
 - For 10.4-10.5:
 - Click **Devices** then **Browse Devices** from the Menu bar.
 - Select your machine in the Twain devices option. Make sure that the **Use TWAIN software** checkbox is checked.
 - Click **Connect**.

If a warning message appears, click **Change Port...** to select the port, or if **TWAIN UI** appears, click **Change Port...** from the **Preference tab** and select a new port.

- For 10.6, select your device below **SHARED**.
4. Set the scan options on this program.

5. Scan and save your scanned image.

If scanning does not operate in **Image Capture**, update Mac OS to the latest version. **Image Capture** operates correctly in Mac OS X 10.4.7 or higher.

For more information about using **Image Capture**, use the **Image Capture** help option.

You can also scan using TWAIN-compliant software, such as Adobe Photoshop. Scan processes differ according to the TWAIN-compliant software being used. Please refer to the User Guide supplied with the software for instructions.

Using Scan and Fax Manager

Use the *Scan and Fax Manager* program to check the installed scan driver's condition, to change scan settings and to add or delete document folders for storing scanned documents. To use the *Scan and Fax Manager* program:

1. Select */Applications/Xerox* and run *Scan and Fax Manager*.
2. Select the appropriate device in *Scan and Fax Manager*.
3. Select **Properties**.
4. Use the **Set Scan** button to change the file destination or scan settings, to add or delete application programs and to format files. You can change the scanning device by using **Change Port** (Local or Network).
5. Select **OK**.

Linux Scanning

You can scan a document using the Unified Driver Configurator window. Make sure that the machine is powered on and connected to your computer via USB cable, or connected to the network. Install the scan driver. Follow the install instructions provided with your driver.

Scanning

1. Double-click the **Unified Driver Configurator** on your desktop.
2. Click the  button to switch to *Scanners Configuration*.
3. Select the scanner in the list.
 - If you use only one machine device and it is connected to the computer and turned on, your scanner appears in the list and is automatically selected.
 - If you have two or more scanners connected to your computer, you can select any scanner to work at any time. For example, while acquisition is in progress on the first scanner, you may select the second scanner, set the device options and start the image acquisition simultaneously.
4. Click **Properties**.
5. Load originals face up into the *automatic document feeder*, or place a single original face down on the *document glass*.
6. From the **Scanner Properties** window, click **Preview**.

The document is scanned and the image preview appears in the **Preview Pane**.
7. Drag the pointer to set the image area to be scanned in the **Preview Pane**.
8. Change the scan options in the **Image Quality** and **Scan Area** sections.
 - **Image Quality:** This option allows you to select the color composition and the scan resolution for the image.
 - **Scan Area:** This option allows you to select the page size. The **Advanced** button enables you to set the page size manually.

If you want to use one of the preset scan option settings, select the option from the Job Type drop-down list. (See [Job Type Settings](#) on page 60.)
9. Click **Default** to restore the default setting for the scan options.
10. When you have finished, click **Scan** to start scanning.

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

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

Job Type Settings

You can save your scan option settings for later use.

Saving a New Job Type Setting

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

Your setting is added to the **Job Type** drop-down list.

Deleting a Job Type Setting

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

The setting is deleted from the list.

Using the Image Manager

The *Image Manager* application provides you with menu commands and tools to edit your scanned image. Use the following tools to edit the image:

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

Tools	Name	Function
	Flip	Allows you to flip the image vertically or horizontally.
	Effect	Allows you to adjust the brightness or contrast of the image, or to invert the image.
	Properties	Shows the properties of the image.

For further details about the Image Manager application, refer to the on screen help.

E-mail

4

E-mailing with your machine lets you turn pictures and text into digital files that can be sent to an e-mail address. You can scan the originals and e-mail the scanned image to several destinations from the machine by e-mail.

This chapter includes:

- [E-mail Procedure](#) on page 64
- [E-mail Options](#) on page 68
- [Address Book](#) on page 70
- [Smart Key Addresses](#) on page 71

E-mail Procedure

If E-mail has been enabled, an electronic file can be created from a hard copy original. The electronic file can be e-mailed to a specified address.

Note: Refer to the [System Administrator Guide](#) for instructions on enabling E-mail.

This section describes the basic procedure for e-mailing. Follow the steps below.

- [Loading Documents](#) on page 64
- [Enter the E-mail Address](#) on page 65
- [Select the Features](#) on page 66
- [Start the Job](#) on page 66
- [Check the Job Status](#) on page 67
- [Stop the E-mail Job](#) on page 67

Note: Some options may be unavailable depending on your machine configuration.

If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the *System Administrator*.

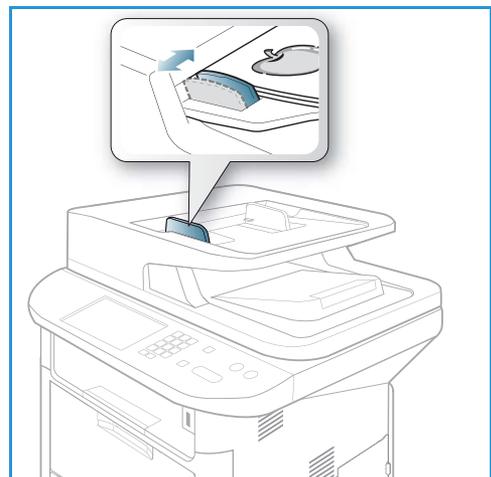
Loading Documents

Documents can be loaded either into the *automatic document feeder* or onto the *document glass*.

Automatic Document Feeder

The *automatic document feeder* can hold a maximum of 50 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the *automatic document feeder* with the top of the document to the left of the tray.
2. Move the *document guide* to just touch both sides of the document.

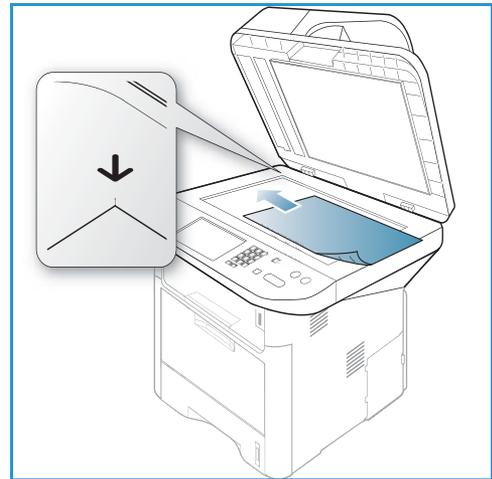


Document Glass

The *document glass* can be used for oversized, torn or damaged originals and for books and magazines.

1. Open the *automatic document feeder* and place single documents face down on the *document glass* aligned with the rear left corner.
2. The default document size is 8.5 x 11" or A4. For other sized documents, change the **Original Size** option. Refer to [E-mail Options](#) on page 68 for further information.

Note: Documents are only scanned once even when several copies are selected.



Enter the E-mail Address

1. Press the **E-mail** button on the *control panel*.
If Authentication is enabled, enter your **Login ID** and **Password** (if required).
2. When **Enter From Address:** appears, enter the sender's e-mail address and press **OK**.
If **Send to Myself?** appears, press the left/right arrows to highlight **Yes** or **No** and press **OK**.
3. When **Enter Destination Addresses:** appears, enter the recipient's e-mail address and press **OK**.



- Use the **.com** button to add commonly used address text to the e-mail address, for example **.com** or **@yourdomainname.com**. Press the **.com** key repeatedly until the text required is displayed and press **OK**. The text is added to the address. The *Smart Key* text can be customized using *CentreWare Internet Services*, refer to [Smart Key Addresses](#) on page 71 for instructions.
 - E-mail addresses can also be added using the *Address Book*, refer to [Address Book](#) on page 70 for instructions.
 - Press the down arrow and enter additional e-mail addresses if required and press **OK**.
4. If **File Format** appears, highlight the file format required and press **OK**.
 5. Enter an e-mail subject and press **OK**.



6. When **Ready to E-mail** appears you can add or edit the recipient list, press **Menu** to select additional features or press **Start** to scan your originals.
 - To add additional recipients, highlight **Add Another Address** and enter the address required.
 - To edit or delete recipients, use the up/down arrows to highlight the address requiring editing or deleting and press **OK**. Use the left arrow key to delete characters and then edit the address. To delete the address, press the down arrow key to highlight **Delete** and select **OK**.

Select the Features

Various features can be selected for your e-mail job. The most common features are selected from the *control panel*. Once you have made a selection, press **Back** to return to the Ready screen.

1. The following features are available through the **Menu** button:

Note: Some of the following options may be unavailable depending on your machine configuration.

Original Size	Use to set the size of the image being scanned.
Original Type	Used to improve the image quality by selecting the document type for the originals.
Resolution	Sets the image resolution. A higher resolution increases the file size.
Output Color	Sets the color mode of the scanned image.
Lighten/Darken	Provides manual control to adjust the lightness or darkness of the scanned images.
Contrast	Use to increase or decrease the contrast between black and white images.

2. Press the up/down arrows until the feature you want highlights and press **OK**. Select the setting required and press **OK**.

For information about each of the options refer to [E-mail Options](#) on page 68.

Start the Job

1. Press the **Start** button.

The images are scanned and sent to the e-mail address or addresses entered.

Check the Job Status

1. Press the **Job Status** button on the *control panel* to display job status information.
2. A list of *Active Jobs* or *Saved Jobs* is displayed. Select your job using the up/down arrows and press **OK**.
3. The following **Job Options** are available:
 - For active jobs:
 - Release
 - Cancel
 - For saved jobs:
 - Print
 - Delete



Stop the E-mail Job

Follow the steps below to cancel an active e-mail job.

1. Press the **Stop** button on the *control panel*.

Follow the steps below to cancel a queued e-mail job.

1. Press the **Job Status** button on the *control panel* to display the active jobs.
2. Use the up/down arrows to select the job required, press **OK**.
3. Select **Delete** and **OK**.
4. Select **Yes** to delete the job or **No** to return to previous screen.

E-mail Options

Your machine provides the following options to customize your E-mail jobs. Use the **Menu** button to access the options. For information about changing the default E-mail settings, refer to [E-mail Defaults](#) on page 163.

Note: Some options may be unavailable depending on your machine configuration.

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	<ul style="list-style-type: none"> • A4 • A5 • B5 • Letter • Legal • Executive • Folio • Oficio
Original Type	The <i>Original Type</i> setting is used to improve the image quality by selecting the document type for the originals.	<ul style="list-style-type: none"> • Text: Use for originals containing mostly text. • Text and Photo: Use for originals with mixed text and photographs. • Photo: Use when the originals are photographs.
Resolution	<i>Resolution</i> affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	<ul style="list-style-type: none"> • 300 dpi: Recommended for high quality text documents that are to pass through <i>OCR</i> applications. Also recommended for high quality line art or medium quality photos and graphics. This is the default resolution and the best choice in most cases. • 200 dpi: Recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics. • 100 dpi: Recommended for lower quality text documents or if a smaller file size is required.
Output Color	Select <i>Output Color</i> to produce black and white, grayscale or color output.	<ul style="list-style-type: none"> • Color: Use to select color output from your original. • Grayscale: Use if output is to be in shades of gray. • Black and White: Use to select black and white output regardless of the color of your original.

Feature	Description	Options
File Format	<i>File Format</i> determines the type of file created and can be temporarily changed for the current job. Select the file format you wish to use for your scanned image.	<ul style="list-style-type: none"> • Single-TIFF (Tagged Image File Format): Produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned. • Multi-TIFF: Produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format. • PDF (Portable Document Format): Allows recipients with the right software to view, print or edit the electronic file, no matter what their computer platform. • JPEG (Joint Photographic Experts Group): Produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.
Lighten/Darken	Adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lighten +1 to +5: Lightens the image in increments to the lightest setting of Lighten +5; works well with dark print. • Normal: Works well with standard typed or printed originals. • Darken +1 to +5: Darkens the original in increments to the darkest setting of Darken +5; works well with light print.
Contrast	Increases or decreases the contrast between light and dark areas of the image.	<ul style="list-style-type: none"> • Less +1 to +5: Decreases the contrast in increments to the lowest contrast setting of Less +5. • Normal: No contrast adjustment is made. • More +1 to +5: Increases the contrast in increments up to the highest contrast setting of More +5.

Address Book

You can use *CentreWare Internet Services* to set up an *Address Book* with the e-mail addresses you use frequently and then easily and quickly enter e-mail addresses by selecting them from the *Address Book*. Refer to the [System Administrator Guide](#) for detailed instructions on setting up an *Address Book*.

Searching the Address Book

There are two ways to search for an address in memory. You can either preview the entries sequentially or search by entering the first letters of the name associated with the address.

1. Press **E-mail** on the *control panel*.
2. Enter the Sender Address (From Address) and press **OK**. The *Enter To Addresses* field appears.
3. Press the **Address Book** button on the *control panel*.
4. Enter a few letters of the name you are searching for. The machine will return matching names.
5. Press the up/down arrows until the name and address you want highlights and press **OK**.

Printing the Local Address Book

1. Press the **Machine Status** button on the *control panel*.
2. Press the up/down arrows to highlight **Information Pages** and press **OK**.
3. Press the up/down arrows to highlight **Address Book** and press **OK**.

Your *Address Book* information prints out.

Smart Key Addresses

The *Smart Key* addresses enable you to quickly access and select commonly used e-mail address text from the *.com* button on the *control panel*. For example *.com* or *@yourdomainname.com*. Up to six *Smart Key* addresses can be set up using *CentreWare Internet Services*. Refer to the [System Administrator Guide](#) for setup instructions.

Using Smart Key Addresses

The *Smart Key* addresses are selected by pressing the *.com* key on the *control panel*.

When entering the e-mail address, press the *.com* key repeatedly until the address text required is displayed and press **OK**.



This chapter includes:

- [Fax Procedure](#) on page 74
- [Fax Options](#) on page 78
- [Using Fax Send Options](#) on page 80
- [Using Fax Forward](#) on page 83
- [Using Secure Receive](#) on page 85
- [Address Book](#) on page 86
- [Fax from PC](#) on page 90
- [Receiving Faxes](#) on page 91

Fax Procedure

This section describes the basic procedure for sending faxes. Follow the steps below.

- [Loading Documents](#) on page 74
- [Select the Features](#) on page 75
- [Enter the Fax Number](#) on page 76
- [Start the Job](#) on page 76
- [Check the Job Status](#) on page 77
- [Stop the Fax Job](#) on page 77
- [Fax Confirmation](#) on page 77

If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the *System Administrator*.

Note: Refer to the [System Administrator Guide](#) for information on setting up the *Fax* feature.

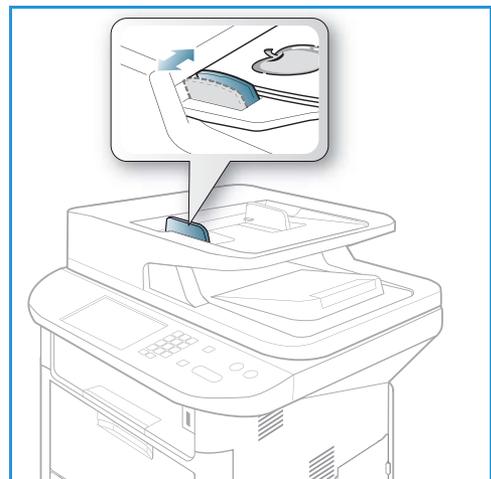
Loading Documents

Documents can be loaded either into the *automatic document feeder* or onto the *document glass*.

Automatic Document Feeder

The *automatic document feeder* can hold a maximum of 50 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the *automatic document feeder* with the top of the document to the left of the tray.
2. Move the *document guide* to just touch both sides of the document.

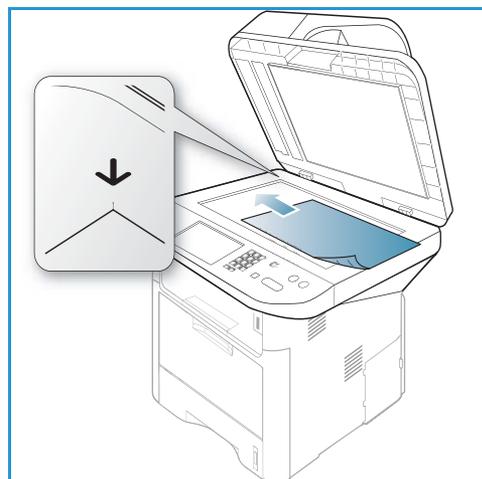


Document Glass

The *document glass* can be used for oversized, torn or damaged originals and for books and magazines.

1. Open the *automatic document feeder* and place single documents face down on the *document glass* aligned with the rear left corner.
2. The default document size is 8.5 x 11" or A4. For other sized documents, change the **Original Size** option. Refer to [Fax Options](#) on page 78 for further information.

Note: Documents are only scanned once even when several copies are selected.



Select the Features

Various features can be selected for your fax job. Once you have made a selection, press **Back** to return to the *Ready* screen.

1. The following features are available through the **Menu** button.

Lighten/Darken	This provides manual control to adjust the lightness or darkness of the scanned images.
Contrast	Increases or decreases the contrast between light and dark areas of the image.
Resolution	A higher resolution produces better quality for photos. A lower resolution reduces communication time.
Original Size	This option allows you to specify the size of the image to be scanned.
Multi Send	You can use this feature to send a fax to multiple locations.
Delay Send	Use to set your machine to send a fax at a later time.
Priority Send	Use when a high priority fax need to be sent ahead of reserved operations.
Forward	You can set the machine to forward a received or sent fax to another fax, e-mail or server destination.
Secure Receive	Use to restrict printing of received faxes when the machine is unattended.
Add Page	Use to add additional documents to a delayed fax job which is saved in memory.

2. Press the up/down arrows until the feature you want highlights and press **OK**. Select the setting required and press **OK**.

For more information about each of the options refer to [Fax Options](#) on page 78.

Enter the Fax Number

1. Press the **Fax** button on the *control panel*.
2. Enter the recipient's fax number by:
 - **Keypad Dial:** Use this option to enter the number using the keypad. For instructions refer to [Using the Keypad](#) on page 13.
 - **Manual Dial:** Allows you to get the dial tone before entering the fax number.
 - **Pause / Redial:** Allows you to send to the last number or list of numbers dialed. For information about entering a Pause within the number, refer to [Inserting a Pause](#) on page 14.
 - **Speed Dial:** For a one-digit (0-9) *speed dial* number, press and hold the corresponding digit button on the keypad. For a two or three-digit *speed dial* number, press the first digit button(s) and then hold down the last digit button.
 - **Address Book:** Select the **Address Book** button to access the address book and select a **Speed Dial** or **Group Dial** entry to add to the recipient list. Refer to [Address Book](#) on page 86 for instructions.



Start the Job

1. Press the **Start** button.
2. If using the *document glass* to scan 2 sided originals, the machine displays a message when ready to scan side 2. Continue scanning until all sides have been scanned.

The machine scans the originals, dials the entered number and attempts to connect with the remote fax machine. Once connected, the machine sends the fax job.

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

3. If the display shows **Retry Redial?** press **OK** to redial the number without waiting. To cancel the automatic redialing, press **Stop**.

Note: To change the time interval between redials and the number of redial attempts, refer to [Fax Setup](#) on page 166.

To print a confirmation or error report, refer to [Information Pages](#) on page 25.

Check the Job Status

1. Press the **Job Status** button on the *control panel* to display job status information.
2. A list of *Active Jobs* or *Saved Jobs* is displayed. Select your job using the up/down arrows and press **OK**.
3. The following **Job Options** are available:
 - For active jobs:
 - Release
 - Cancel
 - For saved jobs:
 - Print
 - Delete



Stop the Fax Job

Follow the steps below to cancel an active fax job.

1. Press the **Stop** button on the *control panel*.

Follow the steps below to cancel a queued fax job.

1. Press the **Job Status** button on the *control panel* to display the active jobs.
2. Use the up/down arrows and select the job required, press **OK**.
3. Select **Delete** and **OK**.
4. Select **Yes** to delete the job or **No** to return to previous screen.

Fax Confirmation

- When the last page of your original has been sent successfully, the machine beeps and returns to *Ready* mode.
- If something goes wrong while sending your fax, an error message appears on the display. For a list of error messages and their meanings, refer to [Fax Problems](#) on page 219. If you receive an error message, press **Stop** to clear the message and try to send the fax again.
- You can set your machine to print a confirmation report automatically each time sending a fax is completed. For further details, refer to [Fax Setup](#) on page 166.

Fax Options

Your machine provides the following options to customize your fax jobs. Use the **Menu** button to access the options. For information about changing the default *Fax* settings, refer to [Fax Setup](#) on page 166.

Notes:

- Some options may be unavailable depending on your machine configuration.
- If you press **Stop** while setting the fax options, all of the options you have set for the current fax job will be canceled and return to their default status after the machine completes the job in progress.

Feature	Description	Options
Lighten/Darken	Adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lighten +1 to +5: Lightens the image in increments to the lightest setting of Lighten +5; works well with dark print. • Normal: Works well with standard typed or printed originals. • Darken +1 to +5: Darkens the original in increments to the darkest setting of Darken +5; works well with light print.
Contrast	Increases or decreases the contrast between light and dark areas of the image.	<ul style="list-style-type: none"> • Less +1 to +5: Decreases the contrast in increments to the lowest contrast setting of Less +5. • Normal: No contrast adjustment is made. • More +1 to +5: Increases the contrast in increments up to the highest contrast setting of More +5.
Resolution	<i>Resolution</i> affects the appearance of the fax at the receiving fax terminal. A higher resolution produces a better quality image. A lower resolution reduces communication time.	<ul style="list-style-type: none"> • Standard: Recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos. • Fine: Recommended for line art and photos. This is the default resolution and the best choice in most cases. • SuperFine: Recommended for use with high quality photos and graphics. • Photo Fax: Recommended for originals containing shades of gray or photographs. • Color Fax: Recommended for originals with colors. Sending a color fax is enabled only if the remote fax machine supports color fax reception and you send the fax manually. In this mode, memory transmission is not available. <p>Note: When your machine is set to Super Fine resolution and the remote fax machine does not support Super Fine resolution, the machine transmits using the highest resolution mode supported.</p>

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	<ul style="list-style-type: none"> • A4 • A5 • B5 • Letter • Executive
Multi Send	You can use the Multi Send feature to send a fax to multiple locations.	<ul style="list-style-type: none"> • Fax 1: Use this option to enter the first fax number. • Fax 2: Use this option to enter the second fax number. • Another Number?: Use this option to enter additional fax numbers. <p>Refer to Multi Send on page 80 for instructions.</p>
Delay Send	You can set your machine to send a fax at a later time when you will not be present.	<ul style="list-style-type: none"> • Fax 1: Use this option to enter the first fax number. • Another Number?: Use this option to enter additional fax numbers. • Job Name: Enter a name for the job using the keypad. • Start Time: Enter a time for the fax to be transmitted using the keypad. <p>Refer to Delay Send on page 80 for instructions.</p>
Priority Send	This function is used when a high priority fax needs to be sent ahead of reserved operations.	<ul style="list-style-type: none"> • Fax: Use this option to enter the fax number. • Job Name: Enter a name for the job using the keypad. <p>Refer to Priority Send on page 82 for instructions.</p>
Forward	You can set the machine to forward a received or sent fax to another fax, e-mail or server destination.	<ul style="list-style-type: none"> • Fax: Use this option to forward a fax to another fax number. • E-mail: Use this option to forward faxes to an e-mail address. • Server: Use this option to forward faxes to a specified server location. <p>Refer to Using Fax Forward on page 83 for instructions.</p>
Secure Receive	You may need to prevent your received faxes from being accessed by unauthorized people. In Secure Receive mode, all incoming faxes go into memory and can be printed by entering a 4-digit password.	<ul style="list-style-type: none"> • On: Use this option to activate Secure Receive. • Off: Use this option to deactivate Secure Receive. • Print: Use this option to print the faxes received into memory. If a 4-digit password was set when activating Secure Receive, this password will be required to print the faxes. <p>Refer to Using Secure Receive on page 85 for instructions.</p>
Add Page	Use to add additional documents to a Delayed Fax job which is saved in memory.	Refer to Adding Documents to a Delayed Fax on page 81 for instructions.
Cancel Job	You can cancel a Delayed Fax job which is saved in memory.	Refer to Canceling a Delayed Fax on page 81 for instructions.

Using Fax Send Options

Note: Some options may be unavailable depending on your machine configuration.

Multi Send

You can use the *Multi Send* feature to send a fax to multiple locations. The fax is automatically stored in memory and then transmitted from memory to the fax destinations entered. After transmission, the job is automatically erased from memory. You cannot send a color fax using this feature.

1. Press **Fax** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Multi Send** and press **OK**.
4. Enter the number of the first receiving fax machine and press **OK**.

You can select *speed dial* numbers or a *group dial* number using the *Address book* button. For details, see [Address Book](#) on page 86.

Note: Once you have entered a *group dial* number, you cannot enter any more *group dial* numbers.

5. Enter the second fax number and press **OK**.
The display asks you to enter another fax number. To enter more fax numbers, press **OK** when **Yes** is highlighted and repeat the steps. You can add up to 10 destinations.
When you have finished entering fax numbers, press the left/right arrows to select **No** at the **Another No.?** prompt and press **OK**.
6. Load originals and press **Start** to start storing the scanned original data into memory.
If using the *document glass* to scan more than one original, select **Yes** to add another page. Load another original and press **OK**.
When you have finished, select **No** at the **Another Page?** prompt.

The machine sends the fax to the numbers you entered in the order in which you entered them.

Delay Send

You can set your machine to send a fax at a later time when you will not be present. Use this feature to transmit faxes during off-peak hours or when sending to another country or time zone. You cannot send a color fax using this feature.

1. Press **Fax** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Delay Send** and press **OK**.
4. Enter the number of the receiving fax machine and press **OK**.

You can select *speed dial* numbers or a *group dial* number by pressing the **Address book** button. For details, see [Address Book](#) on page 86.

The display asks you to enter another fax number. To enter more fax numbers, press **OK** when **Yes** highlights and repeat the steps. You can add up to 10 destinations.

Note: Once you have entered a *group dial* number, you cannot enter any more *group dial* numbers.

When you have finished entering fax numbers, press the left/right arrows to select **No** at the **Another No.?** prompt and press **OK**.

5. Enter the **Job Name** you want and press **OK**. If you do not want to assign a name, skip this step. For details on how to enter alphanumeric characters, refer to [Using the Keypad](#) on page 13.
6. Enter the time using the number keypad and press **OK**.
If you set a time earlier than the current time, the fax will be sent at that time on the following day.
7. Load originals and press **Start** to start storing the scanned original data into memory.
If using the *document glass* to scan more than one original, select **Yes** to add another page. Load another original and press **OK**.
When you have finished, select **No** at the **Another Page?** prompt.

The machine returns to *Ready* mode. The display reminds you that you are in *Ready* mode and that a delayed fax is set.

Adding Documents to a Delayed Fax

You can add additional documents to the *Delayed Fax* job which is saved in memory.

1. Load the originals to be added and select the fax settings required.
2. Press **Fax** on the *control panel*.
3. Press **Menu** on the *control panel*.
4. Press the up/down arrows to highlight **Add Page** and press **OK**.
5. Press the up/down arrows until the fax job you want appears and press **OK**.
6. Press **Start**.
If adding more than one original, select **Yes** at the **Another Page?** prompt. Load another original and press **OK**.
When you have finished, select **No** at the **Another Page?** prompt.

Canceling a Delayed Fax

You can cancel a *Delayed Fax* job which is saved in memory.

1. Press **Fax** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Cancel Job** and press **OK**.
4. Press the up/down arrows until the fax job you want appears and press **OK**.
Press **OK** when **Yes** highlights to confirm and cancel the job.
The selected fax is deleted from memory.

Priority Send

This function is used when a high priority fax needs to be sent ahead of other fax jobs in memory. The original is scanned into memory and immediately transmitted when the current operation is finished. In addition, a *Priority Send* fax will interrupt a *Multi Send* fax being sent. The fax is interrupted between destinations, for example after the transmission to destination A ends and before the transmission to destination B begins, or between redial attempts.

1. Press **Fax** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Priority Send** and press **OK**.
4. Enter the number of the receiving fax machine and press **OK**.
You can select *speed dial* numbers or a *group dial* number using the **Address book** button. For details, see [Address Book](#) on page 86.
5. Enter the job name you want and press **OK**. If you do not want to assign a name, skip this step. For details on how to enter alphanumeric characters, refer to [Using the Keypad](#) on page 13.
6. Load originals and press **Start**.
If an original is placed on the *document glass*, select **Yes** at the **Another Page?** prompt. Load another original and press **OK**.
When you have finished, select **No** at the **Another Page?** prompt.

The machine scans and sends the fax to the destinations entered.

Using Fax Forward

You can set the machine to forward a received or sent fax to another fax, e-mail or server destination. If you are out of the office but have to receive the fax, this feature may be useful.

When you forward a fax to an e-mail address or an FTP or SMB server, you must use *CentreWare Internet Services* to set up the destination details. You can forward a fax to a total of five destinations. Refer to the [System Administrator Guide](#) for instructions.

Note: Some options may be unavailable depending on your machine configuration.

Forwarding Sent Faxes

You can set the machine to forward a copy of every fax sent to another fax number, an e-mail address or a server location. A copy of all sent faxes will continue to be forwarded to the destination set until the option is deactivated. To deactivate *Fax Forward*, refer to [Deactivating Fax Forward](#) on page 84.

1. Press **Fax** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Forward** and press **OK**.
4. Select the option required:

Fax

- a. Press the up/down arrows to highlight **Fax** and press **OK**.
- b. Press the up/down arrows to highlight **Send Forward** and press **OK**.
- c. Press the up/down arrows to highlight **On** and press **OK**.
- d. Enter the fax number to which faxes are to be sent and press **OK**.

E-mail

- a. Press the up/down arrows to highlight **E-mail** and press **OK**.
- b. Press the up/down arrows to highlight **Send Forward** and press **OK**.
- c. Press the up/down arrows to highlight **On** and press **OK**.
- d. Enter your e-mail address and press **OK**.
- e. Enter the e-mail address to which faxes are to be sent and press **OK**.

Server

- a. Press the up/down arrows to highlight **Server** and press **OK**.
- b. Press the up/down arrows to highlight **Send Forward** and press **OK**.
- c. Press the up/down arrows to highlight **On** and press **OK**.

Forwarding Received Faxes

You can forward faxes received from remote fax machines to another fax number, an e-mail address or a server location. When the machine receives a fax, it is stored in memory and then sent to the destination you have set. All received faxes will continue to be forwarded to the destination set until the option is deactivated. To deactivate *Fax Forward*, refer to [Deactivating Fax Forward](#) on page 84.

1. Press **Fax** on the *control panel*.

2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Forward** and press **OK**.
4. Select the option required:
 - Fax**
 - a. Press the up/down arrows to highlight **Fax** and press **OK**.
 - b. Press the up/down arrows to highlight **Receive Forward** and press **OK**.
 - c. Press the up/down arrows to highlight **On** and press **OK**.
 - d. Enter the fax number to which faxes are to be sent and press **OK**.
 - E-mail**
 - a. Press the up/down arrows to highlight **E-mail** and press **OK**.
 - b. Press the up/down arrows to highlight **Receive Forward** and press **OK**.
 - c. Press the up/down arrows to highlight **On** and press **OK**.
 - d. Enter your e-mail address and press **OK**.
 - e. Enter the e-mail address to which faxes are to be sent and press **OK**.
 - Server**
 - a. Press the up/down arrows to highlight **Server** and press **OK**.
 - b. Press the up/down arrows to highlight **Receive Forward** and press **OK**.
 - c. Press the up/down arrows to highlight **On** and press **OK**.

Deactivating Fax Forward

Follow the steps below to deactivate the *Fax Forward* option.

1. Press **Fax** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Fax Feature** and press **OK**.
4. Press the up/down arrows to highlight **Forward** and press **OK**.
5. Press the up/down arrows to highlight **Fax**, **E-mail** or **Server** and press **OK**.
6. Press the up/down arrows to highlight **Send Forward** or **Receive Forward** and press **OK**.
7. Press the up/down arrows to highlight **Off** and press **OK**.

Using Secure Receive

You may need to prevent your received faxes from being accessed by unauthorized people. In *secure receive* mode, all incoming faxes go into memory until they are accessed and released for printing. A 4-digit password can be set to prevent faxes being printed by unauthorized users. If *Secure Receive* mode is deactivated, any faxes stored in memory are automatically printed.

Note: Some options may be unavailable depending on your machine configuration.

Activating Secure Receive

1. Press **Fax** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Secure Receive** and press **OK**.
4. Press the up/down arrows to highlight **On** and press **OK**.
5. Enter the four-digit password you want to use and press **OK**.
You can activate *secure receive* mode without setting a password, but this will not protect your faxes.
Re-enter the password to confirm it and press **OK**.

When a fax is received in *secure receive* mode, your machine stores it in memory and shows **Secure Receive** to let you know that a fax has been received.

Deactivating Secure Receive Mode

1. Press **Fax** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Secure Receive** and press **OK**.
4. Press the up/down arrows to highlight **Off** and press **OK**.
5. If required, enter the four-digit password and press **OK**.

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

Printing Secure Faxes

1. Press **Fax** on the *control panel*.
2. Press **Menu** on the *control panel*.
3. Press the up/down arrows to highlight **Secure Receive** and press **OK**.
4. Press the up/down arrows to highlight **Print** and press **OK**.
5. If required, enter the four-digit password and press **OK**.

The machine prints all of the faxes stored in memory.

Address Book

You can use *CentreWare Internet Services* to set up an *Address Book* with the fax numbers you use frequently and then easily and quickly enter fax numbers by selecting them from the *Address Book*. Refer to the [System Administrator Guide](#) for detailed instructions on setting up an *Address Book*.

You can also set up an *Address Book* at the machine. The address book can store up to 500 entries on the WorkCentre 3325DN / 3325DNI and up to 200 entries on the WorkCentre 3315DN. You can include *Speed Dial* numbers and *Group* numbers and also print out a list of all the address book entries. Before beginning to store fax numbers, make sure that your machine is in *Fax* mode.

Speed Dial Numbers

You can store up to 200 frequently-used fax numbers as *speed dial* numbers.

Registering a Speed Dial Number

1. Press **Fax** on the *control panel*.
2. Press **Address Book** on the *control panel*.
3. Press the up/down arrows to highlight **New & Edit** and press **OK**.
4. Press the up/down arrows to highlight **Speed Dial** and press **OK**.
5. Enter a *speed dial* number between 1 and 200 and press **OK**.
If an entry is already stored in the number you choose, a message is displayed. To start over with another *speed dial* number, press **Back**.
6. Enter the name you want and press **OK**.
For details on how to enter alphanumeric characters, refer to [Using the Keypad](#) on page 13.
7. Enter the fax number you want and press **OK**.
8. Press **Stop** to return to *Ready* mode.

Editing Speed Dial Numbers

1. Press **Fax** on the *control panel*.
2. Press **Address Book** on the *control panel*.
3. Press the up/down arrows to highlight **New & Edit** and press **OK**.
4. Press the up/down arrows to highlight **Speed Dial** and press **OK**.
5. Enter the *speed dial* number you want to edit and press **OK**.
6. Edit the details required:
 - Change the name and press **OK**.
 - Change the fax number and press **OK**.
7. Press **Stop** to return to *Ready* mode.

Using Speed Dial Numbers

When you are prompted to enter a destination number while sending a fax, enter the *speed dial* number representing the stored number you want.

- For a one-digit (0-9) *speed dial* number, press and hold the corresponding digit button on the number keypad.
- For a two or three-digit *speed dial* number, press the first digit button(s) and then hold down the last digit button.

You can also search through memory for an entry by pressing **Address Book**. (See [Address Book](#) on page 86.)

Group Dial Numbers

If you frequently send the same document to several destinations, you can group these destinations and set them under a *group dial* number. You can then use a *group dial* number to send a document to all of the destinations within the group. You can set up to 200 *group dial* numbers using the destination's existing *speed dial* numbers.

Registering a Group Dial Number

1. Press **Fax** on the *control panel*.
2. Press **Address Book** on the *control panel*.
3. Press the up/down arrows to highlight **New & Edit** and press **OK**.
4. Press the up/down arrows to highlight **Group Dial** and press **OK**.
5. Enter a *group dial* number between 1 and 200 and press **OK**.
If an entry is already stored in the number you choose, the display shows a message to allow you to change it.
6. Enter the name you want and press **OK**.
For details on how to enter alphanumeric characters, refer to [Using the Keypad](#) on page 13.
7. Enter the first few letters of the *speed dial*'s name you want.
8. Press the up/down arrows until the name and number you want highlights and press **OK**.
9. Press **OK** when **Yes** highlights at the **Add Another?** prompt.
Repeat the steps to add other *speed dial* numbers into the group.
When you have finished, press the left/right arrows to select **No** at the **Add Another?** prompt and press **OK**.
10. Press **Stop** to return to *Ready* mode.

Editing a Group Dial Number

1. Press **Fax** on the *control panel*.
2. Press **Address Book** on the *control panel*.
3. Press the up/down arrows to highlight **New & Edit** and press **OK**.
4. Press the up/down arrows to highlight **Group Dial** and press **OK**.
5. Enter the *group dial* number you want to edit and press **OK**.

6. Enter the name you want to edit and press **OK**.
7. Enter the first few letters of the *speed dial* name you want to add or delete.
8. Press the up/down arrows until the name and number you want highlights and press **OK**.
If you entered a new *speed dial* number, **Add?** appears.
If you enter a *speed dial* number stored in the group, **Delete?** appears.
Press **OK** to add or delete the number.
9. Press **OK** when **Yes** highlights to add or delete more numbers and repeat the steps.
When you have finished, press the left/right arrows to select **No** at the **Another Number?** and press **OK**.
10. Press **Stop** to return to *Ready* mode.

Using Group Dial Numbers

To use a *group dial* entry, you need to search for and select it from memory.

When you are prompted to enter a fax number while sending a fax, press **Address Book**. There are two ways to search for a number in memory. You can either scan from A to Z sequentially, or you can search by entering the first letters of the name associated with the number.

Searching Sequentially

1. Press **Fax** on the *control panel*.
2. Press **Address Book** on the *control panel*.
3. Press the up/down arrows to highlight **Search & Dial** and press **OK**.
4. Press the up/down arrows to highlight **Group Dial** and press **OK**.
5. Press the up/down arrows to highlight **All** and press **OK**.
6. Press the up/down arrows until the name and number you want highlights. You can search upwards or downwards through the entire memory in alphabetical order.

Searching using the Name

1. Press **Fax** on the *control panel*.
2. Press **Address Book** on the *control panel*.
3. Press the up/down arrows to highlight **Search & Dial** and press **OK**.
4. Press the up/down arrows to highlight **Group Dial** and press **OK**.
5. Press the up/down arrows to highlight **Search ID** and press **OK**.
Enter the first few letters of the name you want.
6. Press the up/down arrows until the group dial's name and number you want highlights.

Deleting an Address Book Entry

1. Press **Fax** on the *control panel*.
2. Press **Address Book** on the *control panel*.
3. Press the up/down arrows to highlight **Delete** and press **OK**.
4. Press the up/down arrows to highlight **Speed Dial** or **Group Dial** and press **OK**.
5. Press the up/down arrows until the searching method you want highlights and press **OK**.

- Select **Search All** to search for an entry by scanning through all entries in **Address Book**.
 - Select **Search ID** to search for an entry by entering the first few letters of the name.
6. Press the up/down arrows until the name you want highlights and press **OK**.
Or, enter the first letters. Press the up/down arrows until the name you want highlights and press **OK**.
 7. Press **OK** when **Yes** highlights to confirm the deletion.
 8. Press **Stop** to return to *Ready* mode.

Printing the Address Book

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

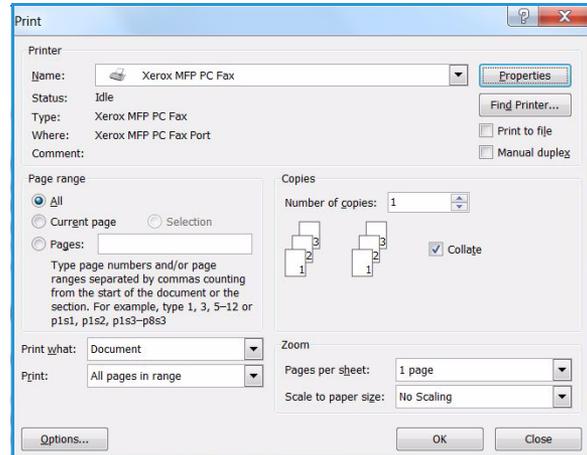
1. Press **Fax** on the *control panel*.
2. Press **Address Book** on the *control panel*.
3. Press the up/down arrows to highlight **Print** and press **OK**.

Fax from PC

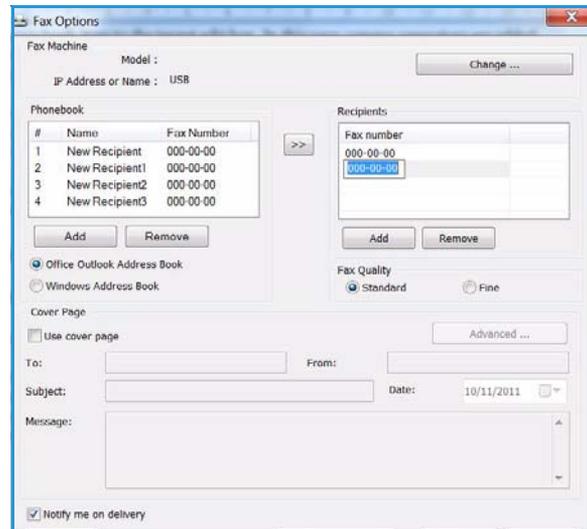
You can send a fax from your PC without going to the machine. To send a fax from your PC you will need to install the PC-Fax software and customize the software settings. Refer to the [System Administrator Guide](#) for setup instructions.

To send a fax from the PC:

1. Open the document you want to send.
2. Select **Print** from the File menu.
The Print window is displayed. It may look slightly different depending on your application.
3. Select **Xerox MFP PC Fax** from the **Name** drop-down list box.
4. Select **OK**. The *Fax Options* screen displays.



5. Select the **Add** button to add new recipients, either by directly typing names and fax numbers or by adding names from the relevant address book.
6. Select the quality required for the fax - either **Standard** or **Fine**.
7. If you want to add a cover page to your fax, check the **Use Cover Page** checkbox and complete the cover page information fields. Select the **Advanced** button to access more options for the cover page.
8. To see a preview of the fax before it is sent, select the **Preview** button.
9. To be notified of the time of the fax delivery, check the **Notify me on delivery** checkbox.
10. When all selections have been made, select the **Send** button to send the fax to all listed recipients.



Receiving Faxes

Manual Receive

There are two methods for receiving a fax manually:

- **On Hook Dial:** You can receive a fax call by pressing **On Hook Dial** and then pressing **Start** when you hear a fax tone from the remote machine. The machine begins receiving a fax. If a handset is available you can answer calls using the handset.

To change the number of rings, see [Fax Setup](#) on page 166.

- **Using an Extension Telephone:** This feature works best when you are using an extension telephone connected to the EXT socket on the back of your machine. You can receive a fax from someone you are talking to on the extension telephone, without going to the fax machine. When you receive a call on the extension phone and hear fax tones, press the keys *9* on the extension phone. The machine receives the fax.

9 is the remote receive code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you wish. For details about changing the **RCV Start Code**, see [Receiving](#) on page 167.

Using an Answering Machine

To use this mode, you must attach an answering machine to the EXT socket on the back of your machine. If the caller leaves a message, the answering machine stores the message as it would normally. If your machine detects a fax tone on the line, it automatically starts to receive the fax.

Notes:

- If you have set your machine to this mode and your answering machine is switched off, or no answering machine is connected to EXT socket, your machine automatically goes into *Fax* mode after a predefined number of rings.
- If your answering machine has a user-selectable ring counter, set the machine to answer incoming calls within 1 ring.
- If you are in Tel mode when the answering machine is connected to your machine, you must switch off the answering machine. otherwise, the outgoing message from the answering machine will interrupt your phone conversation.

Using DRPD Mode

Distinctive Ring is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds. This feature is often used by answering services who answer telephones for many different clients and need to know which number someone is calling in on to properly answer the phone.

Using the Distinctive Ring Pattern Detection (DRPD) feature, your fax machine can learn the ring pattern you designate to be answered by the fax machine. Unless you change it, this ringing pattern will continue to be recognized and answered as a fax call, and all other ringing patterns will be

Receiving Faxes

forwarded to the extension telephone or answering machine plugged into the EXT socket. You can easily suspend or change DRPD at any time.

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

For information about setting up DRPD, refer to [Setting up DRPD Mode](#) on page 168.

Receiving Faxes in Memory

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

The Xerox WorkCentre 3315DN/3325DN/3325DNI produces high quality prints from electronic documents. You can access the printer from your computer by installing the appropriate printer driver. To access the many printer drivers which can be used with your machine, refer to the *Drivers CD* or download the latest versions from the Xerox website at www.xerox.com.

This chapter includes:

- [Printing using Windows](#) on page 94
- [Xerox Easy Printer Manager \(EPM\)](#) on page 113
- [Wireless Setting Program \(WorkCentre 3325DNI\)](#) on page 114
- [SetIP](#) on page 116
- [Printing using Macintosh](#) on page 117
- [Printing using Linux](#) on page 120
- [Printing using Unix](#) on page 122

Printing using Windows

The following provides an overview of the print procedure and features available when printing using Windows.

Install Printer Software

You can install the printer software for local printing and network printing. To install the printer software on the computer, perform the appropriate installation procedure depending on the printer in use. The printer software also provides the *Fax from PC* function if selected during the installation process.

A printer driver is software that lets your computer communicate with your printer. The procedure to install drivers may differ depending on the operating system you are using. All applications should be closed on your PC before beginning installation.

You can install the printer software for a local, networked or wireless printer using the typical or custom method. For further information refer to the [System Administrator Guide](#).

Local Printer

A local printer is a printer directly attached to your computer using a printer cable, such as a USB cable. If your printer is attached to a network, refer to [Networked Printer](#) on page 96.

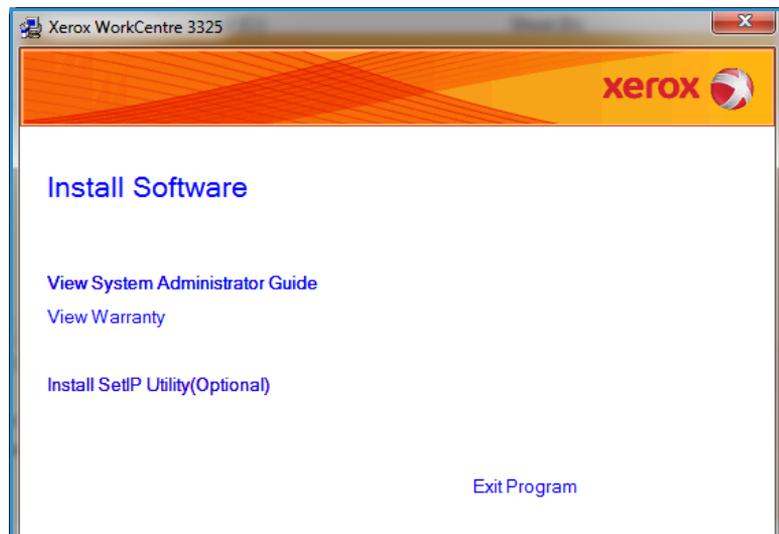
Note: If the “New Hardware Wizard” window appears during the installation procedure, select **Close** or **Cancel**.

1. Make sure that the printer is connected to your computer and powered on.

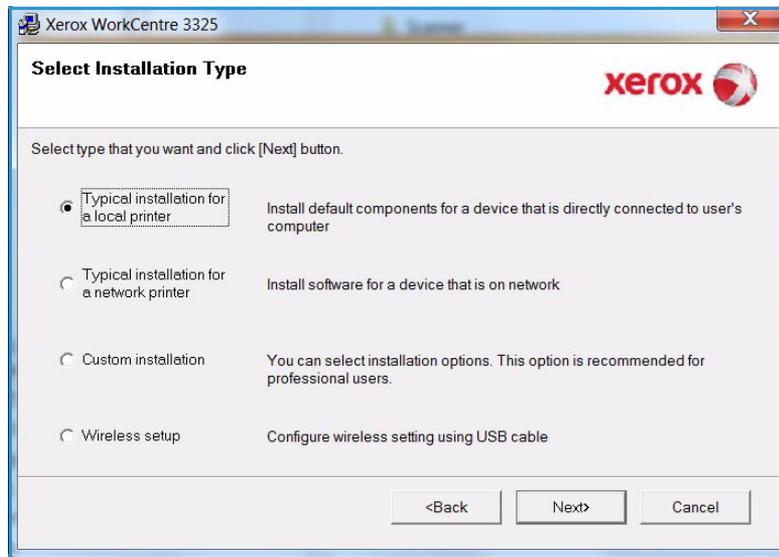
2. Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appear.

- If the installation window does not appear, select the **Start** button and then **Run**. Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive and select **OK**.
- If you use Windows Vista, select **Start > All programs > Accessories > Run**, and type **X:\Setup.exe**. If the *AutoPlay* window appears in Windows Vista, select **Run Setup.exe** in the **Install or run program** field, and select **Continue** in the User Account Control window.

3. Select **Install Software**.



4. Select **Typical installation for a local printer** and follow the wizard instructions to install the local printer.



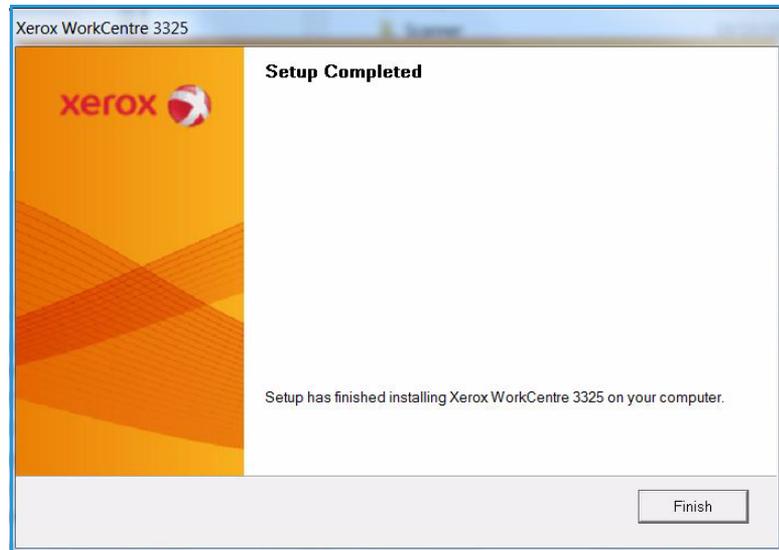
If your printer is not already connected to the computer, the *Connect Device* screen will appear. After connecting the printer, select **Next**.

Note: If you don't want to connect the printer at this time, select **Next** and then **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.



5. After the installation is finished, select **Finish**.

If your printer is connected to the computer, a *Test Print* page will be printed. If the *Test Print* operation is successful, continue on to [Print Procedure](#) on page 102 in this document. If the print operation failed, refer to [Troubleshooting](#) on page 188.



Networked Printer

When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network.

1. Make sure that the printer is connected to your network and powered on. For details about connecting to the network, refer to the [System Administrator Guide](#).

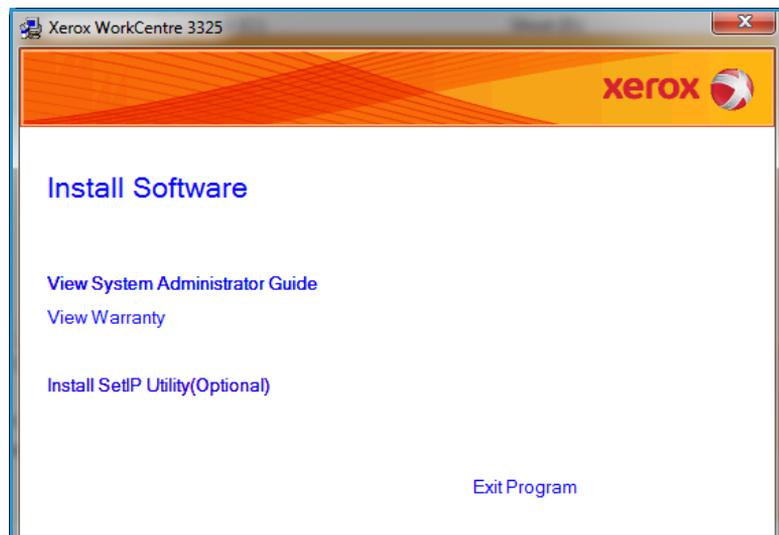
2. Insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run, and an installation window appears.

- If the installation window does not appear, select the **Start** button and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and select **OK**.

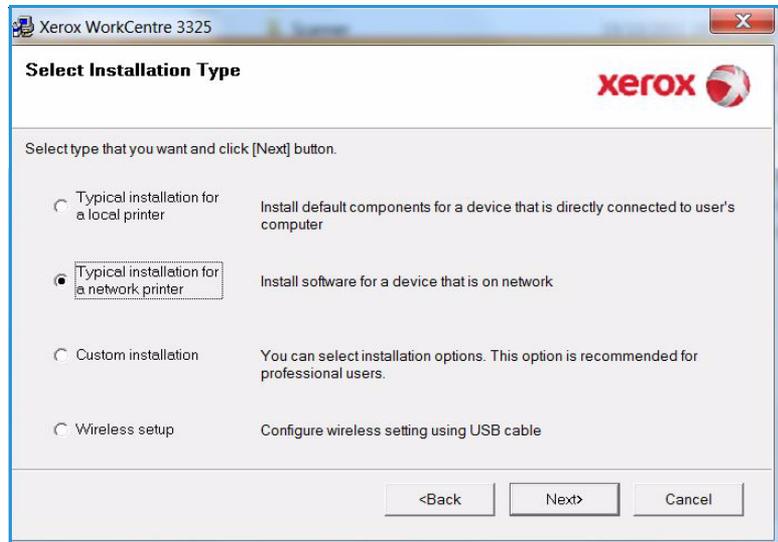
- If you use Windows Vista, select **Start > All programs > Accessories > Run**, and type **X:\Setup.exe**. If the *AutoPlay* window appears in Windows Vista, select **Run Setup.exe** in **Install or run program** field, and select **Continue** in the User Account Control window.

3. Select **Install Software**.



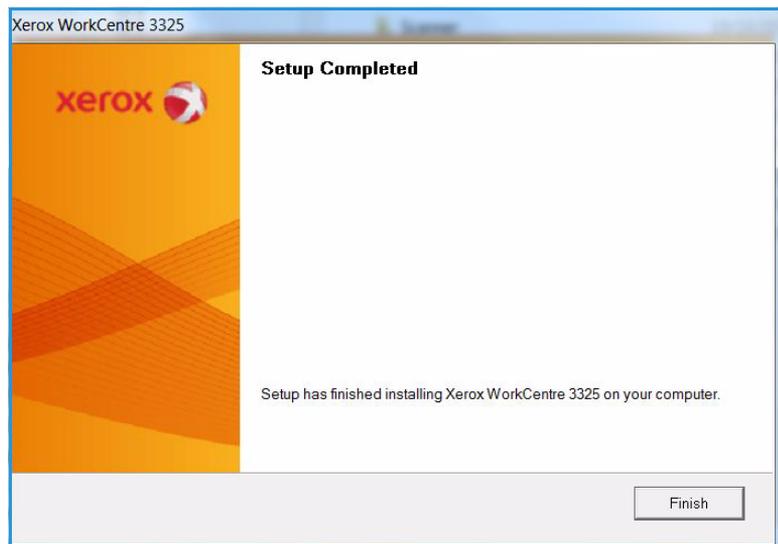
4. Select **Typical installation for a network printer** and follow the wizard instruction to select and install the printer.

Note: For custom install instructions, refer to the [System Administrator Guide](#).



5. After the installation is finished, select **Finish**.

If your printer is connected to the network, a *Test Print* page will be printed. If the *Test Print* operation is successful, continue on to [Print Procedure](#) on page 102 in this document. If the print operation failed, refer to [Troubleshooting](#) on page 188.



Custom Installation

With the custom installation, you can choose individual components to install.

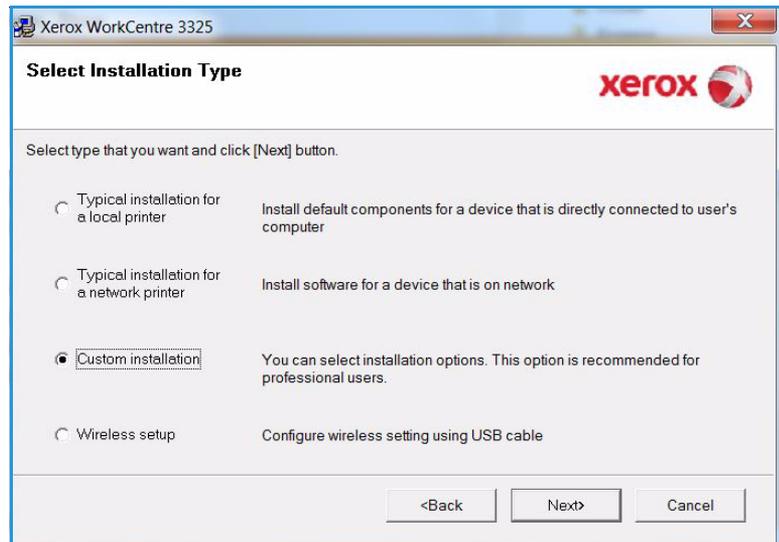
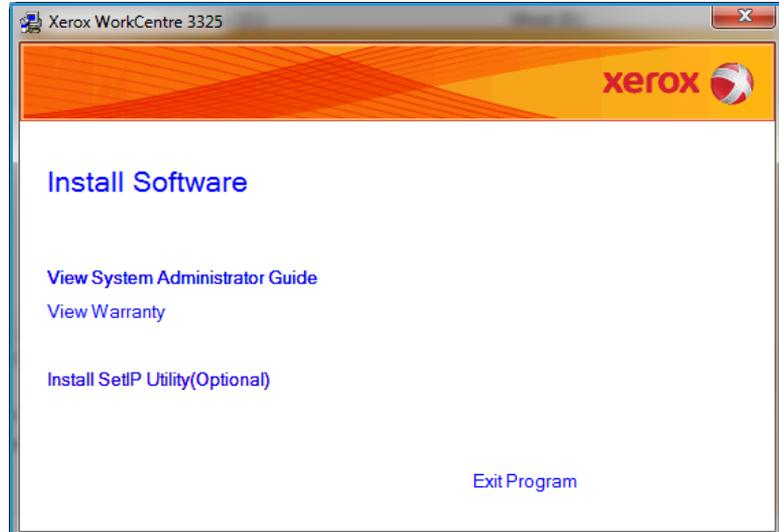
1. Make sure that the printer is connected to your computer and powered on.
2. Insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, select **Start** and then **Run**. Type X:\Setup.exe, replacing "X" with the letter which represents your drive and select **OK**.

If you use Windows Vista, select Start > All programs > Accessories > Run, and type X:\Setup.exe.

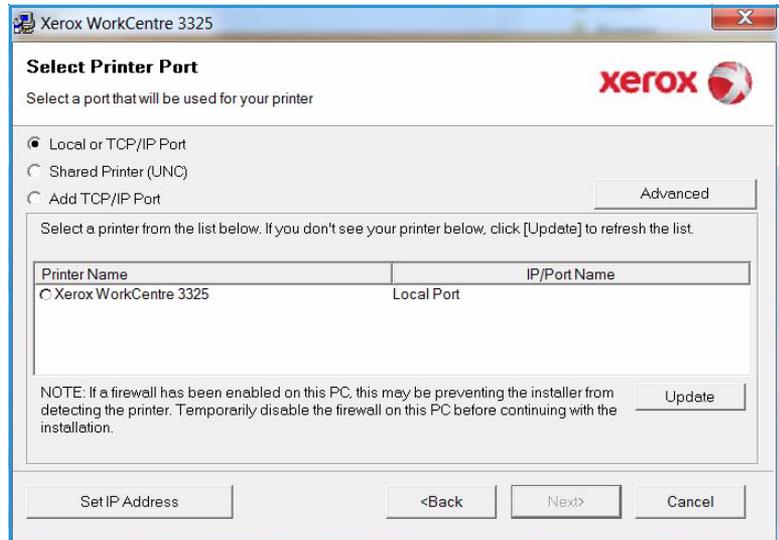
Note: If the AutoPlay window appears in Windows Vista, select **Run Setup.exe** in *Install or run* program field, and select **Continue** in the *User Account Control* window.

3. Select **Install Software**.
4. Select **Custom installation**.
5. Select **Next**.



6. Select your printer and select **Next**.

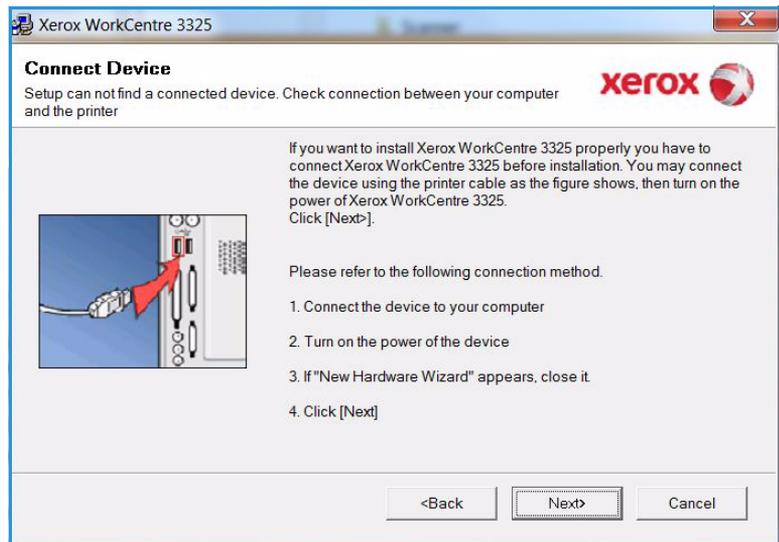
Note: If your printer is not already connected to the computer, the following window will appear.



7. Connect the printer and select **Next**.

If you don't want to connect the printer at this time, select **Next**, and then **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.

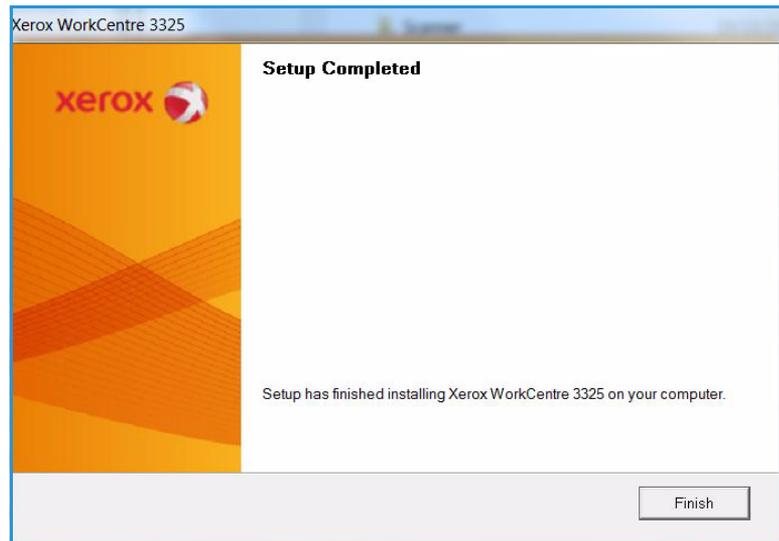
Note: The installation window that appears in this User Guide may differ depending on the printer and interface in use.



8. Select the components to be installed and select **Next**. You can change the desired installation folder by selecting **Browse**.
9. After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and select **Next**. Otherwise, just select **Next** and skip to step 10.
10. If the test page prints out correctly, select **Yes**. If not, select **No** to reprint it.



11. Select **Finish**.



Wireless Printer (WorkCentre 3325DNI)

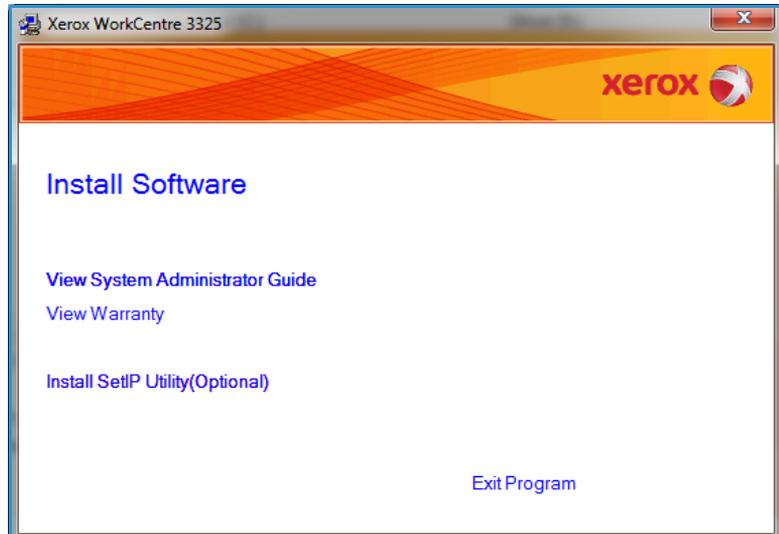
When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network.

1. Make sure that the printer is connected to your computer with a usb cable and powered on. For details about connecting to the network, refer to the [System Administrator Guide](#).

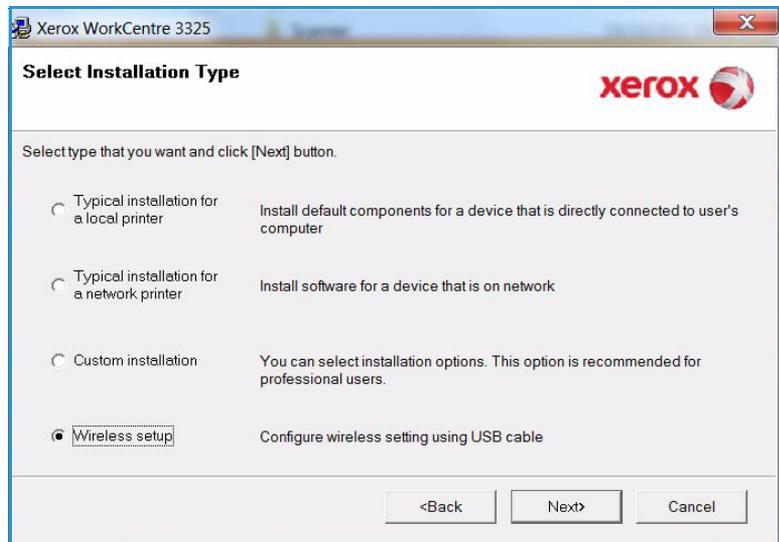
2. Insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run, and an installation window appears.

- If the installation window does not appear, select the **Start** button and then **Run**. Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive and select **OK**.
- If you use Windows Vista, select **Start > All programs > Accessories > Run**, and type **X:\Setup.exe**. If the *AutoPlay* window appears in Windows Vista, select **Run Setup.exe** in **Install or run program** field, and select **Continue** in the User Account Control window.



3. Select **Install Software**.
4. Select **Wireless Setup** and follow the wizard instruction to select and install the printer.



Printing using Windows

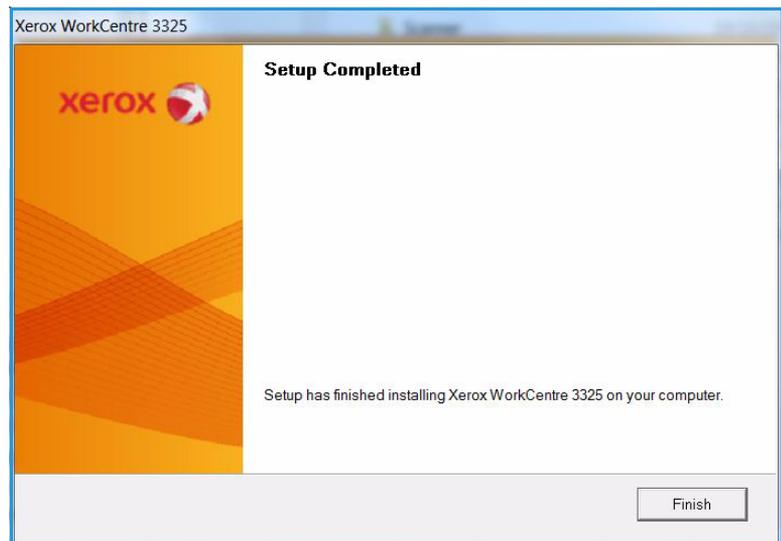
If your printer is not already connected to the computer, the *Connect Device* screen will appear. After connecting the printer, select **Next** and follow the wizard instruction to install the printer.



5. After the installation is finished, select **Finish**.

If your printer is connected to the network, a *Test Print* page will be printed. If the *Test Print* operation is successful, continue on to [Print Procedure](#) on page 102 in this document. If the print operation failed, refer to [Troubleshooting](#) on page 188.

For more information refer to the [System Administrator Guide](#).



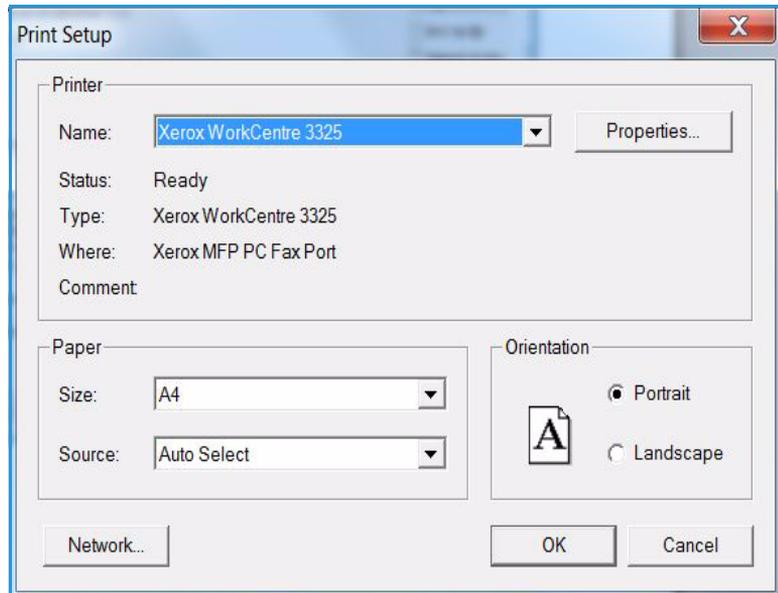
Print Procedure

Documents can be printed from your computer using the printer drivers supplied. The printer driver must be loaded on each PC which uses the machine for printing.

Notes:

- Some options may be unavailable depending on your machine configuration.

1. Select **Print** in your application.
2. From the **Printer: Name** drop down menu, select your machine.
3. Select **Properties** or **Preferences** to make your print selections on the individual tabs. For more information refer to the following:
 - [Basic Tab](#) on page 103
 - [Paper Tab](#) on page 105
 - [Graphics Tab](#) on page 107
 - [Advanced Tab](#) on page 108
 - [Earth Smart Tab](#) on page 111
 - [Xerox Tab](#) on page 112
4. Select **OK** to confirm your selections.
5. Select **OK** to print your document.



Basic Tab

The **Basic Tab** provides selections for the print mode to use and options to adjust how the document appears on the printed page. These options include orientation settings, quality settings, layout options and double-sided printing settings.

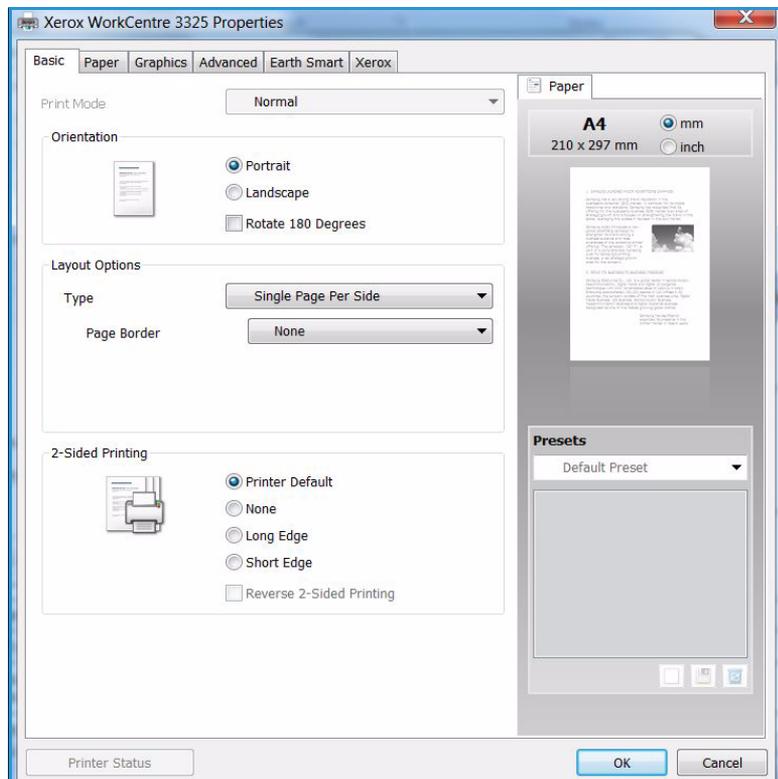
Note: Some options may be unavailable depending on your printer model and configuration.

Print Mode

The **Print Mode** drop down menu enables selection of various job types.

Note: Not all job types are available, depending on your model and machine configuration.

- **Normal:** This is the default print mode and is used for printing without saving the print file in memory.



- **Sample:** Useful when printing more than one copy. Allows you to print one copy first, and the rest of the copies later when they have been checked.
- **Secure:** This mode is used for printing confidential documents. A pop-up screen enables you to enter a 4-digit password. At the machine, re-enter the password to release the job for print.
- **Save:** Select this option to save a document on the printer without printing. If you want to save it as a secure job, enter a job name and 4-digit passcode in the pop-up screen. This feature requires you to enter a passcode at the printer to release the job.
- **Save and Print:** This mode is used when printing and storing a job at the same time. Enter a job name and 4-digit password in the pop-up screen to save the job.
- **Spool:** This mode can be used when handling large amounts of data. If you select this setting, the printer spools the document onto the *HDD* and then prints it from the *HDD* queue, decreasing the computer's work load.
- **Print Schedule:** Select this option to print the document at a specified time. Enter the date and time to print the job in the pop up screen.

Printing a Secure or Saved Job

At the machine:

1. Press the **Job Status** button on the *control panel*.
2. Use the up/down arrows to select **Saved Jobs** and press **OK**.
3. Use the up/down arrows to highlight the job you want to print and select **OK**. Select **Release** and select **OK**. If the job is passcode protected, enter the passcode you set in the print driver and select **Print**.
4. Enter the required number of copies and press **OK** to print your document.

Orientation

Orientation allows you to select the direction in which information is printed on a page.

- **Portrait:** Prints across the width of the page, letter style.
- **Landscape:** Prints across the length of the page, spreadsheet style.
- **Rotate 180 Degrees:** This allows you to rotate the page 180 degrees.

Quality

Use this option to select the image quality setting required.

- **Best:** Use this option if printing graphics or photographs.
- **Normal:** Use this option for text or line art.

Layout Options

Layout Options allow you to select a different layout for your output. You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify.

- **Single Page Per Side:** Use this option if the layout does not require changing.

- **Multiple Pages Per Side:** Use this option to print multiple pages on each page. You can print up to 16 pages on one sheet. Select the number of images required on each side, the page order and if borders are required.
- **Poster Printing:** Use this option to divide a single-page document onto 4, 9 or 16 segments. Each segment will be printed on a single sheet of paper for the purpose of pasting the sheets together to form one poster-size document. Select **Poster 2x2** for 4 pages, **Poster 3x3** for 9 pages or **Poster 4x4** for 16 pages. Then choose the overlap amount in mm or inches.
- **Booklet Printing:** This allows you to print your document on both sides of the paper and arrange the pages so that the paper can be folded in half after printing to produce a booklet.

2 sided Printing

You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented.

- **Printer Default:** If you select this option, this feature is determined by the settings made on the *control panel* of the printer.
- **None:** The document is printed single-sided.
- **Long Edge:** This is the conventional layout used in book binding.
- **Short Edge:** This is the type often used with calendars.
- **Reverse Double-Sided Printing:** The document is printed two sided and the second side images are rotated 180 degrees.

Paper Tab

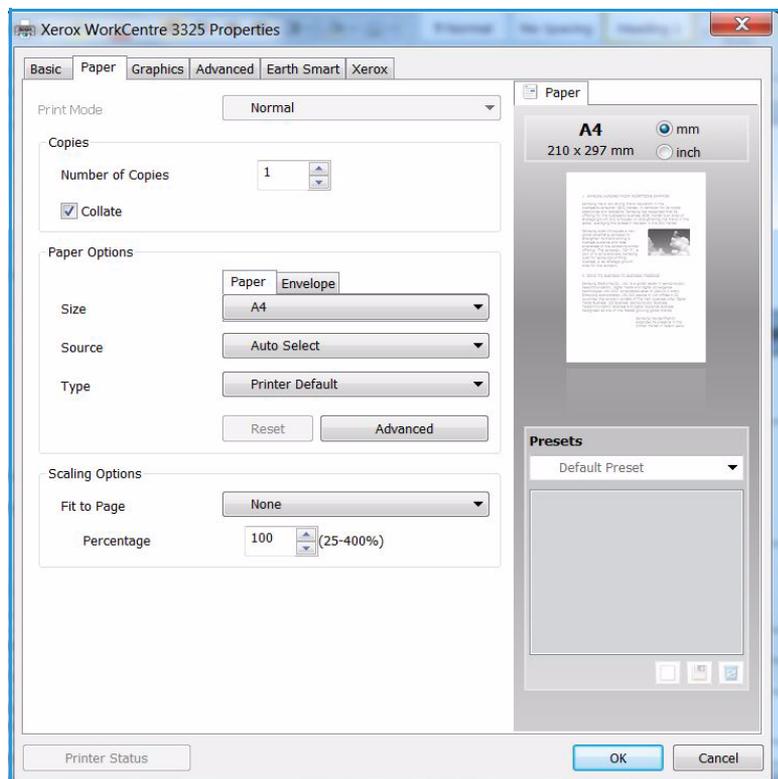
Use the **Paper Tab** options to set the basic paper handling specifications when you access the printer properties.

Copies

This allows you to choose the number of copies to be printed. You can select 1 to 999 copies.

Paper Options

- **Size:** This allows you to set the size of paper required for printing. If the required size is not listed in the **Size** box, select **Edit**. When the *Custom Paper Setting* window appears, set the paper size and select **OK**. The setting appears in the list so that you can select it.



- **Source:** Use this option to select the paper tray required. Use the *bypass tray* when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.
- **Type:** Set **Type** to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If printing **Envelopes**, ensure the **Envelope** tab is selected.
- **Advanced:** The advanced paper options allow you to select a different paper source for the first page of your document or to add a front and/or back cover or to select transparency separators.
 - **First Page:** To have the first page printed on a different paper type from the rest of the document select the paper tray containing the paper required.
 - **Cover Page:** From the **Cover Options** drop-down list, select either **No Covers, Front Cover, Back Cover** or **Front and Back Cover**.
From the **Options** drop-down list select whether the cover(s) are to be **Blank or Preprinted, 1 Sided Printed** or **2 Sided Printed**.
From the **Source** drop-down list select the paper tray that contains the paper for the covers
From the **Type** drop-down list select the type of paper for the covers.
 - **Transparency Separator:** If *transparency* is selected as the paper type, you can select a blank or printed **Separator** page to be added from another paper tray. From the **Source** drop-down list, select the tray containing the paper for the separator. The separator page will be added after each transparency.

Scaling Options

This allows you to automatically or manually scale your print job on a page.

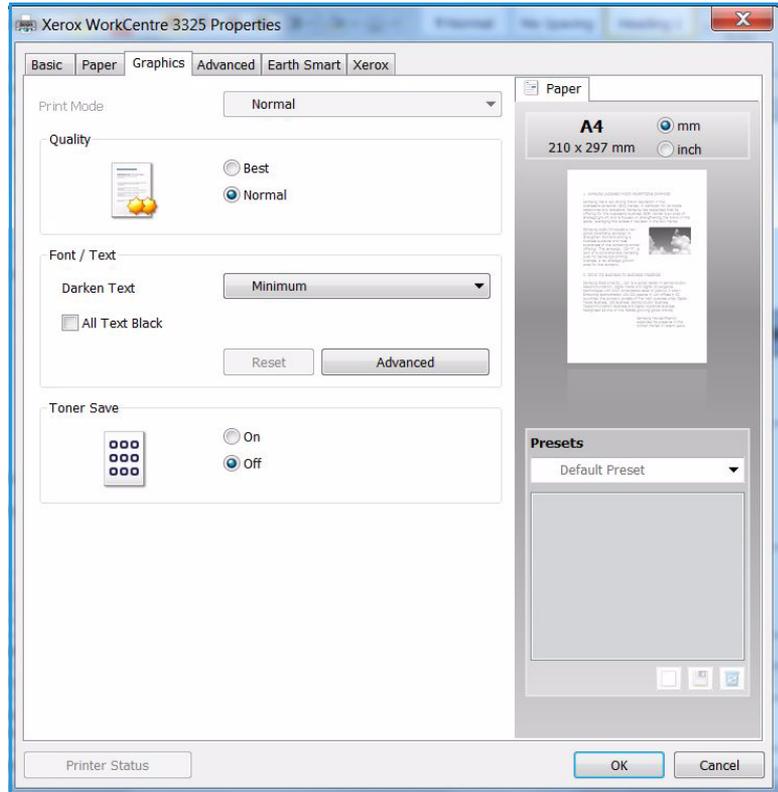
- **Fit to Page:** This allows you to scale your print job to any selected paper size, regardless of the digital document size.
- **Percentage:** Use this option to change the contents of a page to appear larger or smaller on the printed page. Enter the scaling rate in the **Percentage** input box.

Graphics Tab

Use the following options to adjust the print quality for your specific printing needs.

Font/Text

- **Darken Text:** Use this option to select the level of darkness to apply to the text in your document.
- **All Text Black:** Select this checkbox to have all text in your document print in solid black, regardless of the color it appears on the screen.
- **Advanced:** Use this option to set font options. True Type fonts can be downloaded as Outline or Bitmap Images or printed as Graphics. Select the **Use Printer Fonts** option if the fonts do not require downloading and the printer fonts should be used.

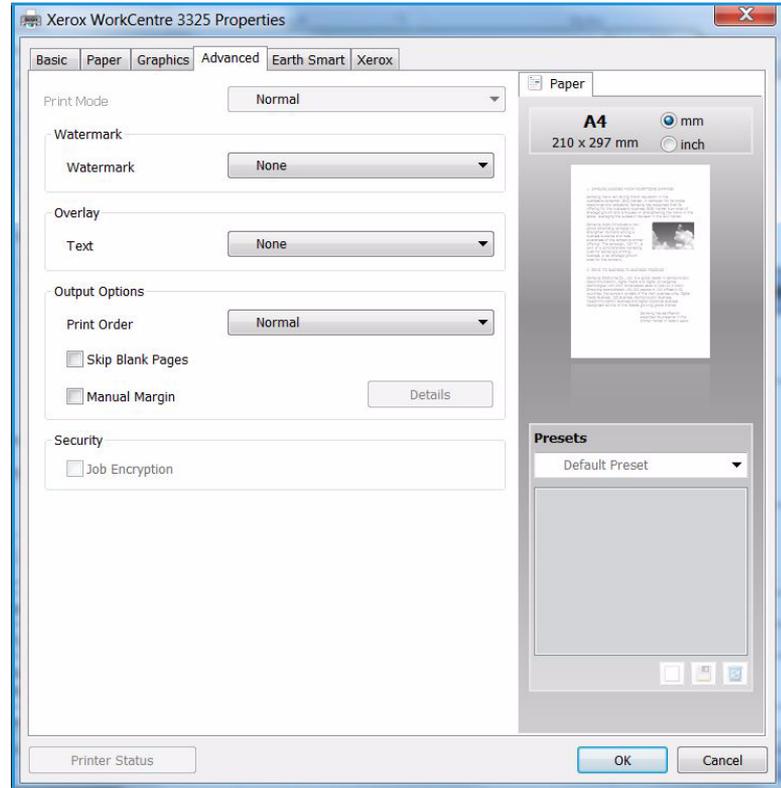


Toner Save

Selecting this option extends the life of your *print cartridge* and reduces your cost per page without a significant reduction in print quality.

Advanced Tab

You can select **Advanced** output options for your document, such as watermarks or overlay text.



Watermark.

This option allows you to print text over an existing document. There are several predefined *watermarks* that come with the printer which can be modified, or you can add new ones to the list.

Using an Existing Watermark

Select the required watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.

Creating a Watermark

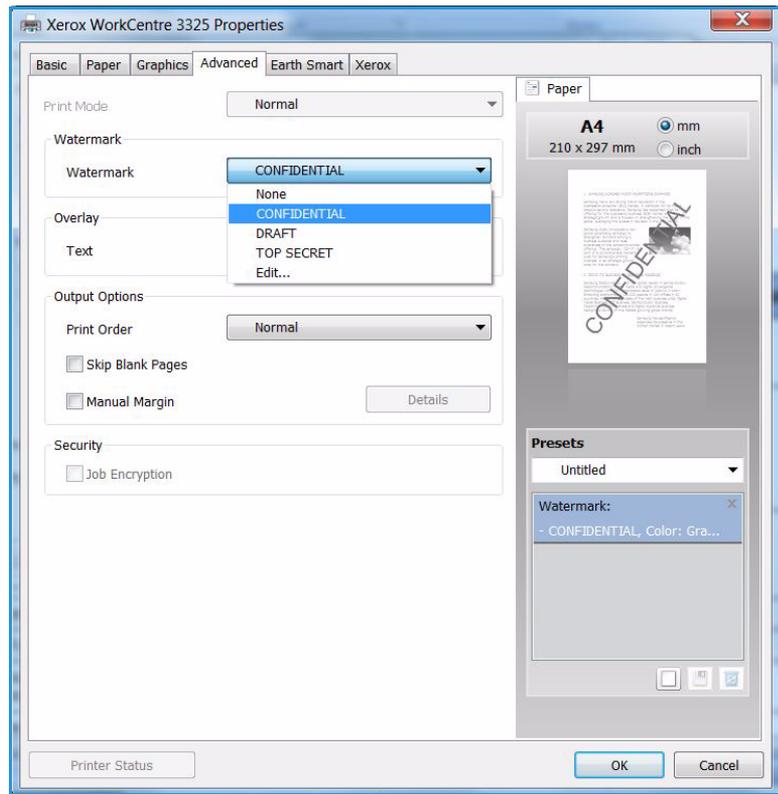
1. Select **Edit** from the Watermark drop-down list. The **Edit Watermark** window appears.
2. Enter a text message in the Watermark Message box. You can enter up to 40 characters. The message displays in the preview window. When the **First Page Only** box is checked, the watermark prints on the first page only.
3. Select the watermark options. You can select the *font name, style, size* or *shade* from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.
4. Select **Add** to add the new watermark to the list.
5. When you have finished editing, select **OK**.

Editing a Watermark

1. Select **Edit** from the *Watermark* drop-down list. The **Edit Watermark** window appears.
2. Select the watermark you want to edit from the **Current Watermarks** list and change the *watermark message* options.
3. Select **Update** to save the changes.
4. When you have finished editing, select **OK**.

Deleting a Watermark

1. Select **Edit** from the *Watermark* drop-down list. The **Edit Watermark** window appears.
2. Select the watermark you want to delete from the **Current Watermarks** list and select **Delete**.
3. Select **OK**.



Overlay

An *Overlay* is text and/or images stored on the computer hard disk drive as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper.

Note: This option is only available when you use the PCL6 Printer Driver.

Creating a New Page Overlay

To use a page overlay, you must first create one containing your logo or another image.

1. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you want them to appear when printed as an overlay.
2. Select **Edit** from the *Overlay* drop-down list. The **Edit Overlay** window appears.
3. Select **Create** and type a name in the *File name* box. Select the *destination path*, if necessary.
4. Select **Save**. The name appears in the **Overlay List** box.
5. Select **OK**.

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

6. Select **OK** on the **Advanced** tab page.
7. Select **OK** in the main **Print** window.
8. An *Are you Sure?* message displays. Select **Yes** to confirm.

Using a Page Overlay

1. Select the required overlay from the **Overlay** drop-down list box.
If the overlay file you want does not appear in the *overlay list*, select the **Edit** button and **Load Overlay**, and select the **Overlay file**.
If you have stored the overlay file you want to use in an external source, you can also load the file when you access the *Load Overlay window*.
After you select the file, select **Open**. The file appears in the *Overlay List box* and is available for printing. Select the overlay from the *Overlay List box*.
2. If necessary, select **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.
If this box is not checked and an overlay has been selected, the overlay automatically prints with your document.
3. Select **OK**.

Deleting a Page Overlay

1. Select **Edit** from the *Overlay drop-down list*. The **Edit Overlay** window appears.
2. Select the Overlay you want to delete from the **Overlay List** box.
3. Select **Delete Overlay**. When a confirming message window appears, select **Yes**.
4. Select **OK**.

Output Options

Select the required Print order from the drop-down list box:

- **Normal:** All pages are printed.
- **Reverse All Pages:** Your printer prints all pages from the last page to the first page.
- **Print Odd Pages:** Your printer prints only the odd numbered pages of the document.
- **Print Even Pages:** Your printer prints only the even numbered pages of the document.

Tick the **Skip Blank Pages** checkbox if you do not want blank pages to be printed.

To add a binding margin, tick the **Manual Margin** checkbox and select **Details** to select the margin position and width.

Security

The *Job Encryption* feature is enabled only when the *HDD* is installed. This feature protects the printing information even though the data is sent over the network. When the **Job Encryption** checkbox is checked, the printing data is encrypted and transmitted to the machine. The *HDD* is used to decrypt the printing data before it is printed.

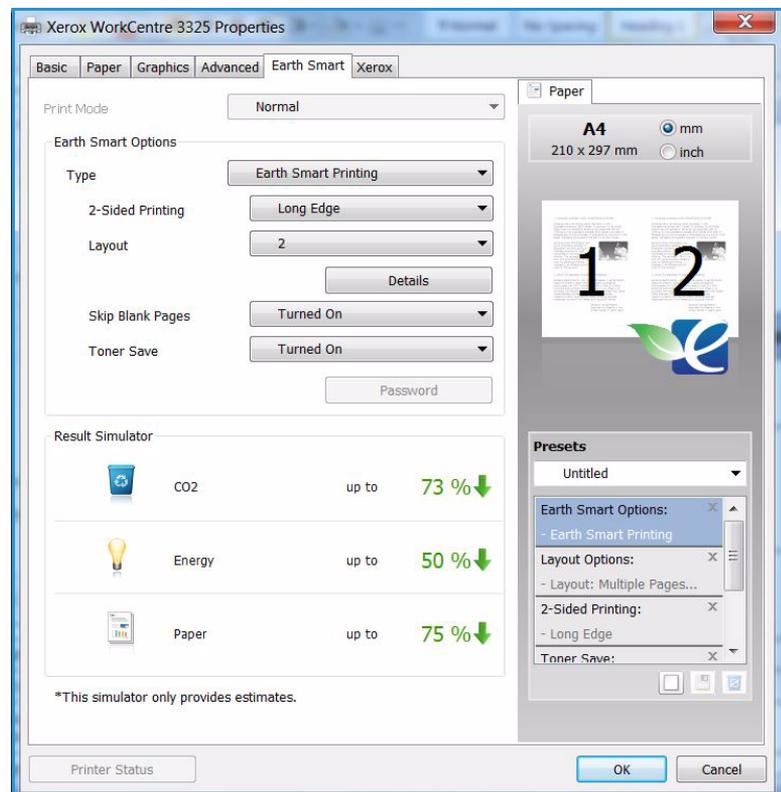
Earth Smart Tab

The *Earth Smart* Tab provides options to decrease the amount of energy and paper used in the printing process and displays a visual representation of the savings made.

Type

The **Type** drop-down list is used to select the main **Earth Smart** option for the printer.

- **None:** No energy or paper saving options are automatically selected.
- **Earth Smart Printing:** When this option is selected, **2 Sided Printing**, **Layout**, **Skip Blank Pages** and **Toner Save** can be customized to suit requirements.
- **Printer Default.** This option automatically selects the printer default settings.

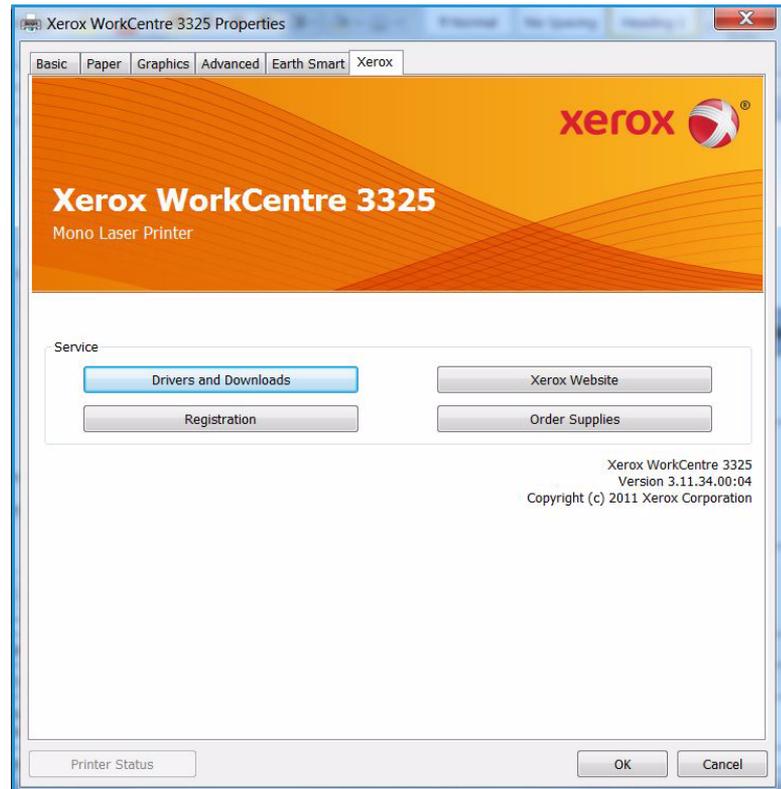


Result Simulator

This area of the **Earth Smart Tab** shows a visual representation of the estimated energy and paper savings based on the selections made.

Xerox Tab

This tab provides version and copyright information as well as links to drivers and downloads, supplies ordering and the Xerox website.



Xerox Easy Printer Manager (EPM)

Xerox Easy Printer Manager is a Windows-based application that combines Xerox machine settings into one location. Xerox Easy Printer Manager conveniently combines device settings as well as printing/scanning environments, settings/actions, *Scan to PC* and *Fax to PC*. All of these features provide a gateway to conveniently use Xerox devices.

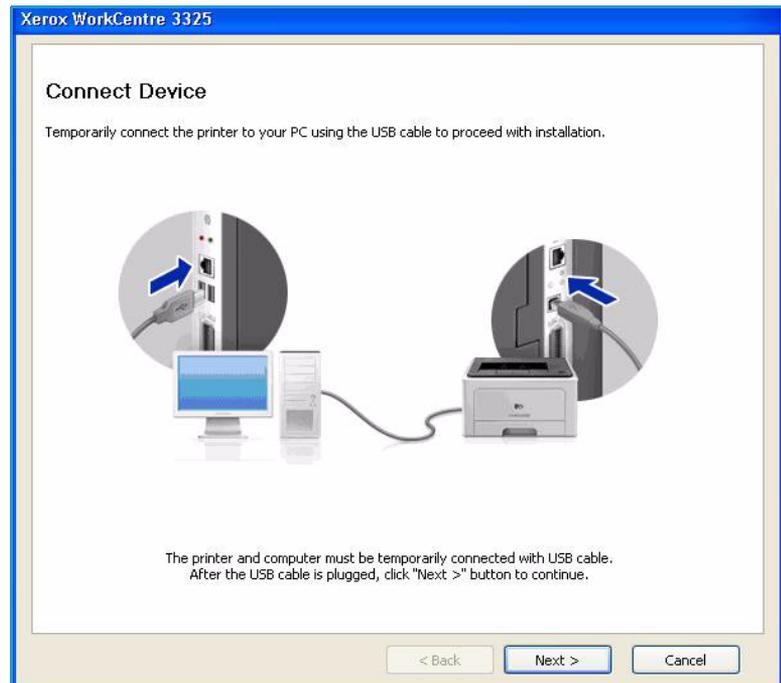
For information about using the Easy Printer Manager, refer to the [Xerox WorkCentre 3315DN/3325DN/3325DNI Utilities Guide](#) available on Xerox.com.

Wireless Setting Program (WorkCentre 3325DNI)

When installing the WorkCentre 3325DNI you can use the **Wireless Setting** program that was automatically installed with the printer driver to configure the wireless settings.

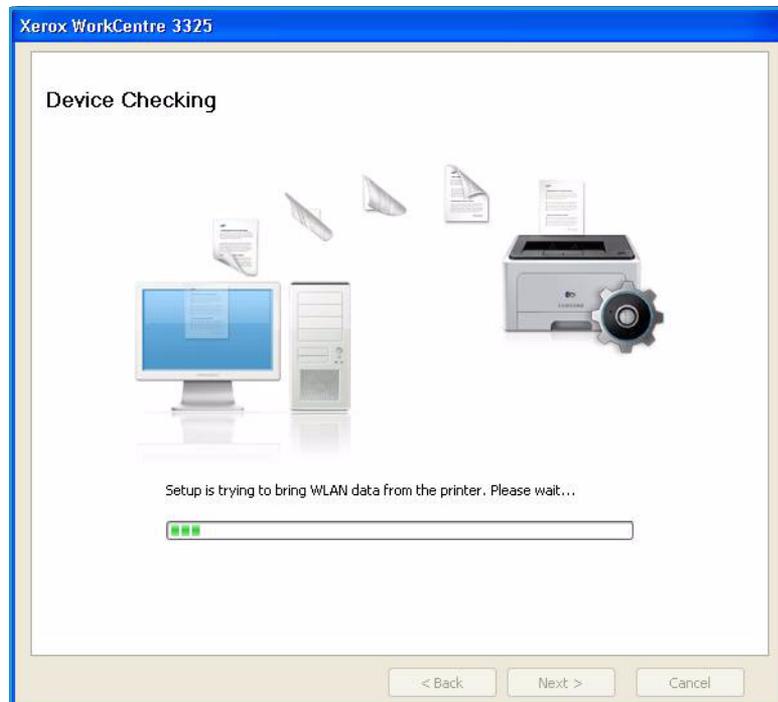
To open the program:

1. Select *Start > Programs or All Programs > Xerox Printers > Xerox WorkCentre 3325 > Wireless Setting Program*.
2. Connect the machine to your computer using the USB cable.
Note: During installation, the printer needs to be temporarily connected using the USB cable.
3. Select **Next**.

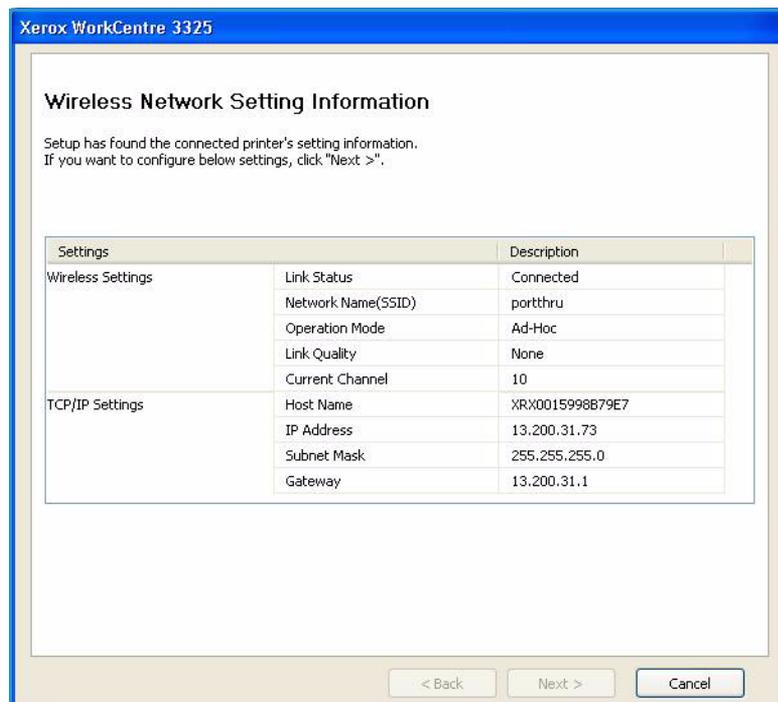


- Once the machine is connected to the computer with the USB cable, the program searches for WLAN data.

Note: It may be necessary to select the program again before this screen appears.



- When the search is complete, the wireless *Network Setting Information* is displayed.
- If you want to configure the settings, select **Next**.



SetIP

The SetIP program is a utility program allowing you to select a network interface and manually configure the addresses for use with the TCP/IP protocol. This program is on the software CD that comes with your printer.

For information on using the SetIP program, refer to the [Xerox WorkCentre 3315DN/3325DN/3325DNI Utilities Guide](#) available on Xerox.com.

Printing using Macintosh

This section explains how to print using a Macintosh. You need to set the print environment before printing. Refer to the [System Administrator Guide](#).

Smart Panel is a program that monitors and informs you of the machine's status, and allows you to customize the machine's settings. *Smart Panel* is installed automatically when you install the machine software.

Printing a Document

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

1. Open the document you want to print.
2. Open the **File** menu and select **Page Setup (Document Setup** in some applications).
3. Choose your *paper size, orientation, scaling* and other options. Make sure that your machine is selected and select **OK**.
4. Open the **File** menu and select **Print**.
5. Choose the number of copies you want and indicate which pages you want to print.
6. Select **Print**.

Changing Printer Settings

You can use advanced printing features provided by your machine.

Open an application and select **Print** from the **File** menu. The machine name, which appears in the printer properties window may differ depending on the machine in use. Except for the name, the composition of the printer properties window is similar to the following.

Note: The setting options may differ depending on the printer and the Macintosh OS version.

Layout

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

Graphics

The **Graphics** tab provides options for selecting **Resolution**. Select **Graphics** from the drop-down list under **Orientation** to access the graphic features.

Resolution

This option allows you to select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Paper

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

Printer Features

The **Printer Features** tab provides **Reverse Duplex Printing**. Select **Printer Features** from the drop-down list under **Orientation** to access the following features.

- **Reverse Duplex Printing:** The document is printed 2 sided and the second side images are rotated 180 degrees.

Toner Save Mode

Selecting this option extends the life of your *print cartridge* and reduces your cost per page without a significant reduction in print quality.

- **On:** Select this option to allow the printer to use less toner on each page.
- **Off:** If you do not need to save toner when printing a document, select this option.

Printing Multiple Pages on one Sheet

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

1. Open an application, and select **Print** from the **File** menu.
2. Select **Layout** from the drop-down list under **Orientation**. In the **Pages per Sheet** drop-down list, select the number of pages you want to print on one sheet of paper.
3. Select the other options you want to use.
4. Select **Print**. The machine prints the selected number of pages you want to print on one sheet of paper.

Two Sided Printing

You can print on both sides of the paper. Before printing in the duplex mode, decide on which edge you will be binding your finished document.

1. From your Macintosh application, select **Print** from the **File** menu.
2. Select **Layout** from the drop-down list under **Orientation**.
3. Select a binding orientation from the **Two Sided Printing** option:
 - **Long-Edge Binding:** This option is the conventional layout used in book binding.
 - **Short-Edge Binding:** This option is the type often used with calendars.
4. Select the other options you want to use and select **Print**.

Using Smart Panel

If an error occurs while operating, you can check the error from the *Smart Panel*. You can also launch *Smart Panel* manually:

- **For Mac OS 10.5:** Select *Print & Fax* from *System Preferences* > *Open Printer Queue...* of a printer > *Utility*.
- **For Mac OS 10.6:** Select *Print & Fax* from *System Preferences* > *Open Printer Queue...* of a printer > *Printer Setup* > *Utility* > *Open Printer Utility*.

Printing using Linux

Printing from Applications

There are a lot of Linux applications that allow you to print using Common UNIX Printing System (CUPS). You can print on your machine from any such application.

1. Open an application, and select **Print** from the **File** menu.
2. Select **Print** directly using `lpr`.
3. In the LPR GUI window, select the machine from the printer list and select **Properties**.
4. Change the print job properties using the following four tabs displayed at the top of the window.
 - **General**: This option allows you to change the paper size, the paper type, and the orientation of the documents. It enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.
 - **Text**: This option allows you to specify the page margins and set the text options, such as spacing or columns.
 - **Graphics**: This option allows you to set image options that are used when printing image files, such as color options, image size, or image position.
 - **Advanced**: This option allows you to set the print resolution, paper source, and destination.
5. Select **Apply** to apply the changes and close the **Properties** window.
6. Select **OK** in the LPR GUI window to start printing.

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

Printing Files

You can print many different file types on your machine using the standard CUPS utility, directly from the command line interface. However, the drivers package replaces the standard `lpr` tool with a much more user-friendly LPR GUI program.

To print any document file:

1. Type `lpr <file_name>` from the Linux shell command line and press **Enter**. The **LPR GUI** window appears.
2. When you type **only lpr** and press **Enter**, the **Select file(s) to print** window appears first. Just select any files you want to print and select **Open**.
3. In the **LPR GUI** window, select your machine from the list, and change the print job properties.
4. Select **OK** to start printing.

Configuring Printer Properties

Using the **Printer Properties** window provided by the **Printers configuration**, you can change the various properties for your machine as a printer.

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

3. The **Printer Properties** window opens.

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

- **General:** This option allows you to change the printer location and name. The name entered in this tab displays on the printer list in **Printers configuration**.
 - **Connection:** This option allows you to view or select another port. If you change the machine port from USB to parallel or vice versa while in use, you must re-configure the machine port in this tab.
 - **Driver:** This option allows you to view or select another machine driver. By selecting **Options**, you can set the default device options.
 - **Jobs:** This option shows the list of Print jobs. Select **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
 - **Classes:** This option shows the class that your machine is in. Select **Add to Class** to add your machine to a specific class or select **Remove from Class** to remove the machine from the selected class.
4. Select **OK** to apply the changes and close the **Printer Properties** window.

Printing using Unix

Printing Files

After installing the printer, choose any of the image, text, PS to print.

1. Execute “`printui <file_name_to_print>`” command. For example, if you are printing “document1” use **printui document1** command.
This will open the UNIX Printer Driver *Print Job Manager* in which the user can select various print options.
2. Select a printer that has already been added.
3. Select the printing options from the window such as **Page Selection**.
4. Select how many copies are needed in **Number of Copies**.
5. Press **OK** to start the print job.

Configuring Printer Properties

The UNIX printer driver *Print Job Manager* allows you to configure various print options using the printer **Properties** option. The following hot keys may also be used: **H** for Help, **O** for OK, **A** for Apply, and **C** for Cancel.

General Tab

- **Paper Size:** Set the paper size as A4, Letter, or other paper sizes, according to your requirements.
- **Paper Type:** Choose the type of the paper. Options available in the list box are Printer Default, Plain, and Thick.
- **Paper Source:** Select from which tray the paper is used. By default, it is Auto Selection.
- **Orientation:** Select the direction in which information is printed on a page.
- **Duplex:** Print on both sides of paper to save paper.
- **Multiple pages:** Print several pages on one side of the paper.
- **Page Border:** Choose any of the border styles (e.g., Single-line hairline, Double-line hairline)

Image Tab

In this tab, you can change the brightness, resolution, or image position of your document.

Text Tab

Use this tab to set the character margin, line space, or the columns of the actual print output.

Margins Tab

- **Use Margins:** Set the margins for the document. By default, margins are not enabled. The user can change the margin settings by changing the values in the respective fields. Set by default, these values depend on the page size selected.

- **Unit:** Change the units to points, inches, or centimeters.

Printer-Specific Settings Tab

Select various options in the **JCL** and **General** frames to customize various settings. These options are specific to the printer and depend on the PPD file.

USB Port

7

USB memory devices are available with a variety of memory capacities to give you more room for storing documents. For information about setting up and enabling the USB Port, refer to the [System Administrator Guide](#).

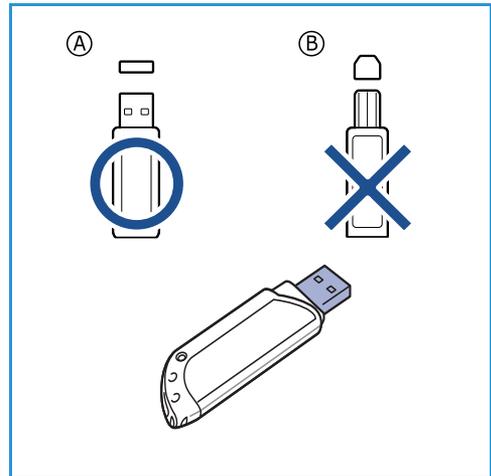
This chapter includes:

- [Inserting the USB Memory Device](#) on page 126
- [Scanning to USB Memory Device](#) on page 127
- [Printing from USB Memory Device](#) on page 128
- [Managing USB Memory](#) on page 129

Inserting the USB Memory Device

1. Check your USB Memory Device is within specification.

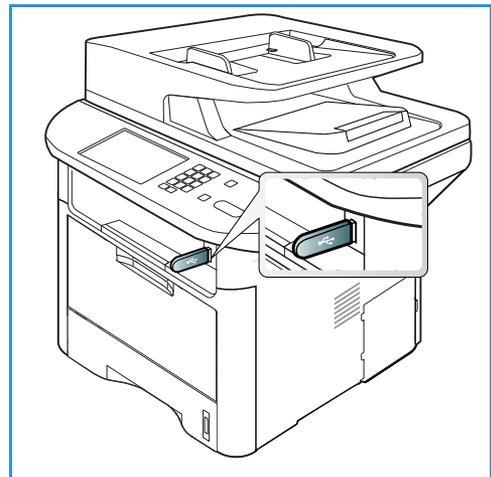
- Your machine supports USB memory devices with FAT16/FAT32 and sector size of 512 bytes.
- You must use only an authorized USB memory device with an A plug type connector.
- Use only an USB memory device with metal-shielded connector.



2. Insert the USB memory device into the USB memory port on your machine.

 **CAUTIONS:**

- Do not remove the USB memory device while it is in use.
- If your USB memory device has certain features, such as security settings and password settings, your machine may not automatically detect it. For details about these features, see your USB memory device User Guide.



Scanning to USB Memory Device

You can scan a document and save the scanned image onto a USB memory device. When the USB Memory Device is inserted into the USB memory port, the option to Scan To USB is automatically displayed. If this option is selected, the machine immediately scans your documents using the default scan settings. If different scan settings are required for your job, change the settings prior to inserting the USB Memory Device. Refer to [Select the Features](#) on page 50 for information about changing the scan settings.

Note: Some options may be unavailable depending on your machine configuration.

1. Load the documents to be scanned either face down on the *document glass* or face up into the *automatic document feeder*.
2. Insert a *USB Memory Device* into the *USB memory port* on your machine. The USB menu automatically displays.

Note: When in *Power Save* mode, the machine will not recognize when a *USB Memory Device* is inserted into the *USB port*. Press any button to restore the machine to a normal state and reinsert the *USB Memory Device* into the port.

3. Press the up/down arrows to highlight **Scan to USB** and press **OK**.
4. Your machine begins scanning the original, and then asks if you want to scan another page. To scan another page, press the left/right arrows to highlight **Yes** and press **OK**. Load an original and press **Start**.
Otherwise, press the left/right arrows to highlight **No** and press **OK**.

After scanning is complete, you can remove the USB memory device from the machine.

Printing from USB Memory Device

You can directly print files stored on a USB memory device. You can print the following supported file types:

- **PRN:** Only files created by the driver provided with your machine are compatible. PRN files can be created by selecting the **Print to file** check box when you print a document. The document will be saved as a PRN file, rather than printed on paper. Only PRN files created using this method can be printed directly from a USB memory device.
- **BMP:** Uncompressed
- **TIFF:** TIFF 6.0 Baseline
- **JPEG:** JPEG Baseline
- **PDF:** PDF 1.7 and below
- **PCL:** A PCL file
- **PS:** A PostScript file
- **TXT:** A text file

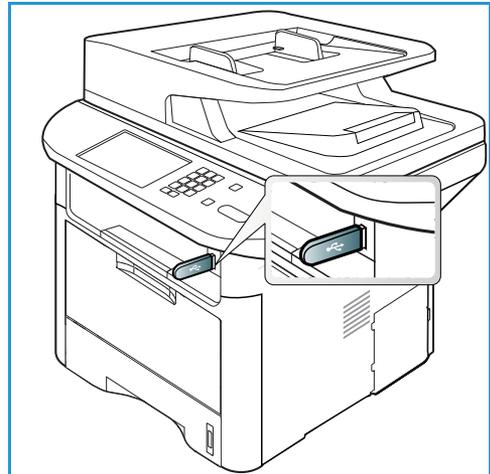
To print a document from a USB memory device:

1. Insert a USB memory device into the USB memory port on your machine.
2. Press the up/down arrows to highlight **Print from USB** and press **OK**.
Your machine automatically detects the device and reads data stored on it.
3. Press the up/down arrows until the folder or file you want highlights and press **OK**.

If you see **+** in the front of a folder name, there are one or more files or folders in the selected folder.

If you selected a folder, press the up/down arrows until the file you want highlights and press **OK**.

4. Press the up/down arrows to select the number of copies to be printed or enter the number.
5. Press **OK** or **Start** to start printing the selected file.
After printing the file, the display asks if you want to print another job.
6. To print another document, press the left/right arrows to highlight **Yes** and press **OK**.
Otherwise, press the left/right arrows to highlight **No** and press **OK**.
7. Press **Stop** to return to *Ready* mode.



Managing USB Memory

You can delete image files stored on a USB memory device one by one or all at once by reformatting the device.

⚠ CAUTION: After deleting files or reformatting a USB memory device, files cannot be restored. Therefore, confirm that you no longer need the data before deleting it.

Deleting an Image File

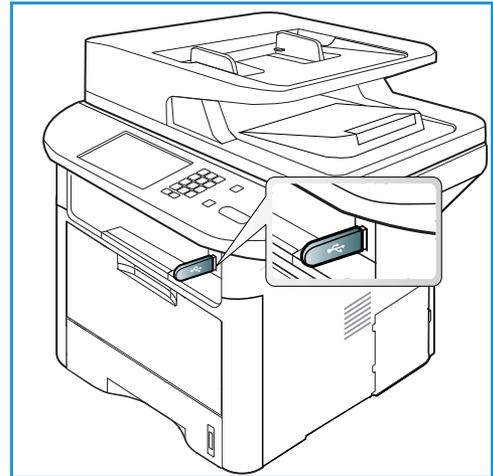
1. Insert a *USB memory device* into the *USB memory port* on your machine.
2. Press the up/down arrows to highlight **Manage Files** and press **OK**.
3. Press the up/down arrows to highlight **Delete** and press **OK**.
4. Press the up/down arrows until the folder or file you want highlights and press **OK**.

If you see **+** in the front of a folder name, there are one or more files or folders in the selected folder.

If you selected a file, the display shows the size of the file for about 2 seconds.

If you selected a folder, press the up/down arrows until the file you want to delete highlights and press **OK**.

5. To delete the file, press the up/down arrows to highlight **Yes** and press **OK**.
6. Press **Stop** to return to *Ready* mode.



Formatting a USB Memory Device

1. Insert a *USB memory device* into the *USB memory port* on your machine.
2. Press the up/down arrows to highlight **Manage Files** and press **OK**.
3. Press the up/down arrows to highlight **Format** and press **OK**.
4. To format a *USB memory device*, press the up/down arrows to highlight **Yes** and press **OK**.
5. Press **Stop** to return to *Ready* mode.

Viewing the USB Memory Status

1. Insert a *USB memory device* into the *USB memory port* on your machine.
2. Press the up/down arrows to highlight **Available Space** and press **OK**.
The available memory space appears on the display.
3. Press **Stop** to return to *Ready* mode.

CentreWare Internet Services



CentreWare Internet Services uses the embedded HTTP Server on the machine. This allows you to communicate with your machine through a web browser. Entering the IP Address of the machine as the URL (Universal Resource Locator) in the browser provides direct access to the machine over the internet or intranet. For detailed setup information refer to the [System Administrator Guide](#).

This chapter includes:

- [Using CentreWare Internet Services](#) on page 132
- [Status](#) on page 133
- [Jobs](#) on page 134
- [Print](#) on page 137
- [Address Book](#) on page 138
- [Properties](#) on page 141
- [Support](#) on page 142

Using CentreWare Internet Services

Prior to connecting to *CentreWare Internet Services* the machine must be connected to the network either physically (all models) or wirelessly (WorkCentre 3325DNI only) and have TCP/IP and HTTP enabled. An operational workstation with *TCP/IP Internet* or *Intranet* accessibility is also required.

Note: Some options may be unavailable depending on your machine configuration.

To access CentreWare Internet Services:

1. Open the web browser from your workstation.
2. In the URL field, enter `http://` followed by the IP Address of the machine. For example: if the IP Address is 192.168.100.100, enter the following into the URL field: `http://192.168.100.100`
3. Press **Enter** to view the Home page.

The *CentreWare Internet Services* options for your machine are displayed.

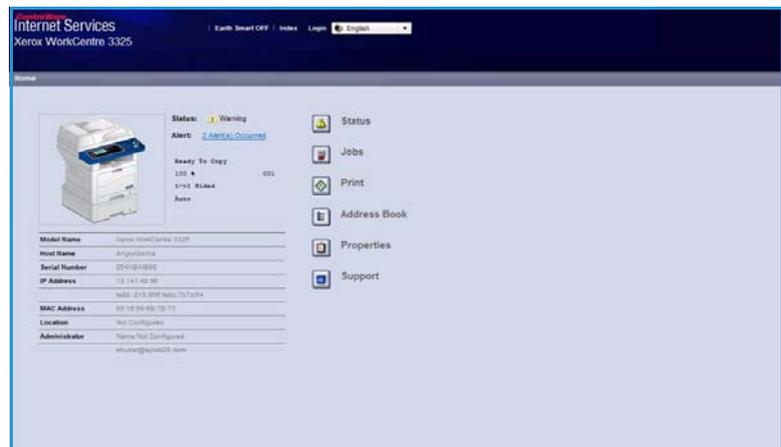
Note: To find the IP Address of your machine, print a *configuration report*. For instructions, refer to [Information Pages](#) on page 157.

Home Page

The Internet Services Home page provides information about your machine and access to the *CentreWare Internet Services* options.

The Home Page provides information about the machine name and address details. Use the **Refresh Status** button to update the machine status information.

The **Earth Smart** option available at the top of the screen enables this feature to be turned On or Off.



Note: You must be logged in as Administrator to enable this feature.

If a different language is required, select the language drop-down menu and change to the language required.

Use the **Index** option to navigate to specific topics.

Note: Some options may be unavailable depending on your machine configuration.

Status

Use this option to review status information about your machine.

The **Status page** allows you to view any active alerts being displayed by the machine, and see the status of the print cartridge.

The **Usage Counters** page allows you to view the number of impressions, faxes and scans sent by the machine. In the **Current Settings** menu, information about the machine setup and network information can also be viewed.

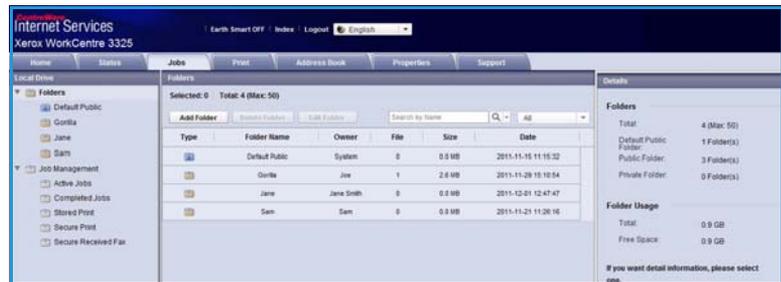
The **Print Information** page allows you to print the configuration report, address book, completed jobs list and other documents about the machine usage.



Jobs

The **Jobs** tab enables you to setup and manage Local Drive *Folders* and provides access to the *Job Management* folders.

Note: The **Jobs** tab is not present on the WorkCentre 3315DN unless the optional memory is installed and the RAM Disk enabled. When the **Jobs** tab is enabled the only options available are **Active Jobs**, **Stored Print** and **Secure Print**.



Folders

The **Local Drive** feature allows you to scan documents to the device hard drive and store them in folders. Folders are created and managed using Internet Services. Once a folder has been created, it is available for storing documents when the **Local Drive** option is selected at the device.

Creating a Folder

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Click on the **Jobs** icon. The available folders are displayed. By default, the **Default Public** folder is available to store scanned images.
4. To create a new folder, click on the **Add Folder** button.
5. Enter the name of your folder in the **Folder Name** area.
6. Enter the owner of your folder in the **Owner** area.
7. To create a private folder, click the **Private Folder** checkbox. A private folder requires you to enter a password to access the folder. Enter a password for your private folder in the **Password** and **Confirm Password** areas.
8. Click **Apply**. The new folder will appear in the folders list.
9. Your new folder will be available to select in the **Local Drive** feature at the device.

Using Folders

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Click on the **Jobs** icon. The available folders are displayed.
4. Click on the folder required. A list of the jobs in the folder is displayed. The jobs can be filtered using the drop-down menu above the list.

5. Select the scanned document required. Select **Delete** to delete the document or **Edit** to change the document properties. To move or copy the document to another folder, drag the document icon to the folder required and select **Move** or **Copy**.

Job Management

Click the links in the left hand menu to see your jobs. The options are:

Active Jobs

Displays the list of jobs which are currently being processed on the device. The *Job Name*, *Status* and *User* are shown.

1. To delete an active job select Active Jobs and then select the job requiring deletion.
2. Select the **Delete** option.
3. A confirmation message is displayed, select **Yes** to delete the job.

Completed Jobs

Displays a list of jobs which have been completed by the device. The *Job Name*, *Status*, *User*, *Date of completion*, *Paper Size* and *Page Count* are shown for each job.

Stored Print

Stored Print allows you to access and print your jobs which have been saved on the device.

To Store a job on the device:

1. Select a document to store and select *file > print*.
2. Select the 3325 printer driver.
3. Select **Save and Print** from the **Print Mode** menu.

To print your Stored Job:

1. At the Internet Services Jobs screen select **Stored Print**.
2. Select your job and click **Print**. Your document will be printed at the device.

To delete your Stored Job:

1. At the Internet Services Jobs screen select **Stored Print**.
2. Select your job and click **Delete**.
3. A confirmation message is displayed, select **Yes** to delete the Stored Job. Your stored job is deleted.

Secure Print

Secure Print allows you to access and print your secure jobs which have been sent to the device.

To send a Secure Print job:

1. Open a document to print and select the 3325 printer driver.

Jobs

2. Select **Secure** from the **Print Mode** menu and enter a 4-digit pin number for your job.

To print your Secure Print Job:

1. At the Internet Services Jobs screen select **Secure Print**.
2. Select your job and click **Print**. Your document will be printed at the device.

To delete your Secure Print Job:

1. At the Internet Services Jobs screen select **Secure Print**.
2. Select your job and click **Delete**.
3. A confirmation message is displayed, select **Yes** to delete the Secure Print Job. Your Secure Print job is deleted.

Secure Received Fax

Allows you to access and print your Secure Fax jobs which have been received at the device.

To print your Secure Received Fax Job:

1. At the Internet Services Jobs screen select **Secure Received Fax**.
2. Select your job and click **Print**. Your document will be printed at the device.

To delete your Secure Received Fax Job:

1. At the Internet Services Jobs screen select **Secure Received Fax**.
2. Select your job and click **Delete**.
3. A confirmation message is displayed, select **Yes** to delete the Secure Received Fax. The secure fax job is deleted.

Print

The *Print* option enables you to send a print ready job to the printer over the internet. You can send the job from your desktop or from a remote location.

File Download

Print-ready documents can be quickly and easily submitted for printing using the File Download page. A print-ready document is a file that has been formatted and saved for printing from the application that created it, or the *Print to File* check box was checked in the printer driver screen.



The following file formats can be printed from the Job Submission page:

- PDF
- PCL
- PostScript®
- Plain Text
- PRN files

Large print jobs need adequate space on your hard drive when printing through Internet Services.

1. At your Workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Print** icon. The **Print Options** page displays.
4. Select the number of copies required in the **Quantity** menu.
5. Select the required orientation of your print from the **Orientation** menu.
6. Select the required option for **2-Sided** printing.
7. In the **Print-Ready File** area, select the **Browse** button. The **File Download** page displays.
8. Select the print-ready document and select **OK**.
9. Select **Apply** to print the document.

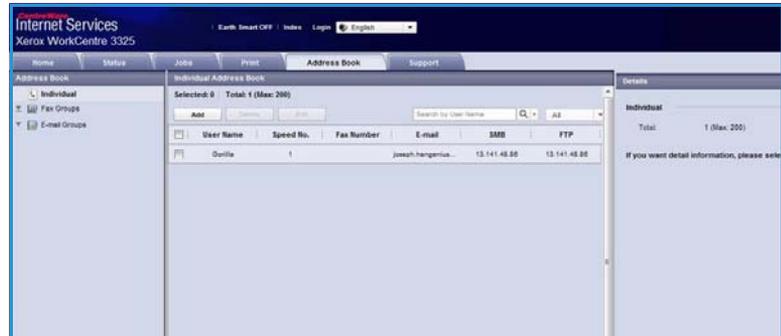
Address Book

The Address Book tab allows you to create individual and group address lists to use with the E-mail and Fax features. You can also use Address Book to create Scan to FTP/SMB destinations. For instructions on creating Scan to FTP/SMB destinations refer to the [System Administrator Guide](#).

Create New Individual

To add a new Individual in the Address Book:

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Click **Address Book**.
4. Click **Individual** if not already selected.
5. Click **Add**.
6. Enter name, speed dial number, e-mail address and fax number as required.
7. Click **Apply**.

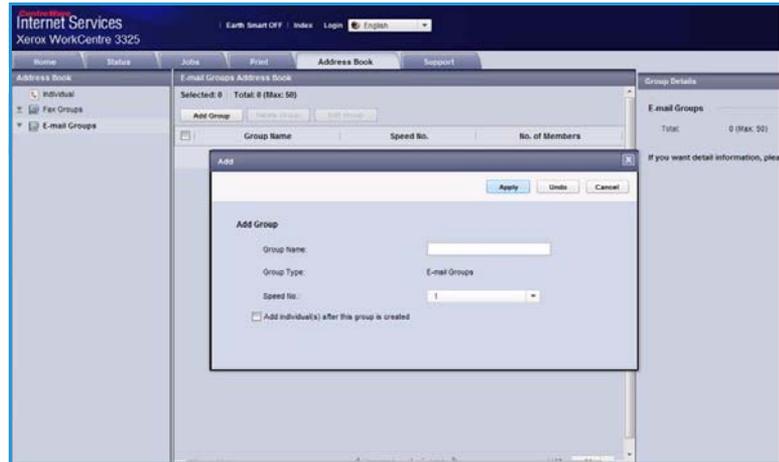


Delete an Individual Address Book Entry

1. In the **Address Book** area, click the **Individual** link and check the checkbox for the address you want to delete.
2. Select the **Delete** button.
3. Select **OK** when the 'Do you really want to delete selected items?' message displays.

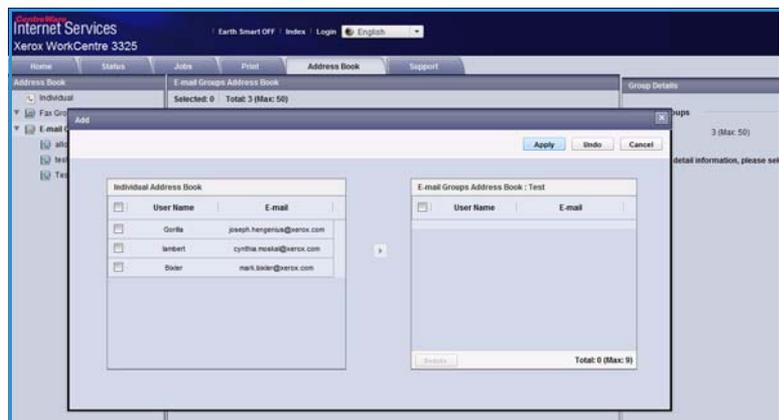
Create a Group Address Book using Internet Services

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Address Book** icon.
4. Select the **E-mail Groups** link.
5. Select **Add Group**.
6. Enter a name in the **Group Name** field.
7. Select the required **Speed Dial** number.
8. Select the **Add Individual(s) after this group is created** checkbox to add individual addresses immediately after the group has been created.



Note: If this option is not selected, when **Apply** is selected you will return to the **E-mail Groups Address Book** page.

9. Select **Apply** to save the changes. The **Add** window is displayed
10. Select an individual address from the left window and click on the arrow to add the individual to the new group. The address is shown in the right window. Continue adding the individuals required.
11. When all the individuals have been added to the group, select **Apply**. The **E-mail Groups Address Book** page is displayed.



Note If an address book is already established, you may be warned that duplicate entries exist and that the new entries will be ignored.

Edit a Group in the Address Book

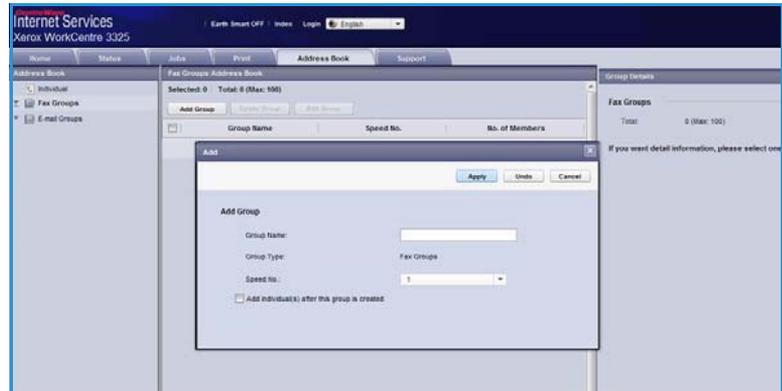
1. In the **E-mail Group Address Book** area, check the checkbox for the group you want to edit.
2. Select the **Edit Group** button.
Add or remove individuals as required using the arrow button.
3. Select **Apply**. The group is updated and the **E-mail Groups Address Book** page is displayed.

Delete a Group in the Address Book

1. In the **E-mail Group Address Book** area, check the checkbox for the group you want to delete.
2. Select the **Delete Group** button.
3. Select the **OK** button when the **‘Do you really want to delete selected items?’** message displays.

Create a Group Dial using Internet Services

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Address Book** icon.
4. Select the **Fax Groups** link.
5. Select the **Add Group** button.
6. Enter a name in the **Group Name** field.
7. Select the required **Speed Dial** number. Click the box to select **Add Individuals after Group Created**.
8. Click **Apply** to save the changes and return to the **Fax Groups Address Book** page.



Note If an address book is already established, you may be warned that duplicate entries exist and that the new entries will be ignored.

Delete a Group Dial

1. In the **Fax Groups Address Book** area, check the checkbox for the group you want to delete.
2. Select the **Delete Group** button.
3. Select the **OK** button for the **‘Do you really want to delete selected items?’** message.

Properties

The **Properties** option contains all the settings, setups and default values for installing and setting up the machine. These are usually protected by a user name and password and should only be changed by your *System Administrator*.

For information about all the **Properties** options, refer to the [System Administrator Guide](#).

Note: The Properties tab only appears when the administrator is logged in or when the CWIS Access Control has been disabled.



Support

The *Support* option contains information about the firmware version of your product and contact information for your *System Administrator*.

Links are also provided to the Xerox website for downloading the Printer Drivers and User Guides, ordering supplies, accessing Technical Support or registering your machine.

The screenshot shows the 'Support' section of the Xerox Internet Services Xerox WorkCentre 3325. The page is titled 'Firmware Version' and displays a table of firmware information for various components of the printer.

Firmware	Version
System	WC325_V51.001.01.000 OCT-15-2011
Main Controller Board (MCB)	V2.95.00.03 OCT-15-2011
Network	4.00.04_T1
IP Core	0.0.P
Image Output Terminal	1.00.24
PCL6X	PCL6X 8.00.01.07-18-2011
PCLXL	PCLXL 8.23.11-11-2010
PS	3.11.00.01.00.71 04-21-2011
PDF	3.11.00.01.00.71 04-21-2011
TIFF	TIFF 1.00.00.05-21-2010
IBM/EPSON	IBM/EPSON 2.20.01 05-09-2011
Tray 2 Firmware Version	2.00.01
UPS	3.11.00.01.00.71 04-21-2011

Paper and Media

9

This chapter contains information about the different types of stock and stock sizes that can be used on your machine, available paper trays and the types of stock and sizes supported by each tray.

This chapter includes:

- [Loading Paper](#) on page 144
- [Setting Paper Size and Type](#) on page 148
- [Media Specifications](#) on page 150

Loading Paper

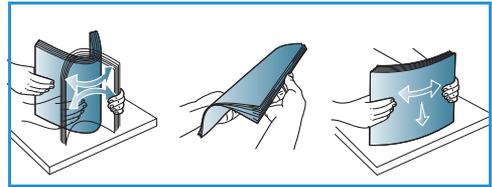
One *paper tray* and a *bypass tray* are standard on your machine. *Paper tray 2* is available to purchase as an option.

Various media sizes and types can be used in the trays. For more media specifications, refer to [Media Specifications](#) on page 150.

Preparing Paper for Loading

Before loading paper into the paper trays, flex or fan the edges of the paper stack. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

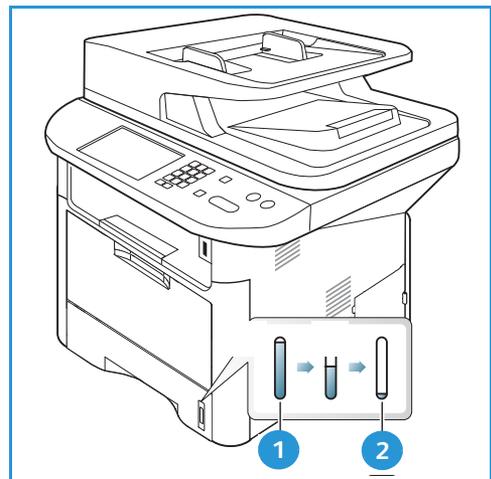
Note: To avoid unnecessary paper jams and misfeeds do not remove paper from its packaging until required.



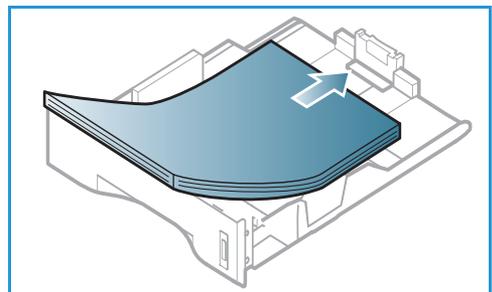
Loading Paper Tray 1 and Paper Tray 2 (optional)

The paper level indicator on the front of tray 1 and the optional tray 2 shows the amount of paper currently left in the tray. When the tray is empty, the indicator is completely lowered as shown in the illustration: **1** shows full, **2** shows empty.

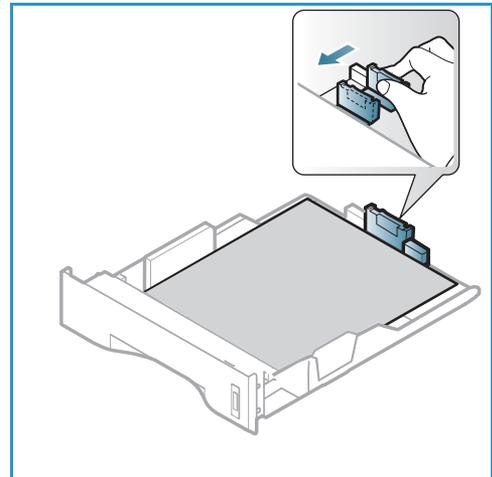
Using the instructions provided below, load paper into the machine. *Paper tray 1* can hold up to 250 sheets and *paper tray 2* (optional) can hold up to 520 sheets of 20 lb (80 g/m²) paper. For more media specifications, refer to [Media Specifications](#) on page 150.



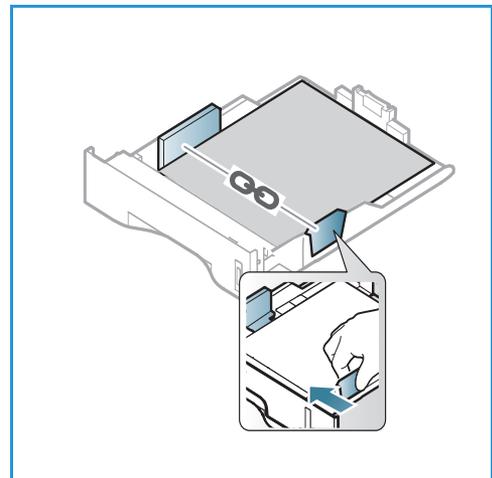
1. Pull out the *paper tray* and load paper into the tray, print side down. Do not fill above the *Maximum Fill* line indicated by the symbol ∇∇∇.



- Slide the paper length guide until it lightly touches the end of the paper stack.



- Position the side guide by squeezing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack.
- Insert the *paper tray* into the machine.
- After loading paper in the *paper tray*, set the paper size and type using the *control panel*. Press **OK** to confirm the settings or **Stop** to change the settings. These settings will apply to *Copy* and *Fax* modes.
- When printing from your computer, ensure you select the **Select Paper** button to specify the correct paper size, color and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the *control panel*, refer to [Setting Paper Size and Type](#) on page 148.



Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

Using the Bypass Tray

The *bypass tray* is located on the front of your machine. It can be closed when not in use, making the product more compact. Use the *bypass tray* to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the *paper tray*.

When using the *bypass tray* for special media it may be necessary to use the *rear door* for the output. For further information refer to [Media Output Locations](#) on page 23.

Acceptable print media is plain paper from 3.0 x 5.0 inches to 8.5 x 14 inches Legal (76 mm x 127 mm to 216 mm x 356 mm) and weighing between 16 lb and 58 lb (60 g/m² and 220 g/m²). For more media specifications, refer to [Media Specifications](#) on page 150.

Loading the Bypass Tray

1. Lower the *bypass tray* **1**, located on the front of the machine and unfold the paper support extension **2**.
2. Prepare a stack of paper for loading by flexing or fanning it back and forth. Straighten the edges on a level surface. Remove any curl on postcards, envelopes and labels before loading them into the *bypass tray*.

Note: The *bypass tray* can hold a maximum of 50 sheets of 20 lb (80 g/m²) bond paper, 5 transparency sheets or 5 envelopes.

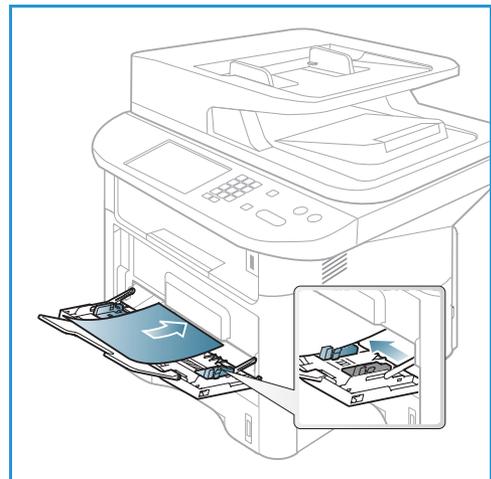
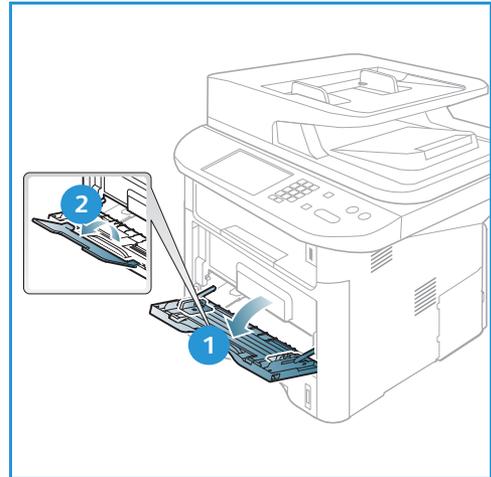
3. Load the print material between the width guides with the print side facing up.

Note: Hold transparencies by the edges and avoid touching the print side.

4. Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be under the *Maximum Fill* line indicated by the symbol ∇∇∇.
5. When printing from your computer, ensure you select the **Select Paper** button to specify the correct paper size, color and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the *control panel*, refer to [Setting Paper Size and Type](#) on page 148.

Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

6. After printing, remove any unfed paper and close the *bypass tray*.

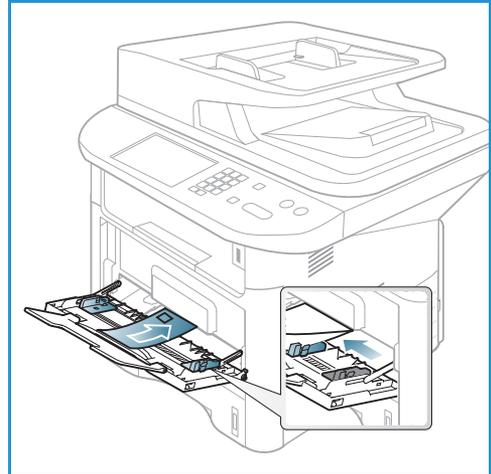


Envelope Mode

1. Lower the *bypass tray*, located on the front of the machine and unfold the paper support extension.
2. Remove any curl on envelopes before loading them into the *bypass tray*. Prepare a stack of envelopes for loading by flexing or fanning them back and forth. A maximum of 5 envelopes can be loaded. Straighten the edges on a level surface.

Note: For more information on media specifications, refer to [Media Specifications](#) on page 150.

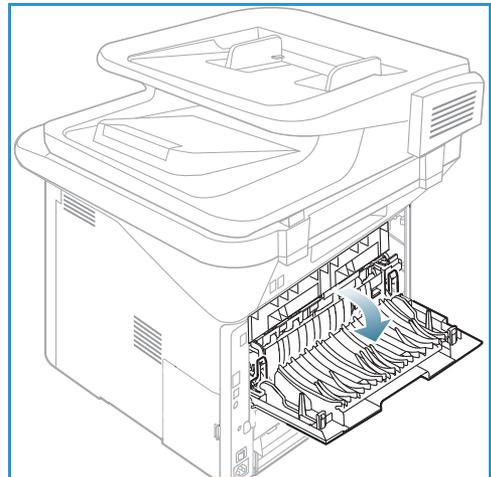
3. Load envelopes short edge feed and with the flaps facing down as shown in the illustration.
4. Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be under the *Maximum Fill* line indicated by the symbol ∇∇∇.



5. Open the *rear door* and leave the door open during printing.
6. When printing from your computer, ensure you press the **Select Paper** button to specify the correct paper size, color and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the *control panel*, refer to [Setting Paper Size and Type](#) on page 148.

Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

7. After printing, close the *bypass tray*.



Setting Paper Size and Type

After loading paper in the *paper tray*, set the *paper size and type* using the *control panel*. These settings will apply to *Copy* and *Fax* modes. For computer printing, select the paper size and type in the application program you use on your computer.

Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

After closing the *paper tray* the Paper Size and Type settings are automatically displayed. If correct, use the settings displayed or follow the steps below to change the settings to match the Paper Size and Type of paper loaded.

Setting the Paper Size

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **System Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Paper Setup** and press **OK**.
4. Press the up/down arrows to highlight **Paper Size** and press **OK**.
5. Press the up/down arrows to select the paper tray you want and press **OK**.
6. Press the up/down arrows to select the paper size you want.
7. Press **OK** to save the selection.
8. Press **Stop** to return to *Ready* mode.

If you want to use special sized paper, select a custom paper size in the Printer Driver. Refer to [Paper Options](#) on page 105 for instructions.

Setting the Paper Type

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **System Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Paper Setup** and press **OK**.
4. Press the up/down arrows to highlight **Paper Type** and press **OK**.
5. Press the up/down arrows to select the paper tray you want and press **OK**.
6. Press the up/down arrows to select the paper type you want.
7. Press **OK** to save the selection.
8. Press **Stop** to return to *Ready* mode.

Setting the Paper Source

1. Press **Machine Status** on the *control panel*.

2. Press the up/down arrows to highlight **System Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Paper Setup** and press **OK**.
4. Press the up/down arrows to highlight **Paper Source** and press **OK**.
5. Press the up/down arrows to highlight **Copy Tray** or **Fax Tray** and press **OK**.
6. Press the up/down arrows to select the paper tray you want.
7. Press **OK** to save the selection.
8. Press **Stop** to return to *Ready* mode.

Media Specifications

Media Guidelines

When selecting or loading paper, envelopes or other special media please adhere to these guidelines:

- Attempting to print on damp, curled, wrinkled or torn paper can cause paper jams and poor print quality.
- Use only high quality copier grade paper. Avoid paper with embossed lettering, perforations or texture that is too smooth or too rough.
- Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture or other conditions that can cause it to wrinkle or curl.
- During storage, moisture-proof wrap (any plastic container or bag) should be used to prevent dust and moisture from contaminating your paper.
- Always use paper and other media that conforms to the specifications.
- Use only well-constructed envelopes with sharp, well creased folds:
 - DO NOT use envelopes with clasps and snaps.
 - DO NOT use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials.
 - DO NOT use damaged or poorly made envelopes.
- Only use the special media recommended for use in laser printers.
- To prevent special media such as transparencies and label sheets from sticking together, remove them from the exit tray as they are printed.
- Place transparencies on a flat surface after removing them from the machine.
- Do not leave the special media in the *bypass tray* for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle transparencies and coated paper carefully.
- To avoid fading, do not expose the printed transparencies to prolonged sunlight.
- Store unused media at temperatures between 59°F and 86°F (15°C to 30°C). The relative humidity should be between 10 % and 70 %.
- When loading paper, do not fill above the *Maximum Fill* line indicated by the symbol ▽▽▽.
- Verify that your labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
- Ensure that there is no exposed adhesive material between labels.



CAUTION: Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components.

- Do not feed a sheet of labels through the machine more than once. The adhesive backing is designed for one pass only through the machine.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

Media Types

The table below shows the media types supported for *Copy*, *Print* or *Fax* for each tray for the following paper sizes:

- A4 8.27 x 11.69 inches (210 x 297 mm)
- Letter 8.5 x 11.0 inches (216 x 279 mm)
- Legal 8.5 x 14.0 inches (216 x 355. mm)
- Oficio 8.5 x 13.5 inches (216 x 343 mm)
- Folio 8.5 x 13.0 inches (216 x 330 mm)

Key:

O Supported **X** Not Supported

Types	Supported Weights	Tray 1	Tray 2	Bypass Tray	Duplex Unit
Plain	19 to 24 lb (70 to 90 g/m ²)	O	O	O	O
Thick	24 to 28 lb (91 to 105 g/m ²)	O	O	O	O
Thicker	43 to 58 lb (164 to 220 g/m ²)	X	X	O	X
Thin	16 to 18 lb (60 to 70 g/m ²)	O	O	O	O
Cotton	20 to 24 lb (75 to 90 g/m ²)	X	X	O	X
Colored	20 to 24 lb (75 to 90 g/m ²)	X	X	O	X
Preprinted	20 to 24 lb (75 to 90 g/m ²)	X	X	O	X
Recycled	19 to 24 lb (70 to 90 g/m ²)	O	O	O	O
Transparency (A4 / Letter only)	37 to 39 lb (138 to 146 g/m ²)	X	X	O	X
Labels	32 to 40 lb (120 to 150 g/m ²)	X	X	O	X
Card Stock	32 to 43 lb (121 to 163 g/m ²)	O	O	O	X
Bond	28 to 32 lb (105 to 120 g/m ²)	O	O	O	O
Archival	28 to 32 lb (105 to 120 g/m ²) if you need to keep the print-out for a long period time, such as archives, select this option	O	O	O	X

Media Specifications

The table below shows the media types supported for Print for each tray for the following paper sizes:

- JIS B5 7.17 x 10.12 inches (182 x 257 mm)
- ISO B5 6.93 x 9.84 inches (176 x 250 mm)
- Executive 7.25 x 10.50 inches (184.2 x 266.7 mm)
- A5 5.85 x 8.27 inches (148.5 x 210 mm)
- A6 4.13 x 5.85 inches (105 x 148.5 mm)
- Postcard 4 x 6 inches (101.6 x 152.4 mm)
- Monarch Envelopes 3.88 x 7.5 inches (98.4 x 190.5 mm)
- DL Envelopes 4.33 x 8.66 inches (110 x 220 mm)
- C5 Envelopes 6.38 x 9.02 inches (162.0 x 229 mm)
- C6 Envelopes 4.49 x 6.38 inches (114 x 162 mm)
- No.10 Envelopes 4.12 x 9.5 inches (105 x 241 mm)

Key:

O Supported **X** Not Supported

Types	Supported Weights	Tray 1	Tray 2	Bypass Tray	Duplex Unit
Plain	19 to 24 lb (70 to 90 g/m ²)	O	O	O	X
Thick	24 to 28 lb (91 to 105 g/m ²)	O	O	O	X
Thicker	43 to 58 lb (164 to 220 g/m ²)	X	X	O	X
Thin	16 to 18 lb (60 to 70 g/m ²)	O	O	O	X
Cotton	20 to 24 lb (75 to 90 g/m ²)	X	X	O	X
Colored	20 to 24 lb (75 to 90 g/m ²)	X	X	O	X
Preprinted	20 to 24 lb (75 to 90 g/m ²)	X	X	O	X
Recycled	19 to 24 lb (70 to 90 g/m ²)	O	O	O	X
Postcard	32 to 43 lb (121 to 163 g/m ²) card stock	X	X	O	X
Envelopes	20 to 24 lb (75 to 90 g/m ²)	X	X	O	X

For more information on supported paper sizes and weights, refer to [Media Specifications](#) on page 225.

Machine Status and Setups

This chapter identifies the key settings that you can customize to meet your requirements. Changing these settings is easy and will save you time when using the machine.

Note: Some options may be unavailable depending on your machine configuration.

This chapter includes:

- [Machine Status Menu](#) on page 154
- [Machine Information](#) on page 155
- [Toner Level](#) on page 156
- [Information Pages](#) on page 157
- [Feature Defaults](#) on page 159
- [Print Setup](#) on page 165
- [Fax Setup](#) on page 166
- [System Setup](#) on page 170
- [Network Settings](#) on page 178
- [Local Drive](#) on page 180

Machine Status Menu

All the machine setup features are accessed through the **Machine Status** button on the *control panel*. The setup and default options should be set up and customized by the *System Administrator*. Access to these options is sometimes password protected.

Note: Some options may be unavailable depending on your machine configuration.

Accessing the Setup Options

To access the default and setup options:

1. Press the **Machine Status** button on the *control panel*.
2. Press the up/down arrows to highlight the required option. Press **OK**.
3. If necessary, enter the *Administrator's Password* using the keypad. The default is **1111**.

Note: You may have to press the **1** key several times to enter the '1'.

After entering a character press the **Right** arrow to enable the next character to be entered, or wait 2 seconds between presses.

Continue entering characters until the full password has been entered.

4. Press the **OK** button on the *control panel*. Once the password is verified the selected option menu displays.
5. Customize the options required using the instructions on the following pages.

Settings can also be customized using *CentreWare Internet Services*. Refer to the [System Administrator Guide](#) for more information.



Machine Information

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Machine Information** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.

The following **Machine Information** options are available:

Option	Description	Settings
Model	The printer model number.	
Printer Name	The user entered name for the printer.	
DNS Name	The assigned DNS Name.	
IP Address	The assigned IP address.	
IPv6 Address	The assigned IPv6 address.	<ul style="list-style-type: none"> • Link-Local Address • Global Address • DHCPV6 Addresses • Manual Address
Serial Number	The machine serial number.	<ul style="list-style-type: none"> • (Serial Number) • xxx xxxxxxxxx
Activation Date	Date machine was first activated.	<ul style="list-style-type: none"> • mm/dd/yyyy
Billing Counters	Number of impressions made by the machine.	<ul style="list-style-type: none"> • Total Impressions • Black Impressions • Maint. Impressions • Sheets • 2 Sided Sheets

3. Press the up/down arrows to highlight the option required and press **OK**.
4. Press the up/down arrows to highlight the setting required or enter the correct information using the keypad.
5. Press **OK** to save the selection.
6. Continue customizing the **Machine Information** defaults as required, then press **Stop** to return to *Ready* mode.

Toner Level

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Toner Level** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
A graphical depiction of the level of toner remaining is indicated.
3. Press **Stop** to return to *Ready* mode.

Information Pages

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Information Pages** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.

The following **Information Pages** are available to print:

Report	Description
All Reports	This option enables you to print all the reports and information pages.
Configuration	This report provides information about your machine setup, including the serial number, IP Address, installed options and the software version.
Demo Page	The demo page is printed to check the quality of the print.
Supplies Info	Prints the supplies information page.
Address Book	Prints a list of the Fax, E-mail and server addresses currently stored in the Address Book in the machine's memory. Refer to the System Administrator Guide for more information on the Address book.
Fax Send	Prints a confirmation report showing whether a transmission was successful, how many pages were sent and other transmission details. Note: You can set up your machine to automatically print a <i>Send Report</i> after each fax job. (See Fax Setup on page 166.)
Fax Sent	This report shows information on the faxes you have recently sent. Note: You can set the machine to automatically print this report every 50 communications. (See Auto Report on page 169.)
E-mail Sent	This report shows information on the e-mails you have recently sent.
Fax Received	This report shows information on the faxes you have recently received.
Scheduled Job	This list shows the documents currently stored for delayed faxing along with the start time and type of each operation.
Junk Fax	Allows fax numbers that have been sent to the device to be specified as junk fax numbers. To add or delete numbers, access the <i>Junk Fax Setup</i> menu. (See Fax Setup on page 166.)
Network Configuration	This list shows information about your machine's network connection and configuration.
User Auth.	This list shows users who are authorized to use the e-mail function.
PCL Font	Prints the PCL font list
PS Font	Prints the PS font list.
EPSON Font	Prints the EPSON font list.

Report	Description
Stored Jobs	Prints jobs currently stored on the HDD.
Completed Jobs	Prints a list of completed jobs.
Net User Auth.	Prints users and their IDs who logged into the Domain.
Usage Counter	This list shows the total number of impressions, black Impressions and maintenance impressions which have been made on the machine. It also shows the total number of sheets and 2 sided sheets put through the machine.
Fax Options	Prints fax report information.

3. Press the up/down arrows to highlight the information page required and press **OK**.
4. Press the up/down arrows to highlight the **Print? Yes** setting and press **OK**. The selected information page will be printed.
5. Continue printing **Information Pages** as required, then press **Stop** to return to *Ready* mode.

Feature Defaults

The feature defaults for *Copy*, *Scan*, *E-mail* and *Fax* can be set to those most frequently used. When a job is finished or the cancel button is pressed, these settings will be displayed on the machine.

Copy Defaults

The *Copy* options, including *Lighten/Darken*, *Original Type*, *Collation* and number of copies, can be set to those most frequently used. When you copy a document, the default settings are used unless they have been changed for the current job.

Note: Some options may be unavailable depending on your machine configuration.

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Feature Defaults** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Copy Defaults** and press **OK**.

The following **Copy Defaults** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Original Size	Use this option to select the default Original Size setting for <i>Copy</i> jobs.	<ul style="list-style-type: none"> • A4 * • A5 • B5 • Letter • Legal • Executive • US Folio • Oficio
Quantity	Use this option to enter the default copy quantity.	<ul style="list-style-type: none"> • Default setting 1-999 • 1 *
Collation	If On is selected the copy output will be collated, for example 1,2,3, 1,2,3, 1,2,3. If Off is selected the job will be uncollated, for example 1,1,1, 2,2,2 3,3,3.	<ul style="list-style-type: none"> • On • Off *

Option	Description	Settings
Reduce/Enlarge	Use this option to select the default Reduce/enlarge setting for <i>Copy</i> jobs.	<ul style="list-style-type: none"> • 100 % * • Variable % • Auto Fit • LGL->LTR (78 %) • LGL->A4 (83 %) • A4->A5 (71 %) • A4->LTR (94 %) • A5->A4 (141 %) • EXE>LTR (104 %) • 25 % • 50 % • 150 % • 200 % • 400 %
Lighten/Darken	Use this option to select the default Lighten/Darken option for <i>Copy</i> jobs. Lighten/Darken adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lighten +1 to +5 • Normal * • Darken +1 to +5
Contrast	Adjusts the contrast between dark and light areas of the original.	<ul style="list-style-type: none"> • More +1 to +5 • Normal * • Less +1 to +5
Original Type	Use this option to set the default Original Type setting for <i>Copy</i> jobs.	<ul style="list-style-type: none"> • Text • Text/Photo * • Photo
Layout	Use this option to set the default Layout setting for <i>Copy</i> jobs.	<ul style="list-style-type: none"> • Normal * • 2-Up • 4-Up • ID Copy • Poster Copy • Clone Copy • Book Copy (3325DN/DNI only) • Booklet Creation (3325DN/DNI only)
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.	<ul style="list-style-type: none"> • Off * • Auto • Enhance Levels 1 to 2 • Erase Levels 1 to 4

Option	Description	Settings
Margin Shift	Allows you to create a binding margin on the page. The image can be adjusted up or down on the page and/or shifted to the right or left. The Auto-Center option is available for documents scanned from the <i>document glass</i> and automatically places the image centrally on the page.	<ul style="list-style-type: none"> • Off * • Auto-Center • Custom Margin: Left Margin, Right Margin, Top Margin, Bottom Margin 0-20 mm
Edge Erase (3325DN/DNI only)	Allows you to erase spots, drill holes, fold creases and staple marks along any of the four edges of a document. The Book Center option is available for books scanned from the <i>document glass</i> and erases the black horizontal line resulting from copying the spine of the book.	<ul style="list-style-type: none"> • Off * • Small Original • Hole Punch • Book Center • Border Erase

4. Press the up/down arrows to highlight the option required and press **OK**.
5. Press the up/down arrows to highlight the setting required or enter the correct information using the keypad.
6. Press **OK** to save the selection.
7. Continue customizing the **Copy Defaults** as required, then press **Stop** to return to *Ready* mode.

Scan Defaults

The Scan options, including *File Format*, *Output Color* and *Resolution*, can be set to those most frequently used for the following scan services:

- Scan to USB
- Scan to FTP (3325DN/DNI only)
- Scan to SMB (3325DN/DNI only)

When you scan a document, the default settings are used unless they have been changed for the current job.

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Feature Defaults** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Scan Defaults** and press **OK**.
4. Press the up/down arrows to highlight **USB**, **FTP** or **SMB** and press **OK**.

The following **Scan Defaults** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Original Size	Use this option to select the default Original Size setting for Scan jobs.	<ul style="list-style-type: none"> • A4 * • A5 • B5 • Letter • Legal • Executive • Folio • Oficio
Original Type	Use this option to select the default Original Type for Scan jobs.	<ul style="list-style-type: none"> • Text * • Text/Photo • Photo
Resolution	Use this option to select the default Resolution for Scan jobs.	<ul style="list-style-type: none"> • 100 dpi • 200 dpi • 300 dpi *
Output Color	Use this option to select the default Output Color setting for Scan jobs.	<ul style="list-style-type: none"> • Color * • Grayscale • Black and White
File Format (USB)	Use this option to select the default File Format for USB Scan jobs.	<ul style="list-style-type: none"> • JPEG * • BMP • Single-TIFF • Multi-TIFF • PDF
File Format (FTP and SMB)	Use this option to select the default File Format for FTP and SMB Scan jobs. Note: JPEG only available for Color option.	<ul style="list-style-type: none"> • Single-TIFF • Multi-TIFF * • PDF • JPEG
Lighten/Darken	Use this option to select the default Lighten/Darken option for Scan jobs. Lighten/Darken adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lighten +1 to +5 • Normal * • Darken +1 to +5
Contrast	Adjusts the contrast level between dark and light areas of the original.	<ul style="list-style-type: none"> • More +1 to +5 • Normal * • Less +1 to +5

5. Press the up/down arrows to highlight the option required and press **OK**.
6. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
7. Continue customizing the **Scan Defaults** as required, then press **Stop** to return to *Ready* mode.

E-mail Defaults

The E-mail options, including *File Format*, *Original Type*, *Output Color* and *Resolution*, can be set to those most frequently used. When you e-mail a document, the default settings are used unless they have been changed for the current job.

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Feature Defaults** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **E-mail Defaults** and press **OK**.

The following **E-mail Default** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Original Size	Use this option to select the default Original Size setting for E-mail jobs.	<ul style="list-style-type: none"> • A4 * • A5 • B5 • Letter • Legal • Executive • Folio • Oficio
Original Type	Use this option to select the default Original Type for E-mail jobs.	<ul style="list-style-type: none"> • Text * • Text/Photo • Photo
Resolution	Use this option to select the default Resolution for E-mail jobs.	<ul style="list-style-type: none"> • 100 dpi • 200 dpi • 300 dpi *
Output Color	Use this option to select the default output color setting for E-mail jobs.	<ul style="list-style-type: none"> • Color • Grayscale • Black and White *
File Format	Use this option to select the default file format for E-mail jobs. Note: JPEG only available for Color option.	<ul style="list-style-type: none"> • Single-TIFF • Multi-TIFF • PDF * • JPEG
Lighten/Darken	Use this option to select the default Lighten/Darken option for E-mail jobs. Lighten/Darken adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lighten +1 to +5 • Normal * • Darken +1 to +5
Contrast	Adjusts the contrast between dark and light areas of the original.	<ul style="list-style-type: none"> • More +1 to +5 • Normal * • Less +1 to +5

4. Press the up/down arrows to highlight the option required and press **OK**.
5. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
6. Continue customizing the **E-mail Defaults** as required, then press **Stop** to return to *Ready* mode.

Fax Defaults

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Feature Defaults** and press **OK**. If necessary enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Fax Defaults** and press **OK**.

The following **Fax Defaults** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Lighten/Darken	Use this option to select the default Lighten/Darken setting for Fax jobs.	<ul style="list-style-type: none"> • Lighten +1 to +5 • Normal * • Darken +1 to +5
Contrast	Adjusts the contrast between dark and light areas of the original.	<ul style="list-style-type: none"> • More +1 to +5 • Normal * • Less +1 to +5
Resolution	Use this option to select the default Resolution setting for Fax jobs.	<ul style="list-style-type: none"> • Standard * • Fine • Super Fine • Photo Fax • Color Fax
Original Size	Use this option to select the default Original Size setting for Fax jobs.	<ul style="list-style-type: none"> • A4 • A5 • B5 • Letter * • Executive • Folio • Oficio • Legal

4. Press the up/down arrows to highlight the option required and press **OK**.
5. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
6. Continue customizing the **Fax Defaults** as required, then press **Stop** to return to *Ready* mode.

Print Setup

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Print Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.

The following **Print Setup** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Setting
Orientation	Selects the direction in which information is printed on the page. Portrait is printed on the long edge vertically and Landscape horizontally.	<ul style="list-style-type: none"> • Portrait * • Landscape
Quantity	Sets the default quantity.	<ul style="list-style-type: none"> • Default setting 1-999 • 1 *
Resolution	Sets the dots per inch. The higher the resolution, the sharper the printed image.	<ul style="list-style-type: none"> • 600 dpi-Normal • 1200 dpi-Best
Darkness	Lightens or darkens the print on the page.	<ul style="list-style-type: none"> • Normal * • Light • Dark
Darken Text	Prints text darker than on a normal document.	<ul style="list-style-type: none"> • Off * • Lighter • Normal • Darker
Emulation	Sets the emulation type and option.	<ul style="list-style-type: none"> • Emulation Type • Setup

3. Press the up/down arrows to highlight the option required and press **OK**.
4. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
5. Continue customizing the **Print Defaults** as required, then press **Stop** to return to *Ready* mode.

Fax Setup

Your machine provides you with various user-selectable options for setting up the fax system. You can change the default settings for your preferences and needs.

Enable/Disable

Use this option to enable or disable the *Fax* service:

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Fax Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Enable/Disable** and press **OK**.
4. Press the up/down arrows to highlight **Enabled** or **Disabled**. Press **OK**.
5. Press **Stop** to return to *Ready* mode.

Sending

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Fax Setup** and press **OK**.
3. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
4. Press the up/down arrows to highlight **Sending** and press **OK**.

The following **Sending** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Redial Times	You can specify the number of redial attempts. If you enter 0, the machine will not redial.	<ul style="list-style-type: none"> • 0 - 13 Times 7 *
Redial Term	Your machine can automatically redial a remote fax machine if it was busy. You can set an interval between attempts.	<ul style="list-style-type: none"> • 1 - 15 Minutes 3 *
Prefix Dial	You can set a prefix of up to five digits. This number dials before any automatic dial number is started.	<ul style="list-style-type: none"> • Fax: (enter up to 5 numbers to set the prefix)
ECM (Error Correction Mode)	This mode helps with poor line quality and makes sure any faxes you send are sent smoothly to any other ECM-equipped fax machine. Sending a fax using ECM may take more time.	<ul style="list-style-type: none"> • On * • Off
Send Report	Enables or disables printing of a confirmation report showing whether the fax was successful or not.	<ul style="list-style-type: none"> • On Error * • On • Off

Option	Description	Settings
Image TCR	Enables or disables the printing of a transmission report with a reduced image of the first page of the fax that was sent.	<ul style="list-style-type: none"> On * Off
Dial Mode	Sets the dialling mode to either tone or pulse. <i>Note:</i> May not be available in some regions.	<ul style="list-style-type: none"> Tone * Pulse
Toll Save	Sends faxes at a preset toll-saving time to save on call costs.	<ul style="list-style-type: none"> Off * On

- Press the up/down arrows to highlight the option required and press **OK**.
- Press the up/down arrows to highlight the setting required or enter the correct information using the keypad.
- Press **OK** to save the selection.
- Continue customizing the **Sending** options as required, then press **Stop** to return to *Ready* mode.

Receiving

- Press **Machine Status** on the *control panel*.
- Press the up/down arrows to highlight **Fax Setup** and press **OK**.
- If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
- Press the up/down arrows to highlight **Receiving** and press **OK**.

The following **Receiving** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Receive Mode	You can select the default fax receiving mode.	<ul style="list-style-type: none"> Fax * Tel Ans Fax DRPD
Ring to Answer	You can specify the number of times the machine rings before answering an incoming call.	<ul style="list-style-type: none"> 1 - 7 Times 1 *
Stamp RCV Name	This option allows the machine to automatically print the page number, and the date and time of reception at the bottom of each page of a received fax.	<ul style="list-style-type: none"> On Off *

Option	Description	Settings
RCV Start Code	This code allows you to initiate fax reception from an extension phone plugged into the EXT socket on the back of the machine. If you pick up the extension phone and hear fax tones, enter the code. It is preset to *9* at the factory.	<ul style="list-style-type: none"> Enter code between 0 - 9 9 *
Auto Reduction	When receiving a fax containing pages longer than the paper loaded in the paper tray, the machine can reduce the size of the image to fit the size of the paper loaded in the machine. Note: With this feature set to Off , the image will be divided and printed actual size on two or more pages.	<ul style="list-style-type: none"> On * Off
Discard Size	Discards a specific length from the end of the received fax.	<ul style="list-style-type: none"> 00-30 20 *
Junk Fax Setup	Allows numbers that have been sent to the device to be selected as junk fax numbers.	<ul style="list-style-type: none"> On Off *
DRPD Mode	Enables a user to use a single telephone line to answer several different telephone numbers. You can set the machine to recognize different ring patterns for each number.	<ul style="list-style-type: none"> Waiting Ring
2-Sided Print	Prints faxes on both sides of the paper either in a portrait or landscape orientation.	<ul style="list-style-type: none"> Off * Flip on Long Edge Flip on Short Edge
Local Drive Saving (3325DN/DNI only)	Stores received faxes in the common box on the local drive.	<ul style="list-style-type: none"> Off * On

Setting up DRPD Mode

To set up the DRPD mode:

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Fax Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Receiving** and press **OK**.
4. Press the up/down arrows to highlight **Receive Mode** and press **OK**.

5. Press the up/down arrows to highlight **DRPD** and press **OK**.
Waiting Ring appears on the display.
6. Call your fax number from another telephone. It is not necessary to place the call from a fax machine. When your machine begins to ring, do not answer the call. The machine requires several rings to learn the pattern.
When the machine completes learning, the display shows Completed DRPD Setup. If the DRPD setup fails, Error DRPD Ring appears.
7. Press **OK** when **DRPD** appears.

Notes:

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

Auto Report

You can set the machine to print a report with detailed information about the previous 50 communication operations, including time and dates.

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Fax Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Auto Report** and press **OK**.
4. Press the up/down arrows to highlight **On** to automatically print a report, or **Off** to switch off the feature. Press **OK**.
5. Press **Stop** to return to *Ready* mode.

System Setup

System Setup options enable you to customize settings which are specific to the machine, such as *Date & Time* and *Power Save*.

Machine Settings

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **System Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Machine Settings** and press **OK**.

The following **Machine Settings** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Machine ID	Use this option to enter a name for your machine.	<ul style="list-style-type: none"> • ID
Machine Fax No.	Use this option to enter the fax number for your machine.	<ul style="list-style-type: none"> • Fax:
Date & Time	When you set the time and date, they are used in delay fax and delay print options, and printed on reports. Note: If the machine's power is cut off, you need to reset the correct time and date once the power has been restored.	<ul style="list-style-type: none"> • 00-00-0000 [MDY] • 00:00 AM
Clock Mode	You can set your machine to display the current time using either a 12-hour or 24-hour format.	<ul style="list-style-type: none"> • 12 Hours * • 24 Hours
Language	Use this option to set the message display language.	<ul style="list-style-type: none"> • English * • List of Available Languages
Default Mode	Your machine is preset to <i>Copy</i> mode. You can switch this default mode between <i>Fax</i> mode and <i>Copy</i> mode.	<ul style="list-style-type: none"> • Copy * • Scan • E-mail • Fax
Metric Defaults	Use to set the machine to display measurements in millimeters or inches.	<ul style="list-style-type: none"> • inches * • mm

Option	Description	Settings
Default Paper Size	Use this option to set the default size of paper.	<ul style="list-style-type: none"> • Letter * • A4
Power Save	Use this option to set the time the machine waits before entering Power Save mode.	<ul style="list-style-type: none"> • 1 min * • 5 Min • 10 Min • 15 Min • 20 Min • 30 Min • 45 Min • 60 Min • 120 Min
Wakeup Event	Use this option to determine what 'wakes' the machine up from Power Save mode.	<p>Xerox WorkCentre 3315</p> <ul style="list-style-type: none"> • Button Press On / Off* • Scanner On* / Off • Printer On / Off* <p>Xerox WorkCentre 3325</p> <ul style="list-style-type: none"> • Button Press On / Off* • Scanner On / Off* • Printer On / Off*
System Timeout	Sets the elapsed time before the machine reverts to default settings.	<ul style="list-style-type: none"> • 15 Sec • 30 Sec * • 60 Sec • 120 Sec • 180 Sec
Job Timeout	Sets the elapsed time before the printing the last page of a print job that does not end with a command to print the page.	<ul style="list-style-type: none"> • (15-300 sec) 15 *
Configuration Page	Enables a report detailing all the machine settings to be printed.	<ul style="list-style-type: none"> • On * • Off
Altitude Adjustment	The xerographic process used in your machine to make prints is affected by air pressure. Air pressure is determined by the height of the machine above sea level. The machine will automatically compensate for differences in air pressure if you enable the feature.	<ul style="list-style-type: none"> • Normal * • High 1 • High 2 • High 3
Auto Continue	Determines whether or not the machine continues printing when it detects the paper does not match the paper settings.	<ul style="list-style-type: none"> • On * • Off
Line Termination	Sets the default line termination.	<ul style="list-style-type: none"> • LF * • LF+CR

Option	Description	Settings
Auto Tray Switch	Determines whether or not the machine continues printing when a tray runs out of paper. When On is selected, the paper supply will be switched to an alternative tray if possible and printing will continue.	<ul style="list-style-type: none"> On * Off
Paper Substitution	Automatically substitutes the printer driver's paper size to prevent the paper mismatch between Letter and A4. For example, if you have A4 paper in the tray and you select Letter in the printer driver, the machine prints on A4 paper and vice versa.	<ul style="list-style-type: none"> On Off *
Paper Mismatch	Determines whether to disregard the paper mismatch error or not. If Off is selected, the machine continues to print even if the paper mismatches.	<ul style="list-style-type: none"> On * Off
Toner Save	Activating this mode extends the life of your print cartridge and reduces costs. Some loss of print quality may occur.	<ul style="list-style-type: none"> On Off *
Import Setting	Imports data stored on a USB Memory Device to the machine.	<ul style="list-style-type: none"> Address Book Setup Data
Export Setting	Exports data stored on the machine to a USB Memory Device.	<ul style="list-style-type: none"> Address Book Setup Data
Earth Smart Settings	Enables you to save print resources and enables eco-friendly printing. The Onforce setting requires a password to turn Earth Smart off.	<ul style="list-style-type: none"> Default Mode: Off */On/Onforce
	Selects the Earth Smart template set from the CentreWare Internet Services.	<ul style="list-style-type: none"> Select Template: Default */Custom

- Press the up/down arrows to highlight the option required and press **OK**.
- Press the up/down arrows to highlight the setting required or enter the correct information using the keypad.
- Press **OK** to save the selection.

- Continue customizing the **Machine Settings** as required, then press **Stop** to return to *Ready* mode.

Paper Setup

After loading paper in the paper tray, set the paper size and type using the *control panel*. These settings will apply to *Copy* and *Fax* modes.

- Press **Machine Status** on the *control panel*.
- Press the up/down arrows to highlight **System Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
- Press the up/down arrows to highlight **Paper Setup** and press **OK**.

The following **Paper Setup** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings	
Paper Size	This is the most common paper size that will be used in the machine and is the size the machine will feed if a specific size is not selected.	<ul style="list-style-type: none"> Tray 1 Tray 2 	<ul style="list-style-type: none"> Letter * Legal Oficio US Folio A4 ISO B5 JIS B5 Executive A5 A6 Custom
		<ul style="list-style-type: none"> Bypass Tray 	<ul style="list-style-type: none"> Letter * Legal Oficio US Folio A4 ISO B5 JIS B5 Executive A5 A6 Monarch Env DL Env C5 Env C6 Env No.10 Env Postcard Custom

Option	Description	Settings	
Paper Type	Sets the type of paper in the tray.	<ul style="list-style-type: none"> • Tray 1 • Tray 2 	<ul style="list-style-type: none"> • Plain * • Thick • Thin • Recycled • Cardstock • Bond • Archive
		<ul style="list-style-type: none"> • Bypass Tray 	<ul style="list-style-type: none"> • Plain * • Thick • Thin • Cotton • Color • Preprinted • Recycled • Transparency • Labels • Cardstock • Bond • Archive • Thicker
Paper Source	Sets the paper tray to be used for <i>Copy, Print</i> and <i>Fax</i> jobs.	<ul style="list-style-type: none"> • Copy Tray • Fax Tray • Print Tray 	<ul style="list-style-type: none"> • Tray 1 • Tray 2 • Bypass Tray • Tray 1 / 2 • Auto *
Tray Confirm	Activates the tray confirmation message. If you open and close a tray, a message displays asking whether to set the paper size and type for the tray just opened.	<ul style="list-style-type: none"> • Tray 1 • Tray 2 • Bypass Tray 	<ul style="list-style-type: none"> • On / Off * • On / Off * • On / Off *

4. Press the up/down arrows to highlight the option required and press **OK**.
5. Press the up/down arrows to highlight the setting required or enter the correct information using the keypad.
6. Press **OK** to save the selection.
7. Continue customizing the **Paper Settings** options as required, then press **Stop** to return to *Ready* mode.

Sound/Volume

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **System Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Sound/Volume** and press **OK**.

The following **Sound/Volume** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Key Sound	Use to set if the beep sound is On or Off when a key is pressed.	<ul style="list-style-type: none"> • Off * • On
Alarm Sound	Turns the alarm sound On or Off. With this option set to On, an alarm tone sounds when an error occurs or fax communication ends.	<ul style="list-style-type: none"> • On * • Off
Speaker	Turns sounds from the telephone speaker such as a dial tone or a fax tone on or off. The Comm. settings sets the speaker to on until the remote machine answers.	<ul style="list-style-type: none"> • On • Off • Comm. *
Ringer	Adjusts the ringer volume.	<ul style="list-style-type: none"> • Off • Low • Mid * • High

4. Press the up/down arrows to highlight the option required and press **OK**.
5. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
6. Continue customizing the **Sound Settings** as required, then press **Stop** to return to *Ready* mode.

Maintenance

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **System Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Maintenance** and press **OK**.

The following **Maintenance** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings	
Supplies Life	Use this option to view or print usage information for the supplies.	• Supplies Info	• Print? Yes * No
		• Total	• 125 Pages
		• ADF Scan	• 125 Pages
		• Platen Scan	• 125 Pages
Toner Low Alert	Use this option to enable an alert to display when the toner is low.	<ul style="list-style-type: none"> • On * • Off 	

Option	Description	Settings
Serial Number	Displays the serial number of the machine.	<ul style="list-style-type: none"> Serial No.
Ram Disk (3315DN Model only)	Allocates part of the Ram Disk to the job storage area.	<ul style="list-style-type: none"> Enable Disable * <ul style="list-style-type: none"> 32 *- 64 MB

4. Press the up/down arrows to highlight the option required and press **OK**.
5. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
6. Continue customizing the **Maintenance** options as required, then press **Stop** to return to *Ready* mode.

Clear Settings

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

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **System Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Clear Settings** and press **OK**.

The following **Clear Settings** options and settings are available:

Option	Description	Settings
All Settings	Clears all of the data stored in memory and resets all of your settings to the factory default.	<ul style="list-style-type: none"> Clear? Yes * No
Fax Setup	Clears all Fax Setup settings and restores all of the fax options to the factory default.	<ul style="list-style-type: none"> Clear? Yes * No
Copy Setup	Clears all <i>Copy Setup</i> settings and restores all of the <i>Copy</i> options to the factory default.	<ul style="list-style-type: none"> Clear? Yes * No
Scan Setup	Clears all Scan Setup settings and restores all of the scan options to the factory default.	<ul style="list-style-type: none"> Clear? Yes * No
E-mail Setup	Clears all E-mail Setup settings and restores all of the e-mail options to the factory default.	<ul style="list-style-type: none"> Clear? Yes * No
System Setup	Clears all System Setup settings and restores all of the system options to the factory default.	<ul style="list-style-type: none"> Clear? Yes * No
Network Setup	Resets all the network settings back to the factory defaults.	<ul style="list-style-type: none"> Clear? Yes * No

Option	Description	Settings
Address Book	Clears the Address Book entries	• Clear? Yes * No
Fax Sent	Resets the Fax Sent records	• Clear? Yes * No
E-mail Sent	Resets the E-mail Sent records	• Clear? Yes * No
Fax Received	Resets the Fax Received records	• Clear? Yes * No

4. Press the up/down arrows to highlight the option required and press **OK**.
5. Press the up/down arrows to highlight **Yes** to clear the settings back to factory defaults, or **No** to keep the settings programmed. Press **OK**.
6. Press **Stop** to return to *Ready* mode.

Image Overwrite

Use this option to enable the Image Overwrite activity after each job.

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **System Setup** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.
3. Press the up/down arrows to highlight **Image Overwrite** and press **OK**.
4. Press the up/down arrows to highlight **Enable** or **Disable** and press **OK**. If Enable is selected, press **OK** to confirm **Overwrite Now?**
5. Press **Stop** to return to *Ready* mode.

Network Settings

You may set up the network using the machine's display screen. Before doing that, you must have the relevant information concerning the type of network protocols and computer system you use. If you are not sure which setting to use, contact your *System Administrator* to configure this machine on the network, or refer to the [System Administrator Guide](#) for instructions.

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Network Settings** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.

The following **Network Settings** options and settings are available:

Option	Description	Settings
TCP/IPv4	Select appropriate protocol and configure parameters to use the network environment.	<ul style="list-style-type: none"> • DHCP * • BOOTP • Static
TCP/IPv6	Select appropriate protocol and configure parameters to use the network environment.	<ul style="list-style-type: none"> • IPv6 Activate * • DHCPv6 Config
Ethernet Speed	Configure the network transmission speed.	<ul style="list-style-type: none"> • Automatic * • 10Mbps Half • 10Mbps Full • 100Mbps Half • 100Mbps Full • 1Gbps Full (3325DN/DNI only)
802.1x	Use to enable 802.1x and CentreWare Internet Services.	<ul style="list-style-type: none"> • On • Off *
Wireless (3325DNI only)	Use to enable the machine to be configured on a wireless network connection.	<ul style="list-style-type: none"> • Wi-Fi ON/OFF • WPS Settings • WLAN Setting • WLAN Default • WLAN Signal
Clear Settings	Reverts the network settings to the default values.	<ul style="list-style-type: none"> • Clear? Yes / No
Network Configuration	Enables printing of the Configuration report.	<ul style="list-style-type: none"> • Print? Yes / No
Net Activate	Turns access to the Ethernet network on or off.	<ul style="list-style-type: none"> • On * • Off
Http Activate	Enables Http on the machine giving access to the embedded web page.	<ul style="list-style-type: none"> • On * • Off

3. Press the up/down arrows to highlight the option required and press **OK**.
4. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.

5. Continue customizing the **Network Setting** options as required, then press **Stop** to return to *Ready* mode.

Local Drive

The Local Drive feature enables scanned documents to be stored in folders at a location on the machine's optional HDD. The folders are set up by your System Administrator using CentreWare Internet Services. Once stored, the documents can then be accessed for printing.

Note: This feature is available on the WorkCentre 3325DN / 3325DNI models only.

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Local Drive** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Setup Options](#) on page 154 for instructions.

The following **Local Drive** options and settings are available:

Options	Description	Settings
Local Drive Feature	Enables or disables the local drive feature. This feature allows you to scan to or print from the Local Drive. Folders can be created within the <i>Internet Services Local Drive</i> page, and scanned documents can be viewed in a list within the <i>Local Drive</i> page	<ul style="list-style-type: none"> • Scan to Local Drive • Print from Local Drive
Open Folder Feature	Allows you to set defaults for the scan to and print from Open Folder feature	<ul style="list-style-type: none"> • Filename List
Local Drive Setup	Allows you to set defaults for the scan to and print from local drive feature	<ul style="list-style-type: none"> • Scan to Local Drive • Print from Local Drive
Open Folder Setup	Allows you to set defaults for the scan to and print from the Open Folder feature	<ul style="list-style-type: none"> • Scan Setup • Print Setup
Local Drive Report	Enables printing of a list of the files on the local drive.	<ul style="list-style-type: none"> • Default Public • [Folder List]

3. Press the up/down arrows to highlight the option required and press **OK**.
4. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
5. Continue customizing the **Local Drive** options as required, then press **Stop** to return to *Ready* mode.

General Care and Troubleshooting

This chapter includes:

- [General Care](#) on page 182
- [Troubleshooting](#) on page 188
- [Further Assistance](#) on page 221

General Care

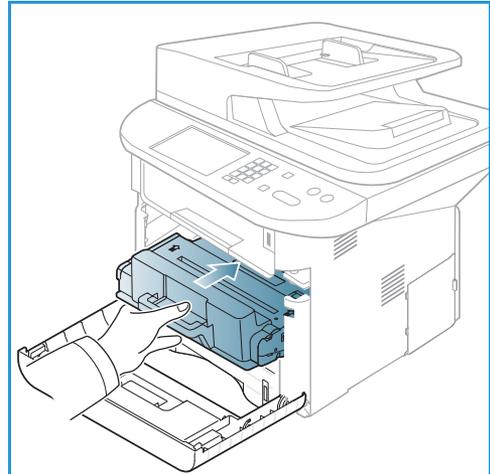
There is only one *customer replaceable* consumable in the machine, the *print cartridge*. To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number. Supplies can also be ordered from www.xerox.com, refer to [Support](#) on page 142 for further information.

The machine serial number can be displayed by pressing the **Machine Status** button, then highlighting **Machine Information** and pressing **OK** before pressing the down arrow button to scroll to **Serial Number**. For further information about locating the serial number, please refer to [Locating the Serial Number](#) on page 221.

Print Cartridge

To avoid print quality problems resulting from worn parts and to maintain your machine in top working condition, the *print cartridge* will need to be replaced after printing the specified number of pages or when the life span of the cartridge has expired.

The machine will display a message when the *print cartridge* needs to be replaced. Only replace the cartridge when a message instructs you to do so or when instructed by a Xerox representative. To replace the *print cartridge* follow the instructions provided within this guide or with the consumable.



WARNING: When replacing consumables, DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the 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 machine.

Storage and Handling

Follow the guidelines below for storing and handling consumables:

- Always store cartridges unopened and inside their original package.
- Store the correct side up in a horizontal position (not standing on end).
- Do not store consumables in:
 - Temperatures greater than 40°C (104°F).
 - Humidity range less than 20 % and not greater than 80 %.
 - An environment with extreme changes in humidity or temperature.
 - Direct sunlight or room light.
 - Dusty places.
 - A vehicle for a long period of time.

- An environment where corrosive gases are present.
- An environment with salty air.
- Do not store consumables directly on the floor.
- Do not touch the surface of the photosensitive drum in the *print cartridge*.
- Do not expose the *print cartridge* to unnecessary vibrations or shock.
- Never manually rotate the drum in the *print cartridge*, especially in the reverse direction; this can cause internal damage and toner spillage.

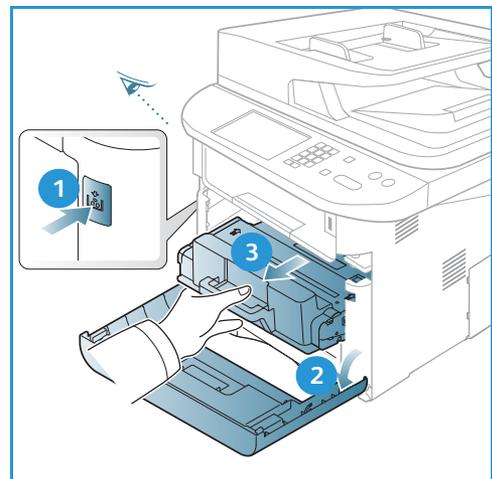
Replacing the Print Cartridge

The *print cartridge* contains components that are sensitive to light, temperature, and humidity. Follow the recommendations provided to ensure the optimum performance, highest quality, and longest life from your new *print cartridge*.

Store the cartridge in the same environment as the printer it will be used in; this should be in controlled office temperature and humidity conditions. The *print cartridge* should remain in its original, unopened package until installation. If the original packaging is not available, cover the top opening of the cartridge with paper and store in a dark cabinet. Opening the cartridge package prior to use dramatically shortens its operating life.

When the *print cartridge* is empty the *Toner is empty. Replace with new one* message appears on the display screen. The machine stops printing and incoming faxes are saved in memory. At this stage the *print cartridge* needs to be replaced. Replace the *print cartridge* using the following instructions.

1. Press the release latch on the left side of the machine.
2. Open the *front door*.
3. Pull the *print cartridge* out.

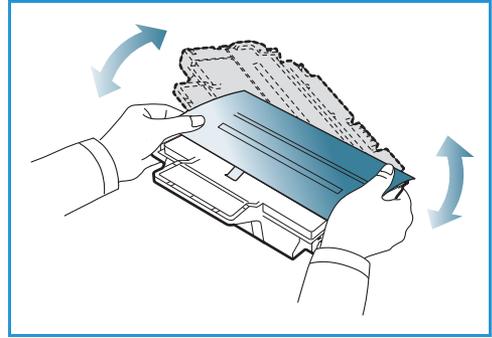


4. Remove the new *print cartridge* from the packaging.
5. Remove the protective sheet from the cartridge and the plastic handle that is attached to the protective sheet.
6. Carefully pull the tape out of the cartridge.

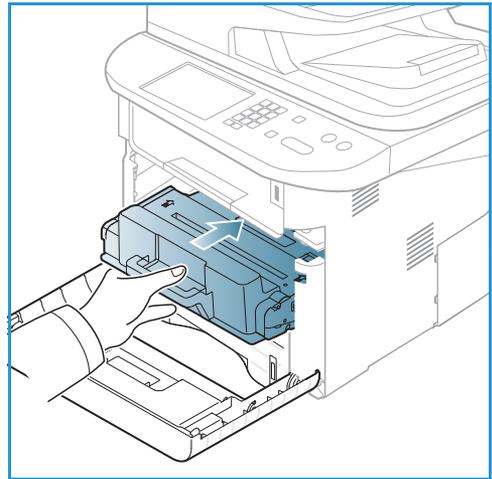
7. Slowly shake the cartridge five or six times to distribute the toner evenly inside the cartridge.

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

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



8. Hold the *print cartridge* by the handle and slowly insert the cartridge into the opening in the machine.
9. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place.
10. Close the *front door*. Make sure that the door is securely closed.



Checking the Supplies Life

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Toner Level** and press **OK**. The level of toner remaining is indicated on the status bar.
3. Press **Stop** to return to *Ready* mode.

Cleaning the Machine

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

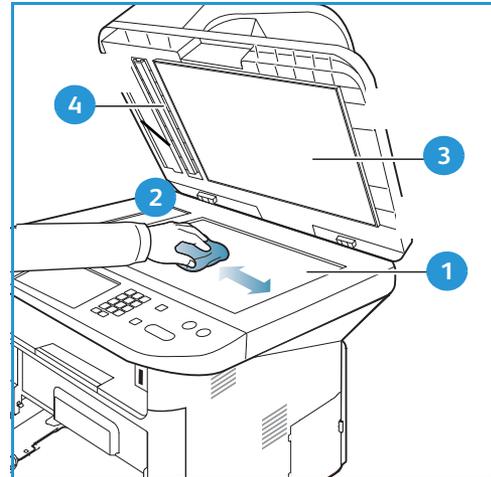
WARNING: Do not use pressurized air-spray cleaning aids on or in this equipment. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

Document Glass and Constant Velocity Transport (CVT) Glass

To ensure optimum print quality at all times, regularly clean the glass areas of your machine. This helps avoid output with lines, streaks, smears, spots and other marks that may appear on the output when scanning documents.

When you use the *automatic document feeder*, your documents will pass over the stationary scanner using the *constant velocity transport (CVT) glass*. Any dirt or marks on this piece of glass will cause lines or streaks on your copies, faxes or scanned images. Also, any marks or dirt on the *constant velocity transport (CVT) glass cover* may show through the document and appear on your scanned images.

1. Use a lint-free cloth, lightly dampened with Xerox Anti-Static or general cleaning fluid or another suitable non-abrasive glass cleaner to clean the *document glass* ① and the *constant velocity transport glass* ② .
2. Wipe away any residue with a clean cloth or paper towel.
3. Use a lint-free cloth, lightly dampened with water, Xerox cleaning fluid or Xerox film remover to clean the under side of the *automatic document feeder* ③ and the *constant velocity transport glass cover* ④ .



Control Panel, Automatic Document Feeder and Output Tray

Regular cleaning keeps the display, *control panel* and other machine areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the *control panel*, including the display.
3. Wipe clean the *automatic document feeder*, *output tray*, *paper trays* and other outside areas of your machine.
4. Remove any residue with a clean cloth or paper towel.

Internal Areas

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

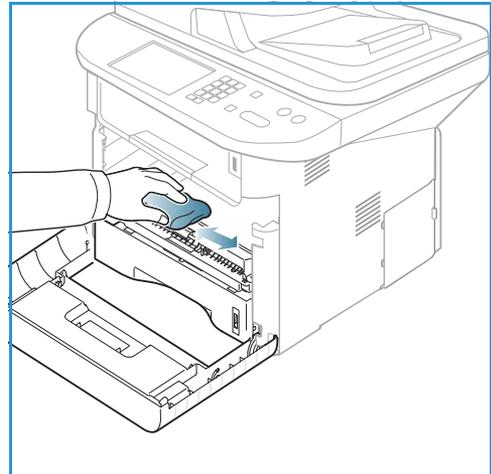
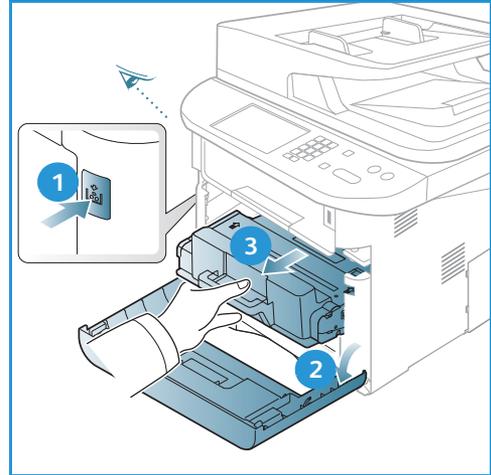
1. Turn the machine off and unplug the power cord. Wait for the machine to cool down.
2. Press the release latch on the left side of the machine and open the *front door*.
3. Pull the *print cartridge* out and place it on a clean flat surface.

CAUTIONS:

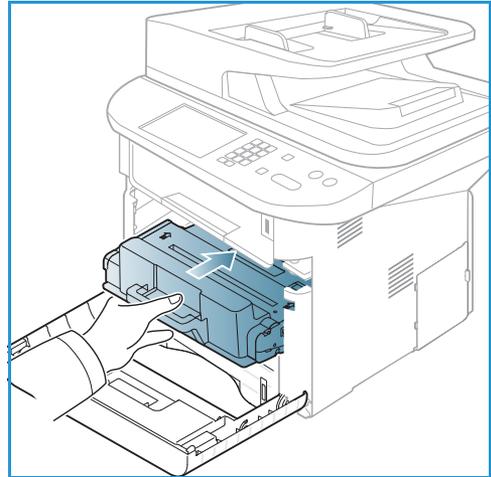
- To prevent damage to the *print cartridge*, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green surface on the underside of the *print cartridge*. Use the handle on the cartridge to avoid touching this area.

4. With a dry, lint-free cloth, wipe away any dust and spilled toner from the *print cartridge* area.

 **CAUTION:** While cleaning the inside of the machine, be careful not to damage the transfer roller or any other inside parts. Do not use solvents such as benzene or thinner to clean. Printing quality problems can occur and damage can be caused to the machine.



5. Re-install the *print cartridge*. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place. Close the *front door*.
6. Plug in the power cord and turn the machine on.



Moving the Machine

- When moving the machine, do not tilt or turn it upside down as the inside of the machine may become contaminated with toner, which can cause damage to the machine or adversely affect print quality.
- When moving the machine, make sure at least two people are holding the machine securely.

Troubleshooting

If a problem occurs, messages appear on the *control panel* display to indicate the error. Perform the following problem solving procedure:

1. When errors occur, **Check Status** appears on the display. Press **OK**.
2. Check the display message to see what kind of error has occurred.
If several messages appear, press the up/down arrows to highlight the message you want solve.
3. Use the following information to resolve the problem:
 - [Redistributing Toner](#) on page 189
 - [Automatic Document Feeder Jams](#) on page 190
 - [Paper Jams](#) on page 192
 - [Error Messages](#) on page 198
 - [Paper Feeding Problems](#) on page 203
 - [Printing Problems](#) on page 205
 - [Copying Problems](#) on page 217
 - [Scanning Problems](#) on page 218
 - [Fax Problems](#) on page 219
4. Press **OK** on the *control panel*. If **Check Status** still appears, repeat the procedure.
5. If the problem cannot be resolved, power off and on, and try the job again.
If the problem persists, call for service. When you call for service, provide the service representative with the contents of the display message.

Status / Wireless LED

The color of the Status / Wireless LED located on the *control panel* indicate's the machine's current status. The table below describes the various indicators.

Note: Some LEDs may not be available, depending on machine configuration.

LED	Color	Status	Description
Status LED	None	Off	Machine is offline
	Green	On	The machine is on-line and can be used.
	Green	Blinking	When the backlight blinks. the machine is printing data.
	Orange	On	<ul style="list-style-type: none"> • A cover is open. Close the cover. • There is no paper in the tray. Load paper in the tray. • The machine has stopped due to a fault. Check the display message to resolve. • The print cartridge has reached its estimated end of life. Replace the print cartridge - see Replacing the Print Cartridge on page 183

LED	Color	Status	Description
	Orange	Blinking	<ul style="list-style-type: none"> A minor error has occurred and the machine is waiting for the error to be corrected. Check the display message. When the problem is resolved, the machine resumes. The print cartridge is near its estimated end of life. Prepare a new cartridge for replacement. You may temporarily increase the printing quality by redistributing the toner - see Redistributing Toner on page 189.
Wireless LED	Blue	On	This is the default setting. Also shows blue when the machine is connected to a wireless network.

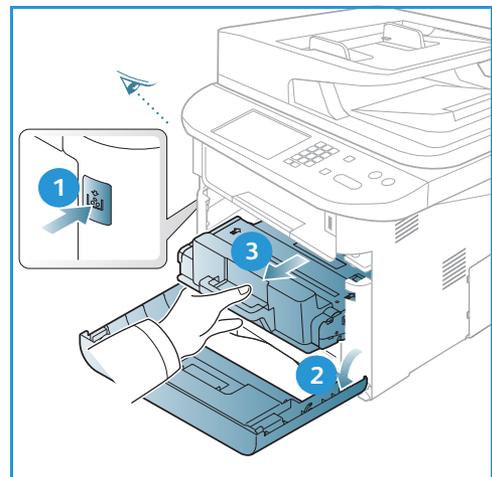
Redistributing Toner

When the *print cartridge* is near the end of its life:

- White streaks or light printing occurs.
- Toner is Low. Order new one* appears on the display.

If this happens, you can temporarily improve print quality by redistributing the remaining toner in the cartridge. In some cases, white streaks or light printing will still occur even after you have redistributed the toner.

- Press the release latch on the left side of the machine.
- Open the *front door*.
- Pull the *print cartridge* out.

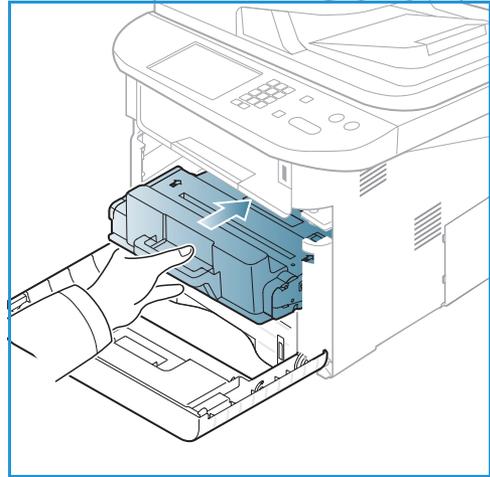
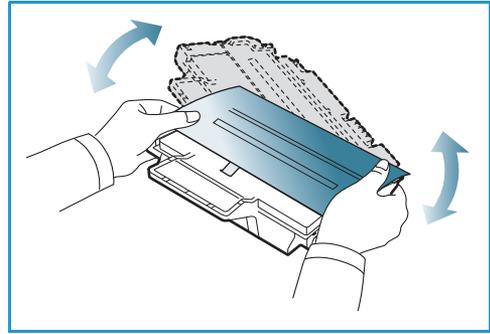


4. Slowly shake the cartridge five or six times to distribute the toner evenly inside the cartridge.

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

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

5. Hold the *print cartridge* by the handle and slowly insert the cartridge into the opening in the machine.
6. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it is fully pushed into place.
7. Close the *front door*. Ensure that the door is securely closed.



Automatic Document Feeder Jams

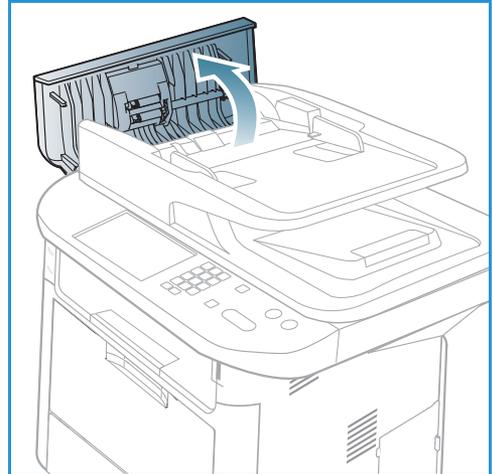
When an original gets jammed while passing through the *automatic document feeder*, a warning message appears on the display screen.

CAUTION: To avoid tearing the document, remove the jammed document slowly and gently.

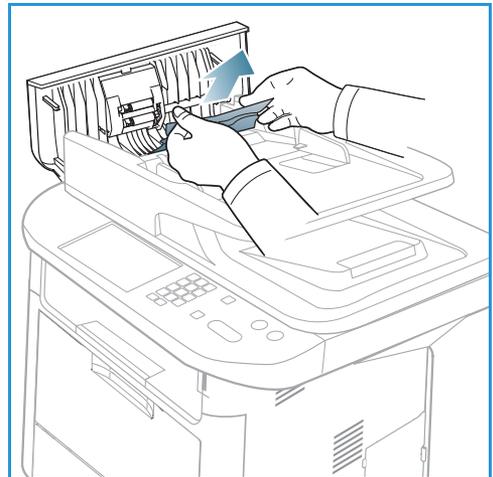
Note: To prevent document jams, use the *document glass* for thick, thin, or mixed paper-type originals.

1. Remove any remaining pages from the *automatic document feeder*.

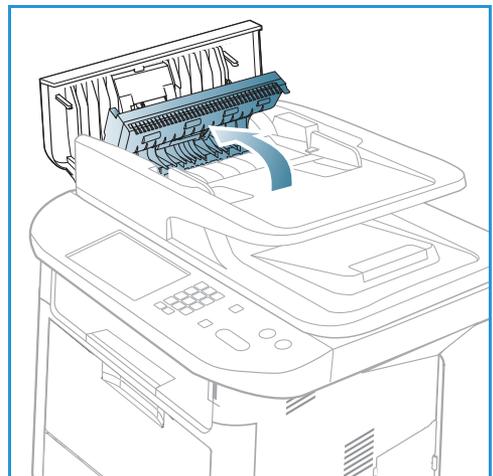
2. Open the *automatic document feeder* cover.



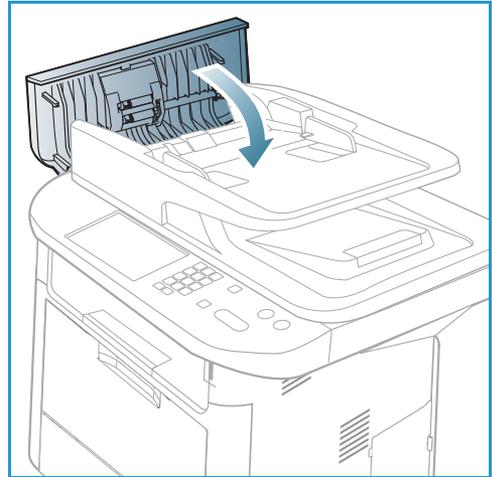
3. Gently remove the jammed paper from the *automatic document feeder*. If you see no paper in this area, go to the next step.



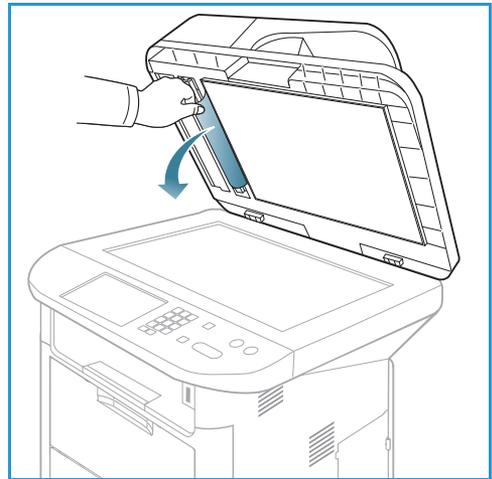
4. If necessary, use two hands to raise the duplex cover and pull any jammed originals gently out of the *document feeder*. If you see no paper in this area, go to the next step.



5. Close the covers.



6. Lift the *automatic document feeder* and gently pull out any jammed original. Close the *automatic document feeder*.



7. Reload the removed pages back into the *automatic document feeder* and press the **Start** button to resume the job.

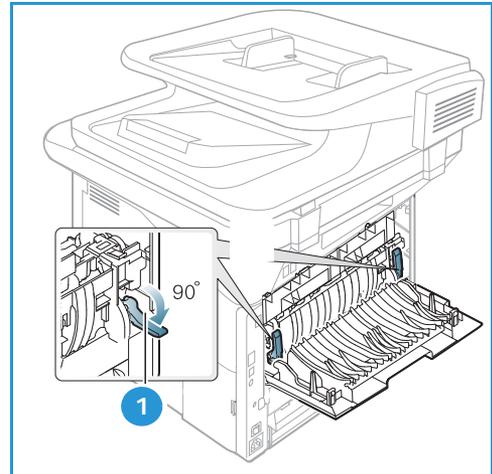
Paper Jams

Tips for Avoiding Paper Curls

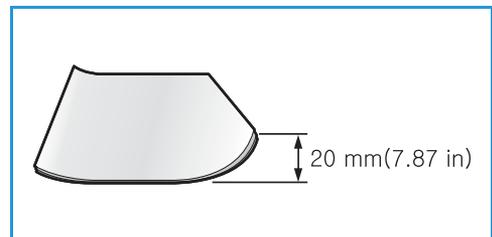
1. Open the *rear door*.

2. Pull down the *pressure levers* **1** about 90 degrees.
3. Leave the *rear door* open.

Note: The *rear door* output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.



Note: Only use when the printout has more than 20mm curl.



Tips for Avoiding Paper Jams

By selecting the correct media types, most paper jams can be avoided. When a paper jam occurs, refer to [Paper Jams](#) on page 192.

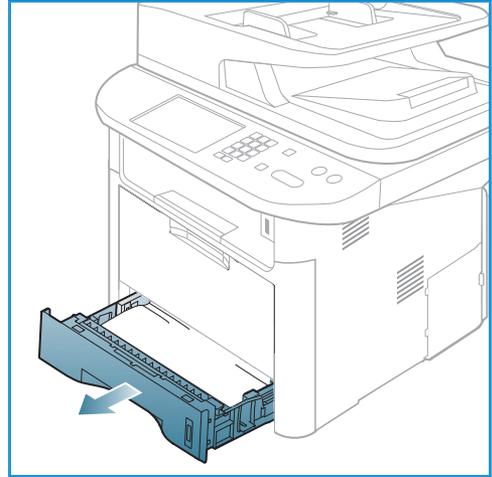
- Ensure that the adjustable guides on the paper tray are positioned correctly. (See [Loading Paper Tray 1 and Paper Tray 2 \(optional\)](#) on page 144.)
- Do not overload the tray. Ensure that the paper level is below the paper capacity mark on the inside of the tray.
- Do not remove paper from the tray while your machine is printing.
- Flex, fan, and straighten paper before loading.
- Do not use creased, damp, or highly curled paper.
- Do not mix paper types in a tray.
- Use only recommended print media. (See [Media Types](#) on page 151.)
- Ensure that the recommended side of the print media is facing down in the tray, or facing up in the *bypass tray*.
- Do not print duplex output with the rear door open.

When a paper jam occurs, a warning message appears on the display screen.

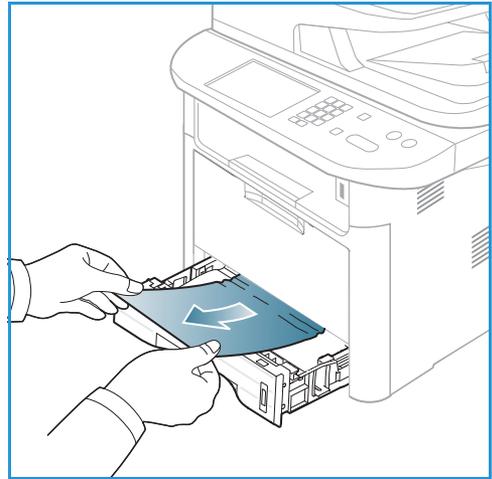
⚠ CAUTION: To avoid tearing the paper, pull the jammed paper out slowly and gently. Follow the instructions in the following sections to clear the jam.

Paper Tray 1

1. Press the release latch on the left side of the machine and open then close the *front door*. The jammed paper is automatically ejected from the machine.
If the paper does not exit, go to the next step.
2. Pull out *paper tray 1*.

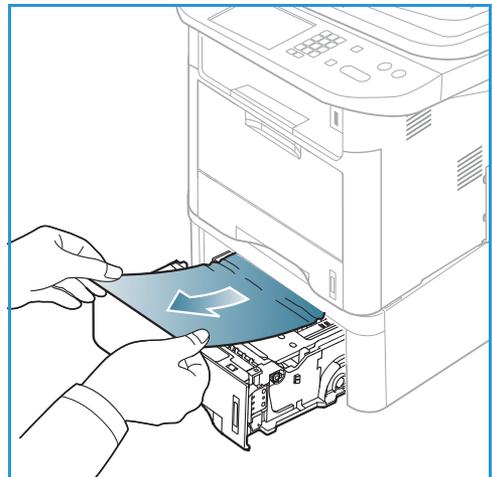


3. Remove the jammed paper by gently pulling it straight out.
4. If the paper does not move when you pull, or if you do not see the paper in this area, check the area around the *print cartridge*. Refer to [Inside the Machine](#) on page 196.
5. Insert tray 1 back into the machine until it snaps into place. Printing automatically resumes.

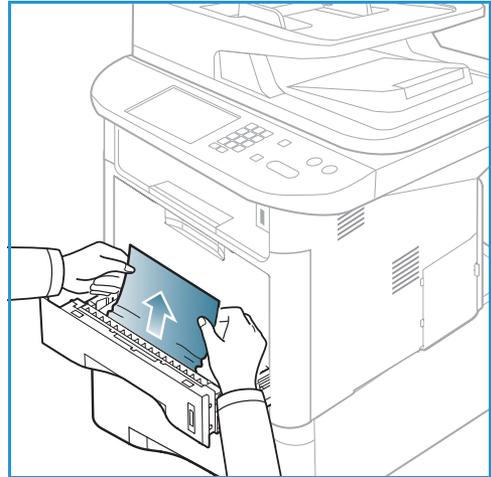


Optional Paper Tray 2

1. Pull out paper tray 2.
2. Remove the jammed paper from the machine.
If the paper does not move when you pull it or if you do not see the paper in this area, stop and go to the next step. If the paper has been removed, insert tray 2 back into the machine until it snaps into place. Printing automatically resumes.
3. Pull tray 1 half-way out.

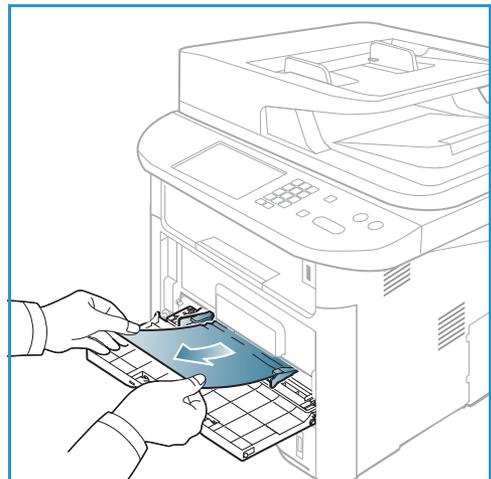


4. Pull the paper straight up and out.
5. Insert the trays back into the machine. Printing automatically resumes.



Bypass Tray

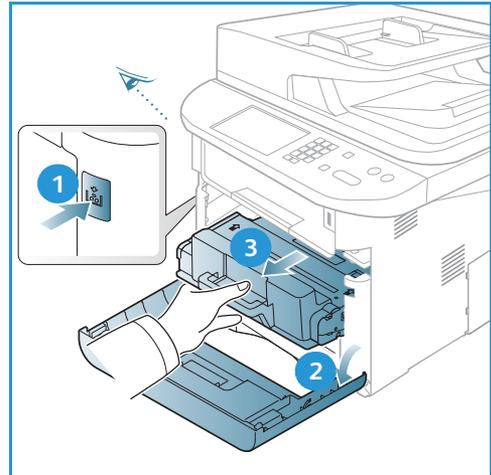
1. If the paper is not feeding properly, pull the paper out of the machine.
2. Press the release latch on the left side of the machine and open then close the *front door*.
3. Re-load the *bypass tray* to resume printing.



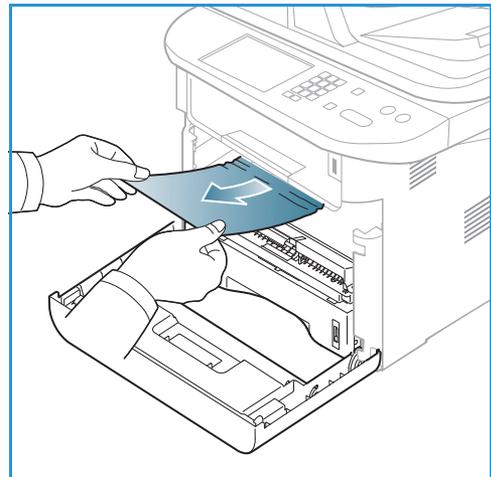
Inside the Machine

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

1. Press the release latch on the left side of the machine and open the *front door*. Pull the *print cartridge* out, lifting it up slightly at the front.



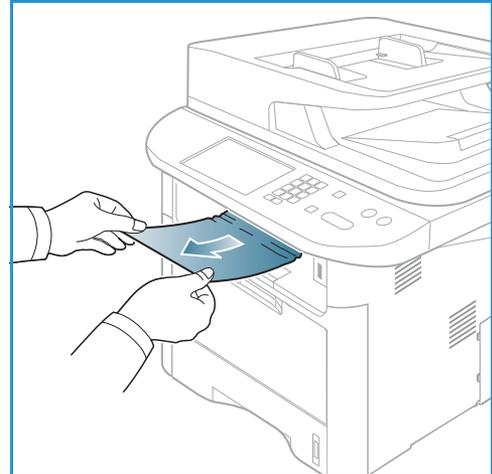
2. Remove the jammed paper by gently pulling it straight out.
3. Replace the *print cartridge*. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place. Close the *front door*. Printing automatically resumes.



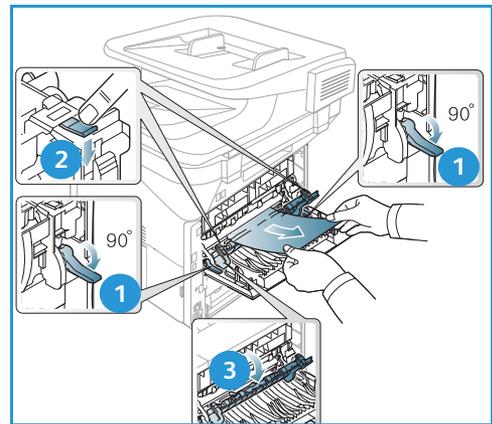
Output Area

1. Press the release latch on the left side of the machine and open then close the *front door*. The jammed paper is automatically ejected from the machine.
If no paper is automatically ejected and you do not see the jammed paper, go to the next step.

2. Gently pull the paper out of the *output tray*.
If you do not see the jammed paper or if there is any resistance when you pull, stop and go to the next step.



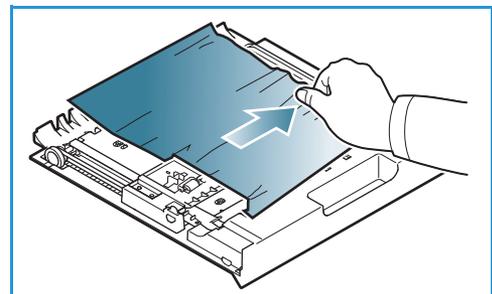
3. Open the *rear door*.
4. If you see the jammed paper, pull down the pressure levers on each side about 90 degrees and remove the paper.
If you still do not see the paper, go to step 1 in the next section, otherwise close the rear cover. Printing automatically resumes.



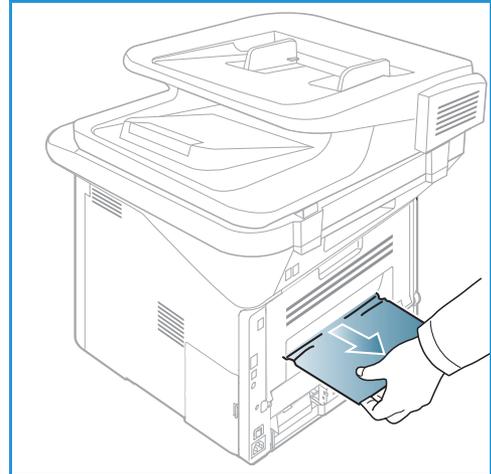
Duplex Unit Area

If the *duplex unit* is not inserted correctly, a paper jam may occur. To avoid paper jams, make sure that the *duplex unit* is inserted correctly with the edges of the unit aligned with the feed grooves on the inside of the machine. The *duplex unit* is located at the rear of the machine.

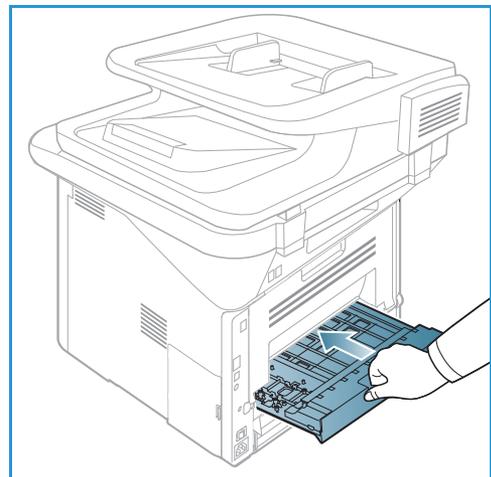
1. Pull the *duplex unit* out of the machine.
2. Remove the jammed paper from the *duplex unit*.
If the paper does not come out with the *duplex unit*, go to the next step.



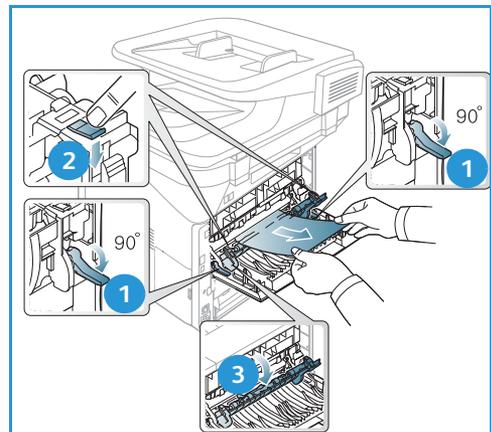
3. Remove the paper from the bottom of the machine.



4. Insert the *duplex unit* back into the machine, aligning the edges of the unit with the feed grooves on the inside of the machine. Make sure the *duplex unit* is fully pushed in.
5. If paper is still jammed, go to the next step.



6. Open the *rear door*. If you see the jammed paper, pull down the pressure levers on each side about 90 degrees and remove the paper as shown in the illustration.
7. Close the *rear door*. Printing automatically resumes.



Error Messages

Use the following information to solve problems on the machine. Some messages may not appear on the display depending on options or models.

[xxx] indicates the media type, [zzz] indicates the paper size, [yyy] indicates the tray.

Message	Meaning	Suggested Solutions
BOOTP problem BOOTP has a problem. Reconfigure DHCP/static IP	There is a problem with the network.	<ul style="list-style-type: none"> Check your network environment, or contact your network administrator.
BOOTP problem BOOTP has a problem. Switching to Auto IP	There is a problem with the network.	<ul style="list-style-type: none"> Check your network environment, or contact your network administrator.
Connection Error	Connection with the SMTP server failed.	<ul style="list-style-type: none"> Check the server settings and the network cable.
Data Read Fail Check USB key	Time expired while reading data.	<ul style="list-style-type: none"> Try again.
Data Write Fail Check USB key	Storing to the USB memory failed.	<ul style="list-style-type: none"> Check the available USB memory space.
DHCP problem DHCP has a problem. Reconfigure BOOTP/static IP	There is a problem with the network.	<ul style="list-style-type: none"> Check your network environment, or contact your network administrator.
DHCP problem DHCP has a problem. Switching to Auto IP	There is a problem with the network.	<ul style="list-style-type: none"> Check your network environment, or contact your network administrator.
Door is open. Close it	The front door or fuser door is not securely latched.	<ul style="list-style-type: none"> Close the front door until it locks into place. Close the fuser door until it locks into place.
Enter Again	Your entry was incorrect.	<ul style="list-style-type: none"> Input the correct entry.
File Format is Not Supported	The selected file format is not supported.	<ul style="list-style-type: none"> Use the correct file format.
Fuser error	There is a problem in the machine.	<ul style="list-style-type: none"> Turn the machine off and turn it on again. If the problem persists, call for service.
Group Not Available	You have tried to select a group location number where only a single location number can be used, such as when adding locations for a multiple send operation.	<ul style="list-style-type: none"> Use a speed dial number or dial number manually using the number keypad.
IP Conflict This IP address conflicts with that of other system	The IP address is used elsewhere.	<ul style="list-style-type: none"> Check the IP address or obtain a new IP address.
Jam bottom of duplex	Paper has jammed during duplex printing.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 192.)

Message	Meaning	Suggested Solutions
Jam in exit area	Paper has jammed in exit area.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 192.)
Jam inside Machine	Paper has jammed inside the machine.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 192.)
Jam top of duplex	Paper has jammed during duplex printing.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 192.)
Junk Fax Error Junk Fax Job Cancelled	The machine has received a fax from a fax number registered as a junk fax.	<ul style="list-style-type: none"> The received fax data will be deleted. Reconfirm junk fax setup. (See Fax Setup on page 166.)
Line Busy The line is already engaged. Try later	The receiving fax machine did not answer or the line is already engaged.	<ul style="list-style-type: none"> Try again after a few minutes.
Line Error The Fax Line has a problem. Try again	Your machine cannot connect with the receiving fax machine or has lost contact because of a problem with the phone line.	<ul style="list-style-type: none"> Try again. If the problem persists, wait an hour or so for the line to clear again. Or, turn the ECM mode on (See Fax Setup on page 166.)
Mail Size Error Mail exceeds than server support	The mail size is larger than the supported size by SMTP server.	<ul style="list-style-type: none"> Divide your mail or reduce the resolution.
Mail Size Error One Page is Too Large	Single page data exceeds the configured mail size.	<ul style="list-style-type: none"> Reduce the resolution and try again.
Memory Full	The memory is full.	<ul style="list-style-type: none"> Press the left/right arrows to highlight Cancel or Start, then press OK. If you select Cancel, the machine stops the Fax job. If you select Start, the machine only sends scanned documents of the Fax job.
Memory Full Divide the Job	The memory is full.	<ul style="list-style-type: none"> Split the transmission into more than one operation.
Memory Full Fax memory is full. Print or remove received Fax job	The memory is full.	<ul style="list-style-type: none"> Print or remove the received fax data in the memory.
Network Error There is a problem with the network.	There is a problem with the network.	<ul style="list-style-type: none"> Check your network environment, or contact your network administrator.
Network Problem Network cable is not connected. Check it	The machine is not connected with a network cable.	<ul style="list-style-type: none"> Connect the machine to the network with a network cable.

Message	Meaning	Suggested Solutions
Network Problem Network card is not installed.	There is a problem on the network interface.	<ul style="list-style-type: none"> Turn the power switch off and on. If the problem persists, call for service.
No Answer The remote fax machine has not answered	The remote fax machine has not answered after several redial attempts.	<ul style="list-style-type: none"> Verify the number to ensure that it is correct.
No such job	You are performing an Add Pages or Cancel Job operation, but there are no jobs waiting.	<ul style="list-style-type: none"> Check the display to see if there are any scheduled jobs. The display should indicate if any scheduled jobs are in Standby mode, for example, Delay Fax.
Original paper Jam	The original has jammed in the <i>automatic document feeder</i> .	<ul style="list-style-type: none"> Clear the jam. (See Automatic Document Feeder Jams on page 190.)
Output bin Full Output bin Full. Remove printed paper	The document output tray is full.	<ul style="list-style-type: none"> The document output tray can hold up to 150 sheets of plain paper. Once the paper is removed from the document output tray, the printer resumes printing.
Paper Empty in [yyy] Paper is empty in [yyy]. Load paper	There is no paper in the tray.	<ul style="list-style-type: none"> Load paper in the tray. (See Loading Paper Tray 1 and Paper Tray 2 (optional) on page 144.)
Paper Jam in MPT	Paper has jammed in the Bypass Tray area.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 192.)
Paper Jam in tray 1	Paper has jammed in the tray 1 area.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 192.)
Paper Jam in tray 2	Paper has jammed in the tray 2 area.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 192.)
Paper mismatch [yyy] Load [zzz][xxx] Continue  Cancel 	The paper size specified in the printer properties does not match the paper you are loading.	<ul style="list-style-type: none"> Select Continue or Cancel. If you select Cancel, the printing job will stop. Load the correct paper in the tray. If you select Continue, the printing job will continue.
Pickup roller is worn [yyy] pickup roller is worn. Replace with new one	The pickup roller has reached the end of its lifespan.	<ul style="list-style-type: none"> This message appears when the pickup roller is worn. Replace the pickup roller with a new one or call for service.

Message	Meaning	Suggested Solutions
Retry Redial?	The machine is waiting for a specified time interval to redial a previously busy station.	<ul style="list-style-type: none"> You can press OK to immediately redial, or Stop to cancel the redial operation.
Self Diagnostics... Please wait	The engine in your printer is checking some problems detected.	<ul style="list-style-type: none"> Please wait a few minutes.
Send Error There is a problem in DNS	There is a problem in DNS.	<ul style="list-style-type: none"> Configure the DNS setting.
Send Error There is a problem in POP3	There is a problem in POP3.	<ul style="list-style-type: none"> Configure the POP3 setting.
Send Error There is a problem in SMTP	There is a problem in SMTP.	<ul style="list-style-type: none"> Change to the available server.
Send Error There is a problem in SMTP authentication	There is a problem in SMTP authentication.	<ul style="list-style-type: none"> Configure the authentication setting.
Send Error There is a problem on the NIC Card	There is a problem on the network interface card.	<ul style="list-style-type: none"> Turn the power switch off and on. If the problem persists, call for service.
Toner is empty Toner is empty. Replace with new one	The print cartridge has reached the end of its lifespan. The printer stops printing.	<ul style="list-style-type: none"> Replace the print cartridge. (See Replacing the Print Cartridge on page 183.)
Toner is Low Toner is Low. Order new one	Only a small amount of toner is left in the print cartridge. The print cartridge will need to be replaced soon.	<ul style="list-style-type: none"> Prepare a new cartridge for replacement. You may temporarily increase the printing quality by redistributing the toner. (See Redistributing Toner on page 189.)
Toner Not Compatible Print cartridge is not compatible. Check guide	The print cartridge you have installed is not for your machine.	<ul style="list-style-type: none"> Install a new print cartridge designed for your machine.
Toner Not Installed Print cartridge is not Installed. Install it	The print cartridge is not installed.	<ul style="list-style-type: none"> Install the print cartridge.
Too many Faxes Too may faxes are received. Print or remove job.	There are too many received faxes in the memory.	<ul style="list-style-type: none"> Print or remove received fax.

Message	Meaning	Suggested Solutions
Too many Faxes Too many faxes are queued. Wait or remove job.	There are too many queued faxes in the memory.	<ul style="list-style-type: none"> Cancel reserved fax in priority fax feature.
[yyy] empty Load [zzz][xxx]	There is no paper in the tray.	<ul style="list-style-type: none"> Load paper in the tray. (See Loading Paper Tray 1 and Paper Tray 2 (optional) on page 144.)
Tray2 Not Installed Tray2 is not installed	The optional tray2 is not installed.	<ul style="list-style-type: none"> Install the optional tray 2. If the optional tray 2 is installed, check the cable connecting the machine and the optional tray 2. If the problem persists, call for service.
Tray2 has a problem Communication problem occurred with Tray2	The machine cannot communicate the optional tray 2.	<ul style="list-style-type: none"> Check the cable connecting the machine and the optional tray 2. If the problem persists, call for service.

Common Problems

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

Paper Feeding Problems

Condition	Suggested Solutions
Paper jams during printing.	<ul style="list-style-type: none"> Clear the paper jam. (See Paper Jams on page 192.)
Paper sticks together.	<ul style="list-style-type: none"> Check the maximum paper capacity of the tray. (See Media Specifications on page 225.) Make sure that you are using the correct type of paper. (See Media Types on page 151.) Remove paper from the tray and flex or fan the paper. Humid conditions may cause some paper to stick together. Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight.
Paper does not feed into the machine.	<ul style="list-style-type: none"> Remove any obstructions from inside the machine. Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. There is too much paper in the tray. Remove excess paper from the tray. The paper is too thick. Use only paper that meets the specifications required by the machine. (See Media Specifications on page 225.) If you are printing on special media, use the Bypass Tray.

Condition	Suggested Solutions
The paper keeps jamming.	<ul style="list-style-type: none"> • There is too much paper in the tray. Remove excess paper from the tray. If you are printing on special materials, use the Bypass Tray. • An incorrect type of paper is being used. Use only paper that meets the specifications required by the machine. (See Media Types on page 151.) • There may be debris inside the machine. Press the release latch on the left side of the machine and open the front door, remove the print cartridge and any debris. Reinsert the print cartridge.
Transparencies stick together in the paper exit.	<ul style="list-style-type: none"> • Use only transparencies specifically designed for laser printers. Remove each transparency as it exits from the machine.
Envelopes skew or fail to feed correctly.	<ul style="list-style-type: none"> • Ensure that the paper guides are against both sides of the envelopes.
The originals keep jamming in the <i>automatic document feeder</i>	<ul style="list-style-type: none"> • If an original does not feed into the machine, the <i>automatic document feeder</i> rubber pad may need to be replaced. Contact a service representative.

Printing Problems

Condition	Possible Cause	Suggested Solutions
The machine does not print.	The machine is not receiving power.	<ul style="list-style-type: none"> • Check the power cord connections. • Check the power switch and the power source.
	The machine is not selected as the default machine.	<ul style="list-style-type: none"> • Select your machine as your default machine in Windows.
	Check the machine for the following: <ul style="list-style-type: none"> • The front door is not closed. Close the front door. • Paper is jammed. Clear the paper jam. (See Paper Jams on page 192.) • No paper is loaded. Load paper. (See Loading Paper Tray 1 and Paper Tray 2 (optional) on page 144.) • The print cartridge is not installed. Install the print cartridge. If a system error occurs, contact your service representative.	
	The connection cable between the computer and the machine is not connected properly.	<ul style="list-style-type: none"> • Disconnect the machine cable and reconnect it.
	The connection cable between the computer and the machine is defective.	<ul style="list-style-type: none"> • If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different machine cable.
	The port setting is incorrect.	<ul style="list-style-type: none"> • Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the machine is attached to the correct one.
	The machine may be configured incorrectly.	<ul style="list-style-type: none"> • Check the printer driver options to ensure that all of the print settings are correct. (See Print Procedure on page 102.)
	The printer driver may be incorrectly installed.	<ul style="list-style-type: none"> • Reinstall the printer software. (See Install Printer Software on page 94.)
	The machine is malfunctioning.	<ul style="list-style-type: none"> • Check the display message on the control panel to see if the machine is indicating a system error. Contact a service representative.
	The document size is so big that the hard disk space of the computer is insufficient to access the print job.	<ul style="list-style-type: none"> • Get more hard disk space and print the document again.

Condition	Possible Cause	Suggested Solutions
The machine selects print materials from the wrong paper source.	The paper option that was selected in the Printing Preferences may be incorrect.	<ul style="list-style-type: none"> For many software applications, the paper source selection is found under the Paper tab within the Printing Preferences. Select the correct paper source. (See Paper Options on page 105.)
A print job is extremely slow.	The job may be very complex.	<ul style="list-style-type: none"> Reduce the complexity of the page or try adjusting the print quality settings.
		<ul style="list-style-type: none"> After 600 consecutive prints the device print speed will slow down until the current job completes. The next job will return to rated speed.
Half the page is blank.	The page orientation setting may be incorrect.	<ul style="list-style-type: none"> Change the page orientation in your application. See the printer driver help screen.
	The paper size and the paper size settings do not match.	<ul style="list-style-type: none"> Ensure that the paper size in the printer driver settings matches the paper in the tray. Or, ensure that the paper size in the printer driver settings matches the paper selection in the software application settings you use.
The machine prints, but the text is wrong, garbled, or incomplete.	The machine cable is loose or defective.	<ul style="list-style-type: none"> Disconnect the machine cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the machine to another computer that you know works and try a print job. Try a new machine cable.
	The wrong printer driver was selected.	<ul style="list-style-type: none"> Check the application's printer selection menu to ensure that your machine is selected.
	The software application is malfunctioning.	<ul style="list-style-type: none"> Try printing a job from another application.
	The operating system is malfunctioning.	<ul style="list-style-type: none"> Exit Windows and reboot the computer. Turn the machine off and back on again.

Condition	Possible Cause	Suggested Solutions
Pages print, but they are blank.	The print cartridge is defective or out of toner.	<ul style="list-style-type: none"> • Redistribute the toner, if necessary. • If necessary, replace the print cartridge.
	The file may have blank pages.	<ul style="list-style-type: none"> • Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	<ul style="list-style-type: none"> • Contact a service representative.
The machine does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	<ul style="list-style-type: none"> • Printing the PDF file as an image may enable the file to print. Turn on Print As Image from the Acrobat printing options. It will take longer to print when you print a PDF file as an image.
The print quality of photos is not good. Images are not clear.	The resolution of the photo is very low.	<ul style="list-style-type: none"> • Reduce the photo size. If you increase the photo size in the software application, the resolution will be reduced.
Before printing, the machine emits vapor near the output tray.	Using damp paper can cause vapor during printing.	<ul style="list-style-type: none"> • Load a new batch of paper. • To avoid the paper absorbing too much moisture, do not open packages of paper until required.
The machine does not print special- sized paper, such as billing paper.	Paper size and paper size setting do not match.	<ul style="list-style-type: none"> • Set the correct paper size in the Custom Paper Size Settings in the Paper tab in the Printing Preferences. (See Paper Options on page 105.)

Common PostScript Problems

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

Problem	Possible Cause	Solution
PostScript file cannot be printed.	The PostScript driver may not be installed correctly.	<ul style="list-style-type: none"> • Install the PostScript driver. (See Install Printer Software on page 94.) • Print a configuration page and verify that the PS version is available for printing. • If the problem persists, contact a service representative.
“Limit Check Error” report prints.	The print job was too complex.	<ul style="list-style-type: none"> • You might need to reduce the complexity of the page or install more memory. (Refer to the System Administrator Guide.)
A PostScript error page prints.	The print job may not be PostScript.	<ul style="list-style-type: none"> • Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the machine.
The optional tray is not selected in the driver.	The printer driver has not been configured to recognize the optional tray.	<ul style="list-style-type: none"> • Open the PostScript driver properties, select the Device Settings tab, and set the tray option of the Installable Options section to Installed.
When printing a document in Macintosh with Acrobat Reader 6.0 or higher, colors print incorrectly.	The resolution setting in the printer driver may not be matched with the one in Acrobat Reader.	<ul style="list-style-type: none"> • Make sure that the resolution setting in your printer driver matches the one in Acrobat Reader.

Common Windows Problems

Condition	Suggested Solutions
"File in Use" message appears during installation.	<ul style="list-style-type: none"> Exit all software applications. Remove all software from the printer's startup group, then restart Windows. Re-install the printer driver.
"General Protection Fault", "Exception OE", "Spool 32", or "Illegal Operation" messages appear.	<ul style="list-style-type: none"> Close all other applications, reboot Windows and try printing again.
"Fail To Print", "A printer timeout error occurred" messages appear.	<ul style="list-style-type: none"> These messages may appear during printing. Just keep waiting until the machine finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.

Note: Refer to the Microsoft Windows User Guide supplied with your computer for further information on Windows error messages.

Common Linux Problems

Condition	Suggested Solutions
<p>The machine does not print.</p>	<ul style="list-style-type: none"> • Check if the printer driver is installed on your system. Open the Unified Driver Configurator and switch to the Printers tab in the Printers configuration window to look at the list of available machines. Make sure that your machine is displayed on the list. If not, open the Add new printer wizard to set up your machine. • Check if the machine is started. Open the Printers configuration window and select your machine from the printer list. Look at the description in the Selected printer pane. If its status contains Stopped, press the Start button. Normal operation of the machine should be restored. The “stopped” status might be activated if problems in printing occurred. For instance, this could be an attempt to print a document when the port is being used by a scanning application. • Ensure the port is not busy. Since functional components of the machine (printer and scanner) share the same I/O interface (port), simultaneous access of different “consumer” applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the machine. The other “consumer” will encounter a “device busy” response. You should open the Ports Configuration window and select the port assigned to your machine. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should either wait for completion of the current job or press the Release port button. • Check if your application has a special print option such as “-oraw”. If “-oraw” is specified in the command line parameter, then remove it to print properly. For Gimp front-end, select the “print” -> “Setup printer” and edit command line parameters in the command item. • The CUPS (Common Unix Printing System) version distributed with SuSE Linux 9.2 (cups-1.1.21) has a problem with ipp (Internet Printing Protocol). Use the socket printing instead of ipp or install a later version of CUPS (cups-1.1.22 or higher).
<p>The machine does not print whole pages, and output is printed on half the page.</p>	<ul style="list-style-type: none"> • It is a known problem that occurs on version 8.51 or earlier of Ghostscript, 64-bit Linux OS. The problem is solved in AFPL Ghostscript v. 8.52 or above. Download the latest version of AFPL Ghostscript from http://sourceforge.net/projects/ghostscript/ and install it to solve this problem.
<p>Cannot scan via Gimp Front-end.</p>	<ul style="list-style-type: none"> • Check if the Gimp Front-end has Xsane: Device dialog. on the Acquire menu. If not, you should install the Xsane plug-in for Gimp on the your computer. You can find the Xsane plug-in package for Gimp on the Linux distribution CD or the Gimp home page. For detailed information, refer to the ‘Help for Linux’ distribution CD or the Gimp Front-end application. • If you wish to use another kind of scan application, refer to the application’s Help files.

Condition	Suggested Solutions
<p>Error message “Cannot open port device file” displays when printing a document.</p>	<ul style="list-style-type: none"> • Avoid changing print job parameters (via LPR GUI, for example) while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks the port while printing, the abrupt termination of the driver keeps the port locked and unavailable for subsequent Print jobs. If this situation occurs, try to release the port by selecting Release port in Port configuration window.
<p>The machine does not appear on the scanners list.</p>	<ul style="list-style-type: none"> • Ensure your machine is attached to your computer, connected properly via the USB port, and is turned on. • Ensure the scanner driver for your machine is installed on your system. Open Unified Linux Driver configurator, switch to Scanners configuration, then press Drivers. Make sure that a driver with a name corresponding to your machine's name is listed in the window. • Ensure the port is not busy. Since functional components of the machine (printer and scanner) share the same I/O interface (port), simultaneous access of different “consumer” applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the machine. The other “consumer” will encounter “device busy” response. This usually happens when starting a scan procedure. An appropriate message box appears. • To identify the source of the problem, open the Ports configuration and select the port assigned to your scanner, port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1, and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane, you can see if the port is occupied by another application. If this is the case, you should either wait for completion of the current job or press the Release port button.
<p>The machine does not scan.</p>	<ul style="list-style-type: none"> • Ensure a document is loaded into the machine, ensure your machine is connected to the computer.

Note: Refer to the Linux User Guide supplied with your computer for further information on Linux error messages.

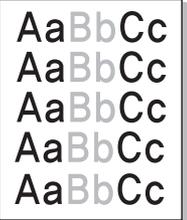
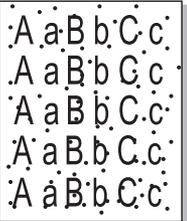
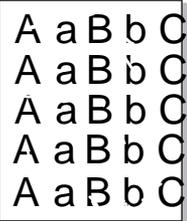
Common Macintosh Problems

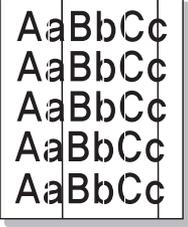
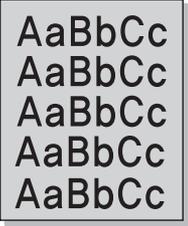
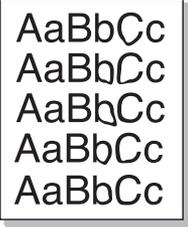
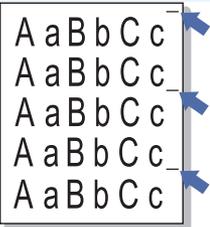
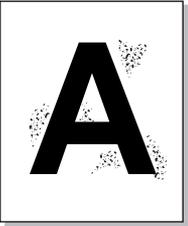
Condition	Suggested Solutions
The machine does not print PDF files correctly. Some parts of graphics, text, or illustrations are missing.	<ul style="list-style-type: none"> • Printing the PDF file as an image may enable the file to print. Turn on Print As Image from the Acrobat printing options. • It will take longer to print when you print a PDF file as an image.
The document has printed, but the print job has not disappeared from the spooler in Mac OS X10.3.2.	<ul style="list-style-type: none"> • Update your MAC OS to OS X 10.3.3 or higher.
Some letters are not displayed normally during the cover page printing.	<ul style="list-style-type: none"> • Mac OS cannot create the font during the cover page printing. The English alphabet and numbers are displayed normally on the cover page.
When printing a document in Macintosh with Acrobat Reader 6.0 or higher, colors print incorrectly.	<ul style="list-style-type: none"> • Make sure that the resolution setting in your machine driver matches the one in Acrobat Reader.

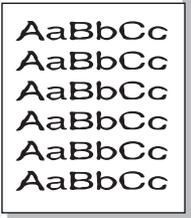
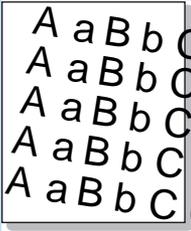
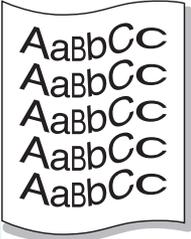
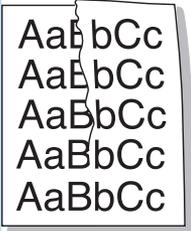
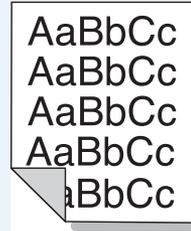
Note: Refer to the Macintosh User Guide supplied with your computer for further information on Macintosh error messages.

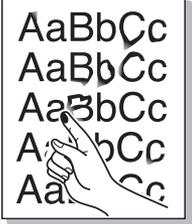
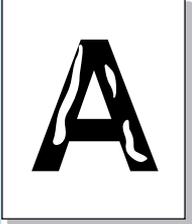
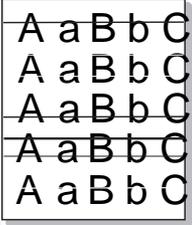
Print Quality Problems

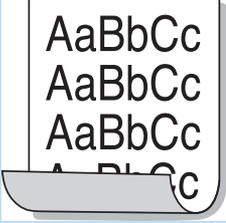
If the inside of the machine is dirty or paper has been loaded improperly, there might be a reduction in print quality. See the table below to clear the problem.

Condition	Suggested Solutions
<p>Light or faded print</p> 	<ul style="list-style-type: none"> • If a vertical white streak or faded area appears on the page, the toner supply is low. You may be able to temporarily extend the print cartridge life. (See Redistributing Toner on page 189.) If this does not improve the print quality, install a new print cartridge. • The paper may not meet paper specifications; for example, the paper may be too moist or rough. (See Media Guidelines on page 150.) • If the entire page is light, the print resolution setting is too low or the toner save mode is on. Adjust the print resolution and turn the toner save mode off. See the help screen of the printer driver. • A combination of faded or smeared defects may indicate that the print cartridge needs replacing. (See Replacing the Print Cartridge on page 183.)
<p>Toner specks</p> 	<ul style="list-style-type: none"> • The paper may not meet specifications; for example, the paper may be too moist or rough. (See Media Guidelines on page 150.) • The transfer roller may be dirty. Clean the inside of your machine. (See Internal Areas on page 186.) • The paper path may need cleaning. (See Internal Areas on page 186.)
<p>Dropouts</p> 	<p>If faded areas, generally rounded, occur randomly on the page:</p> <ul style="list-style-type: none"> • A single sheet of paper may be defective. Try reprinting the job. • The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. (See Media Guidelines on page 150.) • The paper is damaged. The manufacturing processes can cause some areas to reject toner. Try a new ream or brand of paper. • Change the printer option and try again. Go to Printing Preferences, click Paper tab, and set type to Thick. (See Paper Options on page 105.) • If these steps do not correct the problem, contact a service representative.
<p>White Spots</p> 	<p>If white spots appear on the page:</p> <ul style="list-style-type: none"> • The paper is too rough and dirt from the paper falls to the inner areas of the machine on to the transfer roller. Clean the inside of your machine. (See Internal Areas on page 186.) • The paper path may need cleaning. (See Internal Areas on page 186.)

Condition	Suggested Solutions
<p>Vertical lines</p> 	<p>If black vertical streaks appear on the page, isolate the problem to copying, printing or scanning and perform the following:</p> <ul style="list-style-type: none"> • If copying or scanning, check the CVT glass and <i>document glass</i> and if necessary clean using a lint-free cloth. (See Document Glass and Constant Velocity Transport (CVT) Glass on page 185.) • If copying or printing, the surface (drum part) of the print cartridge inside the machine has probably been scratched. Remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 183.) <p>If white vertical streaks appear on the page:</p>
<p>Background</p> 	<p>If the amount of background shading becomes unacceptable:</p> <ul style="list-style-type: none"> • Change to a lighter weight paper. (See Media Specifications on page 225 for specifications.) • Check the environmental conditions: very dry conditions or a high level of humidity (higher than 80 % RH) can increase the amount of background shading. • Remove the old print cartridge and, install a new one. (See Replacing the Print Cartridge on page 183.) • Use the <i>Background Suppression</i> feature in the Menu options.
<p>Toner smear</p> 	<p>If toner smears on the page:</p> <ul style="list-style-type: none"> • Clean the inside of the machine. (See Internal Areas on page 186.) • Check the paper type and quality. (See Media Guidelines on page 150.) • Remove the print cartridge and then, install a new one. (See Replacing the Print Cartridge on page 183.)
<p>Vertical repetitive defects</p> 	<p>If marks repeatedly appear on the printed side of the page at even intervals:</p> <ul style="list-style-type: none"> • The print cartridge may be damaged, run a few prints through the machine and if you still have the problem, remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 183.) • Parts of the machine may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages. • The fusing assembly may be damaged. Contact a service representative.
<p>Background scatter</p> 	<p>Background scatter results from bits of toner randomly distributed on the printed page.</p> <ul style="list-style-type: none"> • The paper may be too damp. Load a new batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. • If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. • If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or using the printer driver options. (See Print Procedure on page 102.)

Condition	Suggested Solutions
<p>Misformed characters</p> 	<ul style="list-style-type: none"> • If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try different paper. (See Media Guidelines on page 150.) • If characters are improperly formed and producing a wavy effect, the scanner unit may need service. Contact a service representative.
<p>Page skew</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. (See Media Guidelines on page 150.) • Ensure that the guides are not too tight or too loose against the paper stack. (See Loading Paper Tray 1 and Paper Tray 2 (optional) on page 144.)
<p>Curl or wave</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. Both high temperature and humidity can cause paper curl. (See Media Guidelines on page 150.) • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray. • If the job is simplex, use the rear door as the output location. For instructions, refer to Using the Rear Door on page 44.
<p>Wrinkles or creases</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. (See Media Guidelines on page 150.) • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray. • If the job is simplex, use the rear door as the output location. For instructions, refer to Using the Rear Door on page 44.
<p>Back of printouts are dirty</p> 	<p>Check for leaking toner. Clean the inside of the machine. (See Internal Areas on page 186.)</p>

Condition	Suggested Solutions
<p>Solid Black pages</p> 	<ul style="list-style-type: none"> • The print cartridge may not be installed properly. Remove the cartridge and reinsert it. • The print cartridge may be defective. Remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 183.) • The machine may require repair. Contact a service representative.
<p>Loose toner</p> 	<ul style="list-style-type: none"> • Clean the inside of the machine. (See Internal Areas on page 186.) • Check the paper type and quality. (See Media Guidelines on page 150.) • Remove the print cartridge and then, install a new one. (See Replacing the Print Cartridge on page 183.) • The machine may require repair. Contact a service representative.
<p>Character Voids</p> 	<p>Character voids are white areas within parts of characters that should be solid black:</p> <ul style="list-style-type: none"> • If you are using transparencies, try another type of transparency. Because of the composition of transparencies, some character voids are normal. • You may be printing on the wrong surface of the paper. Remove the paper and turn it around. • The paper may not meet paper specifications. (See Media Specifications on page 225.)
<p>Horizontal stripes</p> 	<p>If horizontally aligned black lines, stripes, streaks or smears appear:</p> <ul style="list-style-type: none"> • The print cartridge may be installed improperly. Remove the cartridge and reinsert it. • The print cartridge may be defective. Remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 183.) • If the problem persists, the machine may require repair. Contact a service representative.

Condition	Suggested Solutions
<p>Curl</p> 	<p>If the printed paper is curled or paper does not feed into the machine:</p> <ul style="list-style-type: none"> • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray. • Change the printer option and try again. Go to Printing Preferences, click Paper tab, and set type to Thin. (See Print Procedure on page 102.)
<p>An unknown image repetitively appears on a few sheets or loose toner, light print, or contamination occurs.</p>	<ul style="list-style-type: none"> • Your machine is probably being used at an altitude of 1,500 m (4,921 ft) or above. • The high altitude may affect the print quality, such as loose toner or light imaging. Change the correct altitude setting to your machine. (See Machine Settings on page 170.)

Copying Problems

Condition	Suggested Solutions
<p>Copies are too light or too dark.</p>	<ul style="list-style-type: none"> • Use Darkness in Copy feature to lighten or darken the copies. (See Select the Features on page 33.)
<p>Smears, lines, marks, or spots appear on copies.</p>	<ul style="list-style-type: none"> • If the defects are on the original, use Darkness in Copy feature to lighten the background of your copies. (See Select the Features on page 33.) • If there are no defects on the original, clean the scanner unit. (See Internal Areas on page 186.) • If the defect occurs when using the <i>automatic document feeder</i>, clean the <i>CVT glass</i> using a lint-free cloth. (See Document Glass and Constant Velocity Transport (CVT) Glass on page 185.)
<p>Copy image is skewed.</p>	<ul style="list-style-type: none"> • Ensure that the original is face down on the <i>document glass</i> and not skewed. • Ensure that the original is face up in the <i>automatic document feeder</i> and just touching the guides. • Check that the copy paper is loaded correctly. (See Loading Paper Tray 1 and Paper Tray 2 (optional) on page 144.) • Check that the paper is within specification. (See Media Specifications on page 225.)
<p>Blank copies.</p>	<ul style="list-style-type: none"> • Ensure that the original is face down on the <i>document glass</i> or face up in the <i>automatic document feeder</i>.
<p>Image rubs off the copy easily.</p>	<ul style="list-style-type: none"> • Replace the paper in the tray with paper from a new package. • In high humidity areas, do not leave paper in the machine for extended periods of time. • Check that the paper is within specification. (See Media Specifications on page 225.)

Condition	Suggested Solutions
Frequent copy paper jams occur.	<ul style="list-style-type: none"> • Fan the stack of paper, then turn it over in the tray. Replace the paper in the tray with a fresh supply. Check/adjust the paper guides, if necessary. • Ensure that the paper is the proper paper weight. • Check for copy paper or pieces of copy paper remaining in the machine after a paper jam has been cleared.
Print cartridge produces fewer copies than expected before running out of toner.	<ul style="list-style-type: none"> • Your originals may contain pictures, solids, or heavy lines. For example, your originals may be forms, newsletters, books, or other documents that use more toner. • The <i>automatic document feeder</i> may be left open while copies are being made. • Turn the machine off and back on.

Scanning Problems

Condition	Suggested Solutions
The scanner does not work.	<ul style="list-style-type: none"> • Make sure that you place the original to be scanned face down on the <i>document glass</i>, or face up in the <i>automatic document feeder</i>. • There may not be enough available memory to hold the document you want to scan. • Check that the machine cable is connected properly. • Make sure that the machine cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable. • Check that the scanner is configured correctly. Check scan setting in the Xerox Scan Assistant or the application you want to use to make certain that the scanner job is being sent to the correct port (for example, USB001).
The unit scans very slowly.	<ul style="list-style-type: none"> • Check if the machine is printing received data. If so, scan the document after the received data has been printed. • Graphics are scanned more slowly than text.
The following message appears on your computer screen:	
<ul style="list-style-type: none"> • Machine can't be set to the H/W mode you want. 	<ul style="list-style-type: none"> • There may be a copy or print job in progress. Try your job again when that job is finished.
<ul style="list-style-type: none"> • Port is being used by another program. 	<ul style="list-style-type: none"> • The selected port is currently being used. Restart your computer and try again.
<ul style="list-style-type: none"> • Port is Disabled. 	<ul style="list-style-type: none"> • The machine cable may be improperly connected or the power may be off.

Condition	Suggested Solutions
<ul style="list-style-type: none"> Scanner is busy receiving or printing data. When the current job is completed, try again. 	<ul style="list-style-type: none"> The scanner driver is not installed or the operating environment is not set up properly.
<ul style="list-style-type: none"> Invalid handle. 	<ul style="list-style-type: none"> Ensure that the machine is properly connected and the power is on, then restart your computer.
<ul style="list-style-type: none"> Scanning has failed. 	<ul style="list-style-type: none"> The USB cable may be improperly connected or the power may be off.

Fax Problems

Condition	Suggested Solutions
The machine is not working, there is no display, or the buttons are not working.	<ul style="list-style-type: none"> Power off the machine and unplug the power cord. Plug the power cord back in and then power the machine on. Ensure that there is power being supplied to the electrical outlet.
No dial tone.	<ul style="list-style-type: none"> Check that the phone line is properly connected. Check that the phone socket on the wall is working by plugging in another phone.
The numbers stored in memory do not dial correctly.	<ul style="list-style-type: none"> Make sure that the numbers are stored in memory correctly. Print an Address Book list. (See Information Pages on page 157.)
The original does not feed into the machine.	<ul style="list-style-type: none"> Make sure that the paper is not wrinkled and you are inserting it in correctly. Check that the original is the right size, not too thick or thin. Make sure that the <i>automatic document feeder</i> is firmly closed. The <i>automatic document feeder</i> rubber pad may need to be replaced. Contact a service representative.
Faxes are not received automatically.	<ul style="list-style-type: none"> The receiving mode should be set to fax. Make sure that there is paper in the tray. Check to see if the display shows any error message and follow the instructions to remedy the problem.
The machine does not send.	<ul style="list-style-type: none"> Make sure that the original is loaded in the <i>automatic document feeder</i> or on the <i>document glass</i>. Check the fax machine you are sending to, to see if it can receive your fax. Try the job again later, the line may have a fault or be busy.

Condition	Suggested Solutions
<p>The incoming fax has blank spaces or is of poor-quality.</p>	<ul style="list-style-type: none"> • The fax machine sending you the fax may be faulty. • A noisy phone line can cause line errors. • Check your machine by making a copy. • The print cartridge may be empty. Replace the print cartridge. (See Replacing the Print Cartridge on page 183.)
<p>Some of the words on an incoming fax are stretched.</p>	<ul style="list-style-type: none"> • The fax machine sending the fax had a temporary document jam.
<p>There are lines on the originals you sent.</p>	<ul style="list-style-type: none"> • Check your scanner unit for contamination or debris and clean it. (See Cleaning the Machine on page 184.)
<p>The machine dials a number, but the connection with the other fax machine fails.</p>	<ul style="list-style-type: none"> • The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask her/him to solve out the problem.
<p>Faxes do not store in memory.</p>	<ul style="list-style-type: none"> • There may not be enough memory space to store the fax. If the display indicating the memory status shows, delete any faxes you no longer need from the memory, and then try to store the fax again. • Call for service.
<p>Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top.</p>	<ul style="list-style-type: none"> • You may have chosen the wrong paper settings in the user option setting. For details about paper settings refer to Setting Paper Size and Type on page 148.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Support Center* quoting the machine serial number.

Xerox Support Center

If a fault cannot be resolved by following the display instructions, check [Error Messages](#) on page 198. If the difficulty persists, contact the *Xerox Support Center*. The *Xerox Support Center* will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

Locating the Serial Number

Locate the machine's serial number by taking the following steps:

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Machine Information** and press **OK**.
3. Press the up/down arrows to highlight **Serial Number** and write down your machine's serial number.
4. Press **Stop** to return to *Ready* mode.

The serial number is also located on the inside of the *front door* on the machine.

Printing a Machine Report

You can print the machine's information and job report.

1. Press **Machine Status** on the *control panel*.
2. Press the up/down arrows to highlight **Information Pages** and press **OK**.
3. To print all reports and lists, select **All Pages** and press **OK**. Press the left/right arrows to highlight **Yes** at the **Print?** prompt and press **OK**.

You can use *CentreWare Internet Services* to print the machine's configuration report or browse the status. Open a web browser at the networked computer and type the machine's IP address. When *CentreWare Internet Services* opens, click **Information > Print Information**.

Further Assistance

Specifications

12

This chapter includes:

- [Machine Specifications](#) on page 224
- [Electrical Specifications](#) on page 227
- [Feature Specifications](#) on page 228

Machine Specifications

Machine Configurations

Feature	WorkCentre 3325DN / 3325DNI	WorkCentre 3315DN
Hardware Configuration	Processor Duplex Automatic Document Feeder Paper Tray 1 and Bypass Tray Optional Paper Tray 2	Processor Automatic Document Feeder Paper Tray 1 and Bypass Tray Optional Paper Tray 2
Machine Size (width x depth x height)	18.5 x 18 x 17.6 inches (469 x 458 x 447 mm)	16.7 x 16.6 x 16.4 inches (424 x 422 x 417 mm)
Machine Weight Net (with consumables)	36.49 lbs (16.55 kg)	31.7 lbs (14.37 kg)
Access	From the front and back	From the front and back
Speed: Simplex	Up to 37 ppm on Letter Up to 35 ppm on A4	Up to 33 ppm on Letter Up to 31 ppm on A4
Speed: Duplex	Up to 18 ppm on Letter Up to 17 ppm on A4	Up to 16 ppm on Letter Up to 15 ppm on A4
First Copy Out Time	Less than 10 seconds from <i>document glass</i> From Power Save: 14.0 seconds	Less than 12 seconds from <i>document glass</i> From Power Save: 14.5 seconds
Warm Up Time	Cold Start: Ready to copy in 35 seconds From Power Save: Ready to copy as fast as 13 seconds	Cold Start: Ready to copy in 35 secs From Power Save: Ready to copy as fast as 13 seconds

Media Specifications

Paper Trays 1 and 2 (Optional)

Feature	Specification
Capacity: Paper Tray 1	250 sheets 20 lb (80 g/m ²) bond paper
Capacity: Paper Tray 2 (Optional)	520 sheets 20 lb (80 g/m ²) bond paper
Paper Weights	16 - 43 lb (60 to 163 g/m ²)
Paper Sizes	Length: min 8.3 - max 14 inches (210 - 356 mm) Width: min: 4.13" max 8.5 inches (105 - 216 mm) 8.5 x 11 inches 8.5 x 14 inches 8.5 x 13 inches ISO B5 (176 x 250mm) JIS B5 (182 x 257mm) Oficio A4 A5 A6 Executive 7.25 x 10.5 inches(184.2 x 266.7mm) Custom

Bypass Tray

Feature	Specification
Capacity	50 sheets 20 lb (80 g/m ²) bond paper 5 sheets transparencies 5 envelopes
Paper Weights	16 - 58 lb (60 to 220 g/m ²)
Paper Range	Length min 5.0 - max 14 inches (127 - 356 mm) Width min 3.0 - max 8.5 inches (76.2 - 216 mm)

Note: The paper stack height must not exceed 0.4 inches (10 mm).

Duplex Unit

Feature	Specification
Paper Weights	16 - 32 lb (60 to 120 g/m ²)
Paper Sizes	A4, Letter, Oficio, Folio, Legal
Paper Types	Plain Paper, Thin, Thick, Recycled, Bond

Automatic Document Feeder

Feature	WorkCentre 3325DN / 3325DNI	WorkCentre 3315DN
Capacity	50 sheets of 20 lb (80 g/m ²) bond paper	50 sheets of 20 lb (80 g/m ²) bond paper
Paper Weights	12.5 - 28 lb (50 to 120 g/m ²)	16 - 28 lb (60 to 120 g/m ²)
Paper Sizes	Width: 5.6 - 8.5 inches (142 - 216mm) Length: 5.8 - 14.0 inches (148 - 356mm)	Width: 5.6 - 8.5 inches (142 - 216mm) Length: 5.8 - 14.0 inches (148 - 356mm)
2 sided Document Scanning	Yes (Reversing)	No
Automatic Document Feeder Speed (A4)	1-1: 35 ppm 1-2: 17 ppm 2-2 collated: 13 ppm	1-1: 31 ppm 1-2: 15 ppm

Output Modules

Output Tray

Feature	Specification
Capacity	150 sheets of 20 lb (80 g/m ²) bond paper

Electrical Specifications

Feature	Specification
Frequency	50/60 Hz
Electrical Voltage	110 - 127 VAC & 220 - 240 VAC
Average Power Consumption	Power Save mode: Less than 8 Watts Stand By mode: Less than 50 Watts

Feature Specifications

Fax Feature

Feature	Specification
Fax Transmission Speed	33.6 Kbps
Telephone Line Type	Standard public analogue switched telephone line or equivalent
Communication Standard	Super G3, IYU G3
Maximum Resolution Capability	300 x 300 dpi
Standard Fax Memory	WorkCentre 3325DN / 3325DNI: 50MB WorkCentre 3315DN: 5 MB
Effective Scanning Width	8.2 inches (208 mm)
Maximum Print Width	8.5 inches (216 mm)
Connection Approvals	EU/EEA: certified to TBR21 USA: approved to FCC Pt 68 Canada: approved to DOC CS-03 Other countries: certified to national PTT standards

Print Feature

Feature	Specification
Compatibility	Windows PC / MAC / Linux
Speed	35 ppm one-sided (Letter) / 33 ppm (A4) 18 ppm two-sided (Letter) / 17 ppm (A4)
Maximum Print Area	8.5 x 14 inches US Legal (216 mm x 356 mm)
Print Resolution	Up to 1200 x 1200 effective output
Yield	11000 prints Prints from the Print Cartridge supplied with the machine: <ul style="list-style-type: none"> • WorkCentre 3325DN / 3325DNI: 5000 • WorkCentre 3315DN: 2300
Maximum Resolution	300 x 300 dpi
Standard Printer Memory	WorkCentre 3325DN / 3325DNI: 512 MB WorkCentre 3315DN: 256 MB
PDL / PCL	PCL5e, PCL6, Postscript 3, PDF1.4, Single-TIFF

Scan Feature

Feature	Specification
Maximum Document Width	8.5 inches (216 mm)
Effective Scan Width	8.2 inches (208 mm)
Maximum Resolution	600 x 600 dpi
TWAIN / ISIS Compatible	TWAIN / WIA
Image Compression	MH, MMR, LZW, JPEG
Scan Mode	Mono Text, Mono Photo and True Color
Grayscale	256 levels

This chapter includes:

- [Notices and Safety](#) on page 232
- [Safety Labels and Symbols](#) on page 233
- [Operational Safety Information](#) on page 234
- [Basic Regulations](#) on page 238
- [Copy Regulations](#) on page 242
- [Fax Regulations](#) on page 245
- [Material Safety Data](#) on page 248
- [Product Recycling and Disposal](#) on page 249
- [Energy Program Compliance](#) on page 251
- [Environment, Health and Safety \(EH&S\) Contact Information](#) on page 252

Notices and Safety

Please read the following instructions carefully before operating the machine. Refer to them as needed to ensure the continued safe operation of your machine.

Your Xerox machine and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this machine have been verified using Xerox materials only.



WARNING: Unauthorized alterations, which may include the addition of new functions or connection of external machines, may impact the machine certification. Please contact your Xerox representative for more information.

Safety Labels and Symbols

All warnings and instructions marked on or supplied with the machine should be followed.

This WARNING alerts users to areas of the machine where there is the possibility of personal injury.



This WARNING alerts users to areas of the machine where there are heated surfaces, which should not be touched.



This WARNING alerts users not to perform unauthorized actions that may result in hazardous light exposure.



Operational Safety Information

Your Xerox machine and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards. To ensure the continued safe operation of your Xerox machine, follow these safety guidelines at all times:

Electrical Supply

This section provides important electrical supply safety information that you should read before installing or using the device.

Read the information in the following sections:

- [Power Outlet Electrical Safety](#) on page 234
- [Power Cord Electrical Safety](#) on page 234
- [Laser Safety Information](#) on page 235
- [Device Safety](#) on page 235
- [Emergency Power Off](#) on page 236
- [Disconnect Device](#) on page 236

Power Outlet Electrical Safety

This device must be operated from the type of electrical supply indicated on the data plate label located on the rear cover of the device. If you are not sure that your electrical supply meets the requirements, please consult your local power company or a licensed electrician for advice.

The electrical supply outlet should be installed near the device and should be easily accessible.



⚠ WARNING: This device must be connected to a protective earth circuit. This device is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet. Always connect the device to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. Improper connection of the device-grounding conductor can result in electrical shock.

Power Cord Electrical Safety

- Use only the power cord supplied with this device.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not place this device where people might step on or trip on the power cord.
- Do not place objects on the power cord.

Laser Safety Information

 **WARNING:** Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the device complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Device Safety

This device has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove the covers or guards that protect hazardous areas.

Device Safety - Do These

- Always follow all warnings and instructions that are marked on or supplied with the device.
- Before cleaning this device, unplug the device from the electrical outlet. Always use materials specifically designated for this device, the use of other materials may result in poor performance and create a hazardous situation.
- Always exercise care when moving or relocating the device. Please contact your local Xerox dealer to arrange relocation of the device to a location outside of your building.
- Always locate the device on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- Always locate the device in an area that has adequate ventilation and room for servicing.
- Always unplug this device from the electrical outlet before cleaning.

Note: Your Xerox device is equipped with an energy saving function to conserve power when the device is not in use. The device may be left on continuously.

Device Safety - Do Not Do These

 **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Never use a ground adapter plug to connect the device to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never obstruct ventilation openings. They are provided to prevent overheating.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never place this device where people might step on or trip on the power cord.

- This device should not be placed in a room unless proper ventilation is provided.

Please contact your local Authorized dealer for further information.

Emergency Power Off

If any of the following conditions occur, turn off the device immediately and disconnect the power cable(s) from the electrical outlet(s). Contact an authorized Xerox Service Representative to correct the problem:

- The device emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the machine.
- The machine is exposed to water or another liquid
- Any part of the device is damaged.

Disconnect Device

The power cable is the disconnect device for this device. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the device, disconnect the power cable from the electrical outlet.

Ozone Safety Information

This device will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider.

Maintenance Information



WARNING: Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Any operator device maintenance procedures will be described in the user documentation supplied with the device.
- Do not carry out any maintenance on this device which is not described in the customer documentation.
- Use supplies and cleaning materials only as directed in the user documentation.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Consumables Information

- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, *print cartridges* or toner containers into an open flame.

Product Safety Certification

This device is certified by the following Agency using the Safety standards listed.

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 2nd Edition (USA/Canada)
	IEC/EN60950-1 2nd Edition

This device has been manufactured under a registered ISO9001 Quality system.

Basic Regulations

Xerox has tested this device to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this device in a typical office environment.

United States (FCC Regulations)

This device has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a commercial environment. This device 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. Operation of this device in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

If this device does cause harmful interference to radio or television reception, which can be determined by turning the device 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 device and receiver.
- Connect the device 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 device. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Regulatory information for 2.4 Ghz Wireless LAN Module

This product contains a 2.4 Ghz Wireless LAN radio transmitter module which complies with the requirements specified in FCC Part 15, Industry Canada RSS-210 and European Council Directive 99/5/EC.

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

Changes or modifications to this device not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Canada (Regulations)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

European Union

 **WARNING:** This is a Class A product. In a domestic environment this device may cause radio interference in which case the user may be required to take adequate measures.

 The CE mark applied to this device 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. Approximation of the laws of the member states related to low voltage equipment.
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC. Approximation of the laws of the member states related to electromagnetic compatibility.
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC.

This device, 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 device can be obtained from Xerox.

European Union Lot 4 Imaging Equipment Agreement Environmental Information

Environmental Information Providing Environmental Solutions and Reducing Cost

Introduction

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute
- Standard color format products with a maximum speed less than 51 A4 images per minute

Environmental Benefits of Duplex Printing

Most Xerox products have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work.

However, should you require simplex/1-sided printing, you may change the print settings in the printer driver.

Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN1 2281 or a similar quality standard. Lighter weight paper (60 g/m²), which contains less raw material and thus save resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

ENERGY STAR

Power Consumption and Activation Time

The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs. After the last print it switches to *Ready* mode. In this mode it can print again immediately if required. If the product is not used for a period of time, the device switches to a Power Save Mode. In these modes, only essential functions remain active in order to enable reduced product power consumption.

Upon exiting from Power Save Mode, the first print will take slightly longer than in *Ready* mode. This delay is the result of the system "waking up" from Power Save mode and is typical of most imaging products on the market.

If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all.

To learn more about Xerox participation in sustainability initiatives, please visit our website at: www.xerox.com/about-xerox/environment/enus.html

Germany

Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Lärmemission

Maschinenlärminformations-Verordnung³ . GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN I S 0 7779.

Importeur

Deutschland
Xerox GmbH
Hellersbergstraße 2-4
41460 Neuss

Turkey RoHS Regulation

In compliance with Article 7 (d). We hereby certify:

"It is compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur"

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.
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

This device has been tested to and is compliant with CS03 Issue 9 Amendments 1, 2, and 3.

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

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

This device has been tested to and is compliant with FCC part 68, TIA-968-A and TIA-968-B.

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. In order to program this information into your machine, refer to [Machine Settings](#) on page 170 for instructions.

Data Coupler Information

This device 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 device is a label that contains, among other information, a device 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 device 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 device. 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. To order the correct service from the local telephone company, you may also have to quote the codes listed below:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y



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 assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

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. The REN for this device is part of the device 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).

If this Xerox device 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 device. 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 device, 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 device is causing harm to the telephone network, the Telephone Company may request that you disconnect the device 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 device 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 device 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

This device has been tested to and is compliant with CS03 Issue 9 Amendments 1, 2, and 3.

This product meets the applicable Industry Canada technical specifications.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this device, or device malfunctions, may give the telecommunications company cause to request the user to disconnect the device.

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 device.

Europe

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 device has been tested to and is compliant with ES203 021-1, 2 and 3 and is compliant with R&TTE 1999/5/EC., a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. Country codes should be set prior to connecting this device to the network.

Note: Although this device 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 device, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Material Safety Data

For Material Safety Data information regarding your printer, 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

Product Recycling and Disposal

USA & Canada

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox device is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html.

If you are managing the disposal of your Xerox device, please note that the device may contain lead, mercury, 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 device 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 web site: <http://www.eiae.org/>.

European Union

WEEE Directive 2002/96/EC

Product Recycling and Disposal (EU 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.

(EU Battery Directive)



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.

Energy Program Compliance

All Markets

ENERGY STAR

The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found at the following website:

www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=IEQ

As an ENERGY STAR® partner, Xerox Corporation has determined that this device meets the ENERGY STAR guidelines for energy efficiency.



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing device energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory, to switch to Power Save Mode after a preset time following the last copy/print out. The default time set for the Xerox WorkCentre 3315DN/3325DN/3325DNI is 1 minute. A more detailed description of this feature can be found in the User Guide. Refer to [Machine Settings](#) on page 170 for instructions on how to change the **Power Save** setting.

Environment, Health and Safety (EH&S) Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox device and supplies, please contact the following customer help lines:

USA: 1-800 828-6571

Canada: 1-800 828-6571

Europe: +44 1707 353 434

Device safety information is also available on the Xerox website:

www.xerox.com/about-xerox/environment

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