XEROX®

User Guide

This manual is provided for information purposes only. All information included herein is subject to change without notice. Xerox Corporation is not responsible for any direct or indirect damages, arising from or related to use of this manual.

- **Phaser 6110MFP/SN** and **Phaser 6110MFP/XN** are model names of Xerox Corporation.
- Xerox and Xerox logo are trademarks of Xerox Corporation.
- PCL 6 is trademarks of Hewlett-Packard company.
- Microsoft, Windows, Windows 98, Windows Me, Windows 2000 and Windows XP are registered trademarks of Microsoft Corporation.
- UFST® and MicroType™ are registered trademarks of Monotype Imaging Inc.
- TrueType, LaserWriter and Macintosh are trademarks of Apple Computer, Inc.
- All other brand or product names are trademarks of their respective companies or organizations.

CONTENTS

13. Maintenance

14. Troubleshooting

15. Specifications

Index

Safety Notes

Read these safety notes carefully before using this product to ensure you operate the equipment safely.

Your Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized local dealer for more information

Warning Markings

All warning instructions marked on or supplied with the product should be followed.

⚠️ **WARNING: This WARNING alerts users to areas of the product where there is the possibility of personal injury.**

🔥 **WARNING: This WARNING alerts users to areas of the product where there are heated surfaces, which should not be touched.**

Electrical Supply

This product shall be operated from the type of electrical supply indicted on the product 's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

⏚ **WARNING: This product must be connected to a protective earth circuit.**

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature.To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

Operator Accessible Areas

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance

Any operator product maintenance procedures will be described in the user documentation supplied with the product. Do not to carry out any maintenance on this product, which is not described in the customer documentation.

Cleaning Your Product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

WARNING - Electrical Safety Information

- Use only power cord supplied with this equipment.

- 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.

- This equipment is to be operated from the type of electrical supply indicated on the product data plate label. If this machine needs to be moved to a different location, contact a Xerox service representative or your authorized local representative or service support organization.

- Improper connection of the equipment-grounding conductor can result in electrical shock.

- **Do not** place this equipment where people might step on or trip on the power cord.

- **Do not** place objects on the power cord.

- **Do not** override or disable electrical or mechanical interlocks.

- **Do not** obstruct the ventilation openings.

- **Never** push objects of any kind into slots or openings on this equipment

- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.

- The equipment emits unusual noise or odors.
- The power cord is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the copier/printer.
- The equipment is exposed to water.
- Any part of the equipment is damaged.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Operational Safety Information

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times.

Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

- This equipment must be connected to a protective earth circuit.

   This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

- Always follow all warnings and instructions that are marked on or supplied with the equipment.

- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.

- Always locate the equipment in an area that has adequate ventilation, and the room for servicing. See install guide for minimum dimensions

- Always use materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance.

- Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These:

- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

- Never attempt any maintenance function that is not specifically described in this documentation.

- This equipment should not be placed in a built-in installation unless proper ventilation is provided, please contact your Authorized local dealer for further information.

- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.

- Never locate the equipment 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 operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately.

Maintenance Information

Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your copier/printer.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.

- Use supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children.

- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

Ozone Safety Information

This product 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.

For Consumables

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.

Radio Frequency Emissions

United States, Canada, Europe, Australia/New Zealand

NOTE: This equipment 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 when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment.

Laser Safety Information

CAUTION: **Use of controls, adjustments or performance of procedure other than those specified herein may result in hazardous light exposure.**

With specific regard to laser safety, the equipment complies with performance standards for laser product 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.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed.

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1st Edition (USA/Canada)
SEMKO	IEC60950-1st Edition (2001)

This product was manufactured under a registered ISO9001 Quality system.

Regulatory Information

CE Mark

The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 72/23/EEC amended by Council directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your Authorized local dealer.

WARNING: **In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.**

WARNING: **This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may be required to take adequate measures.**

FAX Function

USA

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.)

Data Coupler Information:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.

WARNING: Ask your local Telephone Company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage Telephone Company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (or REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: AAAEQ##TXXXX.

For earlier products, the REN is separately shown on the label.

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the Xerox Welcome Center telephone number 800-821-2797.

If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

CANADA

This product meets the applicable Industry Canada technical specifications.

'The Ringer Equivalence Number (REN) is an indication of the maximum number of devices 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 RENs of all the devices does not exceed five. The REN value may be found on the label located on the rear of the equipment.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure 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.

EUROPE

Radio Equipment & Telecommunications Terminal Equipment Directive:

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	Germany	Luxembourg	Sweden
Belgium	Greece	Netherlands	Switzerland
Denmark	Iceland	Norway	United Kingdom
France	Ireland	Portugal	Finland
Italy	Spain	Czech Republic	Poland
Bulgaria	Romania		

In the event of problems you should contact your local Xerox representative in the first instance. This product has been tested to and is compliant with TBR21, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network. There are no user-adjustable settings in the product.

NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup.
Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Environmental Compliance

USA

Energy Star

As an ENERGY STAR® partner, Xerox Corporation has determined that (the basic configuration of) this product 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 machine, personal computers, and monitors. Reducing product 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 enter a "low power" state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption in half when compared to conventional equipment.

Canada

Environmental Choice

Terra Choice Environmental Serviced, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products.

Product Recycling and Disposal

European Union

Domestic/Household Environment

Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask you retailer for information.

Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information.

WEEE Directive 2002/96/EC

Some equipment may be used in both a domestic/household and a professional/ business application.

Mercury Safet

LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING LOCAL, STAT OR FEDERAL LAWS. For details see lamprecylce.org, eiae.org.

North America

Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment or for recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.

Others Countries

Please contact your local waste authorities and request disposal guidance.

1 Introduction

Thank you for purchasing this **Xerox** multifunctional product. Your machine provides printing, copying, scanning, and faxing (**Phaser 6110MFP/XN** only) functions.

This chapter includes:

- **Special features**
- **Printer overview**
- **Finding more information**
- **Selecting a location**

Special features

Your new machine is equipped with special features that improve print quality. You can:

### Print with excellent quality and speed

DPI
2400

- You can print in a full range of colours using cyan, magenta, yellow, and black.
- You can print with a resolution of up to **2400 dpi [Best]**. See the **Software Section**.
- In Black and White mode, your machine prints A4-sized paper at up to 16 ppm[a] and letter-sized paper at up to 17 ppm. In Colour mode, your machine prints A4-sized or letter sized paper at up to 4 ppm.

Handle paper flexibly

400
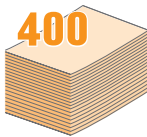
- The **manual feeder** supports letterhead, envelopes, labels, transparencies, custom-sized media, postcards, and heavy paper. The **manual feeder** holds up 1 sheet of paper.
- The **150-sheet tray 1** and **250-sheet optional tray 2** support plain paper in various sizes.

Create professional documents
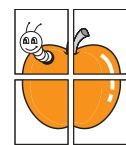
- Print **Watermarks**. You can customize your documents with words, such as "Confidential." See the **Software Section**.
- Print **Posters**. The text and pictures of each page of your document are magnified and printed across the sheet of paper and can then be taped together to form a poster. See the **Software Section**.

Save time and money

- You can print multiple pages on one single sheet of paper to save paper.
- You can use preprinted forms and letterhead with plain paper. See the **Software Section**.
- This machine automatically **conserves electricity** by substantially reducing power consumption when not in use.

Expand your machine's capacity

- You can add a 250-sheet optional tray 2 to your machine. This tray lets you add paper to the machine less often.
- You can print images directly from a PictBridge-compatible device.

Print in various environments

- You can print with **Windows 98/Me/2000/XP** (include 64bit).
- Your machine is compatible with a variety of **Linux** systems.
- Your machine is compatible with a variety of **Macintosh** systems.
- Your machine comes with a network interface.

Use of USB flash memory devices

If you have a USB memory device, you can use it in various ways with your machine.

- You can scan documents and save them to the device.
- You can directly print data stored to the device.

You can back up data and restore backup files to the machine's memory.

Machine features

The table below lists a general overview of features supported by your machine.

(I: Installed, O: Option, NA: Not Available)
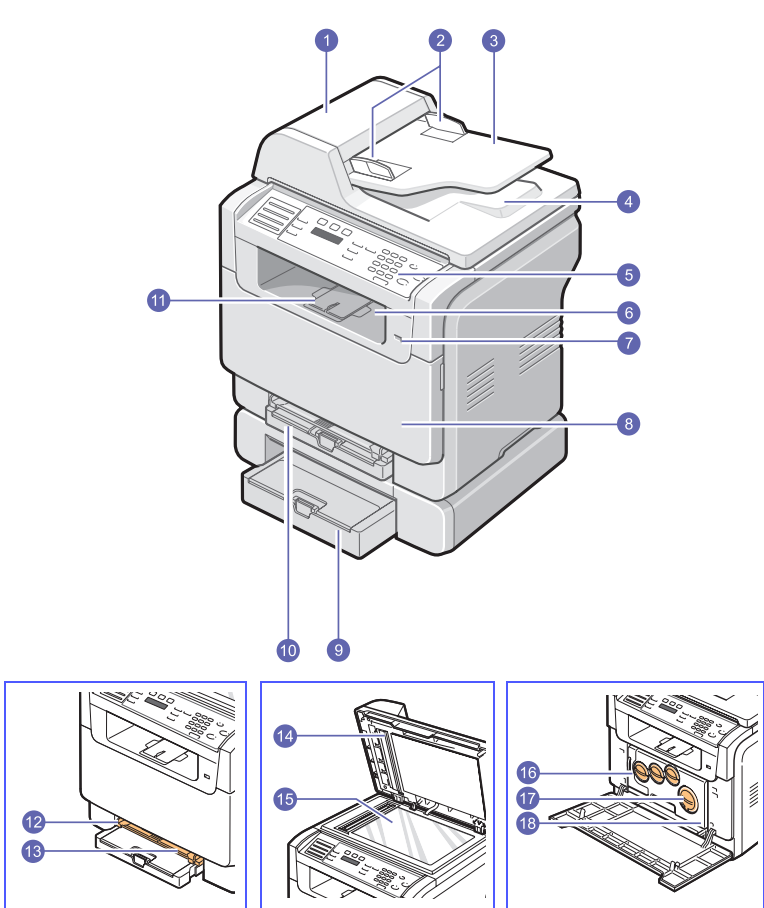
Features	Phaser 6110MFP/SN	Phaser 6110MFP/XN
USB 2.0	I	I
USB Memory	I	I
Network Interface (Ethernet 10/100 Base TX)	I	I
Fax Function	NA	I
PictBridge	I	I

---

a. pages per minute

Printer overview

These are the main components of your machine:

Front view

* The figure above shows an **Phaser 6110MFP/XN** with all available

1	**ADF (automatic document feeder)**[a]	**10**	**tray 1**
2	**document width guides**	**11**	**output support**
3	**document input tray**	**12**	**manual feeder paper width guides**
4	**document output tray**	**13**	**manual feeder**
5	**control panel**	**14**	**scanner lid**
6	**output tray**	**15**	**scanner glass**
7	**USB memory port**	**16**	**waste toner container**
8	**front cover**	**17**	**toner cartridge**
9	**optional tray 2**	**18**	**imaging unit**

a. Automatic document feeder is used as ADF in this user's guide.

Rear view
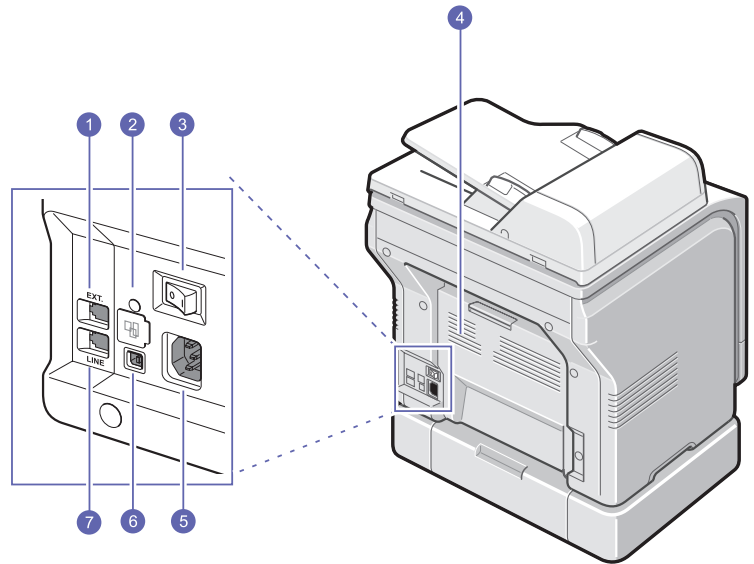
* The figure above shows an **Phaser 6110MFP/XN** with all available accessories.

1	**extension telephone socket** (**EXT**)[a]	**5**	**power receptacle**
2	**network port**	**6**	**USB port**
3	**power switch**	**7**	**telephone line socket (LINE)**[a]
4	**rear cover**		

a. **Phaser 6110MFP/XN** only.

Control panel overview

Phaser 6110MFP/XN

1	**Speed buttons**: Allows you to store frequently-dialed fax numbers and enter them with the touch of a few buttons.	**12**	**Enter**: Confirms the selection on the screen.
2	**16-30**: Allows you to shift the speed buttons to access numbers or email addresses 16 through 30.	**13**	**Exit**: Sends you back to the upper menu level.
3	**Address Book**: Allows you to store frequently used fax numbers in memory or search for stored fax numbers or email addresses.	**14**	**Lighten/Darken**: Adjusts the document brightness for the current copy job.
4	**Resolution**: Adjusts the document resolution for the current fax job.	**15**	**Original Type**: Selects the document type for the current copy job.
5	**Redial/Pause**: In Standby mode, redials the last number, or in Edit mode, inserts a pause into a fax number.	**16**	**Reduce/Enlarge**: Makes a copy smaller or larger than the original.
6	**Fax**: Activates Fax mode.	**17**	**USB Print**: Allows you to directly print files stored on a USB Memory device when it is inserted into the USB port on the front of your machine.
7	**Copy**: Activates Copy mode.	**18**	**Number keypad**: dials a number or enters alphanumeric characters.
8	**Scan**: Activates Scan mode.	**19**	**Manual Dial**: Engages the telephone line.
9	**Display**: Shows the current status and prompts during an operation.	**20**	**Stop/Clear**: Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the darkness, the document type setting, the copy size, and the number of copies.
10	**Menu**: Enters Menu mode and scrolls through the available menus.	**21**	**Color Start**: Copies a job in Colour mode.
11	**Scroll** buttons: Scroll through the options available in the selected menu, and increase or decrease values.	**22**	**Black Start**: Copies a job in Black and White mode.

Phaser 6110MFP/SN

|				
1	**Copy**: Activates Copy mode.	**9**	**Original Type**: Selects the document type for the current copy job.
2	**Scan**: Activates Scan mode.	**10**	**Reduce/Enlarge**: Makes a copy smaller or larger than the original.
3	**Display**: Shows the current status and prompts during an operation.	**11**	**Address Book**: Allows you to search for stored email addresses.
4	**Menu**: Enters Menu mode and scrolls through the available menus.	**12**	**USB Print**: Allows you to directly print files stored on a USB Memory device when it is inserted into the USB port on the front of your machine.
5	**Scroll** buttons: Scroll through the options available in the selected menu, and increase or decrease values.	**13**	**Number keypad**: Dials a number or enters alphanumeric characters.
6	**Enter**: Confirms the selection on the screen.	**14**	**Stop/Clear**: Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the resolution, the document type setting, the copy size, and the number of copies.
7	**Exit**: Sends you back to the upper menu level.	**15**	**Color Start**: Copies a job in Colour mode.
8	**Lighten/Darken**: Adjusts the document brightness for the current copy job.	**16**	**Black Start**: Copies a job in Black and White mode.

Note

• Use the recessed area on the right of the control panel for storing clips to bind printouts
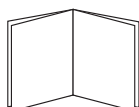
Finding more information

You can find information for setting up and using your machine from the following resources, either printed or onscreen.

Quick Install Guide
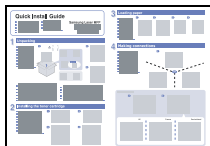
Provides information on setting up your machine and, therefore, be sure to follow the instructions in the guide to get the machine ready.

Online User's Guide

Provides you with step-by-step instructions for using your machine's full features, and contains information for maintaining your machine, troubleshooting, and installing accessories.

This user's guide also contains the **Software Section** providing you with information on how to print documents with your machine on various operating systems, and how to use the supplied software utilities.

> **Note**
> • You can access the user's guides in other languages from the **Manual** folder on the Printer software CD.

Printer Driver Help

Provides you with help information on printer driver properties and instructions for setting up the properties for printing. To access a printer driver help screen, click **Help** from the printer properties dialog box.

Xerox website

If you have Internet access, you can get help, support, printer drivers, manuals, and order information from the **Xerox** website, www.xerox.com/office/support.

Selecting a location

Select a level, stable place with adequate space for air circulation. Allow extra space for opening covers and trays.

The area should be well-ventilated and away from direct sunlight or sources of heat, cold, and humidity. Do not set the machine close to the edge of your desk or table.

Clearance space

• **Front**: 482.6 mm (enough space so that the paper tray can be removed)
• **Back**: 100 mm (enough space for ventilation)
• **Right**: 100 mm (enough space for ventilation)
• **Left**: 100 mm (enough space for ventilation)
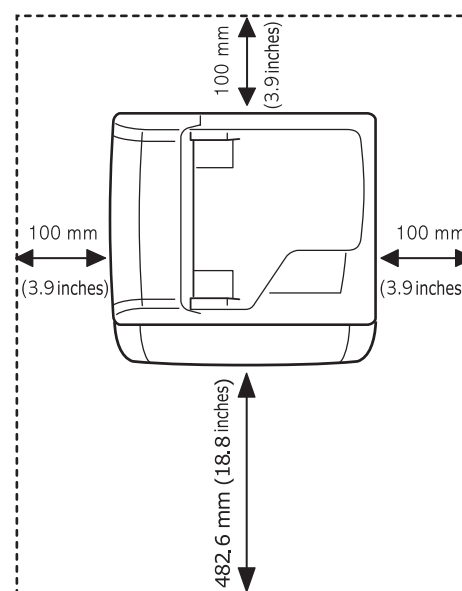
> **Caution**
> • When you move the printer, do not tilt or turn it upside down. Or the inside of the printer may be contaminated by toner, which can cause damage to the printer or bad printing quality.

2 System setup

This chapter gives you an overview of menus available on your machine and step-by-step instructions for setting up the machine's systems.

This chapter includes:

- **Menu overview**
- **Changing the display language**
- **Setting the date and time**
- **Changing the default mode (Phaser 6110MFP/XN only)**
- **Setting sounds (Phaser 6110MFP/XN only)**
- **Entering characters using the number keypad**
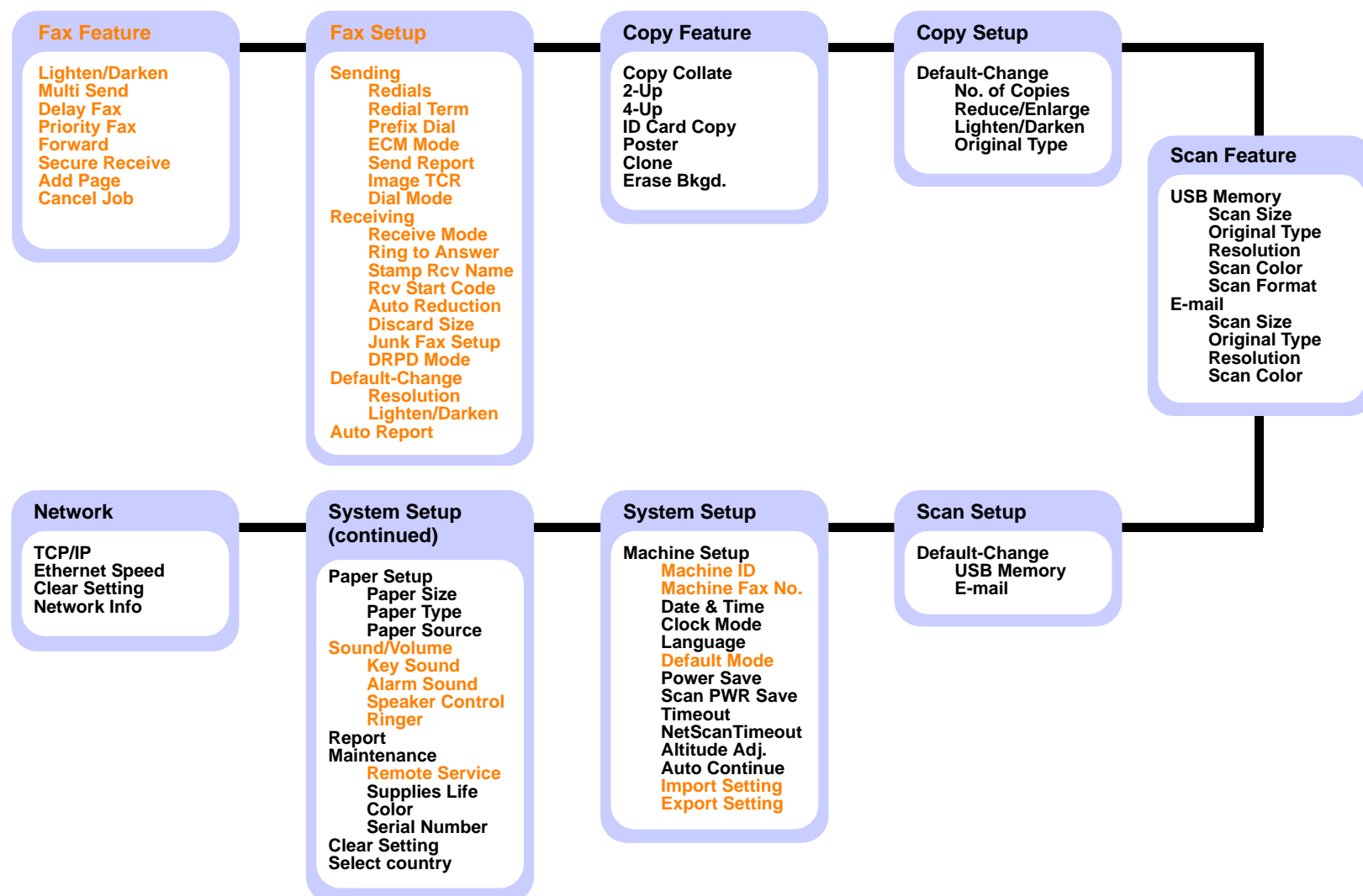- **Using the save modes**

Menu overview

The control panel provides access to various menus to set up the machine or use the machine's functions. These menus can be accessed by pressing **Menu**. Refer to the following diagram. Menus available in Fax, Copy, or Scan mode vary.

Note
- Some menus may not appear in the display depending on your country. If so, it is not applicable to your machine.

* Menus in the coloured characters are available only with **Phaser 6110MFP/XN**.

Fax Feature

Lighten/Darken
Multi Send
Delay Fax
Priority Fax
Forward
Secure Receive
Add Page
Cancel Job

Fax Setup

Sending
  Redials
  Redial Term
  Prefix Dial
  ECM Mode
  Send Report
  Image TCR
  Dial Mode
Receiving
  Receive Mode
  Ring to Answer
  Stamp Rcv Name
  Rcv Start Code
  Auto Reduction
  Discard Size
  Junk Fax Setup
  DRPD Mode
Default-Change
  Resolution
  Lighten/Darken
Auto Report

Copy Feature

Copy Collate
2-Up
4-Up
ID Card Copy
Poster
Clone
Erase Bkgd.

Copy Setup

Default-Change
  No. of Copies
  Reduce/Enlarge
  Lighten/Darken
  Original Type

Scan Feature

USB Memory
  Scan Size
  Original Type
  Resolution
  Scan Color
  Scan Format
E-mail
  Scan Size
  Original Type
  Resolution
  Scan Color

Network

TCP/IP
Ethernet Speed
Clear Setting
Network Info

System Setup (continued)

Paper Setup
  Paper Size
  Paper Type
  Paper Source
Sound/Volume
  Key Sound
  Alarm Sound
  Speaker Control
  Ringer
Report
Maintenance
  Remote Service
  Supplies Life
  Color
  Serial Number
Clear Setting
Select country

System Setup

Machine Setup
  Machine ID
  Machine Fax No.
  Date & Time
  Clock Mode
  Language
  Default Mode
  Power Save
  Scan PWR Save
  Timeout
  NetScanTimeout
  Altitude Adj.
  Auto Continue
  Import Setting
  Export Setting

Scan Setup

Default-Change
  USB Memory
  E-mail

Changing the display language

To change the language that appears on the control panel, follow these steps:

1   Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2   Press **Enter** when **Machine Setup** appears.

3   Press the **Scroll** buttons until **Language** appears and press **Enter**.

4   Press the **Scroll** buttons until the language you want appears and press **Enter**.

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

Setting the date and time

The current date and time are shown on the display when your machine is on and ready to work. For the **Phaser 6110MFP/XN**, all of your faxes will have the date and time printed on them.

> **Note**
> • If power to the machine is cut off, you need to reset the correct time and date once the power has been restored.

1   Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2   Press **Enter** when **Machine Setup** appears.

3   Press the **Scroll** buttons until **Date & Time** appears and press **Enter**.

4   Enter the correct time and date using the number keypad.

    Month = 01 to 12
    Day   = 01 to 31
    Year   = requires four digits
    Hour   = 01 to 12 (12-hour mode)
              00 to 23 (24-hour mode)
    Minute = 00 to 59

> **Note**
> • The date format may differ from country to country

    You can also use the **Scroll** buttons to move the cursor under the digit you want to correct and enter a new number.

5   To select **AM** or **PM** for 12-hour format, press the ✳ or ♯ button or any number button.

    When the cursor is not under the AM or PM indicator, pressing the ✳ or ♯ button immediately moves the cursor to the indicator.

    You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00). For details, see the next section.

6   Press **Enter** to save the time and date.

    When you enter a wrong number, **Out of Range** appears and the machine does not proceed to the next step. If this happens, simply reenter the correct number.

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

Changing the clock mode

You can set your machine to display the current time using either a 12-hour or 24-hour format.

1   Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2   Press **Enter** when **Machine Setup** appears.

3   Press the **Scroll** buttons until **Clock Mode** appears and press **Enter**.

4   Press the **Scroll** buttons to select the other mode and press **Enter**.

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

Changing the default mode (Phaser 6110MFP/XN only)

Your machine is preset to Fax mode. You can switch this default mode between Fax mode and Copy mode.

1   Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2   Press **Enter** when **Machine Setup** appears.

3   Press the **Scroll** buttons until **Default Mode** appears and press **Enter**.

4   Press the **Scroll** buttons until the default mode you want appears and press **Enter**.

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

Setting sounds (Phaser 6110MFP/XN only)

You can control the following sounds:

- **Key Sound**: Turns the key sound on or off. With this option set to **On**, a tone sounds each time a key is pressed.
- **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.
- **Speaker Control** : Turns on or off the sounds from the telephone line through the speaker, such as a dial tone or a fax tone. With this option set to **Comm.** which means "Common," the speaker is on until the remote machine answers.

You can adjust the volume level using **Manual Dial**.

- **Ringer** : Adjusts the ringer volume. For the ringer volume, you can select **Off**, **Low**, **Mid**, and **High**.

Speaker, ringer, key sound, and alarm sound

1   Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2   Press the **Scroll** buttons until **Sound/Volume** appears and press **Enter**.

3   Press the **Scroll** buttons until the sound option you want appears and press **Enter**.

4   Press the **Scroll** buttons until the desired status or volume for the sound you have selected appears and press **Enter**.

5   If necessary, repeat steps 3 through 5 to set other sounds.

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

Speaker volume

1   Press **Manual Dial**. A dial tone sounds from the speaker.

2   Press the **Scroll** buttons until you hear the volume you want.

3   Press **Stop/Clear** to save the change and return to Standby mode.

> **Note**
> • You can adjust the speaker volume only when the telephone line is connected.

Entering characters using the number 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 email addresses in memory, you may also enter the corresponding names.

Entering alphanumeric characters

1   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 space, plus sign, and etc. For details, see the below section.

2   To enter additional letters, repeat step 1.

If the next letter is printed on the same button, move the cursor by pressing the right **Scroll** button and then press the button labeled with the letter you want. The cursor will move to the right and the next letter will appear on the display.

You can enter a space by pressing **1** twice.

3   When you have finished entering letters, press **Enter**.

Keypad letters and numbers

Key	Assigned numbers, letters, or characters
1	1 Space
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

Correcting numbers or names

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

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 buttons or speed dial numbers.

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

Using the save modes

Power Save mode

Power Save mode allows your machine to reduce power consumption when it is not in actual use. You can turn this mode on and select a length of time for which the machine waits after a job is printed before it switches to a reduced power state.

1 Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2 Press **Enter** when **Machine Setup** appears.

3 Press the **Scroll** buttons until **Power Save** appears and press **Enter**.

4 Press the **Scroll** buttons until the time setting you want appears and press **Enter**.

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

Scan Power Save mode

Scan Power Save mode allows you to save power by turning off the scan lamp. The scan lamp under the scanner glass automatically turns off when it is not in actual use to reduce power consumption and extend the life of the lamp. The lamp automatically wakes up after some warm-up time when you start scanning.

You can set the length of time for which the scan lamp waits after a scan job is completed before it switches to the power save mode.

1 Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2 Press **Enter** when **Machine Setup** appears.

3 Press the **Scroll** buttons until **Scan PWR Save** appears and press **Enter**.

4 Press the **Scroll** buttons until the time setting you want appears and press **Enter**.

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

3 Software overview

This chapter gives you an overview of the software that comes with your machine. Further details about installing and using the software are explained in the **Software Section**.

This chapter includes:

- **Supplied software**
- **Printer driver features**
- **System requirements**

Supplied software

You must install the printer and scanner software using the supplied CDs after you have set up your machine and connected it to your computer.

Each CD provides you with the following software:

Operating system	Contents
Windows	• **Printer driver**: Use this driver to take full advantage of your printer's features. • **Scanner driver**: TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your machine. • **Status Monitor**: Appears when printing errors occur. See the **Software Section** for details about installing the Status Monitor program. • **Printer Setting Utility**: You can configure print settings. • **Network Scan**: This program allows you to scan a document on your machine and save it to a network-connected computer. • **Set IP**: Use this program to set your machine's TCP/IP addresses. • **User's Guide** in PDF
Linux	• **Printer driver**: Use this driver to run your machine from a Linux computer and print documents. • **SANE**: Use this driver to scan documents.
Macintosh	• **Printer driver**: Use this driver to run your machine from a Macintosh. • **Scanner driver**: TWAIN driver is available for scanning documents on your machine.

Printer driver features

Your printer drivers support the following standard features:

- Paper orientation, size, source and media type selection
- Number of copies

In addition, you can use various special printing features. The following table shows a general overview of features supported by your printer drivers:

Feature	Printer Driver		
	Windows	Macintosh	Linux
Print quality option	O	O	O
Multiple pages per sheet (N-up)	O	O	O (2, 4)
Poster printing	O	X	X
Booklet Printing	O	X	X
Fit to page printing	O	O	X
Scale printing	O	O	X
Different source for first page	O	O	X
Watermark	O	X	X
Overlay	O	X	X

System requirements

Before you begin, ensure that your system meets the following requirements:

Windows

Item	Requirements		Recommended
Operating system	Windows 98/Me/2000/XP		
CPU	Windows 98/Me/2000	Pentium II 400 MHz or higher	Pentium III 933 MHz
	Windows XP	Pentium III 933 MHz or higher	Pentium IV 1 GHz
RAM	Windows 98/Me/2000	64 MB or more	128 MB
	Windows XP	128 MB or more	256 MB
Free disk space	Windows 98/Me/2000	300 MB or more	1 GB
	Windows XP	1 GB or more	5 GB
Internet Explorer	5.0 or higher		

Note
- For Windows 2000/XP, users who have an administrator right can install the software.

Linux

Item	Requirements
Operating system	• RedHat 8.0 ~ 9.0 • Fedora Core 1, 2, 3, 4 • Mandrake 9.2 ~ 10.1 • SuSE 8.2 ~ 9.2
CPU	Pentium IV 1 GHz or higher
RAM	256 MB or higher
Free disk page	1 GB or higher
Software	• Linux Kernel 2.4 or higher • Glibc 2.2 or higher • CUPS • SANE (for MFP device only)

Notes
- It's necessary to claim swap partition of 300 MB or larger for working with large scanned images.
- The Linux scanner driver supports the optical resolution at maximum.

Macintosh

Item	Requirements
Operating system	Macintosh 10.3 ~ 10.4
RAM	128 MB
Free disk space	200 MB
Connection	USB interface, Network interface

4 Network setup

This chapter gives you step-by-step instructions for setting up your machine for network connections.

This chapter includes:

- **Introduction**
- **Supported operating systems**
- **Configuring TCP/IP**
- **Setting Ethernet speed**
- **Restoring the network configuration**
- **Printing a network configuration page**

Introduction

Once you have connected your machine to a network with an RJ-45 Ethernet cable, you can share the machine with other network users.

You need to set up the network protocols on the machine to use it as your network printer. Protocols can be set up by the following two methods:

Via the control panel

You can set up the following basic network parameters through the machine's control panel:

- Configure TCP/IP
- Configure EtherTalk

Supported operating systems

The following table shows the network environments supported by the machine:

Item	Requirements
Network interface	• Ethernet 10/100 Base-TX
Network operating system	• Windows 98/Me/2000/XP • Various Linux OS • Macintosh OS 10.3 ~ 10.4
Network protocols	• TCP/IP on Windows • IPP, SNMP
Dynamic addressing server	• DHCP, BOOTP

• TCP/IP: Transmission Control Protocol/Internet Protocol
• IPP: Internet Printing Protocol
• SNMP: Simple Network Management Protocol
• DHCP: Dynamic Host Configuration Protocol
• BOOTP: Bootstrap Protocol

Configuring TCP/IP

Your machine can be set up with a variety of TCP/IP network information, such as an IP address, a subnet mask, a gateway, and DNS addresses. There are several ways in which your machine can be assigned a TCP/IP address, depending on your network.

- Static addressing: A TCP/IP address is assigned manually by the system administrator.
- Dynamic addressing via BOOTP/DHCP: A TCP/IP address is assigned automatically by the server.

> **Note**
> • Before configuring TCP/IP, you need to set the network protocol to TCP/IP.

Static addressing

To enter a TCP/IP address from your machine's control panel, take the following steps:

1. Press **Menu** until **Network** appears on the bottom line of the display and press **Enter**.

2. Press **Enter** when **TCP/IP** appears.

3. Press the **Scroll** buttons until **Static** appears and press **Enter**.

4. Press **Enter** when **IP Address** appears.

5 Enter a byte between 0 and 255 using the number keypad and press the **Scroll** buttons to move between bytes.

Repeat this to complete the address from the 1st byte to the 4th byte.

6 When you have finished, press **Enter**.

7 Repeat steps 5 and 6 to configure the other TCP/IP parameters: subnet mask and gateway address.

8 Press the **Scroll** buttons until **Static** appears and press **Enter**.

9 Press the **Scroll** buttons until **Primary DNS** appears and press **Enter**.

10 Enter each byte of the address and press **Enter**.

11 Press the **Scroll** buttons until **Secondary DNS** appears and press **Enter**.

12 Enter each byte of the address and press **Enter**.

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

Dynamic addressing (BOOTP/DHCP)

To have a TCP/IP address assigned automatically by the server, take the following steps:

1 Press **Menu** until **Network** appears on the bottom line of the display.

2 Press **Enter** when **TCP/IP** appears.

3 Press the **Scroll** buttons until **DHCP** or **BOOTP** appears and press **Enter**.

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

Setting Ethernet speed

You can select the communication speed for Ethernet connections.

1 Press **Menu** until **Network** appears on the bottom line of the display and press **Enter**.

2 Press the **Scroll** buttons until **Ethernet Speed** appears and press **Enter**.

3 Press the **Scroll** buttons until the speed you want appears and press **Enter**.

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

Restoring the network configuration

You can return the network configuration to its default settings.

1 Press **Menu** until **Network** appears on the bottom line of the display and press **Enter**.

2 Press the **Scroll** buttons until **Clear Setting** appears and press **Enter**.

3 Press **Enter** when **Yes** appears to restore the network configuration.

4 Power the machine off and back on.

Printing a network configuration page

The Network Configuration page shows how the network interface card in your machine is configured.

1 Press **Menu** until **Network** appears on the bottom line of the display and press **Enter**.

2 Press the **Scroll** buttons until **Network Info** appears and press **Enter**.

3 Press **Enter** when **Yes** appears.

The Network Configuration page prints out.

5 Loading originals and print media

This chapter introduces you to how to load originals and print media into your machine.

This chapter includes:

- **Loading originals**
- **Selecting print media**
- **Loading paper**
- **Setting the paper size and type**

Loading originals

You can use the scanner glass or ADF to load an original for copying, scanning, and sending a fax.

On the scanner glass

Make sure that no originals are in the ADF. If an original is detected in the ADF, the machine gives it priority over the original on the scanner glass. To get the best scan quality, especially for coloured or gray-scaled images, use the scanner glass.

1 Lift and open the scanner lid.
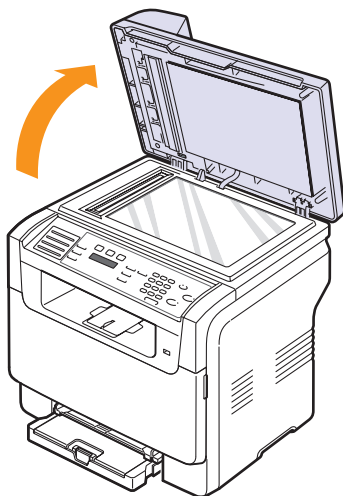
2 Place the original **face down** on the scanner glass and align it with the registration guide at the top left corner of the glass.
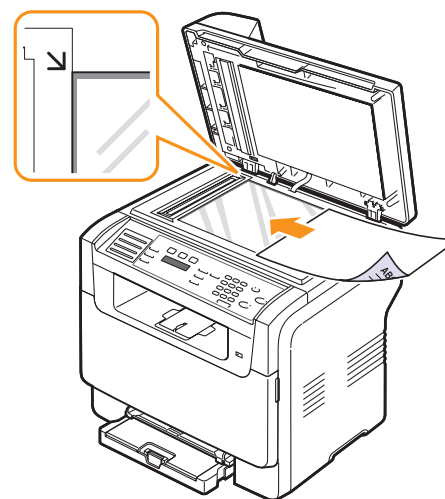
3 Close the scanner lid.

> **Notes**
> - Leaving the **scanner lid** open while copying may affect copy quality and toner consumption.
> - Dust on the scanner glass may cause black spots on the printout. Always keep it clean.
> - If you are copying a page from a book or magazine, lift the scanner lid until its hinges are caught by the stopper and then close the lid. If the book or magazine is thicker than 30 mm, start copying with the lid open.

In the ADF

Using the ADF, you can load up to 50 sheets of paper (75 g/m^2, 20 lb) for one job.

When you use the ADF:

- Do not load paper smaller than 142 x 148 mm (5.6 x 5.8 inches) or larger than 216 x 356 mm (8.5 x 14 inches).
- Do not attempt to load the following types of paper:
  - carbon-paper or carbon-backed paper
  - coated paper
  - onion skin or thin paper
  - wrinkled or creased paper
  - curled or rolled paper
  - torn paper
- Remove all staples and paper clips before loading.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading.
- Do not load originals that include different sizes or weights of paper.
- Do not load booklets, pamphlets, transparencies, or documents having other unusual characteristics.

To load an original into the ADF:

1 Load the original face up into the ADF. Make sure that the bottom of the original stack matches the paper size marked on the document input tray.
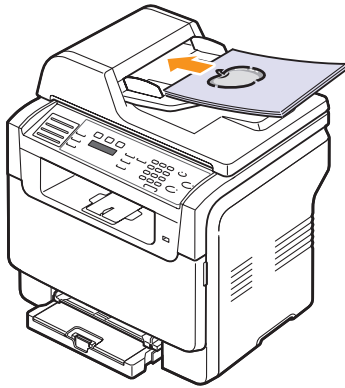
2 Adjust the document width guides to the paper size.
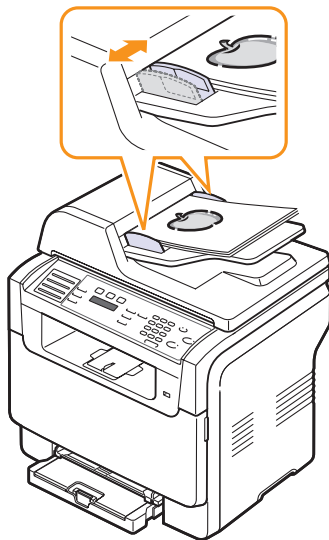
> **Note**
> • Dust on the ADF glass may cause black lines on the printout. Always keep it clean.

Selecting print media

You can print on a variety of print media, such as plain paper, envelopes, labels, and transparencies. Always use print media that meet the guidelines for use with your machine. Print media that does not meet the guidelines outlined in this user's guide may cause the following problems:

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

Properties, such as weight, composition, grain, and moisture content, are important factors that affect the machine's performance and the output quality. When you choose print materials, consider the following:

• Desired outcome: The print media you choose should be appropriate for your project.
• Size: You can use any size media that fits easily within the paper adjusters of the paper tray.
• Weight: Your machine supports print media weights as follows:
  - 16 to 43 lb bond (60 to 163 g/m^2) for the tray 1 and manual feeder
  - 16 to 24 lb bond (60 to 90 g/m^2) for the optional tray 2
• Brightness: Some print media are whiter than others and produce sharper, more vibrant images.
• Surface smoothness: The smoothness of the print media affects how crisp the printing looks on the paper.

> **Notes**
> • Some print media may meet all of the guidelines in this section and still not produce satisfactory results. This may be the result of improper handling, unacceptable temperature and humidity levels, or other variables over which **Xerox** has no control.
> • Before purchasing large quantities of print media, ensure that it meets the requirements specified in this user's guide.

> **Caution**
> • Using print media that does not meet these specifications may cause problems, requiring repairs. Such repairs are not covered by **Xerox**'s warranty or service agreements.

Supported print media types and sizes

Type	Size	Dimensions	Weight	Capacity[a]
Plain paper	Letter	215.9 x 279 mm (8.5 x 11 inches)	• 60 to 90 g/m² (16 to 24 lb bond) for the optional tray 2 • 60 to 105 g/m² (16 to 28 lb bond) for the tray 1 and manual feeder	• 1 sheet for the manual feeder • 150 sheets of 75 g/m² (20 lb bond) paper for the tray 1 • 250 sheets of 75 g/m² (20 lb bond) paper for the optional tray 2
	Legal	215.9 x 355.6 mm (8.5 x 14 inches)		
	Folio	215.9 x 330.2 mm (8.5 x 13 inches)		
	Oficio	215 x 343 mm (8.5 x 13.5 inches)		
	A4	210 x 297 mm (8.27 x 11.69 inches)		
	JIS B5	182 x 257 mm (7.17 x 10.12 inches)		
	Executive	184.2 x 266.7 mm (7.25 x 10.5 inches)		
	A5	148.5 x 210 mm (5.85 x 8.27 inches)		
	A6	105 x 148.5 mm (4.13 x 5.85 inches)		
Envelope	ISO/Envelope B5	176 x 250 mm(6.93 x 9.84 inches)	75 to 90 g/m² (20 to 24 lb)	1 sheet for the manual feeder or tray 1
	Envelope Monarch	98.4 x 190.5 mm (3.88 x 7.5 inches)		
	Envelope COM-10	105 x 241 mm (4.12 x 9.5 inches)		
	Envelope No.9	98 x 225 mm (3.86 x 8.86 inches)		
	Envelope DL	110 x 220 mm (4.33 x 8.66 inches)		
	Envelope C5	162 x 229 mm (6.38 x 9.02 inches)		
	Envelope C6	114 x 162 mm (4.49 x 6.38 inches)		
	Envelope size 6 3/4	92 x 165 mm (3.62 x 6.5 inches)		
Transparency[b]	Letter, A4	Refer to the Plain paper section	138 to 146 g/m² (37 to 39 lb)	1 sheet for the manual feeder or tray 1
Labels	Letter, Legal, Folio, Oficio, A4, JIS B5, Executive, A5, A6	Refer to the Plain paper section	120 to 150 g/m² (32 to 40 lb)	1 sheet for the manual feeder or tray 1
Card stock	Letter, Legal, Folio, Oficio, A4, JIS B5, Executive, A5, A6	Refer to the Plain paper section	105 to 163 g/m² (28 to 43 lb)	1 sheet for the manual feeder or tray 1
Minimum size (custom)		76 x 127 mm (3 x 5 inches)	60 to 163 g/m² (16 to 43 lb bond)	1 sheet for the manual feeder or tray 1
Maximum size (custom)		216 x 356 mm (8.5 x 14 inches)		

a. Maximum capacity may differ depending on media weight, thickness, and environmental conditions.

b. Recommended media: Transparency for a Color Laser Printers produced by HP, Xerox and 3M.
  It is not recommended to use paperbacked transparencies such as Xerox 3R91334 which can cause a jam or be scratched.

Media sizes supported in each mode
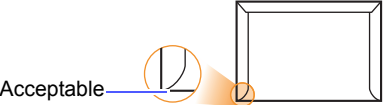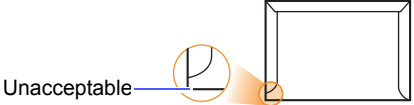
Mode	Size	Source
Copy mode	Letter, A4, Legal, Oficio, Folio, Executive, JIS B5, A5, A6	• tray 1 • optional tray 2 • manual feeder
Print mode	All sizes supported by the machine	• tray 1 • optional tray 2 • manual feeder
Fax mode[a]	Letter, A4, Legal	• tray 1 • optional tray 2

a. **Phaser 6110MFP/XN** only

Guidelines for selecting and storing print media

When selecting or loading paper, envelopes, or other print materials, keep these guidelines in mind:

- Always use print media that conform with the specifications listed on page 5.3.
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- For the best print quality, use only high quality copier grade paper specifically recommended for use in laser printers.
- Avoid using the following media types:
  - Paper with embossed lettering, perforations, or a texture that is too smooth or too rough
  - Erasable bond paper
  - Multi-paged paper
  - Synthetic paper and thermally reactive paper
  - Carbonless paper and Tracing paper.

Use of these types of paper could result in paper jams, chemical smells, and damage to your machine.

- Store print media in its ream wrapper until you are ready to use it. 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.
- Store unused print media at temperatures between 15° C and 30° C (59° F to 86° F). The relative humidity should be between 10% and 70%.
- Store unused print media in a moisture-proof wrap, such as a plastic container or bag, to prevent dust and moisture from contaminating your paper.
- Load special media types one sheet at a time through the manual feeder to avoid paper jams.
- To prevent print media, such as transparencies and label sheets, from sticking together, remove them as they print out.

Guidelines for special print media

Media type	Guidelines
Envelopes	• Successful printing on envelopes depends upon the quality of the envelopes. When selecting envelopes, consider the following factors: - Weight: The weight of the envelope paper should not exceed 90 g/m^2 (24 lb) or jamming may occur. - Construction: Prior to printing, envelopes should lie flat with less than 6 mm (0.25 inches) curl, and should not contain air. - Condition: Envelopes should not be wrinkled, nicked, or otherwise damaged. - Temperature: You should use envelopes that are compatible with the heat and pressure of the machine during operation. • Use only well-constructed envelopes with sharp and well creased folds. • Do not use stamped envelopes. • Do not use envelopes with clasps, snaps, windows, coated lining, self-adhesive seals, or other synthetic materials. • Do not use damaged or poorly made envelopes. • Be sure the seam at both ends of the envelope extends all the way to the corner of the envelope. Acceptable Unacceptable • Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the machine's fusing temperature of 180° C (356° F) for 0.1 second. The extra flaps and strips might cause wrinkling, creasing, or jams, and may even damage the fuser. • For the best print quality, position margins no closer than 15 mm (0.6 inches) from the edges of the envelope. • Avoid printing over the area where the envelope's seams meet.

Media type	Guidelines
Transparencies	• To avoid damaging the machine, use only transparencies designed for use in laser printers. • Transparencies used in the machine must be able to withstand 180° C (356° F), the machine's fusing temperature. • Place them on a flat surface after removing them from the machine. • Do not leave them in the paper tray for long periods of time. Dust and dirt may accumulate on them, resulting in spotty printing. • To avoid smudging caused by fingerprints, handle them carefully. • To avoid fading, do not expose printed transparencies to prolonged sunlight. • Ensure that transparencies are not wrinkled, curled, or have any torn edges. **Caution** • Recommended media: Transparency for a Color Laser Printers produced by HP, Xerox and 3M. • It is not recommended to use paperbacked transparencies such as Xerox 3R91334 which can cause a jam or be scratched.

Media type	Guidelines

Labels	• To avoid damaging the machine, use only labels designed for use in laser printers.
	• When selecting labels, consider the following factors:
	  - Adhesives: The adhesive material should be stable at 180° C (356° F), the machine's fusing temperature.
	  - Arrangement: Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious jams.
	  - Curl: Prior to printing, labels must lie flat with no more than 13 mm (5 inches) of curl in any direction.
	  - Condition: Do not use labels with wrinkles, bubbles, or other indications of separation.
	• Make sure that there is no exposed adhesive material between labels. 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 run a sheet of labels through the machine more than once. The adhesive backing is designed for only a single pass through the machine.
	• Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

Card stock or custom-sized materials	• Do not print on media smaller than 76 mm (3 inches) wide or 127 mm (5 inches) long. • In the software application, set margins at least 6.4 mm (0.25 inches) away from the edges of the material.
Preprinted paper	• Letterhead must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the machine's fusing temperature of 180° C (356° F) for 0.1 second. • Letterhead ink must be non-flammable and should not adversely affect printer rollers. • Forms and letterhead should be sealed in a moisture-proof wrapping to prevent changes during storage. • Before you load preprinted paper, such as forms and letterhead, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper, reducing print quality.

Loading paper

In the tray 1

Load the print media you use for the majority of your print jobs in the tray 1. The tray 1 can hold a maximum of 150 sheets of 20 lb plain paper.

You can purchase an optional tray 2 and attach it below the tray 1 to load an additional 250 sheets of paper. For order information for an optional optional tray 2, see page 12.1.
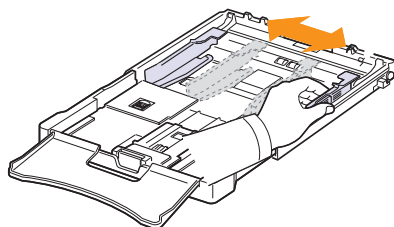
Loading paper in the tray 1
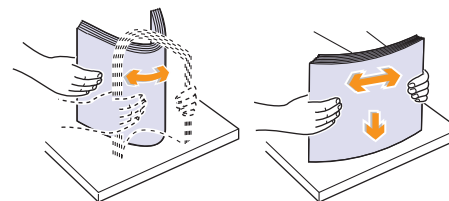
1   Pull the tray out of the machine.

2   Open the paper cover.
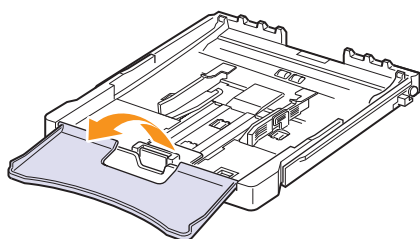
3   Adjust the size of tray until it sound click.
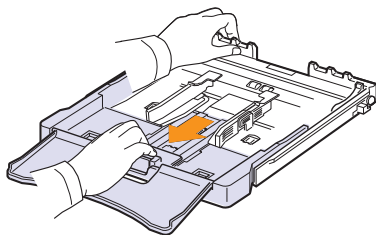
4   Enlarge the tray by adjusting the paper width guide.

5   Flex the paper sheets back and forth to separate pages and then fan them while holding one edge. Tap the edges of the stack on a flat surface to even it up.

6   Load paper with the print side up.
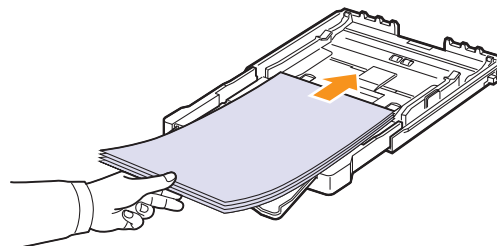
Make sure not to overfill the tray and that all four corners are flat in the tray and under the brackets, as shown below. Overfilling the tray may cause a paper jam.
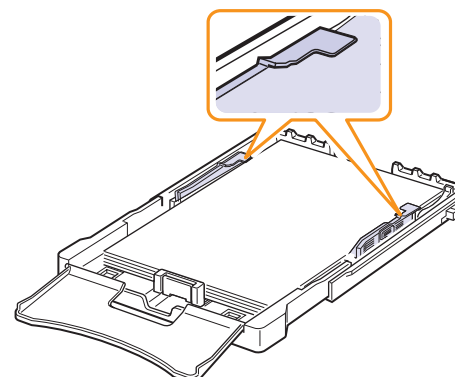
7   Squeeze the paper length guide and slide in it until it lightly touches the end of the paper stack.
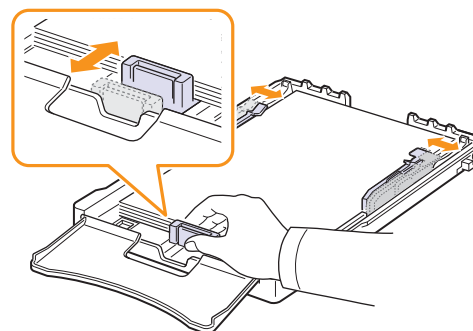
8 Close the paper cover.
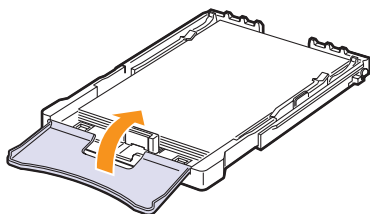
9 Slide the tray 1 back into the machine.
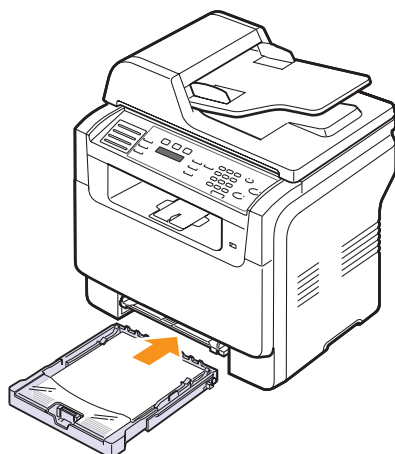
You can load letterhead with the design side face up. The top edge of the sheet with the logo should be go into the machine first.

After loading paper, set the paper type and size for the tray 1. See page 5.9 for copying and faxing or the Software Section for PC-printing.

![Notes icon] **Notes**

- Due to insufficient paper in the tray, the paper length guide can be pushed to inside, load enough paper.
- If you experience problems with paper feed, place one sheet at a time in the manual feeder.
- You can load previously printed paper. The printed side should be facing down with an uncurled edge into the machine. If you experience problems with paper feed, turn the paper around. Note that print quality is not guaranteed.

Changing the size of the paper in the tray 1

To load longer sizes of paper, such as Legal-sized paper, you need to adjust the paper guides to extend the paper tray.

To change the tray 1 size to other size, you must adjust the paper length guide properly.

1 Pull the tray 1 out of the machine. Open the paper cover and remove paper from the tray 1 if necessary.

2 Pressing and unlatching the guide lock in the top of the tray, pull the tray out manually.
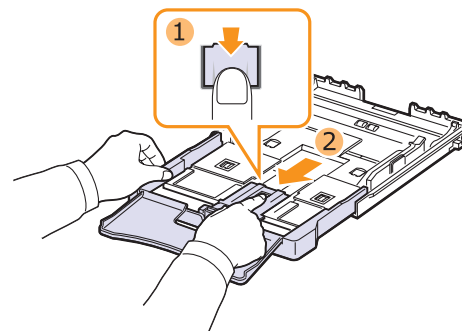
3 Load paper into the tray.
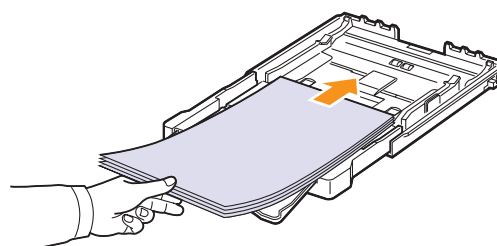
4 Slide the paper length guide until it lightly touches the end of the paper stack. Squeeze the paper width guide and slide it to the edge of the paper stack without causing it to bend.
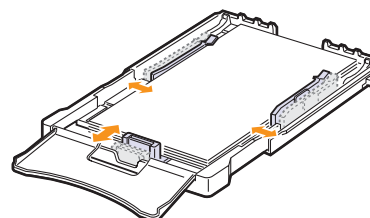
For paper smaller than Letter-sized, return the paper guides to their original positions and adjust the paper length guide and paper width guide.
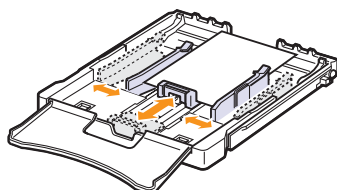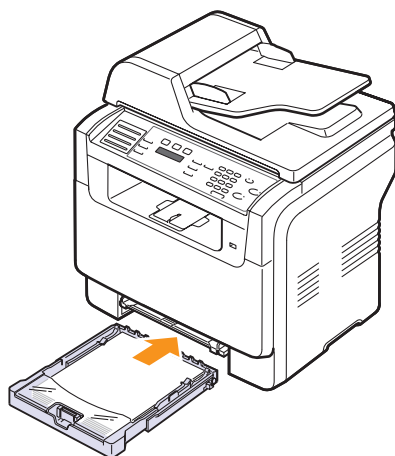
Notes
- Do not push the paper width guides far enough to cause the material to warp.
- If you do not correctly adjust the paper width guides, it may cause paper jams.
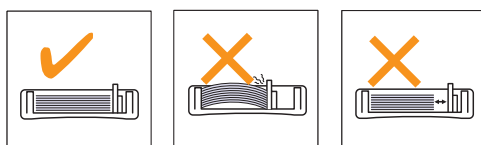
5 Close the paper cover.
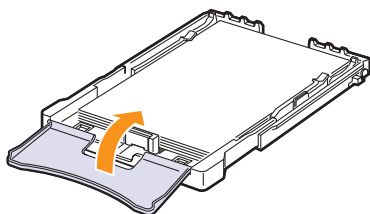
6 Slide the tray 1 back into the machine.

In the manual feeder

The manual feeder can hold special sizes and types of print material, such as transparencies, postcards, note cards, labels, and envelopes. It is useful for single page printing on letterhead or coloured paper.

To load paper in the manual feeder:

Caution
- When you do the printing job from the manual feeder, clear the paper in the tray 1 away.

1 Load the paper **with the side to be printed on facing up**.
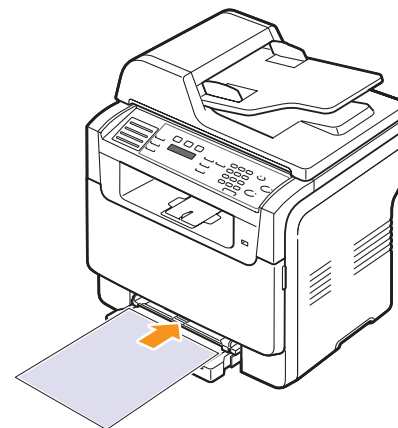
Depending on the media type you are using, keep the following loading guidelines:

- Envelopes: Flap side down and with the stamp area on the top left side.
- Transparencies: Print side up and the top with the adhesive strip entering the machine first.
- Labels: Print side up and top short edge entering the machine first.
- Preprinted paper: Design side up with the top edge toward the machine.
- Card stock: Print side up and the short edge entering the machine first.
- Previously printed paper: Previously printed side down with an uncurled edge toward the machine.

2 Squeeze the manual feeder paper width guides and adjust them to the width of the paper. Do not force too much, or the paper will be bent, which will result in a paper jam or skew.
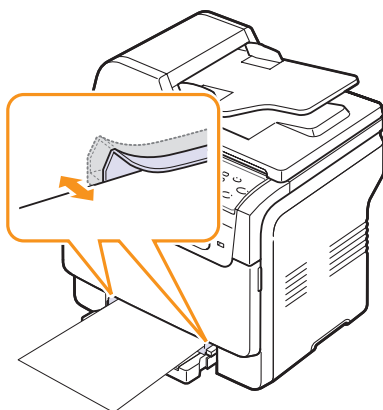
3 After loading paper, set the paper type and size for the manual feeder. See page 5.9 for copying and faxing or the **Software Section** for PC-printing.

> ![Note icon]
> **Note**
> • The settings made from the printer driver override the settings on the control panel.

> ![Caution icon]
> **Caution**
> • If you want to print several pages with the manual feeder, wait the machine complete the printing one page, then place a paper on the manual feeder. Otherwise it may cause the paper jam.

Tips on using the manual feeder

• Load only one size of print media at a time in the manual feeder. When you print out many pieces of paper at once, tray 1 use is recommended.

• To prevent paper jams, do not add paper when there is still paper in the manual feeder. This also applies to other types of print media.

• Print media should be loaded face up with the top edge going into the manual feeder first and be placed in the center of the tray.

• Always load only the print media specified in page 5.2 to avoid paper jams and print quality problems.

• Flatten any curl on postcards, envelopes, and labels before loading them into the manual feeder.

Setting the paper size and type

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

1 Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2 Press the **Scroll** buttons until **Paper Setup** appears and press **Enter**.

3 Press **Enter** when **Paper Size** appears.

4 Press the **Scroll** buttons until the paper tray you want appears and press **Enter**.

5 Press the **Scroll** buttons until the paper size you are using appears and press **Enter**.

6 Press **Exit** to return to the upper level.

7 Press the **Scroll** buttons until **Paper Type** appears and press **Enter**.

8 Press the **Scroll** buttons until the paper type you are using appears and press **Enter**.

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

6 Copying

This chapter gives you step-by-step instructions for copying documents.

This chapter includes:

- **Selecting the paper tray**
- **Copying**
- **Changing the settings for each copy**
- **Changing the default copy settings**
- **Using special copy features**
- **Setting copy timeout**

Selecting the paper tray

After loading the print media for copy output, you must select the paper tray you will use for copy jobs.

1 Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2 Press the **Scroll** buttons until **Paper Setup** appears and press **Enter**.

3 Press the **Scroll** buttons until **Paper Source** appears and press **Enter**.

4 Press **Enter** when **Copy Tray** appears.

5 Press the **Scroll** buttons until the paper tray you want appears and press **Enter**.

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

Copying

1 Press **Copy**.

   Ready to Copy appears on the top line of the display.

2 Load originals face up into the ADF, or place a single original face down on the scanner glass.

   For details about loading an original, see page 5.1.

3 Enter the number of copies using the number keypad, if necessary.

4 If you want to customize the copy settings including copy size, darkness, and original type, by using the **control panel** buttons. See page 6.1.

   If necessary, you can use special copy features, such as poster copying, 2- or 4-up copying. See page 6.2.

5 Press **Color Start** to begin colour copying.

   Or, press **Black Start** to begin black and white copying.

> **Note**
> - You can cancel the copy job during an operation. Press **Stop/ Clear**, and the copying will stop.

Changing the settings for each copy

Your machine provides default settings for copying so that you can quickly and easily make a copy. However, if you want to change the options for each copy, use the copy function buttons on the control panel.

> **Note**
> - If you press **Stop/Clear** while setting the copy options, all of the options you have set for the current copy job will be canceled and returned to their default status. Or, they will automatically return to their default status after the machine completes the copy in progress.

Lighten/Darken

If you have an original containing faint markings and dark images, you can adjust the brightness to make a copy that is easier to read.

To adjust the darkness of copies, press **Lighten/Darken**. Each time you press the button, the following modes are available:

- **Normal**: Works well with standard typed or printed originals.
- **Lighten**: Works well with dark print.
- **Darken**: Works well with light print or faint pencil markings.

Original Type

The original type setting is used to improve the copy quality by selecting the document type for the current copy job.

To select the document type, press **Original Type**. Each time you press the button, the following modes are available:

- **Text**: Use for originals containing mostly text.
- **Text/Photo**: Use for originals with mixed text and photographs.
- **Photo**: Use when the originals are photographs.

Reduced or enlarged copy

By using the **Reduce/Enlarge** button, you can reduce or enlarge the size of a copied image from 25% to 400% when you copy original documents from the scanner glass, or from 25% to 100% from the ADF.

To select from the predefined copy sizes:

1   Press **Reduce/Enlarge**.

2   Press **Reduce/Enlarge** or the **Scroll** buttons until the size setting you want appears and press **Enter**.

To scale the copy by directly entering the scale rate:

1   Press **Reduce/Enlarge**.

2   Press **Reduce/Enlarge** or the **Scroll** buttons until **Custom** appears and press **Enter**.

3   Enter the scale rate and press **Enter** to save the selection.

> **Note**
> • When you make a reduced copy, black lines may appear at the bottom of your copy.

Changing the default copy settings

The copy options, including darkness, original type, copy size, 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 by using the corresponding buttons on the control panel.

1   Press **Copy**.

2   Press **Menu** until **Copy Setup** appears on the bottom line of the display and press **Enter**.

3   Press **Enter** when **Default-Change** appears.

4   Press the **Scroll** buttons until the setup option you want appears and press **Enter**.

5   Press the **Scroll** buttons until the setting you want appears and press **Enter**.

6   Repeat steps 4 through 5, as needed.

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

> **Note**
> • While you are setting copy options, pressing **Stop/Clear** cancels the changed settings and restores the defaults.

Using special copy features

You can use the following copy features:

Collation
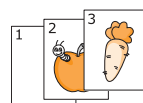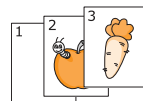
You can set the machine to sort the copy job. For example, if you make 2 copies of a 3 page original, one complete 3 page document will print followed by a second complete document.

1   Press **Copy**.

2   Load originals face up into the ADF.

For details about loading an original, see page 5.1.

3   Enter the number of copies using the number keypad.

4   Press **Menu** until **Copy Feature** appears on the bottom line of the display and press **Enter**.

5   Press **Enter** when **Copy Collate** appears.

6   Press the **Scroll** buttons to select the colour mode you want.
There are two modes as follows:

   •**Yes-Color**: Colour copy

   •**Yes-Mono**: Black and White copy

7   Press **Enter** to begin copying.

One complete document will print followed by the second complete document.

2-up or 4-up copying

▲ 2-up copying

▲ 4-up copying

Your machine can print 2 or 4 original images reduced to fit onto one sheet of paper.

2 or 4-up copying is available only when you load originals into the ADF.

1 Press **Copy**.

2 Load originals face up in the ADF.

For details about loading an original, see page 5.1.

3 Press **Menu** until **Copy Feature** appears on the bottom line of the display and press **Enter**.

4 Press the **Scroll** buttons until **2-Up** or **4-Up** appears and press **Enter**.

5 Press the **Scroll** buttons to select the colour mode you want.
There are two modes as follows:

 •**Yes-Color**: Colour copy

 •**Yes-Mono**: Black and White copy

6 Press **Enter** to begin copying.

> **Note**
> • You cannot adjust the copy size using the **Reduce/Enlarge** button for making a 2- or 4-up copy.

ID card copying
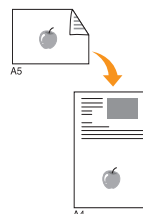
Your machine can print 2-sided originals on one sheet of A4-, Letter-, Legal-, Folio-, Oficio-, Executive-, B5-, A5-, or A6-sized paper.

When you copy using this feature, 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 name card.

This copy feature is available only when you place originals on the scanner glass.

1 Press **Copy**.

2 Place a single original face down on the scanner glass.

For details about loading an original, see page 5.1.

3 Press **Menu** until **Copy Feature** appears on the bottom line of the display and press **Enter**.

4 Press the **Scroll** buttons until **ID Card Copy** appears and press **Enter**.

Place Front Side and Press[Start] appears on the display.

5 Press **Enter**, **Color Start** or **Black Start**.

Your machine begins scanning the front side and shows **Place Back Side and Press[Start]**.

6 Open the scanner lid and turn the original over.

> **Note**
> • If you press **Stop/Clear** or if no buttons are pressed for approximately 30 seconds, the machine cancels the copy job and returns to Standby mode.
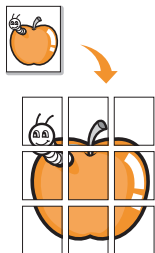
7 Press **Color Start** to begin colour copying.

Or, press **Black Start** to begin black and white copying.

> **Note**
> • If the original is larger than the printable area, some portions may not be printed.

Poster copying

Your machine can print an image onto 9 sheets of paper (3x3). You can paste the printed pages together to make one poster-sized document.

This copy feature is available only when you place originals on the scanner glass.

1 Press **Copy**.

2 Place a single original face down on the scanner glass.

For details about loading an original, see page 5.1.

3 Press **Menu** until **Copy Feature** appears on the bottom line of the display and press **Enter**.

4 Press the **Scroll** buttons until **Poster** appears and press **Enter**.

5 Press the **Scroll** buttons to select the colour mode you want.
There are two modes as follows:

•**Yes-Color**: Colour copy

•**Yes-Mono**: Black and White copy

6 Press **Enter** to begin copying.

Note
• You cannot adjust the copy size using the **Reduce/Enlarge** button when making a poster.

Your original is divided into 9 portions. Each portion is scanned and printed one by one in the following order:

1	2	3
4	5	6
7	8	9

Clone copying
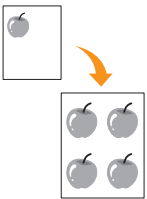
Your machine can print multiple image copies from the original document on a single page. The number of images is automatically determined by the original image and paper size.

This copy feature is available only when you place originals on the scanner glass.

1 Press **Copy**.

2 Place a single original face down on the scanner glass.

For details about loading an original, see page 5.1.

3 Press **Menu** until **Copy Feature** appears on the bottom line of the display and press **Enter**.

4 Press the **Scroll** buttons until **Clone** appears and press **Enter**.

5 Press the **Scroll** buttons to select the colour mode you want.
There are two modes as follows:

•**Yes-Color**: Colour copy

•**Yes-Mono**: Black and White copy

6 Press **Enter** to begin copying.

Note
• You cannot adjust the copy size using the **Reduce/Enlarge** button while making a clone copy.

Erasing background images

You can set the machine to print an image without its background. This copy feature removes the background colour and can be helpful when copying an original containing colour in the background, such as a newspaper or a catalog. This copy feature is only for mono copying.

1   Press **Copy**.

2   Load originals face up into the ADF, or place a single original face down on the scanner glass.

    For details about loading an original, see page 5.1.

3   Press **Menu** until **Copy Feature** appears on the bottom line of the display and press **Enter**.

4   Press the **Scroll** buttons until **Erase Bkgd.** appears and press **Enter**.

5   Press the **Scroll** buttons to select **On** and press **Enter**.

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

7   Enter the number of copies using the number keypad.

8   Press **Black Start** to begin mono copying.

Setting copy timeout

You can set the time the machine waits before it restores the default copy settings, if you do not start copying after changing them on the control panel.

1   Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2   Press **Enter** when **Machine Setup** appears.

3   Press the **Scroll** buttons until **Timeout** appears and press **Enter**.

4   Press the **Scroll** buttons until the time setting you want appears.

    Selecting **Off** means that the machine does not restore the default settings until you press **Black Start** or **Color Start** to begin copying, or **Stop/Clear** to cancel.

5   Press **Enter** to save your selection.

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

7 Basic printing

This chapter explains common printing tasks.

Printing a document

Your machine allows you to print from various Windows, Macintosh, or Linux applications. The exact steps for printing a document may vary depending on the application you use.

For details about printing, see the **Software Section**.

Canceling a print job

If the print job is waiting in a print queue or print spooler, such as the printer group in Windows, delete the job as follows:

1 Click the Windows **Start** menu.

2 For Windows 98/2000/Me, select **Settings** and then **Printers**.

For Windows XP, select **Printers and Faxes**.

3 Double-click the **Xerox Phaser 6110MFP** icon.

4 From the **Document** menu, select **Cancel Printing** (Windows 98/Me) or **Cancel** (Windows 2000/XP).

> **Note**
> • You can also access this window by simply double-clicking the printer icon at the bottom right corner of the Windows desktop.

You can also cancel the current job by pressing **Stop/Clear** on the control panel.

8 Scanning

Scanning with your machine lets you turn pictures and text into digital files that can be stored on your computer. Then you can fax or email the files, upload them to your website, or use them to create projects that you can print.

This chapter includes:

- **Scanning basics**
- **Scanning to an application using a local connection**
- **Scanning using a network connection**
- **Changing the settings for each scan job**
- **Changing the default scan settings**
- **Setting up Address Book**

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

Scanning basics

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

- Via one of the preset imaging applications. Scanning an image launches the selected application, enabling you to control the scanning process. See the next section.
- Via the Windows Images Acquisition (WIA) driver. See the **Software Section**.
- To a portable USB memory device, if inserted into the USB memory port on your machine. See page 11.2.

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

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

Scanning to an application using a local connection

1   Make sure that your machine and computer are turned on and properly connected to each other.

2   Load originals face up into the ADF, or place a single original face down on the scanner glass.

    For details about loading an original, see page 5.1.

3   Press **Scan**.

    Ready to Scan appears on the top line of the display.

4   Press the **Scroll** buttons until **Scan to Appl.** appears on the bottom line of the display and press **Enter**.

5   Press the **Scroll** buttons until the application you want to use appears and press **Enter**.

    • **Microsoft Paint**: Sends the scanned image to Microsoft Paint.

    • **Email**: Sends the scanned image to your default email program on your computer. A new message windows opens with the image attached.

    • **My Documents**: Saves the scanned image in the default folder, **My Documents**, on your computer.

    • **OCR**: Sends the scanned image to the OCR program for text recognition.

> **Note**
> • You can add more TWAIN-compliant software for scanning, such as Adobe Photoshop Deluxe, or Adobe Photoshop, from the **Printer Settings Utility**. See the **Software Section**.

6   On the selected application, adjust the scan settings and begin scanning.

    For details, please refer to the application user's guide.

Scanning using a network connection

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

Preparing for network scanning

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

Adding the machine to the Network Scan program

First, install the **Network Scan** program. See the **Software Section**.

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

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

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

2   Click the **Add Device** button or double-click the **Add Device** icon.

3   Click **Next**.

4   Select **Browse for a scanner. (recommended)**, or select **Connect to this scanner.** and enter the IP address of your machine.

5   Click **Next**.

   A list of the scanners on your network appears.

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

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

7   Click **Next**.

8   Click **Finish**.

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

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

Registering authorized users

To send an email, you need to register authorized users using **CWIS**. You can add up to 50 users.

1   Enter your machine's IP address as the URL in a browser and click **Go** to access the web site of your machine.

2   Click **Properties**.

3   Click **E-mail** and **User Authentication**.

4   Click **ADD**.

5   Select the index number where the corresponding entry will be stored, from 1 to 50.

6   Enter your name, user ID, password, and e-mail address.

   You need to enter the registered user ID and password in the machine when you start scanning to email from the control panel.

7   Click **Save Changes**.

Setting up an e-mail account

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

1   Enter your machine's IP address as the URL in a browser and click **Go** to access the web site of your machine.

2   Click **Properties**.

3   Click **Protocol** and **SMTP Server**.

4   Select **IP Address** or **Host Name**.

5   Enter the IP address in dotted decimal notation or as a host name.

6   Enter the server port number, from 1 to 65535.

   The default port number is 25.

7   Put a check mark in **SMTP Requires Authentication** to require authentication.

8   Enter the SMTP server login name and password.

9   Click **Save Changes**.

Scanning to a network client

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

Scanning

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

2   Load originals face up into the ADF, or place a single original face down on the scanner glass.

    For details about loading an original, see page 5.1.

3   Press **Scan**.

4   Press the **Scroll** buttons until **Network Scan** appears on the bottom line of the display and press **Enter**.

5   Select the **Scroll** buttons until the ID you have set in the **Xerox Network Scan Manager** window and press **Enter**.

6   Enter the PIN you have set in the **Xerox Network Scan Manager** window and press **Enter**.

7   If the scan destination is your computer folders, press the **Scroll** buttons until **My Documents** appears on the bottom line of the display and press **Enter**.

> **Note**
> If the scan destination is your computer application, press the **Scroll** buttons until the application you want appears and press **Color Start** or **Black Start**. Scanning is started.

8   Press the **Scroll** buttons until the scan setting option you want appears and press **Enter**. Or, press **Color Start** or **Black Start** to immediately start scanning using the default settings.

   • **Resolution**: Sets the image resolution.
   • **Scan Color**: Sets the colour mode.
   • **Scan Format**: Sets the file format in which the image is to be saved. When you select TIFF or PDF, you can select to scan multiple pages.

9   Press the **Scroll** buttons until the desired status appears and press **Enter**.

10 press **Color Start** or **Black Start** to start scanning. Your machine begins scanning the original to the computer where the program is running.

Setting network scan timeout

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

1   Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2   Press **Enter** when **Machine Setup** appears.

3   Press the **Scroll** buttons until **NetScanTimeout** appears and press **Enter**.

4   Enter the desired timeout value and press **Enter**.

    The change will be broadcast over the network and will apply to all clients connected to the network.

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

Scanning to Email

You can scan and send an image as an email attachment. You first need to set up your email account in **CWIS**. See page 8.2.

Before scanning, you can set the scan options for your scan job. See page 8.4.

1   Make sure that your machine is connected to a network.

2   Load originals face up into the ADF, or place a single original face down on the scanner glass.

    For details about loading an original, see page 5.1.

3   Press **Scan**.

4   Press the **Scroll** buttons until **Scan to Email** appears on the bottom line of the display and press **Enter**.

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

    If you have set up **Address Book**, you can use a speed button or a speed email or group email number to retrieve an address from memory. See page 8.4.

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

    To continue to the next step, press the **Scroll** buttons to select **No** and press **Enter**.

7   If the display asks if you want to send the email to your account, press the **Scroll** buttons to select **Yes** or **No** and press **Enter**.

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

8   Enter an email subject and press **Enter**.

9   Press the **Scroll** buttons until the file format you want appears and press **Enter** or **Start**.

    The machine begins scanning and then sends the email.

10 If the machine asks if you want to log off your account, press the **Scroll** buttons to select **Yes** or **No** and press **Enter**.

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

Changing the settings for each scan job

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

- **Scan Size**: Sets the image size.
- **Original Type**: Sets the original document's type.
- **Resolution**: Sets the image resolution.
- **Scan Color**: Sets the colour mode.
- **Scan Format**: Sets the file format in which the image is to be saved. If you select TIFF or PDF, you can select to scan multiple pages. Depending on the selected scan type, this option may not appear.

To customize the settings before starting a scan job:

1. Press **Scan**.

2. Press **Menu** until **Scan Feature** appears on the bottom line of the display and press **Enter**.

3. Press the **Scroll** buttons until the scan type you want appears and press **Enter**.

4. Press the **Scroll** buttons until the scan setting option you want appears and press **Enter**.

5. Press the **Scroll** buttons until the desired status appears and press **Enter**.

6. Repeat steps 4 and 5 to set other setting options.

7. When you have finished, press **Stop/Clear** to return to Standby mode.

Changing the default scan settings

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

1. Press **Scan**.

2. Press **Menu** until **Scan Setup** appears on the bottom line of the display and press **Enter**.

3. Press **Enter** when **Default-Change** appears.

4. Press the **Scroll** buttons until the scan type you want appears and press **Enter**.

5. Press the **Scroll** buttons until the scan setting option you want appears and press **Enter**.

6. Press the **Scroll** buttons until the desired status appears and press **Enter**.

7. Repeat steps 5 and 6 to change other settings.

8. To change the default settings for other scan types, press **Exit** and repeat from step 4.

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

Setting up Address Book

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

Registering speed email numbers

1. Enter your machine's IP address as the URL in a browser and click **Go** to access the web site of your machine.

2. Click **Properties** and **E-mail**.

3. Click **Local Address Book** and **ADD**.

4. Select a location number and enter the user name and e-mail address you want.

5. Click **Save Changes**.

> **Note**
> You can also click Import and obtain your address book from your computer.

Configuring group email numbers

1. Enter your machine's IP address as the URL in a browser and click **Go** to access the web site of your machine.

2. Click **Properties** and **E-mail**.

3. Click **Group Address Book** and **ADD**.

4. Select a group number and enter the group name you want.

5. Select speed email numbers that will be included in the group.

6. Click **Save Changes**.

Using Address Book entries

To retrieve an email address, use the following ways:

Speed email numbers

When you are prompted to enter a destination address while sending an email, enter the speed email number at which you stored the address you want.

- For a one-digit speed email location, press and hold the corresponding digit button from the number keypad.
- For a two- or three-digit speed email location, press the first digit button(s) and then hold down the last digit button.

If you are an Phaser 6110MFP/XN user, you can also press the speed buttons at which you stored the address you want.

You can also search through memory for an entry by pressing **Address Book**. See page 8.4.

Group email numbers

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

When you are prompted to enter a destination address while sending an email, press **Address Book**.See page 8.4

Searching Address Book for an entry

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

Searching sequentially through memory

1   If necessary, press **Scan**.

2   Press **Address Book** until **Search & Send** appears on the bottom line of the display and press **Enter**.

3   Press the **Scroll** buttons until the number category you want appears and press **Enter**.

4   Press **Enter** when **All** appears.

5   Press the **Scroll** buttons until the name and address you want appears. You can search upwards or downwards through the entire memory in alphabetical order.

Searching with a particular first letter

1   If necessary, press **Scan**.

2   Press **Address Book** until **Search & Send** appears on the bottom line of the display and press **Enter**.

3   Press the **Scroll** buttons until the number category you want appears and press **Enter**.

4   Press the **Scroll** buttons until **ID** appears and press **Enter**.

5   Enter the first few letters of the name you want and press **Enter**.

6   Press the **Scroll** buttons until the name you want appears and press **Enter**.

Printing Address Book

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

1   Press **Address Book** until **Print** appears on the bottom line of the display.

2   Press **Enter**. A list showing your speed button settings, and the speed/group email entries print out.

9 Faxing (Phaser 6110MFP/XN only)

The fax feature is available only on the **Phaser 6110MFP/XN**. This chapter gives you information about using your machine as a fax machine.

This chapter includes:

Sending a fax

- **Setting the fax header**
- **Adjusting the document settings**
- **Sending a fax automatically**
- **Sending a fax manually**
- **Confirming a transmission**
- **Automatic redialing**
- **Redialing the last number**

Receiving a fax

- **Selecting the paper tray**
- **Changing receiving modes**
- **Receiving automatically in Fax mode**
- **Receiving manually in Tel mode**
- **Receiving manually using an extension telephone**
- **Receiving automatically in Ans/Fax mode**
- **Receiving faxes using DRPD mode**
- **Receiving in secure receiving mode**
- **Receiving faxes in memory**

Other ways to fax

- **Sending a fax to multiple destinations**
- **Sending a delayed fax**
- **Sending a priority fax**
- **Forwarding faxes**

Sending a fax

Setting the fax header

In some countries, you are required by law to indicate your fax number on any fax you send. The Machine ID, containing your telephone number and name or company name, will be printed at the top of each page sent from your machine.

1 Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2 Press **Enter** when **Machine Setup** appears.

3 Press **Enter** when **Machine ID** appears.

4 Enter your name or the company name using the number keypad.

   You can enter alphanumeric characters using the number keypad, and include special symbols by pressing the **0** button.

   For details on how to enter alphanumeric characters, see page 2.3.

5 Press **Enter** to save the ID.

6 Press the **Scroll** buttons until **Machine Fax No.** appears and press **Enter**.

7 Enter your fax number using the number keypad and press **Enter**.

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

Adjusting the document settings

Before starting a fax, change the following settings according to your original's status to get the best quality.

Resolution

The default document settings produce good results when using typical text-based originals. However, if you send originals that are of poor quality, or contain photographs, you can adjust the resolution to produce a higher quality Fax.

1 Press **Resolution**.

2 Press **Resolution** or the **Scroll** buttons until the option you want appears.

3 Press **Enter** to save your selection.

Recommended resolution settings for different original document types are described in the table below:

Mode	Recommended for:
Standard	Originals with normal sized characters.
Fine	Originals containing small characters or thin lines or originals printed using a dot-matrix printer.
Super Fine	Originals containing extremely fine detail. Super Fine mode is enabled only if the machine with which you are communicating also supports the Super Fine resolution. **Notes** • For memory transmission, **Super Fine** mode is not available. The resolution setting is automatically changed to **Fine**. • When your machine is set to **Super Fine** resolution and the fax machine with which you are communicating does not support **Super Fine** resolution, the machine transmits using the highest resolution mode supported by the other fax machine.
Photo Fax	Originals containing shades of gray or photographs.

Note
• The resolution setting is applied to the current fax job. To change the default setting, see page 10.2.

Darkness

You can select the default contrast mode to fax your originals lighter or darker.

1 Press **Fax**.

2 Press **Menu**, and then **Enter** when **Fax Feature** appears on the bottom line of the display.

3 Press **Enter** when **Lighten/Darken** appears.

4 Press the **Scroll** buttons until the option you want appears and press **Enter**.

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

Note
• The darkness setting is applied to the current fax job. To change the default setting, see page 10.2.

Sending a fax automatically

1 Press **Fax**.

2 Load originals face up into the ADF, or place a single original face down on the scanner glass.

   For details about loading an original, see page 5.1.

   Ready to Fax appears on the top line of the display.

3 Adjust the resolution and the darkness to suit your fax needs.

4 Enter the receiving fax machine's number.

   You can use speed buttons, speed dial numbers, or group dial numbers. For details about storing and searching for a number, see page 10.3.

5 Press **Color Start** or **Black Start**.

6 If an original is placed on the scanner glass, select **Yes** to add another page. Load another original and press **Enter**.

7 When you have finished, select **No** at the **Another Page?** prompt.

   After the number is dialed, the machine begins sending the fax when the receiving fax machine answers.

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

Sending a fax manually

1 Press **Fax**.

2 Load originals face up into the ADF, or place a single original face down on the scanner glass.

   For details about loading an original, see page 5.1.

3 Adjust the resolution and the darkness to suit your fax needs. See page 9.1.

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

5 Enter the receiving fax machine's number.

   You can use speed buttons, speed dial numbers, or group dial numbers. For details about storing and searching for a number, see page 10.3.

6 Press **Color Start** or **Black Start** when you hear a high-pitched fax signal from the remote fax machine.

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

Confirming a transmission

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

When something goes wrong while sending your fax, an error message appears on the display. For a list of error messages and their meanings, see page 14.5. If you receive an error message, press **Stop/Clear** 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, see page 10.1.

Automatic redialing

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

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

To change the time interval between redials and the number of redial attempts. See page 10.1.

Redialing the last number

To redial the number you called last:

1   Press **Redial/Pause**.

2   When an original is loaded in the ADF, the machine automatically begins to send.

   If an original is placed on the scanner glass, select **Yes** to add another page. Load another original and press **Enter**. When you have finished, select **No** at the **Another Page?** prompt.

Receiving a fax

Selecting the paper tray

After loading the print media for fax output, you have to select the paper tray you will use for the fax reception.

1   Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2   Press the **Scroll** buttons until **Paper Setup** appears and press **Enter**.

3   Press the **Scroll** buttons until **Paper Source** appears and press **Enter**.

4   Press the **Scroll** buttons until **Fax Tray** appears and press **Enter**.

5   Press the **Scroll** buttons until the paper tray you want appears and press **Enter**.

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

Changing receiving modes

1   Press **Fax**.

2   Press **Menu** until **Fax Setup** appears on the bottom line of the display and press **Enter**.

3   Press the **Scroll** buttons until **Receiving** appears and press **Enter**.

4   Press **Enter** when **Receive Mode** appears.

5   Press the **Scroll** buttons until the fax reception mode you want appears.

   • In **Fax** mode, the machine answers an incoming fax call and immediately goes into the fax reception mode.

   • In **Tel** mode, you can receive a fax by pressing **Manual Dial** and then **Color Start** or **Black Start**. You can also pick up the handset of the extension phone and then press the remote receive code. See page 9.4.

   • In **Ans/Fax** mode, an answering machine attached to your machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the machine automatically switches to **Fax** mode to receive the fax. See page 9.4.

   • In **DRPD** mode, you can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature. Distinctive Ring is a telephone company service which enables an user to use a single telephone line to answer several different telephone numbers. For further details, see page 9.4.

6   Press **Enter** to save your selection.

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

> **Notes**
> • When the memory is full, the printer can no longer receive any incoming fax. Secure free memory to resume by removing data stored in the memory.
> • To use the **Ans/Fax** mode, attach an answering machine to the EXT socket on the back of your machine.
> • If you do not want other people to view your received documents, you can use secure receiving mode. In this mode, all of the received faxes are stored in memory. For further details, see page 9.5.

Receiving automatically in Fax mode

Your machine is preset to **Fax** mode at the factory. When you receive a fax, the machine answers the call on a specified number of rings and automatically receives the fax.

To change the number of rings, see page 10.1.

Receiving manually in Tel mode

You can receive a fax call by pressing **Manual Dial** and then pressing **Black Start** or **Color Start** when you hear a fax tone from the remote machine.

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

Receiving manually using an extension telephone

This features 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.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing ✻**9**✻ once again.

✻**9**✻ is the remote receive code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you wish. For details about changing the code, see page 10.1.

Receiving automatically in Ans/Fax mode

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 **Ans/Fax** 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 (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.

Receiving faxes using DRPD mode

Distinctive Ring is a telephone company service which enables an 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 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.

To set up the **DRPD** mode:

1 Press **Fax**.

2 Press **Menu** until **Fax Setup** appears on the bottom line of the display and press **Enter**.

3 Press the **Scroll** buttons until **Receiving** appears and press **Enter**.

4 Press the **Scroll** buttons until **DRPD Mode** appears and press **Enter**.

Waiting Ring appears on the display.

5 Call your fax number from another telephone. It is not necessary to place the call from a fax machine.

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

When the machine completes learning, the display shows **Completed DRPD Setup**.

If the DRPD setup fails, **Error DRPD Ring** appears. Press **Enter** when **DRPD Mode** appears and start over from step 4.

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

When the DRPD feature is set up, the **DRPD** option is available for the receiving mode setting. To receive faxes in DRPD mode, you need to set the menu to **DRPD**.

> **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.

Receiving in secure receiving mode

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

Activating secure receiving mode

1 Press **Fax**.

2 Press **Menu** and then press **Enter** when **Fax Feature** appears on the bottom line of the display.

3 Press the **Scroll** buttons until **Secure Receive** appears and press **Enter**.

4 Press the **Scroll** buttons until **On** appears and press **Enter**.

5 Enter a four-digit password you want to use and press **Enter**.

> **Note**
> • You can activate secure receiving mode without setting a password, but cannot protect your faxes.

6 Re-enter the password to confirm it and press **Enter**.

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

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

Printing received faxes

1 Access the **Secure Receive** menu by following steps 1 through 3 in "Activating secure receiving mode."

2 Press the **Scroll** buttons until **Print** appears and press **Enter**.

3 Enter the four-digit password and press **Enter**.

The machine prints all of the faxes stored in memory.

Deactivating secure receiving mode

1 Access the **Secure Receive** menu by following steps 1 through 3 in "Activating secure receiving mode."

2 Press the **Scroll** buttons until **Off** appears and press **Enter**.

3 Enter the four-digit password and press **Enter**.

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

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

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.

Also, your machine receives faxes and stores them in its memory when there is no paper in the tray or no toner in the installed toner cartridge.

Other ways to fax

Sending a fax to multiple destinations

You can use the Multiple Send feature, which allows you to send a fax to multiple locations. Originals are automatically stored in memory and sent to a remote station. After transmission, the originals are automatically erased from memory. You can not send a colour fax using this feature.

1 Press **Fax**.

2 Load originals face up into the ADF, or place a single original face down on the scanner glass.

For details about loading an original, see page 5.1.

3 Adjust the document resolution and darkness to suit your fax needs. See page 9.1.

4 Press **Menu** until **Fax Feature** appears on the bottom line of the display and press **Enter**.

5 Press the **Scroll** buttons until **Multi Send** appears and press **Enter**.

6 Enter the number of the first receiving fax machine and press **Enter**.

You can use speed buttons, speed dial numbers. You can enter Group Dial Number using **Address Book** Button For details, see page 10.3.

7 Enter the second fax number and press **Enter**.

The display asks you to enter another fax number to send the document.

8 To enter more fax numbers, press **Enter** when **Yes** appears and repeat steps 6 and 7. You can add up to 10 destinations.

> **Note**
> • Once you entered a group dial number, you cannot enter another group dial numbers anymore.

9 When you have finished entering fax numbers, press the **Scroll** buttons to select **No** at the **Another No.?** prompt and press **Enter**.

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

10 If an original is placed on the scanner glass, select **Yes** to add another pages. Load another original and press **Enter**.

When you have finished, select **No** at the **Another Page?** prompt.

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

Sending a delayed fax

You can set your machine to send a fax at a later time when you will not be present. You can not send a colour fax using this feature.

1 Press **Fax**.

2 Load originals face up into the ADF, or place a single original face down on the scanner glass.

For details about loading an original, see page 5.1.

3 Adjust the document resolution and darkness to suit your fax needs. See page 9.1.

4 Press **Menu** until **Fax Feature** appears on the bottom line of the display and press **Enter**.

5 Press the **Scroll** buttons until **Delay Fax** appears and press **Enter**.

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

You can use speed buttons, speed dial numbers. You can enter Group Dial Number using **Address Book** Button For details, see page 10.3.

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

8 To enter more fax numbers, press **Enter** when **Yes** appears and repeat steps 6 and 7. You can add up to 10 destinations.

> **Note**
> • Once you entered a group dial number, you cannot enter another group dial numbers anymore.

9 When you have finished entering fax numbers, press the **Scroll** buttons to select **No** at the **Another No.?** prompt and press **Enter**.

10 Enter the job name you want and press **Enter**.

For details on how to enter alphanumeric characters, see page 2.3.

If you do not want to assign a name, skip this step.

11 Enter the time using the number keypad and press **Enter**, or **Black Start**.

> **Note**
> • If you set a time earlier than the current time, the fax will be sent at that time on the following day.

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

12 If an original is placed on the scanner glass, select **Yes** to add another page. Load another original and press **Enter**.

When you have finished, select **No** at the **Another Page?** prompt.

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

Adding pages to a delayed fax

You can add pages to the delayed transmissions previously reserved in your machine's memory.

1 Load the originals to be added and adjust document settings.

2 Press **Menu** until **Fax Feature** appears on the bottom line of the display and press **Enter**.

3 Press **Enter** when **Add Page** appears.

4 Press the **Scroll** buttons until the fax job you want appears and press **Enter**.

The machine scans the original into memory and shows the total number of pages and the number of the added pages.

Canceling a delayed fax

1 Press **Menu** until **Fax Feature** appears on the bottom line of the display and press **Enter**.

2 Press the **Scroll** buttons until **Cancel Job** appears and press **Enter**.

3 Press the **Scroll** buttons until the fax job you want appears and press **Enter**.

4 Press **Enter** when **Yes** appears.

The selected fax is deleted from memory.

Sending a priority fax

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

1 Press **Fax**.

2 Load originals face up into the ADF, or place a single original face down on the scanner glass.

For details about loading an original, see page 5.1.

3 Adjust the document resolution and darkness to suit your fax needs. See page 9.1.

4 Press **Menu** until **Fax Feature** appears on the bottom line of the display and press **Enter**.

5 Press the **Scroll** buttons until **Priority Fax** appears and press **Enter**.

6 Enter the number of the receiving machine.

You can use speed buttons, speed dial numbers, or group dial numbers. For details, see page 10.3.

7 Press **Enter** to confirm the number.

8 Enter the job name you want and press **Enter**.

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

9 If an original is placed on the scanner glass, select **Yes** to add another page. Load another original and press **Enter**.

When you have finished, select **No** at the **Another Page?** prompt.

The machine shows the number being dialed and begins sending the fax.

Forwarding faxes

You can forward your incoming and outgoing faxes to another fax machine or email address.

Forwarding sent faxes to another fax machine

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

1 Press **Fax**.

2 Press **Menu** until **Fax Feature** appears on the bottom line of the display and press **Enter**.

3 Press the **Scroll** buttons until **Forward** appears and press **Enter**.

4 Press **Enter** when **Fax** appears.

5 Press the **Scroll** buttons until **Send Forward** appears and press **Enter**.

6 Press the **Scroll** buttons to select **On** and press **Enter**.

7 Enter the number of the fax machine to which faxes are to be sent and press **Enter**.

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

Subsequent sent faxes will be forwarded to the specified fax machine.

Forwarding sent faxes to email address

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

1 Press **Fax**.

2 Press **Menu** until **Fax Feature** appears on the bottom line of the display and press **Enter**.

3 Press the **Scroll** buttons until **Forward** appears and press **Enter**.

4 Press the **Scroll** buttons until **E-mail** appears and press **Enter**.

5 Press the **Scroll** buttons until **Send Forward** appears and press **Enter**.

6 Press the **Scroll** buttons to select **On** and press **Enter**.

7 Enter your email address and press **Enter**.

8 Enter the email address to which faxes are to be sent and press **Enter**.

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

Subsequent sent faxes will be forwarded to the specified email address.

Forwarding received faxes to another fax machine

You can set your machine to forward incoming faxes to another fax number during a specified time period. When a fax arrives at your machine, it is stored in memory. Then, the machine dials the fax number that you have specified and sends the fax.

1 Press **Fax**.

2 Press **Menu** until **Fax Feature** appears on the bottom line of the display and press **Enter**.

3 Press the **Scroll** buttons until **Forward** appears and press **Enter**.

4 Press **Enter** when **Fax** appears.

5 Press the **Scroll** buttons until **Rcv. Forward** appears and press **Enter**.

6 Press the **Scroll** buttons until **Forward** appears and press **Enter**.

To set the machine to print out a fax when fax forwarding has been completed, select **Forward&Print**.

7 Enter the number of the fax machine to which faxes are to be sent and press **Enter**.

8 Enter the starting time and press **Enter**.

9 Enter the ending time and press **Enter**.

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

Subsequent received faxes will be forwarded to the specified fax machine.

Forwarding received faxes to email address

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

1 Press **Fax**.

2 Press **Menu** until **Fax Feature** appears on the bottom line of the display and press **Enter**.

3 Press the **Scroll** buttons until **Forward** appears and press **Enter**.

4 Press the **Scroll** buttons until **E-mail** appears and press **Enter**.

5 Press the **Scroll** buttons until **Rcv. Forward** appears and press **Enter**.

6 Press the **Scroll** buttons until **Forward** appears and press **Enter**.

To set the machine to print out a fax when fax forwarding has been completed, select **Forward&Print**.

7 Enter your email address and press **Enter**.

8 Enter the email address to which faxes are to be sent and press **Enter**.

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

Subsequent sent faxes will be forwarded to the specified email address.

10 Fax setup (**Phaser 6110MFP/XN** only)

This chapter gives you information on setting up your machine for receiving and sending faxes.

This chapter includes:

- **Changing the fax setup options**
- **Changing the default document settings**
- **Printing sent fax report automatically**
- **Setting up Address Book**

Changing the fax setup options

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.

To change the fax setup options:

1. Press **Fax**.

2. Press **Menu** until **Fax Setup** appears on the bottom line of the display and press **Enter**.

3. Press the **Scroll** buttons to select **Sending** or **Receiving** and press **Enter**.

4. Press the **Scroll** buttons until the menu item you want appears and press **Enter**.

5. Press the **Scroll** buttons until the desired status appears or enter the value for the option you have selected, and press **Enter**.

6. If necessary, repeat steps 4 through 5.

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

Sending options

Option	Description
Redials	You can specify the number of redial attempts. If you enter **0**, the machine will not redial.
Redial Term	Your machine can automatically redial a remote fax machine if it was busy. You can set an interval between attempts.
Prefix Dial	You can set a prefix of up to five digits. This number dials before any automatic dial number is started. It is useful for accessing a PABX exchange.
ECM Mode[a]	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.
Send Report	You can set your machine to print a confirmation report showing whether a transmission was successful, how many pages were sent, and more. The available options are **On**, **Off**, and **On-Error**, which prints only when a transmission is not successful.
Image TCR[b]	You can prevent the actual faxed material from being included in the confirmation report for privacy or security protection.
Dial Mode	This setting may not be available depending on your country. If you cannot reach this option, your machine does not support this feature. You can set the dial mode for your machine to either tone dialling or pulse dialling. If you have a public telephone system or a private branch exchange (PBX) system, you may need to select **Pulse**. Contact your local telephone company if you are not sure which dial mode to use. If you select **Pulse**, some phone system features might not be available. It can also take longer to dial a fax or phone number.

a. Error Correction Mode
b. Transmission Confirmation Report

Receiving options

Option	Description
Receive Mode	You can select the default fax receiving mode. For details on receiving faxes in each mode, see page 9.3.
Ring to Answer	You can specify the number of times the machine rings before answering an incoming call.
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.
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.

Option	Description
Auto Reduction	When receiving a fax containing pages as long as or longer than the paper loaded in the paper tray, the machine can reduce the size of the original to fit the size of the paper loaded in the machine. Turn on this feature if you want to automatically reduce an incoming page. With this feature set to **Off**, the machine cannot reduce the original to fit onto one page. The original will be divided and printed in actual size on two or more pages.
Discard Size	When receiving a fax containing pages as long as or longer than the paper in your machine, you can set the machine to discard a specific length from the end of the received fax. The machine will print the received fax on one or more sheets of paper, minus the data that would have been on the specified discard segment. When the received fax contains pages larger than the paper in your machine, and **Auto Reduction** has been turned on, the machine will reduce the fax to fit on the existing paper, and nothing will be discarded.
Junk Fax Setup	This setting may not be available depending on your country. Using this feature, the system will not accept faxes sent from remote stations whose numbers are stored in the memory as junk fax numbers. This feature is useful for blocking any unwanted faxes. When you turn on this feature, you can access the following options to set junk fax numbers. • **Add**: allows you to set up to 10 fax numbers. • **Delete**: allows you to delete the desired junk fax number. • **Delete All**: allows you to delete all junk fax numbers.
DRPD Mode[a]	This mode enables a user to use a single telephone line to answer several different telephone numbers. In this menu, you can set the machine to recognize which ring patterns to answer. For details about this feature, see page 9.4.

a. Distinctive Ring Pattern Detection

Changing the default document settings

The fax options, including resolution and darkness, can be set to the most frequently used modes. When you send a fax, the default settings are used if they are not changed by using the corresponding button and menu.

1 Press **Fax**.

2 Press **Menu** until **Fax Setup** appears on the bottom line of the display and press **Enter**.

3 Press the **Scroll** buttons until **Default-Change** appears and press **Enter**.

4 Press **Enter** when **Resolution** appears.

5 Press the **Scroll** buttons until the resolution you want appears and press **Enter**.

6 Press the **Scroll** buttons until **Lighten/Darken** appears and press **Enter**.

7 Press the **Scroll** buttons until the darkness you want appears and press **Enter**.

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

Printing sent fax report automatically

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

1 Press **Fax**.

2 Press **Menu** until **Fax Setup** appears on the bottom line of the display and press **Enter**.

3 Press the **Scroll** buttons until **Auto Report** appears and press **Enter**.

4 Press the **Scroll** buttons until **On** appears and press **Enter**.

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

Setting up Address Book

You can set up **Address Book** with the fax numbers you use most frequently. Your machine provides you with the following features for setting up **Address Book**:

- Speed buttons
- Speed/Group dial numbers

> **Note**
> • Before beginning to store fax numbers, make sure that your machine is in Fax mode.

Speed buttons

The 15 speed buttons on the control panel lets you store frequently-used fax numbers. You will be able to enter a fax number with the touch of a button. By utilizing the **16-30** button, you can store up to 30 numbers on the speed buttons.

There are two ways to assign numbers to speed buttons. Examine the procedures below and use the appropriate way which you prefer:

Registering after pressing a speed button

1   Press **Fax**.

2   Press one of the speed buttons.

3   Press **Enter** when **Yes** appears.

4   Enter the name you want and press **Enter**.

   For details on how to enter alphanumeric characters, see page 2.3.

5   Enter the fax number you want to store and press **Enter**.

Registering after entering a number first

1   Press **Fax**.

2   Enter the fax number you want to store.

3   Press one of the speed buttons.

4   Press **Enter** when **Yes** appears.

> **Note**
> • If you press a speed button already assigned, the display asks if you want to overwrite. Press **Enter** to confirm **Yes** and continue. To start over with another speed button, select **No**.

5   Enter the name you want and press **Enter**.

   For details on how to enter alphanumeric characters, see page 2.3.

6   Press **Enter** to confirm the number.

Using speed buttons

When you are prompted to enter a fax number while sending a fax:

- To retrieve a number from speed buttons 1 to 15, press the corresponding speed button and press **Enter**.
- To retrieve a number from speed buttons 16 to 30, press button **16-30** and then the corresponding speed button, and press **Enter**.

Speed dial numbers

You can store up to 240 frequently-used fax numbers in speed dial numbers.

Registering a speed dial number

1   Press **Fax**.

2   Press **Address Book** until **New & Edit** appears on the bottom line of the display and press **Enter**.

3   Press **Enter** when **Speed Dial** appears.

4   Enter a speed dial number between 0 and 239 and press **Enter**.

   If an entry is already stored in the number you choose, the display shows the name to allow you to change it. To start over with another speed dial number, press **Exit**.

5   Enter the name you want and press **Enter**.

   For details on how to enter alphanumeric characters, see page 2.3.

6   Enter the fax number you want and press **Enter**.

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

Editing speed dial numbers

1   Press **Address Book** until **New & Edit** appears on the bottom line of the display and press **Enter**.

2   Press **Enter** when **Speed Dial** appears.

3   Enter the speed dial number you want to edit and press **Enter**.

4   Change the name and press **Enter**.

5   Change the fax number and press **Enter**.

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

Using speed dial numbers

When you are prompted to enter a destination number while sending a fax, enter the speed dial number at which you stored the 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 page 10.4.

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 (0 through 199) group dial numbers using the destination's existing speed dial numbers.

Registering a group dial number

1   Press **Fax**.

2   Press **Address Book** until **New & Edit** appears on the bottom line of the display and press **Enter**.

3   Press the **Scroll** buttons until **Group Dial** appears and press **Enter**.

4   Enter a group dial number between 0 and 199 and press **Enter**.

5   Enter a speed dial number and press **Enter**.

6   Press **Enter** when speed dial information appears correctly.

7   Press **Enter** when **Yes** appears.

8   Repeat steps 5 and 6 to include other speed dial numbers into the group.

9   When you have finished, press the **Scroll** buttons to select **No** at the **Another No.?** prompt and press **Enter**.

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

Editing a group dial number

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

1   Press **Address Book** until **New & Edit** appears on the bottom line of the display and press **Enter**.

2   Press the **Scroll** buttons until **Group Dial** appears and press **Enter**.

3   Enter the group dial number you want to edit and press **Enter**.

4   Enter the speed dial number you want to add or delete and press **Enter**.

    If you entered a new speed dial number, **Add?** appears.

    If you enter a speed dial number stored in the group, **Delete?** appears.

5   Press **Enter** to add or delete the number.

6   Press **Enter** when **Yes** appears to add or delete more numbers and repeat steps 4 and 5.

7   When you have finished, press the **Scroll** buttons to select **No** at the **Another No.?** prompt and press **Enter**.

8   Press **Stop/Clear** to return to Standby 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**. See below.

Searching Address Book for an entry

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 through the memory

1   If necessary, press **Fax**.

2   Press **Address Book** until **Search & Dial** appears on the bottom line of the display and press **Enter**.

3   Press the **Scroll** buttons until the number category you want appears and press **Enter**.

4   Press **Enter** when **All** appears.

5   Press the **Scroll** buttons until the name and number you want appears. You can search upwards or downwards through the entire memory in alphabetical order.

Searching with a particular first letter

1   If necessary, press **Fax**.

2   Press **Address Book** until **Search & Dial** appears on the bottom line of the display and press **Enter**.

3   Press the **Scroll** buttons until the number category you want appears and press **Enter**.

4   Press the **Scroll** buttons until **ID** appears and press **Enter**.

5   Enter the first few letters of the name you want and press **Enter**.

6   Press the **Scroll** buttons until the name you want appears and press **Enter**.

Deleting a Address Book entry

You can delete entries in **Address Book** one by one.

1 Press **Address Book** until **Delete** appears on the bottom line of the display and press **Enter**.

2 Press the **Scroll** buttons until the number category you want appears and press **Enter**.

3 Press the **Scroll** buttons until the searching method you want appears and press **Enter**.

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 the first few letters of the name.

4 Press the **Scroll** buttons until the name you want appears and press **Enter**.

Or, enter the first letters and press **Enter**. Press the **Scroll** buttons until the name you want appears and press **Enter**.

5 Press **Enter**.

6 Press **Enter** when **Yes** appears to confirm the deletion.

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

Printing Address Book

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

1 Press **Address Book** until **Print** appears on the bottom line of the display.

2 Press **Enter**. A list showing your speed button settings, and speed dial and group dial entries prints out.

11 Using USB flash memory

This chapter explains how to use a USB memory device with your machine.

This chapter includes:

- **About USB memory**
- **Plugging in a USB memory device**
- **Scanning to a USB memory device**
- **Printing from a USB memory device**
- **Backing up data (Phaser 6110 MFP/XN only)**
- **Managing USB memory**
- **Printing directly from a digital camera**

About USB memory

USB memory devices are available with a variety of memory capacities to give you more room for storing documents, presentations, downloaded music and videos, high resolution photographs, or whatever other files you want to store or move.

You can do the following on your machine using a USB memory device:

- Scan documents and save them on a USB memory device.
- Print data stored on a USB memory device.
- Back up **Address Book** entries and the system settings of your machine.
- Restore backup files to the machine's memory.
- Format the USB memory device.
- Check the available memory space.

Plugging in a USB memory device

The USB memory port on the front of your machine is designed for USB V1.1 and USB V2.0 memory devices. Your machine supports USB memory devices with FAT16/FAT32 and sector size 512Byte. Check your USB memory devices' file system from your dealer.

You must use only an authorized USB memory device with an A plug type connector.

Use only a metal/shielded USB memory device.
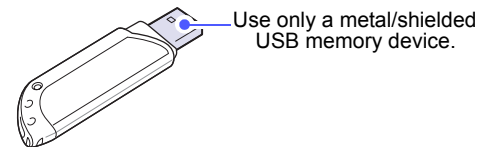
> **Note**
> • There are two USB plug types.
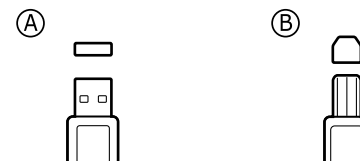
Insert a USB memory device into the USB memory port on the front of your machine.
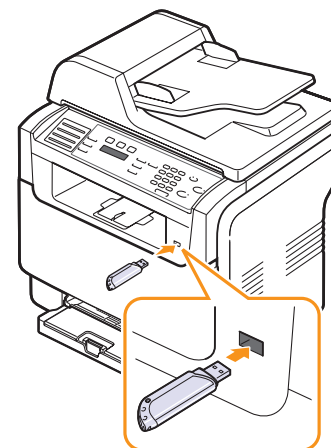
> **Cautions**
> • Do not remove the USB memory device while the machine is in operation, or writing to or reading from USB memory. This may damage your machine.
> • If your USB memory device has certain features, such as security settings and password settings, your machine may not automatically detect it. For details about these features, see the device's User's Guide.

Scanning to a USB memory device

You can scan a document and save the scanned image onto a USB memory device. There are two ways of doing this: you can scan to the device using the default settings, or you can customize your own scan settings.

Scanning

1   Insert a USB memory device into the USB memory port on your machine.

2   Load originals face up into the ADF, or place a single original face down on the scanner glass.

    For details about loading an original, see page 5.1.

3   Press **Scan**.

4   Press **Enter** when **Scan to USB** appears on the bottom line of the display.

5   Press **Enter**, **Color Start** or **Black Start** when **USB** appears. Regardless of the button you press, the color mode is decided as customized. See "Customizing Scan to USB" on page 11.2.

    Your machine begins scanning the original, and then asks if you want to scan another page.

6   Press **Enter** when **Yes** appears to scan more pages. Load an original and press **Color Start** or **Black Start**. Regardless of the button you press, the color mode is decided as customized. See "Customizing Scan to USB" on page 11.2.

    Otherwise, press the **Scroll** buttons to select **No** and press **Enter**.

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

Customizing Scan to USB

You can specify image size, file format, or colour mode for each scanning to USB job.

1   Press **Scan**.

2   Press **Menu** until **Scan Feature** appears on the bottom line of the display and press **Enter**.

3   Press **Enter** when **USB Memory** appears.

4   Press the **Scroll** buttons until the setting option you want appears and press **Enter**.

    You can set the following options:

    • **Scan Size**: Sets the image size.

    • **Original Type**: Sets the original document's type.

    • **Resolution**: Sets the image resolution.

    • **Scan Color**: Sets the colour mode. If you select Mono in this option, you can not select **JPEG** in **Scan Format**.

• **Scan Format**: Sets the file format in which the image is to be saved. When you select TIFF or PDF, you can select to scan multiple pages. If you select **JPEG** in this option, you can not select **Mono** in **Scan Color**.

5   Press the **Scroll** buttons until the desired status appears and press **Enter**.

6   Repeat steps 4 and 5 to set other setting options.

7   When you have finished, press **Stop/Clear** to return to Standby mode.

You can change the default scan settings. For details, see page 8.4.

Printing from a USB memory device

You can directly print files stored on a USB memory device. You can print TIFF, BMP, JPEG, PDF and PRN files.

Direct Print option supported file types:

• 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 in this fashion can be printed directly from USB memory.

• PDF: Only PDF files created in your machine can be printed directly from USB memory.

• BMP: BMP Uncompressed

• TIFF: TIFF 6.0 Baseline

• JPEG: JPEG Baseline

To print a document from a USB memory device:

1   Insert a USB memory device into the USB memory port on your machine. If one has already been inserted, press **USB Print**.

    Your machine automatically detects the device and reads data stored on it.

2   Press the **Scroll** buttons until the folder or file you want appears and press **Enter**.

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

3   If you selected a file, skip to the next step.

    If you selected a folder, press the **Scroll** buttons until the file you want appears.

4   Press the **Scroll** buttons to select the number of copies to be printed or enter the number.

5   Press **Enter**, **Color Start** or **Black Start** to start printing the selected file. There are two types of mode as following:

    • **Enter** or **Color Start**: Colour print

    • **Black Start**: Black and White print

    After printing the file, the display asks if you want to print another job.

6 Press **Enter** when **Yes** appears to print another job, and repeat from step 2.

Otherwise, press the **Scroll** buttons to select **No** and press **Enter**.

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

Backing up data (Phaser 6110 MFP/XN only)

Data in the machine's memory can be accidentally erased due to power failure or storage failure. Backup helps you protect your **Address Book** entries and the system settings by storing them as backup files on a USB memory device.

Backing up data

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

2 Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

3 Press **Enter** when **Machine Setup** appears.

4 Press the **Scroll** buttons until **Export Setting** appears and press **Enter**.

5 Press the **Scroll** buttons until the option you want appears.
• **Address Book**: Backs up all **Address Book** entries.
• **Setup Data**: Backs up all system settings.

6 Press **Enter** to begin backing up the data.

The data is backed up to the USB memory.

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

Restoring data

1 Insert the USB memory device on which the backup data is stored in to the USB memory port.

2 Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

3 Press **Enter** when **Machine Setup** appears.

4 Press the **Scroll** buttons until **Import Setting** appears and press **Enter**.

5 Press the **Scroll** buttons until the data type you want appears and press **Enter**.

6 Press the **Scroll** buttons until the file containing the data you want to restore appears and press **Enter**.

7 Press **Enter** when **Yes** appears to restore the backup file to the machine.

8 Press **Stop/Clear** to return to Standby 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 the USB memory device into the USB memory port on your machine.

2 Press **Scan**.

3 Press **Enter** when **Scan to USB** appears on the bottom line of the display.

4 Press the **Scroll** buttons until **File Manage** appears and press **Enter**.

5 Press **Enter** when **Delete** appears.

6 Press the **Scroll** buttons until the folder or file you want appears and press **Enter**.

> **Note**
> • If you see **D** 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. Go to the next step.

If you selected a folder, press the **Scroll** buttons until the file you want to delete appears and press **Enter**.

7 Press **Enter** when **Yes** appears to confirm your selection.

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

Formatting a USB memory device

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

2 Press **Scan**.

3 Press **Enter** when **Scan to USB** appears on the bottom line of the display.

4 Press the **Scroll** buttons until **File Manage** appears and press **Enter**.

5 Press the **Scroll** buttons until **Format** appears and press **Enter**.

6 Press **Enter** when **Yes** appears to confirm your selection.

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

Viewing the USB memory status

You can check the amount of memory space available for scanning and saving documents.

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

2 Press **Scan**.

3 Press **Enter** when **Scan to USB** appears on the bottom line of the display.

4 Press the **Scroll** buttons until **Check Space** appears and press **Enter**.

The available memory space appears on the display.

5 Press **Stop/Clear** to return to the Standby mode.

Printing directly from a digital camera

This machine supports the PictBridge feature. You can print images directly from any PictBridge-compatible device, such as a digital camera, camera phone, and camcorder. You do not need to connect it to a computer.

1 Turn on the machine.

2 Connect your PictBridge-compatible device to the memory port on the front of the machine using the USB cable supplied with the device.

3 Send an order to print images from the PictBridge-compatible device.

> **Note**
> • The Printing method of PictBridge varies from cameras. Refer to your camera's user guide.

12 Ordering supplies and accessories

This chapter provides information on purchasing supplies and accessories available for your machine.

- **Supplies**
- **Accessories**
- **How to purchase**

Supplies

When the toner runs out or, the life span of the supplies expires you can order the following types of toner cartridges and supplies for your machine:

Type	Yield	Part number
Black toner cartridge	Approx. 2,000 pages[a]	**Region List A:** 106R01203 **Region List B:** 106R01274
Colour toner cartridges	Approx. 1,000 pages[a]	**Region List A:** 106R01206: Cyan 106R01205: Magenta 106R01204: Yellow **Region List B:** 106R01271: Cyan 106R01272: Magenta 106R01273: Yellow
Imaging unit	Approx. 20,000 black pages or 50,000 images	**Region List A:** 108R00721 **Region List B:** 108R00744
Waste toner container	Approx. 5,000 images[b] or approx. 1,250 pages (full colour 5% image)	108R00722

a. Average A4-/letter-sized page count based on 5% coverage of individual colours on each page. Usage conditions and print patterns may cause results to vary.
b. Image counts based on one colour on each page. If you print documents in full colour (Cyan, Magenta, Yellow, Black), the life of this item will be reduced by 25%.

Region List A:

Algeria, Argentina, Bulgaria, Bermuda, Brazil, Caribbean (excluding Puerto Rico and the US Virgin Islands), Central America, Chile, Colombia, Czech. Republic, Croatia, Cyprus, Ecuador, Egypt, Estonia, Gibraltar, Hungary, India, Lativia, Lithuania, Malta, Mexico, Middle East, Morocco, Nigeria, Oman, Pakistan, Paraguay, Peru, Poland, rest of Africa, rest of South America, Romania, Russia/CIS, Slovakia, Slovenia, South Africa, Sri Lanka, Tunisia, Turkey, Ukraine, Uruguay, Venezuela

Region List B:

Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Netherlands, Norway, Portugal, Puerto Rico, Spain, Sweden, Switzerland, UK, USA, rest of Benelex region

To purchase replacement parts, contact your Xerox dealer or the retailer where you bought your printer. We strongly recommend that items be installed by a trained service professional, except for the toner cartridges (see page 13.5), the imaging unit (see page 13.7), and the waste toner container (see page 13.9).

If you use refilled toner cartridges, print quality may be reduced.

Accessories

You can purchase and install accessories to enhance your machine's performance and capacity.

The following accessories are available for your machine:

Accessory	Description	Part number
Optional tray 2	If you are experiencing frequent paper supply problems, you can attach an additional 250 sheets of plain paper tray.	097S03794

How to purchase

To order Xerox-authorized supplies or accessories, contact your local Xerox dealer or the retailer where you purchased your machine, or visit www.xerox.com/office/support and select your country/region for information on calling for technical support.

13 Maintenance

This chapter provides information for maintaining your machine and the toner cartridge.

This chapter includes:

- **Printing reports**
- **Clearing memory**
- **Cleaning your machine**
- **Maintaining the toner cartridge**
- **Replacing the Imaging Unit**
- **Replacing the Waste Toner Container**
- **Maintenance Parts**
- **Checking the machine's serial number**

Printing reports

Your machine can provide various reports with useful information you will need. The following reports are available:

Reports in the coloured cells are only available with **Phaser 6110MFP/XN**.

Report/List	Description
Configuration	This list shows the status of the user-selectable options. You may print this list to confirm your changes after changing settings.
Supplies Info	This list shows the current status of consumables in your machine.
Phone Book	This list shows all of the fax numbers and email addresses currently stored in the machine's memory.
Send Report	This report shows the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results for a particular fax job. You can set up your machine to automatically print a transmission confirmation report after each fax job. See page 10.1.
Sent Report	This report shows information on the faxes and emails you have recently sent. You can set the machine to automatically print this report every 50 communications. See page 10.2.
Fax Rcv Report	This report shows information on the faxes you have recently received.

Report/List	Description
Scheduled Jobs	This list shows the documents currently stored for delayed faxes along with the starting time and type of each operation.
Junk Fax List	This list shows the fax numbers specified as junk fax numbers. To add or delete numbers to or from this list, access the **Junk Fax Setup** menu. See page 10.2.
Network Info.	This list shows information on your machine's network connection and configuration.
NetScan Report	This report shows information for the Network Scan records including IP address, time and date, the number of pages scanned, and results. This report is automatically printed every 50 network scan jobs.
User Auth List	This list shows authorized users who are allowed to use the email function.

Printing a report

1. Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2. Press the **Scroll** buttons until **Report** appears and press **Enter**.

3. Press the **Scroll** buttons until the report or list you want to print appears and press **Enter**.

   To print all reports and lists, select **All Report**.

4. Press **Enter** when **Yes** appears to confirm printing.

   The selected information prints out.

Other available reports (Phaser 6110MFP/XN only)

Your machine prints the following reports automatically or depending on your setting.

- **Multi-communication Report**: prints automatically after sending faxes from more than one location.
- **Power Failure Report**: prints out automatically when power is restored after a power failure if any data loss occurs due to the power failure.

Clearing memory

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

> **Caution**
> • For **Phaser 6110MFP/XN** users, before clearing the memory, make sure that all fax jobs have been completed, or you will lose those jobs.

1   Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2   Press the **Scroll** buttons until **Clear Setting** appears and press **Enter**.

3   Press the **Scroll** buttons until the item you want to clear appears.

The options in the coloured cells are available only with **Phaser 6110MFP/XN**.

Options	Description
All Settings	Clears all of the data stored in memory and resets all of your settings to the factory default.
Fax Setup	Restores all of the fax options to the factory default.
Copy Setup	Restores all of the copy options to the factory default.
Scan Setup	Restores all of the scan options to the factory default.
System Setup	Restores all of the system options to the factory default.
Network Setup	Restores all of the network options to the factory default.
Phone Book	Clears all of the fax number and email address entries stored in memory.
Sent Report	Clears all records of sent faxes and emails.
Fax Rcv Report	Clears all records of received faxes.
NetScan Report	Clears the information on network scan sessions in memory.

4   Press **Enter** when **Yes** appears.

5   Press **Enter** again to confirm clearing.

6   Repeat steps 3 through 5 to clear another item.

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

Cleaning your machine

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

> **Caution**
> • Cleaning the cabinet of the machine with cleaning materials containing large amounts of alcohol, solvent, or other strong substances can discolour or distort the cabinet.

Cleaning the outside

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

Cleaning the inside

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

1   Turn the machine off and unplug the power cord. Wait for the machine to cool down.

2   Open the front cover and pull the imaging unit out of the machine using the handle on its bottom**.**
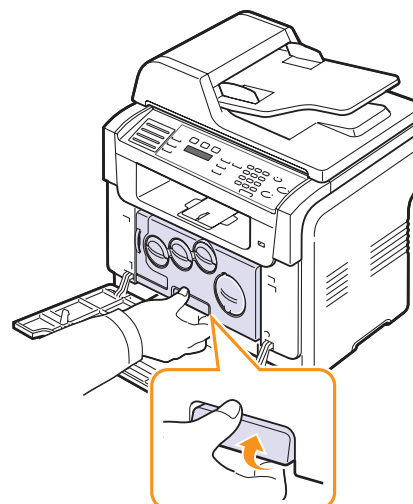
3 Extend the top handle on the imaging unit and then use it to pull the imaging unit out of the machine completely.
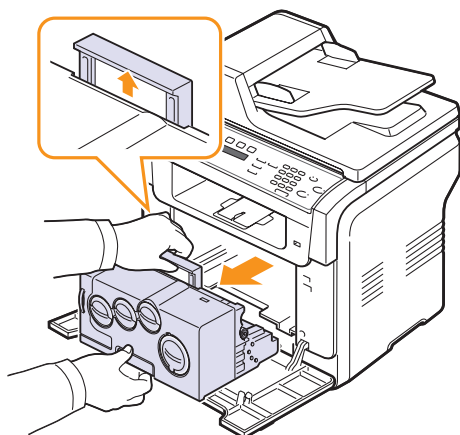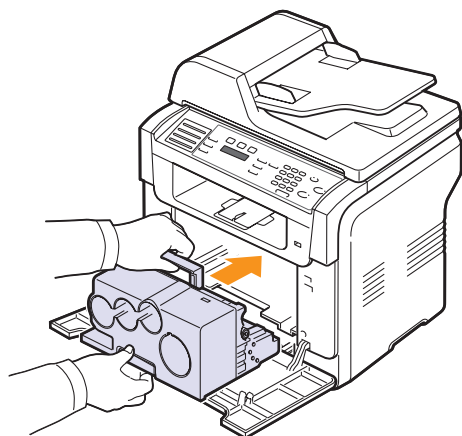

![!] **Cautions**
- To prevent damage to the imaging unit, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green surface on the imaging unit with your hands or any other material. Use the handle on it to avoid touching this area.
- Be careful not to scratch the surface of the imaging unit.

4 With a dry lint-free cloth, wipe away any dust and spilled toner.
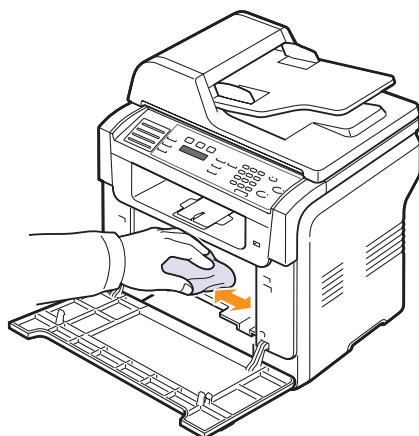
![Note] **Note**
- After cleaning, let the printer to dry completely.

5 Pull the imaging unit about half and push it until it sounds 'click'. Repeat this action two or three times.
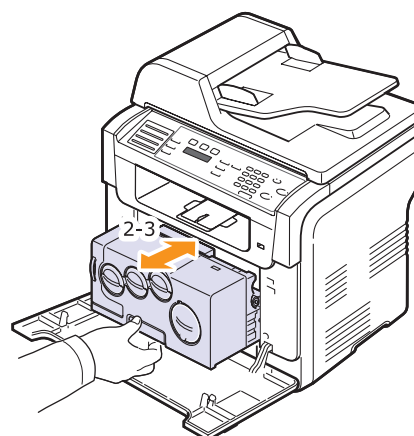
6 Push the imaging unit until it sounds 'click' in to the machine.
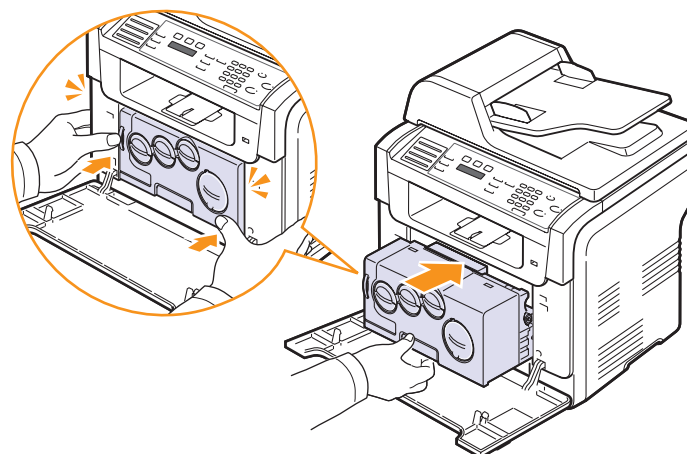
7 Close the front cover firmly.

![!] **Caution**
- If the front cover is not completely closed, the machine will not operate.

8 Plug in the power cord and turn the machine on.

![!] **Caution**
- If there is a cracking sound, re-install the imaging unit. The imaging unit is not properly installed.

Cleaning the scan unit

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

1 Slightly dampen a soft lint-free cloth or paper towel with water.

2 Open the scanner lid.

3 Wipe the surface of the scanner glass and ADF glass until it is clean and dry.

1	white sheet
2	ADF glass
3	scanner lid
4	scanner glass
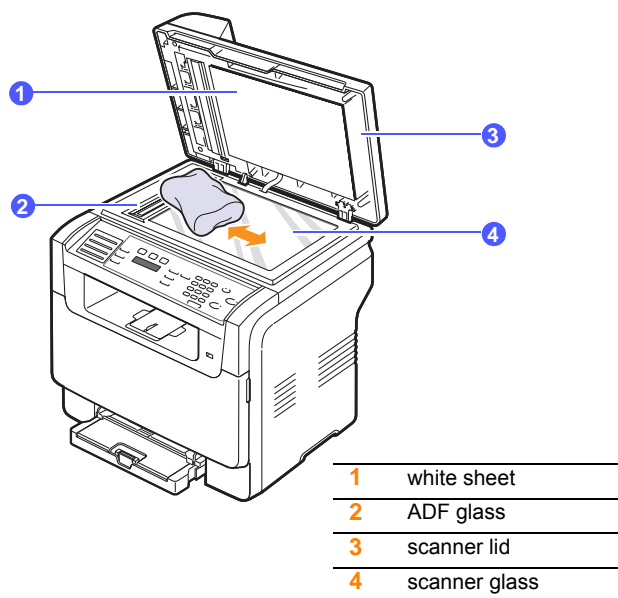
4 Wipe the underside of the scanner lid and white sheet until it is clean and dry.

5 Close the scanner lid.

Maintaining the toner cartridge

Toner cartridge storage

To get the most from the toner cartridge, keep the following guidelines in mind:

• Do not remove the toner cartridge from its package until ready for use.

• Do not refill the toner cartridge. The machine warranty does not cover damage caused by using a refilled cartridge.

• Store toner cartridges in the same environment as your machine.

• To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.

Expected cartridge life

The life of the toner cartridge depends on the amount of toner that print jobs require. When printing text at 5% coverage, a new toner cartridge lasts an average of 2,000 pages for black and white printing and 1,000 pages for each colour printing. However, the toner cartridge that is shipped with the printer prints 1,500 pages for black and white, 700 pages for colors.

The actual number may also be different depending on the print density of the pages you print on, and the number of pages may be affected by operating environment, printing interval, media type, and media size. If you print a lot of graphics, you may need to change the cartridge more often.

Redistributing toner

When the toner cartridge is near the end of its life:

• White streaks or light printing occurs.

• **Toner Low** appears on the display.

If this happens, you can temporarily reestablish 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.

1 Open the front cover.

2 Pull the corresponding toner cartridge out.
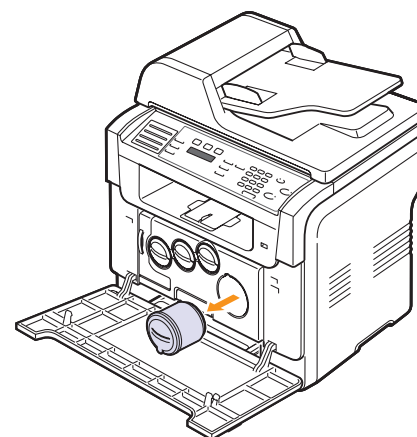
3 Holding the toner cartridge, thoroughly roll it 5 or 6 times to distribute the toner evenly inside the cartridge.
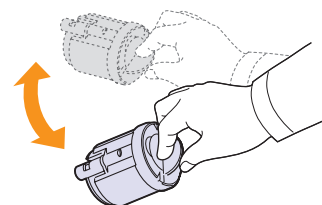
4 Grasp the toner cartridge and align it with the corresponding slot inside the machine. Insert it back into its slot until it clicks into place.
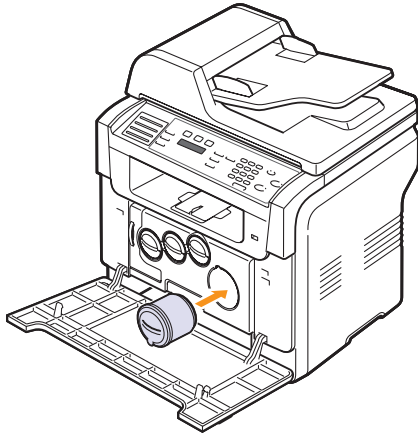
5 Close the front cover. Make sure that the cover is securely closed.

Replacing the toner cartridge

The machine uses four colours and has a different toner cartridge for each one: yellow (Y), magenta (M), cyan (C), and black (K).

When the toner cartridge is completely empty:

• **Toner Empty** appears on the display.

• The machine stops printing. For the **Phaser 6110MFP/XN**, incoming faxes are saved in memory.

At this stage, the toner cartridge needs to be replaced. For order information for toner cartridges, see page 12.1.

1 Turn the machine off, then wait a few minutes for the machine to cool.

2 Open the front cover.

3 Pull the corresponding toner cartridge out.
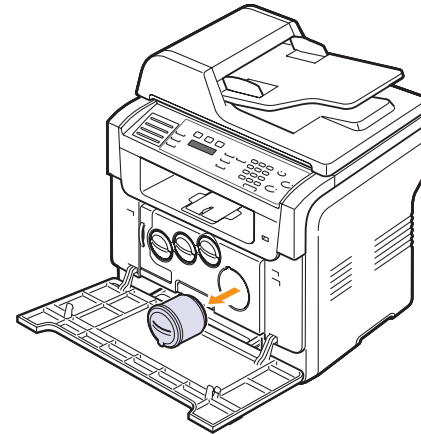
4 Take a new toner cartridge out of its package.

5 Holding the toner cartridge, thoroughly roll it 5 or 6 times to distribute the toner evenly inside the cartridge.
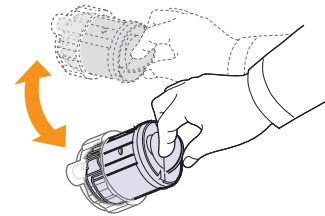
6 Remove the cartridge cap.
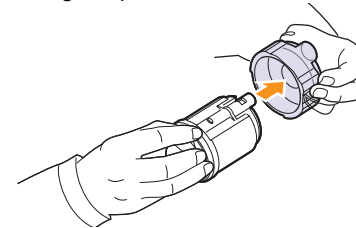
7 Grasp the toner cartridge and align it with the corresponding slot inside the machine. Insert it into its slot until it clicks into place.
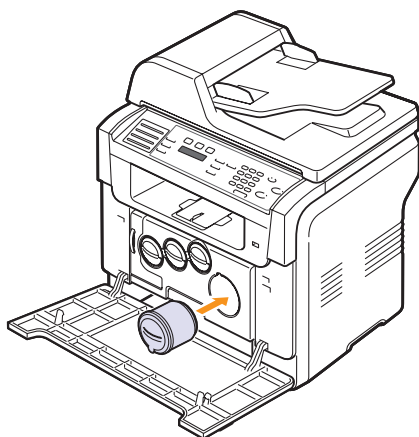
8 Close the front cover. Make sure that the cover is securely latched and then turn the machine on.

> **Caution**
> • If the front cover is not completely closed, the machine will not operate.

> **Note**
> • When printing text at 5% coverage, you can expect a toner cartridge life of about 2,000 pages for black and white printing and 1,000 pages for colour printing.

Sending new toner notification (Phaser 6110MFP/XN only)

You can set your machine to automatically send a fax to your service company or dealer to notify them that your machine requires a new toner cartridge when the toner cartridge needs to be replaced. The fax number needs to be set by your dealer prior to using this feature, otherwise the machine cannot send a notification even though you turn this service on.

1 Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2 Press the **Scroll** buttons until **Maintenance** appears and press **Enter**.

3 Press the **Scroll** buttons until **Remote Service** appears and press **Enter**.

4 Enter a password and press **Enter**.

5 Re-enter the password and press **Enter**.

6 Press the **Scroll** buttons to select **On** and press **Enter**.

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

Once this feature has been enabled, you need to enter the password each time you disable or enable it.

Replacing the Imaging Unit

The life of the imaging unit is approximately 20,000 pages for black or 50,000 image printing whichever comes first. When the life span of the imaging unit has expired, **Replace Imaging Unit** appears on the display of the control panel, indicating the imaging unit needs to be replaced. Otherwise your printer stops printing.

To replace the imaging unit:

1 Turn the machine off, then wait a few minutes for the machine to cool.

2 Open the front cover.

3 Remove all of the toner cartridges and waste toner container from the machine.
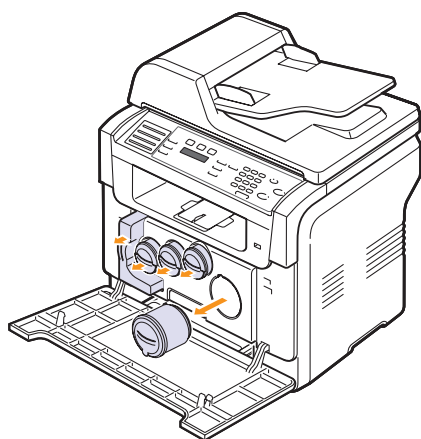
4 Pull the imaging unit out of the machine using the handle on its bottom.
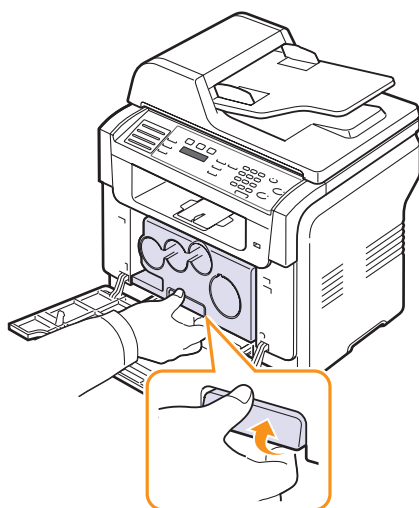
5 Extend the top handle on the imaging unit and then use it to pull the imaging unit out of the machine completely.
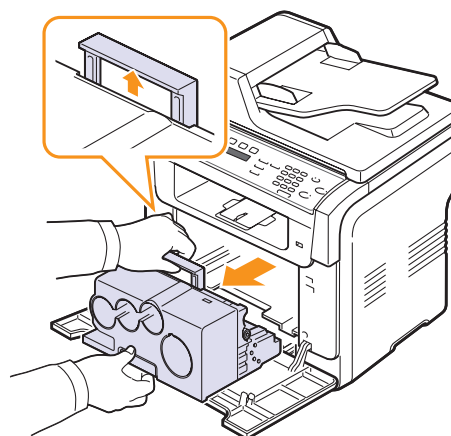
6 Take a new imaging unit out of its package. Remove the protective devices on both sides of the imaging unit and the paper protecting the surface of the imaging unit.
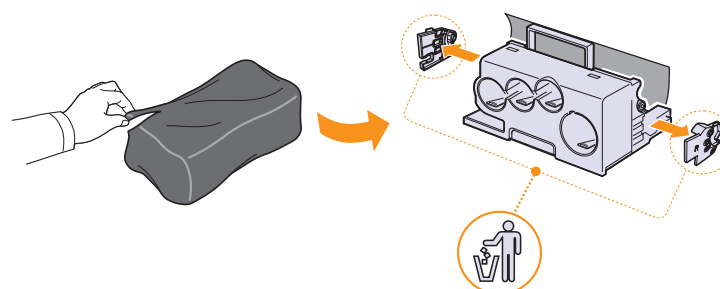
Cautions
- Don't use sharp objects, such as a knife or scissors, to open the imaging unit package. You could damage the surface of the imaging unit.
- Be careful not to scratch the surface of the imaging unit.
- To prevent damage, do not expose the imaging unit to light for more than a few minutes. Cover it with a piece of paper to protect it if necessary.

7 Holding the handles on the new imaging unit, push the imaging unit until it sounds 'click' into the machine.

8 Remove four dummy caps which are on the toner cartridge entrances of the imaging unit. When you remove the dummy cap from the cartridge, lift the handle up and pull it out.
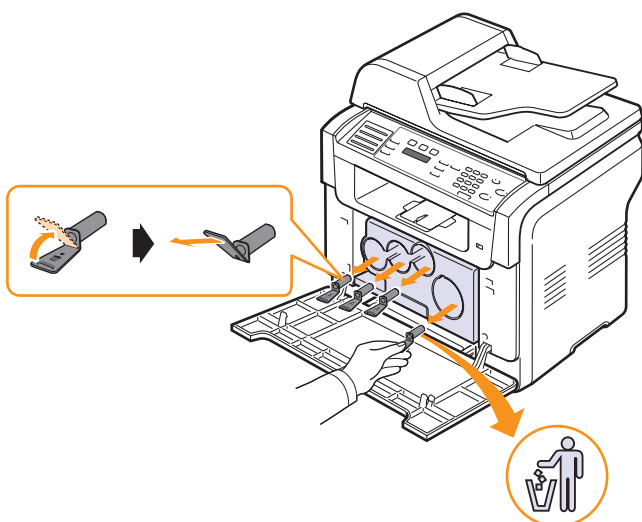
Caution

• If you force too much to the dummy caps, it may cause problem.

9 Insert the toner cartridges and waste toner container into their corresponding slots until they click into place.
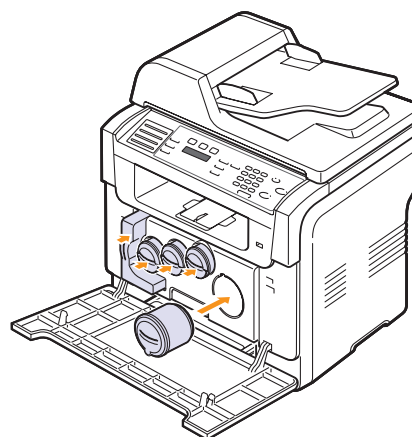
10 Close the front cover firmly.

Caution

• If the front cover is not completely closed, the machine will not operate.

11 Turn the machine on.

Note

• After rebooting, your machine will automatically reset the counter for the imaging unit.
• If the installation is completed properly, a guide report is printed out automatically. Wait for about 1.5 minutes for the machine to get ready.

Caution

• If there is a cracking sound, re-install the imaging unit. The imaging unit is not properly installed.

Replacing the Waste Toner Container

The life of the waste toner container unit is approximately 1,250 pages for full colour 5% image printing or 5,000 pages for black printing. When the life span of the waste toner container has expired, **Replace/Install Waste Toner Tank** appears on the display of the control panel, indicating the waste toner container needs to be replaced. Otherwise your printer stops printing.

To replace the waste toner container:

1 Turn the machine off, then wait a few minutes for the machine to cool.

2 Open the front cover.

3 Pull the waste toner container out of the machine using its handle.
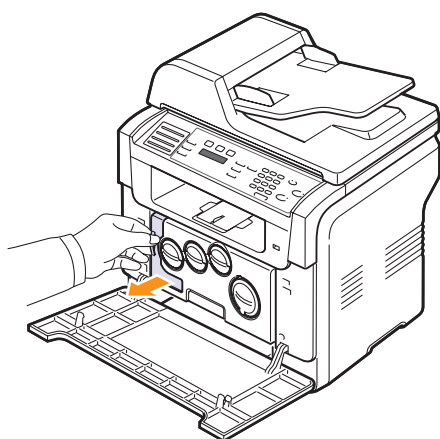
> **Note**
> • Make sure that you lay the waste toner container on a flat surface so that the toner does not spill.

4 Remove the container's cap from the container as shown below, and use it to close the waste toner container opening.
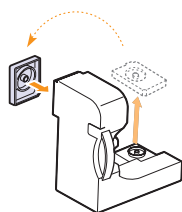
> **Caution**
> • Do not tilt or turn over the container.

5 Take a new waste toner container out of its package.

6 Insert the new container into position and then push it to make sure that it is firmly seated in place.
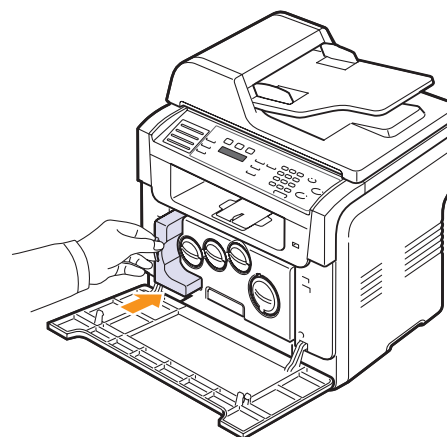
7 Close the front cover firmly.

> **Caution**
> • If the front cover is not completely closed, the machine will not operate.

8 Turn the machine on.

> **Note**
> • After rebooting, your machine will automatically reset the counter for the waste toner container.

Maintenance Parts

To avoid print quality and paper feed problems resulting from worn parts and to maintain your printer in top working condition the following items will need to be replaced at the specified number of pages or when the life span of each item has expired.

Items	Yield (Average)
ADF rubber pad	Approx. 20,000 pages
Transfer belt	Approx. 60,000 images
Transfer roller	Approx. 100,000 pages
Fuser unit	Approx. 100,000 black pages or 50,000 colour pages
Tray rubber pad	Approx. 250,000 pages
Pickup roller	Approx. 50,000 pages

Xerox highly recommends that an authorized service provider, dealer or the retailer where you bought printer performs this maintenance activity.

Checking replaceable parts

If you experience frequent paper jams or printing problems, check the number of pages the machine has printed or scanned. Replace the corresponding parts, if necessary.

The following information are available for checking the replaceable elements of your machine:

• **Supplies Info**: prints the supply information page.
• **Total**: displays the total number of pages printed.
• **ADF Scan**: displays the number of pages scanned using the ADF.
• **Platen Scan**: displays the number of pages scanned using the scanner glass.
• **Imaging Uint**, **Transfer Belt**, **Fuser**, **TransferRoller**, **Tray1 Roller**, **Tray2 Roller** : displays the number of pages printed each item.

To check the replaceable parts:

1 Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2 Press the **Scroll** buttons until **Maintenance** appears and press **Enter**.

3 Press the **Scroll** buttons until **Supplies Life** appears and press **Enter**.

4 Press the **Scroll** buttons until the item you want appears and press **Enter**.

5 If you selected to print a supply information page, press **Enter** to confirm.

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

Replacing the ADF rubber pad

You will need to replace the ADF rubber pad when there seems to be a consistent problem with paper pickup or when its specified yield is reached.

1 Open the ADF cover.

2 Rotate the bushing on the right end of the ADF roller toward the ADF and remove the roller from the slot.

1	bushing
2	ADF roller
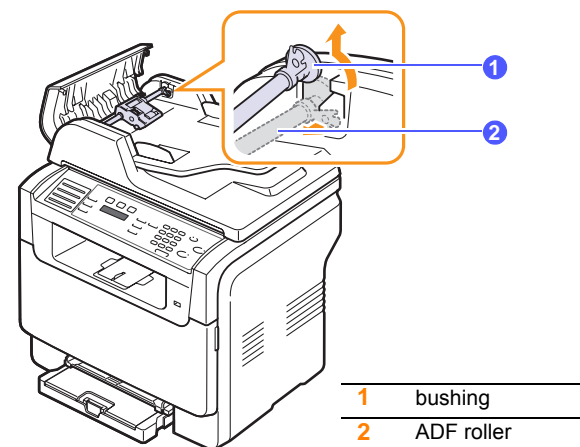
3 Remove the ADF rubber pad from the ADF, as shown.
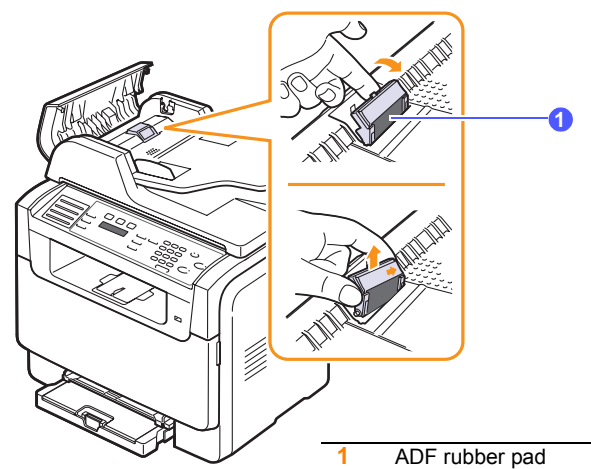
1	ADF rubber pad

4 Insert a new ADF rubber pad into place.

5 Align the left end of the ADF roller with the slot and push the right end of the roller into the right slot. Rotate the bushing on the right end of the roller toward the document input tray.
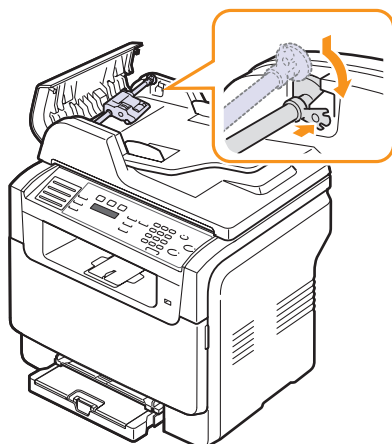
6 Close the ADF cover.

Checking the machine's serial number

When you call for service or register as a user on the **Xerox** website, the machine's serial number may be required.

You can check the serial number by taking the following steps:

1 Press **Menu** until **System Setup** appears on the bottom line of the display and press **Enter**.

2 Press the **Scroll** buttons until **Maintenance** appears and press **Enter**.

3 Press the **Scroll** buttons until **Serial Number** appears and press **Enter**.

4 Check your machine's serial number.

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

14 Troubleshooting

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

This chapter includes:

- **Clearing document jams**
- **Clearing paper jams**
- **Understanding display messages**
- **Solving other problems**

Clearing document jams

When an original jams while passing through the ADF, **Document Jam** appears on the display.

1 Remove any remaining pages from the ADF.

2 Open the ADF cover.
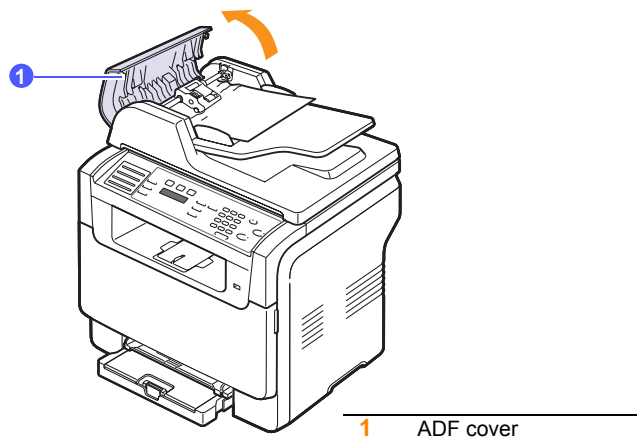
1	ADF cover

3 Pull the jammed paper gently out of the ADF.
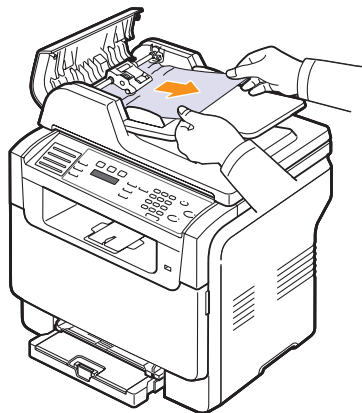
4 Close the ADF cover. Then load the removed pages, if any, back into the ADF.
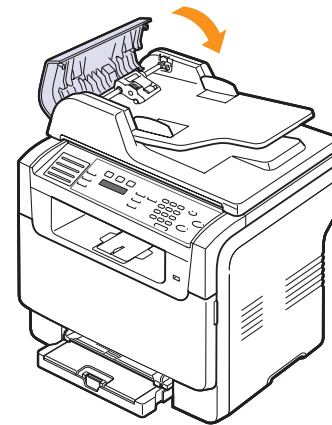
> **Note**
>
> • To prevent document jams, use the scanner glass for thick, thin, or mixed paper-type originals.

Exit misfeed

1 Open the scanner lid.

2 Turn the release knob to the direction as shown to remove the misfeed paper from the document output tray.

1	release knob
2	scanner lid
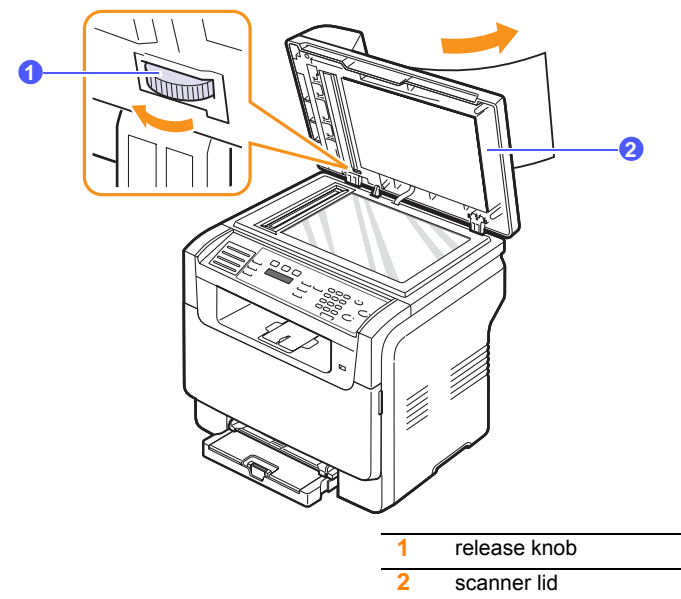
3 Close the scanner lid. Then load the removed pages back into the ADF.

Roller misfeed

1 Open the scanner lid.

2 Seize the misfed paper, and remove the paper from the feed area by carefully pulling it to the right using both hands.
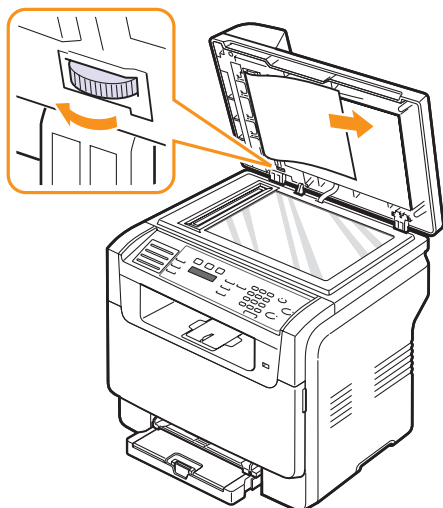
3 Close the scanner lid. Then load the removed pages back into the ADF.

Clearing paper jams

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

Message	Location of jam	Go to
Paper Jam 0 Open/Close Door	In the paper feed area (tray 1, optional tray 2)	the next column, 14.3
Paper Jam 1 Open/Close Door	In the paper exit area	14.4
Paper Jam 2 Check Inside	In the fuser area or around the toner cartridge	14.4
Manual Feeder Paper Jam 0	In the paper feed area	14.4

Caution

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

In the tray 1

1 Open and close the front cover. The jammed paper is automatically ejected from the machine.

If the paper does not exit, go to the next step.

2 Pull the tray 1 out of the machine.
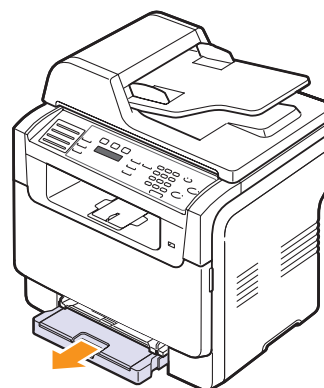
3 Remove the jammed paper by gently pulling it straight out.
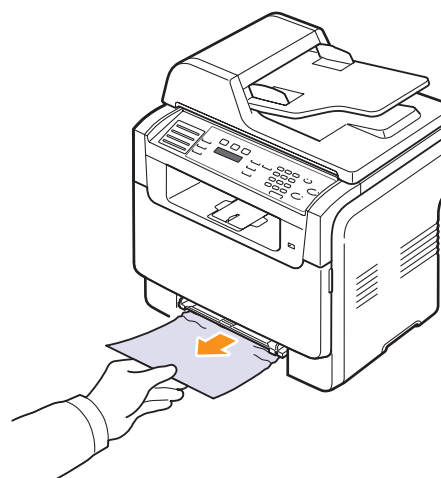
If the paper does not move when you pull, or if you do not see the paper in this area, check the paper exit area. See page 14.4.

4 Insert the tray 1 into the machine until it snaps into place. Printing automatically resumes.

In the optional tray 2

1 Pull the optional tray 2 out of the machine.
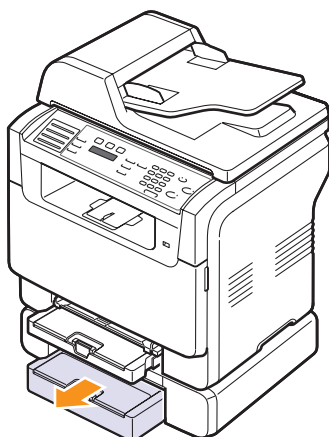
2 Remove the jammed paper from the machine.
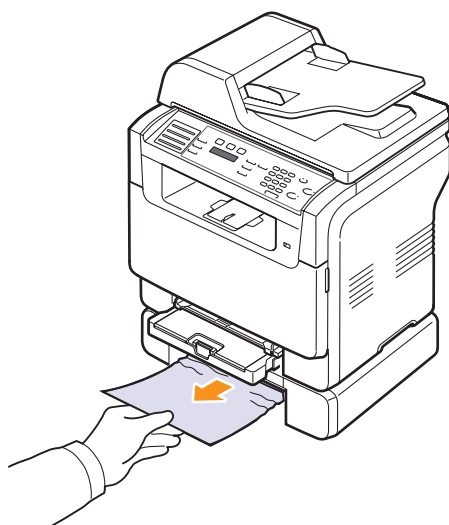
3 Insert the tray 1 into the machine until it snaps into place. Printing automatically resumes.

If the paper does not move when you pull, or if you do not see the paper in this area, go to the next step.

4 Open the jam cover in the optional tray 2.
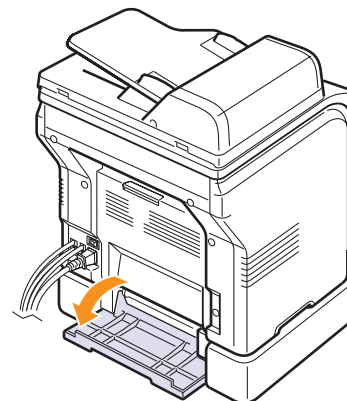
5 Pull the jammed paper out in the direction shown.
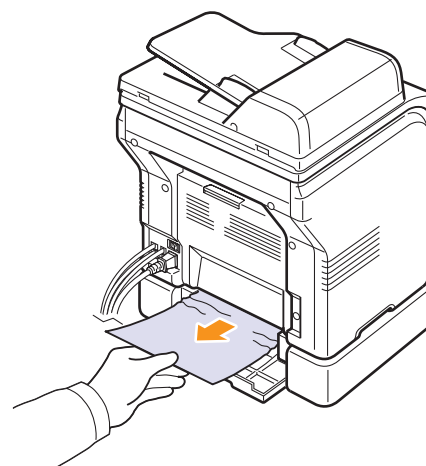
6 Close the jam cover. Printing automatically resumes.

In the manual feeder

1 Pull the tray 1 out.

2 Push the manual feeder tab down.
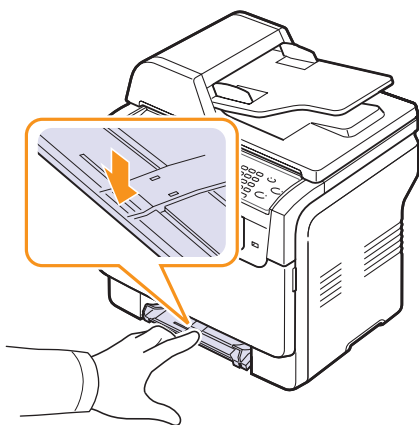
3 Pull the Jammed paper out of the manual feeder.
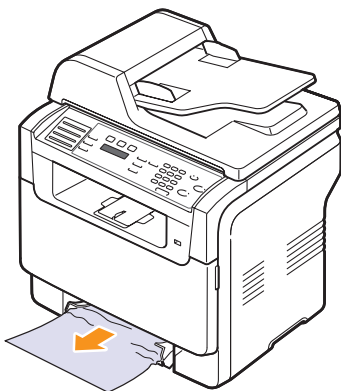
4 Insert the tray 1 into the machine until it snaps into place.

In the paper exit area

1 Open and close the front cover. The jammed paper is automatically ejected from the machine.

2 Gently pull the paper out of the output tray.
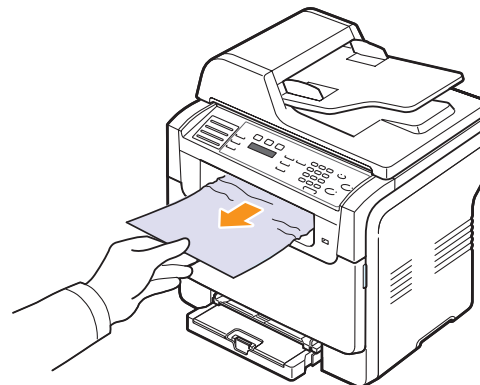
If you do not see the jammed paper or if there is any resistance when you pull, stop and go to the next step.

3 Open the rear cover.

4 If you see the jammed paper, pull it straight up. Skip to step 8.

If you still do not see the paper, go to the next step.

5 Open the fuser door.
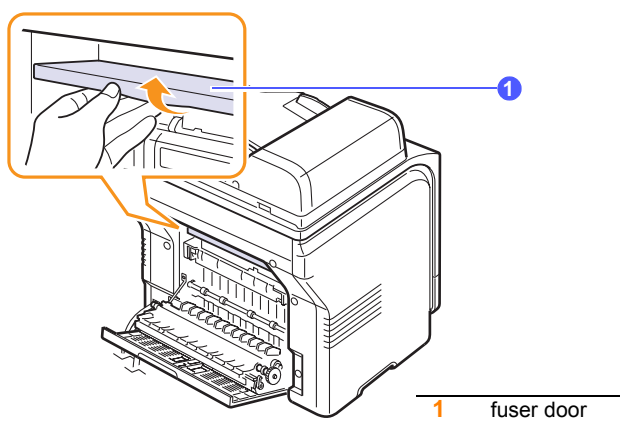
| 1 | fuser door |

6 Locate the jammed paper and pull it out.
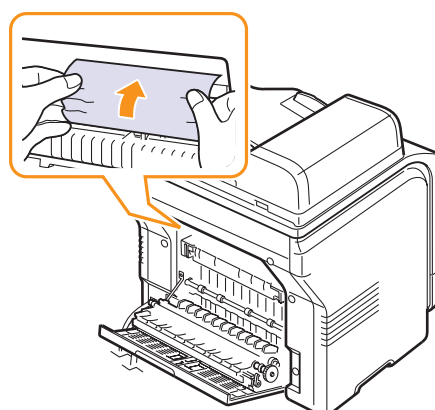
7 Close the fuser door.

8 Close the rear cover. Printing automatically resumes.

Tips for avoiding paper jams

By selecting the correct media types, most paper jams can be avoided. When a paper jam occurs, follow the steps outlined on page 14.2.

- Follow the procedures on page 5.6. Ensure that the adjustable guides are positioned correctly.
- Do not overload the tray. Ensure that the paper level is under the brackets of the tray 1.
- 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 page 5.2.
- Ensure that the recommended print side of print media is facing up in the mamual tray and tray 1.

Understanding display messages

Messages appear on the control panel display to indicate the machine's status or errors. Refer to the tables below to understand the messages' meaning and correct the problem if necessary. Messages and their meanings are listed in alphabetical order.

> **Note**
> - When you call for service, it is very convenient to tell the service representative the display message.

Messages in the coloured cells are available only with **Phaser 6110MFP/XN**.

Message	Meaning	Suggested solutions
[Color] Toner Empty	The colour toner cartridge has run out. The machine stops printing.	Replace the colour toner cartridge with a new one. See page 13.5
[Color] Toner Low	The corresponding colour toner cartridge is almost empty.	Take out the toner cartridge and thoroughly shake it. By doing this, you can temporarily reestablish printing operations.
[Color] Toner Supply Error	The machine received several papers with many images, and it can not supply the toner properly.	Unplug the power cord and plug it back in. If the problem persists, please call for service.
[COMM. Error]	The machine has a communication problem.	Ask the sender to try again.
[Incompatible]	The machine has received a fax from which is registered as a junk fax.	The received fax data will be deleted. Reconfirm junk fax setup. See page 10.2
[Line Error]	Your machine cannot connect with the receiving fax machine or has lost contact because of a problem with the phone line.	Try again. If the problem persists, wait an hour or so for the line to clear and try again. Or, turn the ECM mode on. See page 10.1.
No Answer	The receiving fax machine has not answered after several redial attempts.	Try again. Make sure that the receiving machine is operational.

Message	Meaning	Suggested solutions
[Stop Pressed]	**Stop/Clear** has been pressed during an operation.	Try again.
Cancel? ◀ **Yes** ▶	Your machine's memory has become full while trying to store an original into memory.	To cancel the fax job, press the **Enter** button to accept **Yes**. If you want to send those pages that have been successfully stored, press the **Enter** button to accept **No**. You should send the remaining pages later, when memory is available.
Connection Error	Connection with the SMTP server failed.	Check the server settings and the network cable.
Data Read Fail Check USB Mem.	Time expired while reading data.	Try again.
Data Write Fail Check USB Mem.	Storing to the USB memory failed.	Check the available USB memory space.
Deve Home Sensor Error	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. If the problem persists, please call for service.
Document Jam	The loaded original has jammed in the ADF.	Clear the jam. See page 14.1.
Door Open	The front cover or rear cover is not securely latched.	Close the cover until it locks into place.
Enter Again	You entered an unavailable item.	Enter the correct item again.
File Format Not Supported	The selected file format is not supported.	Use the correct file format.
Fuser Fan Locked	There is a problem in the cooling fan of the machine.	Open and then close the front cover.

Message	Meaning	Suggested solutions
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.	Use a speed dial number or dial a number manually using the number keypad.
Install [Color] Toner	The colour toner cartridge is not installed.	Install the colour toner cartridge.
Install [Part]	The corresponding part of the machine is not installed.	Install the part into your machine.
Invalid [Color] Toner	The colour toner cartridge you have installed is not for your machine.	Install the a Xerox-genuine colour toner cartridge designed for your machine.
Invalid [Part]	The colour part of the machine is not for your machine.	Install the a Xerox-genuine part designed for your machine.
Line Busy	The receiving fax machine did not answer or the line is already engaged.	Try again after a few minutes.
Low Heat Error Cycle Power	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. If the problem persists, please call for service.
LSU Hsync Error Cycle Power	A problem has occurred in the LSU (Laser Scanning Unit).	Unplug the power cord and plug it back in. If the problem persists, please call for service.
LSU Motor Error Cycle Power	A problem has occurred in the LSU (Laser Scanning Unit).	Unplug the power cord and plug it back in. If the problem persists, please call for service.
Main Motor Locked	There is a problem in the main motor.	Open and then close the front cover.

Message	Meaning	Suggested solutions
Mail Exceeds Server Support	The mail size is larger than the supported size by SMTP server.	Divide your mail or reduce the resolution.
Memory Full	The memory is full.	Delete unnecessary fax jobs and retransmit after more memory becomes available. Alternatively, split the transmission into more than one operation.
Manual Feeder Paper Empty	There is no paper in the manual feeder.	Load paper in the manual feeder.
Manual Feeder Paper Jam 0	Paper has jammed in the feeding area of the manual feeder.	Clear the jam. See page 14.4.
Network Error	There is a problem with the network.	Contact your network administrator.
Not Assigned	The speed button or speed dial number you tried to use has no number assigned to it.	Enter the number manually using the number keypad or store the number or address.
One Page is Too Large	Single page data exceeds the configured mail size.	Reduce the resolution and try again.
Open Heat Error Cycle Power	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. If the problem persists, please call for service.
Operation Not Assigned	You are in the **Add Page/Cancel Job** operation, but there are no jobs stored.	Check the display to see if there are any scheduled jobs.
Out-Bin Full	The output tray of the machine is full of paper.	Remove paper.
Over Heat Error Cycle Power	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. If the problem persists, please call for service.
Paper Jam 0 Open/Close Door	Paper has jammed in the feeding area of the tray.	Clear the jam. See page 14.2, 14.3.

Message	Meaning	Suggested solutions
Paper Jam 1 Open/Close Door	Paper has jammed in the paper exit area.	Clear the jam. See page 14.4.
Paper Jam 2 Check Inside	Paper has jammed In the fuser area or around the toner cartridge	Clear the jam. See page 14.4.
Tray 1 Paper Mismatch	The paper size specified in the printer properties does not match the paper you are loading.	Load the correct paper in the tray 1.
Tray 2 Paper Mismatch	The paper size specified in the printer properties does not match the paper you are loading.	Load the correct paper in the tray 2.
Tray 2 Paper jam 0	Paper has jammed In the paper feed area.	Clear the jam. See page 14.3
Power Failure	Power has turned off then on and the machine's memory has not been back up.	The job which you were trying to do before the power failure must be completely re-done.
Refilled [Color] Toner	The toner cartridge you have installed is not genuine or refilled.	The print quality may get poor if the refilled toner cartridge is installed, since its characteristics may significantly differ from the genuine. We recommend Xerox-genuine color toner cartridge.
Replace [Color] Toner	This message appears between **Toner Empty** and **Toner Low** status.	Replace the toner cartridge with a new one. See page 13.5.
Replace [Part]	The life of the part expires totally.	Replace the part with a new one. Call for service.
Replace [Part] Soon	The life of the part expires soon.	See page 13.10 and call for service.

Message	Meaning	Suggested solutions
Replace/Install Waste Toner Tank	The life span of the waste toner tank has expired and the printer will stop printing until a new waste toner tank is placed into the printer.	See page 13.9
Retry Redial?	The machine is waiting for a specified time interval to redial a previously busy station.	You can press **Enter** to immediately redial, or **Stop/Clear** to cancel the redial operation.
Scanner locked	The scanner module is locked	Unlock the scanner and press **Stop/Clear**.
SCF Cover Open	The jam cover in the optional tray 2 is open.	Close the jam cover in the optional tray 2.
Send Error (AUTH)	There is a problem in SMTP authentication.	Configure the authentication setting.
Send Error (DNS)	There is a problem in DNS.	Configure the DNS setting.
Send Error (POP3)	There is a problem in POP3.	Configure the POP3 setting.
Send Error (SMTP)	There is a problem in SMTP.	Change to the available server.
Send Error (Wrong Config)	There is a problem on the network interface card.	Configure your network interface card correctly.
Transfer Belt Error	A problem has occurred in the transfer belt in the machine.	Unplug the power cord and plug it back in. If the problem persists, please call for service.
Tray 1 Paper Empty	There is no paper in the tray 1.	Load paper in the tray 1. See page 5.6.
Tray 2 Paper Empty	There is no paper in the optional tray 2.	Load paper in the optional tray 2.

Solving other problems

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

Paper feeding problems

Condition	Suggested solutions
Paper is jammed during printing.	Clear the paper jam. See page 14.2.
Paper sticks together.	• Ensure that there is not too much paper in the tray. The tray can hold up to 150 sheets of paper, depending on the thickness of your paper. • Make sure that you are using the correct type of paper. See page 5.4. • Remove paper from the tray and flex or fan the paper. • Humid conditions may cause some paper to stick together.
Multiple sheets of paper do not feed.	• Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight. • If multiple sheets have caused a paper jam, clear the paper jam. See page 14.2.
Paper does not feed into the machine.	• 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 page 5.2. • If an original does not feed into the machine, the ADF rubber pad may need to be replaced. See page 13.10.
The paper keeps jamming.	• There is too much paper in the tray. Remove excess paper from the tray. If you are printing on special materials, use the manual feeder. • An incorrect type of paper is being used. Use only paper that meets the specifications required by the machine. See page 5.2. • There may be debris inside the machine. Open the front cover and remove the debris. • If an original does not feed into the machine, the ADF rubber pad may need to be replaced. See page 13.10.

Condition	Suggested solutions
Transparencies stick together in the paper exit.	Use only transparencies specifically designed for laser printers. Remove each transparency as it exits from the machine.
Envelopes skew or fail to feed correctly.	Ensure that the paper guides are against both sides of the envelopes.

Printing problems
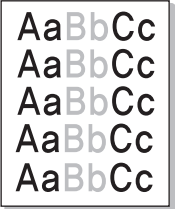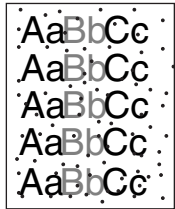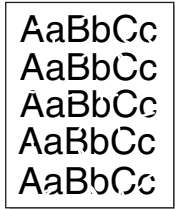
Condition	Possible cause	Suggested solutions
The machine does not print.	The machine is not receiving power.	Check the power cord connections. Check the power switch and the power source.
	The machine is not selected as the default printer.	Select **Xerox Phaser 6110MFP** as your default printer in your Windows.
	Check the machine for the following: • The front cover is not closed. Close the cover. • Paper is jammed. Clear the paper jam. See 14.2. • No paper is loaded. Load paper. See 5.6. • The toner cartridge is not installed. Install the toner cartridge. If a system error occurs, contact your service representative.	
	The connection cable between the computer and the machine is not connected properly.	Disconnect the printer cable and reconnect it.
	The connection cable between the computer and the machine is defective.	If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different printer cable.
	The port setting is incorrect.	Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the machine is attached to the correct one.
	The machine may be configured incorrectly.	Check the printer properties to ensure that all of the print settings are correct.
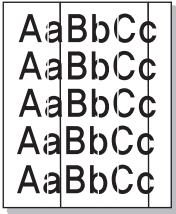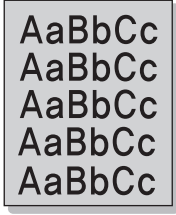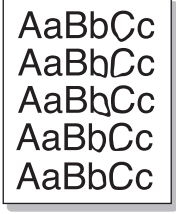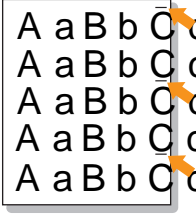
Condition	Possible cause	Suggested solutions
The machine does not print. (continued)	The printer driver may be incorrectly installed.	Repair the printer software. See the **Software Section**.
	The machine is malfunctioning.	Check the display message on the control panel to see if the machine is indicating a system error.
	The document size is so big that the hard disk space of the computer is not large enough to access the print job.	Get more hard disk space and print the document again.
The machine selects print materials from the wrong paper source.	The paper source selection in the printer properties may be incorrect.	For many software applications, the paper source selection is found under the **Paper** tab within the printer properties. Select the correct paper source. See the printer driver help screen.
A print job is extremely slow.	The job may be very complex.	Reduce the complexity of the page or try adjusting the print quality settings.
	If you are using Windows 9x/Me, the Spool Setting may be set incorrectly.	From the **Start** menu, choose **Settings** and then **Printers**. Right-click the **Xerox Phaser 6110MFP** machine icon, choose **Properties**, click the **Details** tab, and then choose the **Spool Settings** button. Select the desired spool setting.
Half the page is blank.	The page orientation setting may be incorrect.	Change the page orientation in your application. See the printer driver help screen.
	The paper size and the paper size settings do not match.	Ensure that the paper size in the printer driver settings matches the paper in the tray. Or, ensure that the paper size in the printer driver settings matches the paper selection in the software application settings you use.
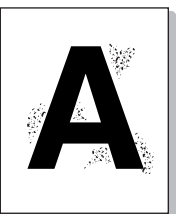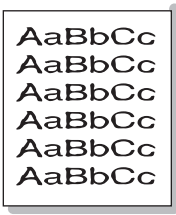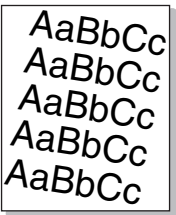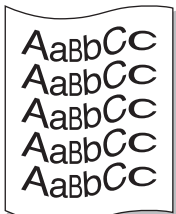
Condition	Possible cause	Suggested solutions
The machine prints, but the text is wrong, garbled, or incomplete.	The printer cable is loose or defective.	Disconnect the printer cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the machine to another computer and try a print job that you know works. Finally, try a new printer cable.
	The wrong printer driver was selected.	Check the application's printer selection menu to ensure that your machine is selected.
	The software application is malfunctioning.	Try printing a job from another application.
	The operating system is malfunctioning.	Exit Windows and reboot the computer. Turn the machine off and then back on again.
Pages print, but are blank.	The toner cartridge is defective or out of toner.	Redistribute the toner, if necessary. See page 13.4. If necessary, replace the toner cartridge.
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
The illustrations print incorrectly in Adobe Illustrator.	The setting in the software application is wrong.	Select **Download as Bit Image** in the **TrueType Options** window of the graphic properties and print the document again.
The printer does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	Printing the PDF file as an image may solve this problem. Turn on **Print As Image** from the Acrobat printing options. **NOTE**: It will take longer to print when you print a PDF file as an image.
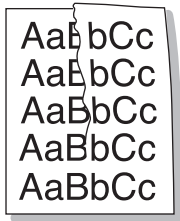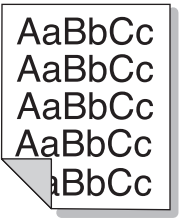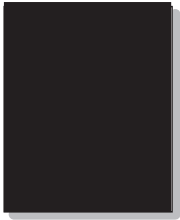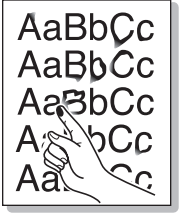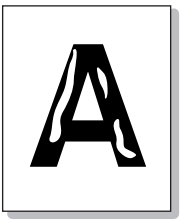
Printing quality problems
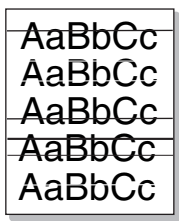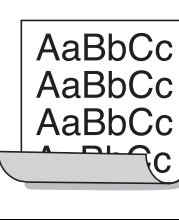
If the inside of the machine is dirty or paper has been loaded improperly, you may notice a reduction in print quality. See the table below to clear the problem.

Condition	Suggested solutions
Light or faded print AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	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 toner cartridge life. See page 13.4. If this does not improve the print quality, install a new toner cartridge. • The paper may not meet paper specifications; for example, the paper is too moist or too rough. See page 5.2. • If the entire page is light, the print resolution setting is too low. Adjust the print resolution. See the help screen of the printer driver. • A combination of faded or smeared defects may indicate that the toner cartridge needs cleaning. • The surface of the LSU part inside the machine may be dirty. Clean the LSU. See page 13.2.
Toner specks AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• The paper may not meet specifications; for example, the paper is too moist or too rough. See page 5.2. • The transfer roller may be dirty. Clean the inside of your machine. See page 13.2. • The paper path may need cleaning. See page 13.2.
Dropouts AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If faded areas, generally rounded, occur randomly on the page: • A single sheet of paper may be defective. Try reprinting the job. • The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. See page 5.2. • The paper lot is bad. The manufacturing processes can cause some areas to reject toner. Try a different kind or brand of paper. • Change the printer option and try again. Go to printer properties, click **Paper** tab, and set type to **Thick**. Refer to the **Software Section** for details. • If these steps do not correct the problem, contact a service representative.

Condition	Suggested solutions
Vertical lines AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If black vertical streaks appear on the page: • The drum inside the toner cartridge has probably been scratched. Remove the toner cartridge and install a new one. See page 13.5. If white vertical streaks appear on the page: • The surface of the LSU part inside the machine may be dirty. Clean the LSU. See page 13.2.
Colour or Black background AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If the amount of background shading becomes unacceptable: • Change to a lighter weight paper. See page 5.2. • Check the machine's environment: very dry (low humidity) or high humidity (higher than 80% RH) conditions can increase the amount of background shading. • Remove the old toner cartridge and install a new one. See page 13.5.
Toner smear AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Clean the inside of the machine. See page 13.2. • Check the paper type and quality. See page 5.2. • Remove the toner cartridge and install a new one. See page 13.5.
Vertical repetitive defects A a B b C A a B b C A a B b C A a B b C A a B b C	If marks repeatedly appear on the printed side of the page at even intervals: • The toner cartridge may be damaged. If a repetitive mark occurs on the page, print a cleaning sheet several times to clean the cartridge; see page 13.4. After the printout, if you still have the same problems, remove the toner cartridge and install a new one. See page 13.5. • 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.

Condition	Suggested solutions
Background scatter A	Background scatter results from bits of toner randomly distributed on the printed page. • The paper may be too damp. Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. • If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. • If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or the printer properties.
Misformed characters AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try a different paper. See page 5.2. • If characters are improperly formed and producing a wavy effect, the scanner unit may need service. For service, contact a service representative.
Page skew AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Ensure that the paper is loaded properly. • Check the paper type and quality. See page 5.2. • Ensure that the paper or other material is loaded correctly and the guides are not too tight or too loose against the paper stack.
Curl or wave AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Ensure that the paper is loaded properly. • Check the paper type and quality. Both high temperature and humidity can cause paper curl. See page 5.2. • Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.

Condition	Suggested solutions
Wrinkles or creases AaБbCc AaБbCc AaБbCc AaBbCc AaBbCc	• Ensure that the paper is loaded properly. • Check the paper type and quality. See page 5.2. • Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.
Back of printouts are dirty AaBbCc AaBbCc AaBbCc AaBbCc aBbCc	Check for leaking toner. Clean the inside of the machine. See page 13.2.
Solid Colour or Black pages	• The toner cartridge may not be installed properly. Remove the cartridge and reinsert it. • The toner cartridge may be defective and need replacing. Remove the toner cartridge and install a new one. See page 13.5. • The machine may require repair. Contact a service representative.
Loose toner AaBbCc AaBbCc AaBbCc A bCc Aa Cc	• Clean the inside of the machine. See page 13.2. • Check the paper type and quality. See page 5.2. • Remove the toner cartridge and install a new one. See page 13.5. • If the problem persists, the machine may require repair. Contact a service representative.
Character Voids	Character voids are white areas within parts of characters that should be solid black: • If you are using transparencies, try another type of transparency. Because of the composition of transparencies, some character voids are normal. • You may be printing on the wrong surface of the paper. Remove the paper and turn it around. • The paper may not meet paper specifications. See page 5.2.

Condition	Suggested solutions
Horizontal stripes AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If horizontally aligned black streaks or smears appear: • The toner cartridge may be installed improperly. Remove the cartridge and reinsert it. • The toner cartridge may be defective. Remove the toner cartridge and install a new one. See page 13.5. • If the problem persists, the machine may require repair. Contact a service representative.
Curl AaBbCc AaBbCc AaBbCc	If the printed paper is curled or paper does not feed into the machine: • Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray. • Change the printer option and try again. Go to printer properties, click Paper tab, and set type to Thin. Refer to the **Software Section** for details.
An unknown image repetitively appears on a next few sheets or loose toner, light print, or contamination occurs.	Your printer is probably being used at an altitude of 2,500 m (8,200 ft) or above. The high altitude may affect the print quality such as loose toner or light imaging. You can set this option through **Printer Settings Utility** or **Printer** tab in printer driver's properties. Refer to the **Software Section** for details.

Copying problems

Condition	Suggested solutions
Copies are too light or too dark.	Use **Lighten/Darken** to darken or lighten the background of the copies.
Smears, lines, marks, or spots appears on copies.	• If defects are on the original, press **Lighten/Darken** to lighten the background of your copies. • If no defects are on the original, clean the scan unit. See page 13.4.
Copy image is skewed.	• Ensure that the original is face down on the scanner glass or face up in the ADF. • Check that the copy paper is loaded correctly.
Blank copies print out.	Ensure that the original is face down on the scanner glass or face up in the ADF.

Condition	Suggested solutions
Image rubs off the copy easily.	• Replace the paper in the tray with paper from a new package. • In high humidity areas, do not leave paper in the machine for extended periods of time.
Frequent copy paper jams occur.	• Fan the stack of paper, then turn it over in the tray. Replace the paper in the tray with a fresh supply. Check/adjust the paper guides, if necessary. • Ensure that the paper is the proper paper weight. 75 g/m^2 (20 lb bond) paper is recommended. • Check for copy paper or pieces of copy paper remaining in the machine after a paper jam has been cleared.
Toner cartridge produces fewer copies than expected before running out of toner.	• Your originals may contain pictures, solids, or heavy lines. For example, your originals may be forms, newsletters, books, or other documents that use more toner. • The machine may be turned on and off frequently. • The scanner lid may be left open while copies are being made.

Scanning problems

Condition	Suggested solutions
The scanner does not work.	• Make sure that you place the original to be scanned face down on the scanner glass, or face up in the ADF. • There may not be enough available memory to hold the document you want to scan. Try the Prescan function to see if that works. Try lowering the scan resolution rate. • Check that the USB cable is connected properly. • Make sure that the USB cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable. • Check that the scanner is configured correctly.

Condition	Suggested solutions
The unit scans very slowly.	• Check if the machine is printing received data. If so, scan the document after the received data has been printed. • Graphics are scanned more slowly than text. • Communication speed slows in scan mode because of the large amount of memory required to analyze and reproduce the scanned image. Set your computer to the ECP printer mode through BIOS setting. It will help to increase the speed. For details about how to set BIOS, refer to your computer user's guide.
Message appears on your computer screen: • "Device can't be set to the H/W mode you want." • "Port is being used by another program." • "Port is Disabled." • "Scanner is busy receiving or printing data. When the current job is completed, try again." • "Invalid handle." • "Scanning has failed."	• There may be a copying or printing job in progress. When that job is complete, try your job again. • The Selected port is currently being used. Restart your computer and try again. • The printer cable may be improperly connected or the power may be off. • The scanner driver is not installed or the operating environment is not set up properly. • Ensure that the machine is properly connected and the power is on, Then restart your computer. • The USB cable may be improperly connected or the power may be off.

Network Scan problems

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

Fax problems (Phaser 6110MFP/XN only)

Condition	Suggested solutions
The machine is not working, there is no display and the buttons are not working.	• Unplug the power cord and plug it in again. • Ensure that there is power to the electrical outlet.
No dial tone sounds.	• Check that the phone line is connected properly. • Check that the phone socket in the wall is working by plugging in another phone.
The numbers stored in memory do not dial correctly.	Make sure that the numbers are stored in memory correctly. Print a **Phone Book** list, referring to page 10.5.
The original does not feed into the machine.	• Make sure that the paper is not wrinkled and you are putting it in correctly. Check that the original is the right size, not too thick or thin • Make sure that the ADF is firmly closed. • The ADF rubber pad may need to be replaced. See page 13.10.

Condition	Suggested solutions
Faxes are not received automatically.	• 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. If it does, clear the problem.
The machine does not send.	• Make sure that the original is loaded in the ADF or on the scanner glass. • **Sending** should show up on the display. • Check the fax machine you are sending to, to see if it can receive your fax.
The incoming fax has blank spaces or is of poor-quality.	• The fax machine sending you the fax may be faulty. • A noisy phone line can cause line errors. • Check your machine by making a copy. • The toner cartridge may be empty. Replace the toner cartridge, referring to page 13.5.
Some of the words on an incoming fax are stretched.	The fax machine sending you the fax had a temporary document jam.
There are lines on the originals you send.	Check your scan unit for marks and clean it. See page 13.4.
The machine dials a number, but a connection with the other fax machine fails.	The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask her/him to sort out the problem.
Faxes do not store in memory.	There may not be enough memory space to store the fax. If the display shows the **Memory Full** message, delete from memory any faxes you no longer need and then try again to store the fax.
Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top.	You may have chosen the wrong paper settings in the user option setting. For details about paper settings, see page 5.2.

Common Windows problems

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

Note
• Refer to Microsoft Windows 98/Me/2000/XP User's Guide that came with your PC for further information on Windows error messages.

Common Linux problems

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

Condition	Suggested solutions
The machine does not print.	The CUPS (Common Unix Printing System) version distributed with SuSE Linux 9.2 (cups-1.1.21) has a problem with ipp (Internet Printing Protocol) printing.Use the socket printing instead of ipp or install later version of CUPS (cups-1.1.22 or higher).
Some color images come out all black.	This is a known bug in Ghostscript (until GNU Ghostscript version 7.05) when the base color space of the document is indexed color space and it is converted through CIE color space. Because Postscript uses CIE color space for Color Matching System, you should upgrade Ghostscript on your system to at least GNU Ghostscript version 7.06 or later. You can find recent Ghostscript versions at www.ghostscript.com.
Some color images come out in unexpected color.	This is a known bug in Ghostscript (until GNU Ghostscript version 7.xx) when the base color space of the document is indexed RGB color space and it is converted through CIE color space. Because Postscript uses CIE color space for Color Matching System, you should upgrade Ghostscript on your system to at least GNU Ghostscript version 8.xx or later. You can find recent Ghostscript versions at www.ghostscript.com.
The machine does not print whole pages and its output is half page printed.	It is a known problem that occurs when a color printer is used on version 8.51 or earlier of Ghostscript, 64-bit Linux OS, and reported to bugs.ghostscript.com as Ghostscript Bug 688252.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.

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

Condition	Suggested solutions
The machine does not scan.	• Check if a document is loaded into the machine. • Check if your machine is connected to the computer. Make sure if it is connected properly if I/O error is reported while scanning. • Check if the port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (port), the situation of simultaneous access of different "consumer" application to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other "consumer" will encounter "device busy" response. This can usually happen while starting scan procedure, and appropriate message box will be displayed. To identify the source of the problem, you should open ports configuration and select the port assigned to your scanner. Port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1 and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or should press Release port button, if you are sure that the present port's owner is not functioning properly.
I cannot scan via Gimp Front-end.	• Check if Gimp Front-end has "Xsane: Device dialog." on the "Acquire" menu. If not, you should install Xsane plug-in for Gimp on the your computer. You can find Xsane plug-in package for Gimp on Linux distribution CD or Gimp home page. For the detail information, refer to the Help for Linux distribution CD or Gimp Front-end application. If you wish to use other kind of scan application, refer to the Help for application.

Condition	Suggested solutions
I encounter error "Cannot open port device file" when printing a document.	Please 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 port while printing, the abrupt termination of the driver keeps the port locked and therefore unavailable for subsequent print jobs. If this situation occurred, please, try to release the port.
The printer does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products: Printing the PDF file as an image may solve this problem. Turn on **Print As Image** from the Acrobat printing options. **NOTE**: It will take longer to print when you print a PDF file as an image.

Common Macintosh problems

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

15 Specifications

This chapter includes:

- **General specifications**
- **Printer specifications**
- **Scanner and copier specifications**
- **Facsimile specifications (Phaser 6110MFP/XN only)**

General specifications

Item	Description
ADF	Up to 50 sheets (20 lb bond, 75 g/m^2)
ADF document size	Width: 5.6 to 8.5 inches (142 to 216 mm) Length: 5.8 to 14 inches (148 to 356 mm)
Paper input capacity	Tray 1: 150 multi-pages for plain paper (20 lb bond, 75 g/m^2), 1 page for label, card stock, transparency, and envelope (16 to 43 lb bond, 60 to 163 g/m^2) Manual feeder: 1 page for plain paper, label, card stock, transparency, and envelope (16 to 43 lb bond, 60 to 163 g/m^2) Optional tray 2: 250 multi pages for plain paper (16 to 24lb bond, 60 to 90 g/m^2)
Paper output capacity	Output tray: 100 sheet (face down)
Power rating	110 - 127 VAC / 220 - 240 VAC For the hertz and current, see the Rating label on the machine.
Power consumption	Average: 350 W Power save mode: Less than 30 W
Noise level[a]	Standby mode: Less than 35 dBA Printing: Less than 49 dBA (colour printing) Less than 49 dBA (black and white printing) Copying mode: Less than 52 dBA
Warm-up time	Less than 35 seconds (from sleep mode)
Operating environment	Temperature: 59° F to 90.5^o F (10° C to 32.5^o C) Humidity: -10% to 80% RH
Display	16 characters x 2 lines

Item	Description	
Toner cartridge life[b]	Black	2,000 pages at 5% coverage (Shipped with 1,500 pages Starter toner cartridge)
	Colour	1,000 pages at 5% coverage (Shipped with 700 pages Starter toner cartridge)
Memory	128 MB (Non extendable)	
External dimension (W x D x H)	466 x 429 x 486 mm (18.3 x 16.8 x 19.1 inches)	
Weight	20.5 Kg (including consumables)	
Package weight	Paper: 3.3 Kg, Plastic: 0.6 Kg	
Duty cycle	Monthly print: Up to 24,200 pages	

a. Sound Pressure Level, ISO 7779

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

Printer specifications

Item	Description	
Printing method	Laser Beam Printing	
Printing speed[a]	Black & White	Up to 16 ppm in A4 17 ppm in Letter
	Colour	Up to 4 ppm in A4 or Letter
First print out time	Black & White	From ready: Less than 14 seconds From coldboot: Less than 45 seconds
	Colour	From ready: Less than 26 seconds From coldboot: Less than 57 seconds
Print resolution	Up to 2,400 x 600 dpi effective output	
Printer language	GDI	
OS Compatibility[b]	Windows 98/Me/2000/XP Various Linux OS (USB only) Macintosh 10.3 ~ 10.4	
Interface	High Speed USB 2.0 Ethernet 10/100 Base TX (Embedded type)	

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

b. Please visit www.xerox.com/office/support to download the latest software version.

Scanner and copier specifications

Item	Description
Compatibility	TWAIN standard / WIA standard
Scanning method	ADF and Flat-bed Colour CCD (Charge Coupled Device) module
Resolution	Optical: 600 x 1,200 dpi (mono and colour) Enhanced: 4,800 x 4,800 dpi
Effective scanning length	Scanner glass: 11.7 inches (297 mm) ADF: 14 inches (356 mm)
Effective scanning width	Max 8.2 inches (208 mm)
Colour bit depth	24 bit
Mono bit depth	1 bit for Linearity & Halftone 8 bit for Gray mode
Copy speed[a]	Black & white: Up to 16 ppm in A4 (17 ppm in Letter) Colour: Up to 4 cpm in A4 or Letter
Copy resolution	Scan: up to 600 x 300 (text, text/photo) up to 600 x 600 (photo using platen) up to 600 x 300 (photo using ADF) Print: up to 600 x 600 (text, text/photo) up to 1200 x 1200 (photo using platen) up to 600 x 600 (photo using ADF)
Zoom rate	Scanner glass: 25 to 400% ADF: 25 to 100%
Multiple copies	1 to 99 pages
Grayscale	256 levels

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

Facsimile specifications (Phaser 6110MFP/XN only)

Item	Description
Compatibility	ITU-T Group 3
Applicable line	Public Switched Telephone Network (PSTN) or behind PABX
Data coding	MH/MR/MMR/JBIG/JPEG
Modem speed	33.6 Kbps
Transmission speed	Approx. 3 seconds/page[a]
Maximum document length	Scanner glass: 11.7 inches (297 mm) Automatic document glass: 14 inches (356 mm)
Resolution	Standard: 203 x 98 dpi Fine: 203 x 196 dpi Super Fine: 300 x 300 dpi Photo: 203 x 196 dpi Color: 200 x 200 dpi
Memory	4 MB
Halftone	256 levels
Auto dialer	Speed buttons (up to 30 numbers) Speed dialing (up to 240 numbers)

a. Transmission time applies to memory transmission of text data with ECM compression using only ITU-T No.1 Chart.

INDEX

XEROX.

Software section

SOFTWARE SECTION
CONTENTS

Chapter 5: SHARING THE PRINTER LOCALLY

Chapter 6: USING UTILITY APPLICATIONS

Chapter 7: SCANNING

Chapter 8: USING YOUR PRINTER IN LINUX

Chapter 9: USING YOUR PRINTER WITH A MACINTOSH

1 Installing Printer Software in Windows

This chapter includes:

- **Installing Printer Software**
- **Reinstalling Printer Software**
- **Removing Printer Software**

Installing Printer Software

You can install the printer software for local printing or network printing. To install the printer software on the computer, perform the appropriate installation procedure depending on the printer in use.

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.

Installing Software for Local Printing

A local printer is a printer directly attached to your computer using the printer cable supplied with your printer, such as a USB or parallel cable. If your printer is attached to a network, skip this step and go to "Installing Software for Network Printing" on page 6.

You can install the printer software using the typical or custom method.

NOTE: If the "New Hardware Wizard" window appears during the installation procedure, click ⊠ in the upper right corner of the box to close the window, or click **Cancel**.

Typical Installation

This is recommended for most users. All components necessary for printer operations will be installed.

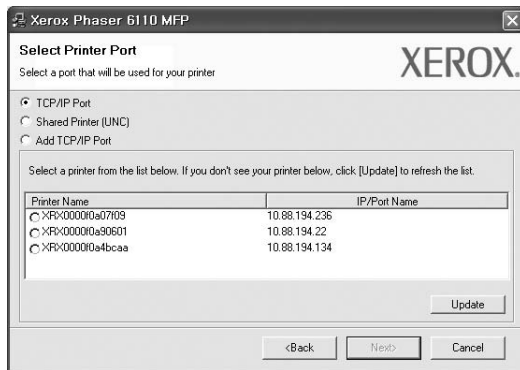1 Make sure that the printer is connected to your computer and powered on.

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, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.
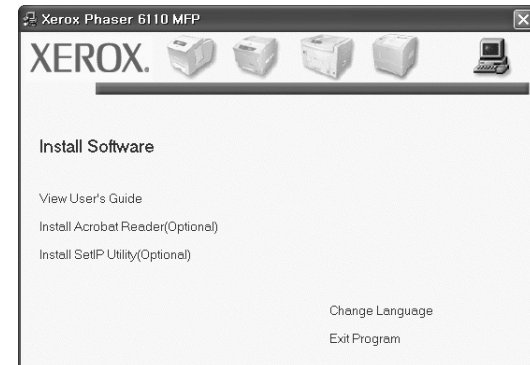
3 Click **Install Software**.

4 Select **Typical installation for a local printer**. Click **Next**.
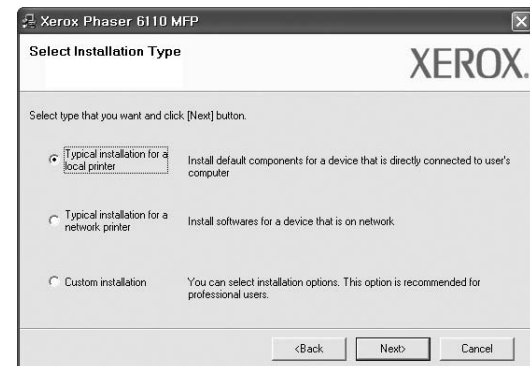
NOTE: If your printer is not already connected to the computer, the following window will appear.
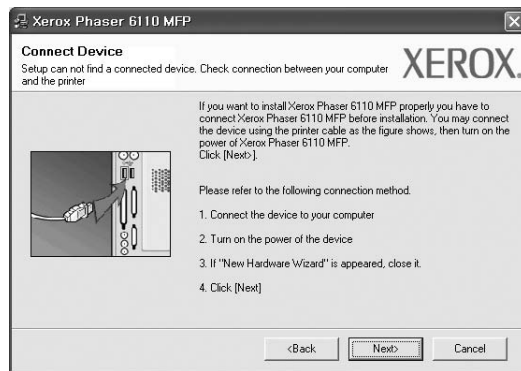
- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The installation window that appears in this User's Guide may differ depending on the printer and interface in use.*
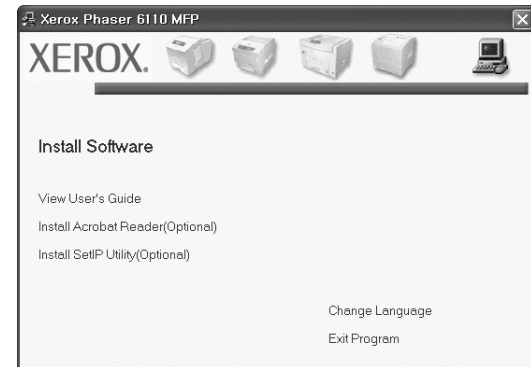
5 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**.

Otherwise, just click **Next** and skip to step 7.

6 If the test page prints out correctly, click **Yes**.

If not, click **No** to reprint it.

7 Click **Finish**.

NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 9.

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, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.
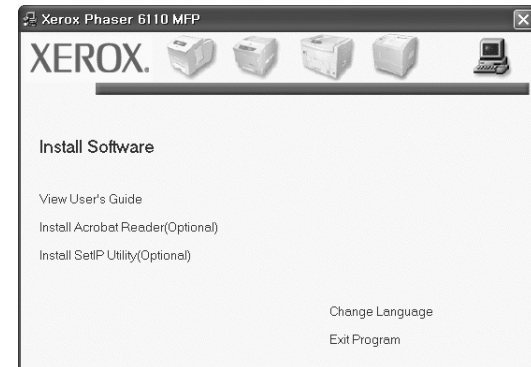
3 Click **Install Software**.

4 Select **Custom installation**. Click **Next**.
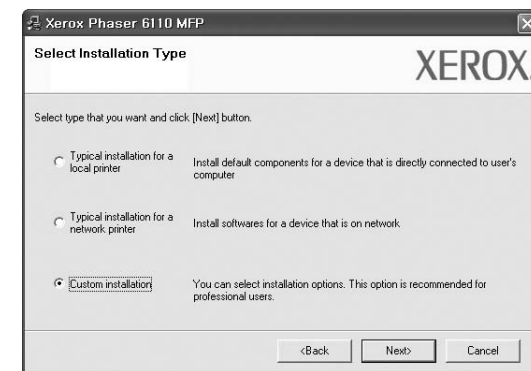
5 Select your printer and click **Next**.

NOTE: If your printer is not already connected to the computer, the following window will appear.
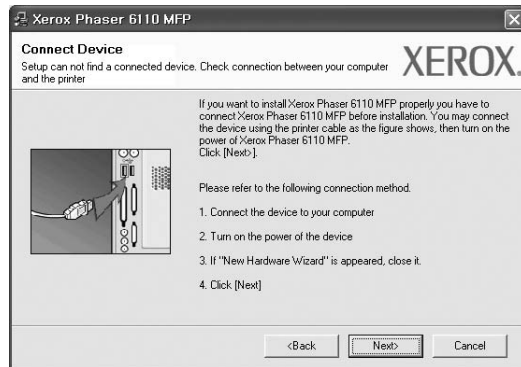
- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The installation window that appears in this User's Guide may differ depending on the printer and interface in use.*

6 Select the components to be installed and click **Next**.

NOTE: You can change the desired installation folder by clicking [**Browse**].

7 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 click **Next**.

Otherwise, just click **Next** and skip to step 9.

8 If the test page prints out correctly, click **Yes**.

If not, click **No** to reprint it.

9 Click **Finish**.

Installing Software for Network Printing

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.

You can install the printer software using the typical or custom method.

Typical Installation

This is recommended for most users. All components necessary for printer operations will be installed.

1 Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see the supplied printer's User's 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, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.
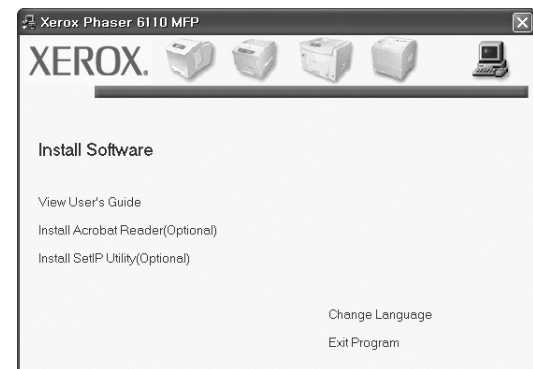
3 Click **Install Software**.

**4** Select **Typical installation for a network printer**. Click **Next**.

5 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.

- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer.
  To verify your printer's IP address or the MAC address, print a Network Configuration page.

- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

NOTE: To search the network printer, the firewall should be disabled.

6 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 click **Next**.

Otherwise, just click **Next** and skip to step 8.

7 If the test page prints out correctly, click **Yes**.

If not, click **No** to reprint it.

8 Click **Finish**.

NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 9.

Custom Installation

You can choose individual components to install and set a specific IP address.

1 Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see the supplied printer's User's 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, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.

3 Click **Install Software**.

4 Select **Custom installation**. Click **Next**.

5 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.

- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer.
  To verify your printer's IP address or the MAC address, print a Network Configuration page.

- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

NOTE: To search the network printer, the firewall should be disabled.

TIP: If you want to set a specific IP address on a specific network printer, click the **Set IP Address** button. The Set IP Address window appears. Do as follows:
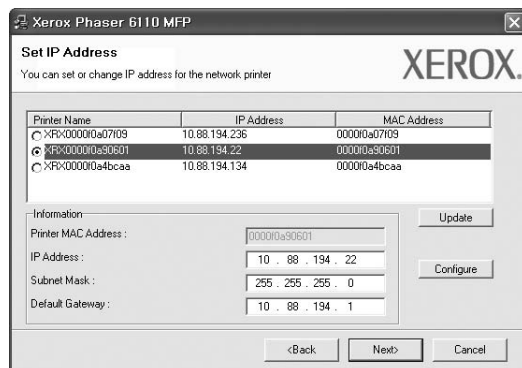
a. Select a printer to be set with a specific IP address from the list. To verify your printer's IP address or MAC address, print a Network Configuration page.
b. Configure an IP address, subnet mask, and gateway for the printer manually and click **Configure** to set the specific IP address for the network printer.
c. Click **Next**.

6 Select the components to be installed and click **Next**.
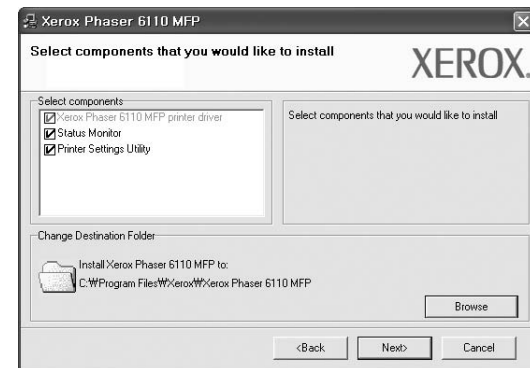
7 You can also change the printer name, set the printer to be shared on the network, set the printer as the default printer, and change the port name of each printer. Click **Next**.
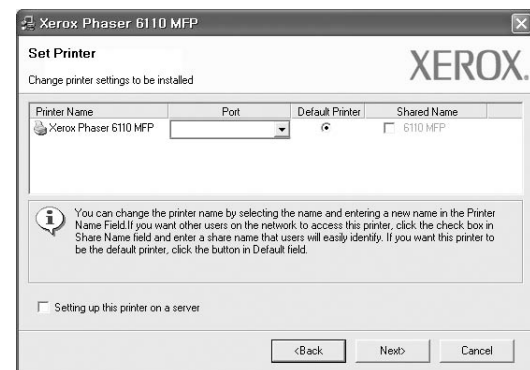
To install this software on a server, select the **Setting up this printer on a server** checkbox.

8 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 click **Next**.

Otherwise, just click **Next** and skip to step 10.

9 If the test page prints out correctly, click **Yes**.

If not, click **No** to reprint it.

10 Click **Finish**.

NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 9.

Reinstalling Printer Software

You can reinstall the software if installation fails.

1 Start Windows.

2 From the **Start** menu select **Programs** or **All Programs** → **Xerox Phaser 6110MFP** → **Maintenance**.

3 Select **Repair** and click **Next**.

4 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.

- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer.

- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

You will see a component list so that you can reinstall any item individually.

NOTE: If your printer is not already connected to the computer, the following window will appear.
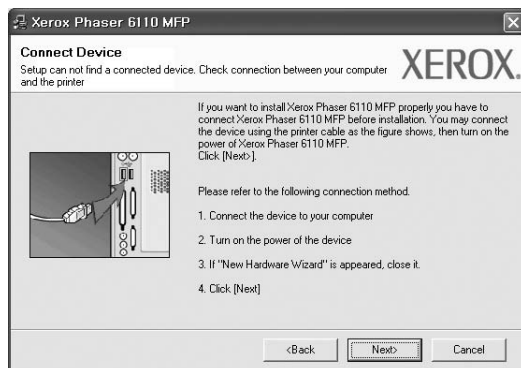
- After connecting the printer, click **Next**.

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

- *The reinstallation window that appears in this User's Guide may differ depending on the printer and interface in use.*

5 Select the components you want to reinstall and click **Next**.

If you installed the printer software for local printing and you select **Xerox Phaser 6110MFP**, the window asking you to print a test page appears. Do as follows:

a. To print a test page, select the check box and click **Next**.

b. If the test page prints out correctly, click **Yes**.

If it doesn't, click **No** to reprint it.

6 When the reinstallation is done, click **Finish**.

Removing Printer Software

1 Start Windows.

2 From the **Start** menu select **Programs** or **All Programs** → **Xerox Phaser 6110MFP** → **Maintenance**.

3 Select **Remove** and click **Next**.

You will see a component list so that you can remove any item individually.

4 Select the components you want to remove and then click **Next**.

5 When your computer asks you to confirm your selection, click **Yes**.

The selected driver and all of its components are removed from your computer.

6 After the software is removed, click **Finish**.

2 Using SetIP

- **Installing SetIP**
- **Using SetIP**

Installing SetIP

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, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.
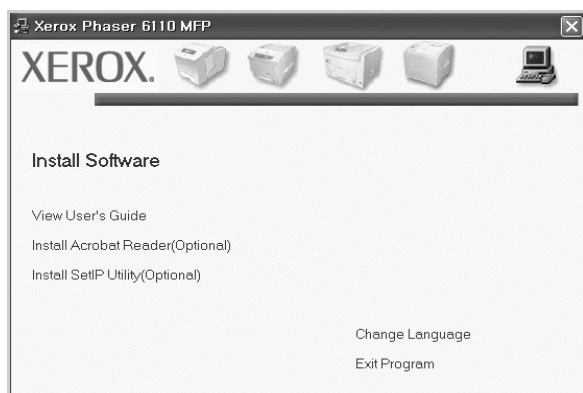
3 Click **Install SetIP Utility(Optional)**.

4 Click **Next**.
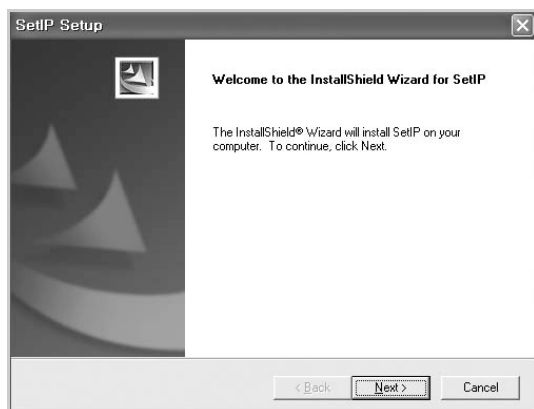
5 Click **Next**.
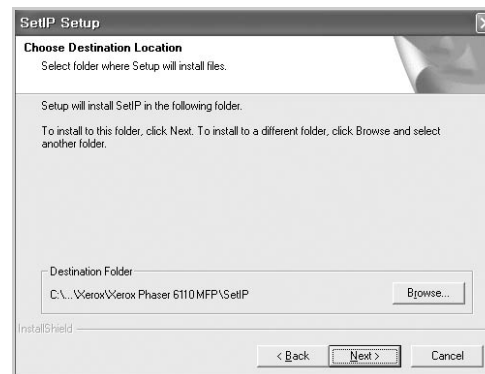
6 Click **Finish**.

Using SetIP

1 From the Windows Start menu, select **Programs** or **All Programs** → **Xerox Phaser 6110MFP** → **SetIP** → **SetIP**.

The program automatically detects and displays new and configured print servers on your network.
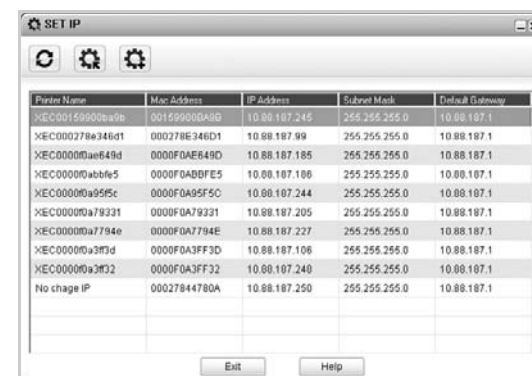
2 Select the name of your printer and click [icon]. If you cannot find your printer name, click [icon] to refresh the list.

NOTES:

- To confirm the MAC address, see the NETWORK PRINTER CARD TEST PAGE. The NETWORK PRINTER CARD TEST PAGE will be printed after the Configuration Page.

- The refreshed list doesn't show your printer, click [icon] enter your network printer card's IP address, subnet mask, default gateway, and then click **Apply**.

3 Click **OK** to confirm the settings.

4 Click **Exit** to close the SetIP program.

3 Basic Printing

This chapter explains the printing options and common printing tasks in Windows.

This chapter includes:

- **Printing a Document**
- **Printing to a file (PRN)**
- **Printer Settings**
    - **Layout Tab**
    - **Paper Tab**
    - **Graphics Tab**
    - **Extras Tab**
    - **About Tab**
    - **Printer Tab**
    - **Using a Favorite Setting**
    - **Using Help**

Printing a Document

NOTES:
- Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- *Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User's Guide.*
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to the User's Guide of your software application for the exact printing procedure.

1 Open the document you want to print.
2 Select **Print** from the **File** menu. The Print window is displayed. It may look slightly different depending on your application.

The basic print settings are selected within the Print window. These settings include the number of copies and print range.

Make sure that your printer is selected.
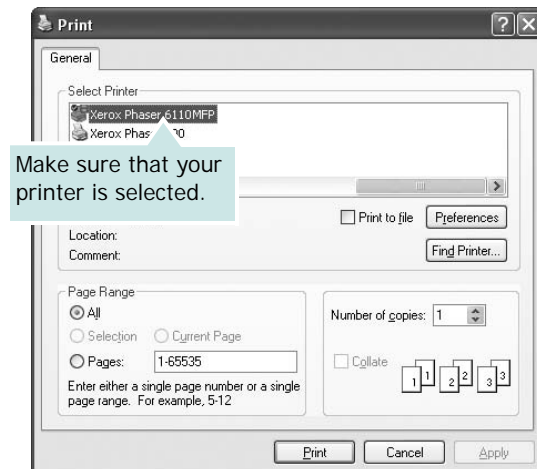
3 Select **your printer driver** from the **Name** drop-down list.
4 To take advantage of the printer features provided by your printer driver, click **Properties** or **Preferences** in the application's Print window. For details, see "Printer Settings" on page 12.

If you see **Setup**, **Printer**, or **Options** in your Print window, click it instead. Then click **Properties** on the next screen.

5 Click **OK** to close the printer properties window.
6 To start the print job, click **OK** or **Print** in the Print window.

Printing to a file (PRN)

You will sometimes need to save the print data as a file for your purpose.

To create a file:

1 Check the **Print to file** box at the **Print** window.

2 Select the folder and assign a name of the file and then click OK.

Printer Settings

You can use the printer properties window, which allows you to access all of the printer options you need when using your printer. When the printer properties are displayed, you can review and change the settings needed for your print job.

Your printer properties window may differ, depending on your operating system. This Software User's Guide shows the Properties window for Windows 98.

Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use.

If you access printer properties through the Printers folder, you can view additional Windows-based tabs (refer to your Windows User's Guide) and the Printer tab (see "Printer Tab" on page 15).

NOTES:

- Most Windows applications will override settings you specify in the printer driver. Change all print settings available in the software application first, and change any remaining settings using the printer driver.

- The settings you change remain in effect only while you are using the current program. **To make your changes permanent**, make them in the Printers folder.

- The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.

  1. Click the Windows **Start** button.
  2. Select **Printers and Faxes**.
  3. Select **your printer driver icon**.
  4. Right-click on the printer driver icon and select **Printing Preferences**.
  5. Change the settings on each tab, click OK.

Layout Tab

The **Layout** tab provides options to adjust how the document appears on the printed page. The **Layout Options** includes **Multiple Pages per Side**, **Poster Printing** and **Booklet Printing** . See "Printing a Document" on page 11 for more information on accessing printer properties.
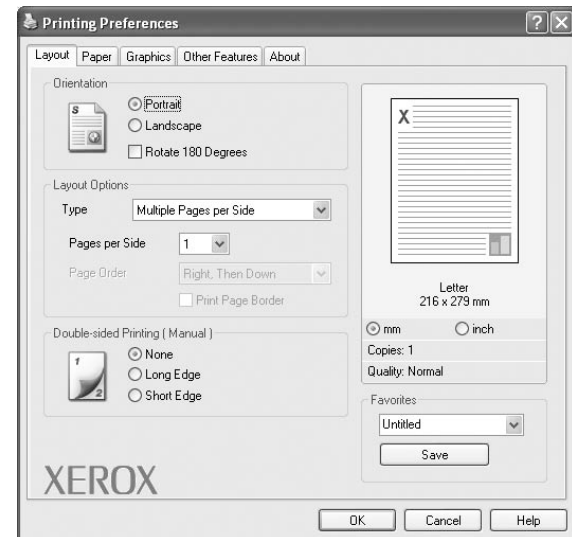
Paper Orientation

Paper 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** allows you to rotate the page, 180 degrees.

▲ Portrait   ▲ Landscape

Layout Options

Layout Options allows you to select advanced printing options. You can choose **Multiple Pages per Side**, **Poster Printing** and **Booklet Printing**.

- For details, see "Printing Multiple Pages on One Sheet of Paper (N-Up Printing)" on page 16.
- For details, see "Printing Posters" on page 17.
- For details, see "Printing Booklets" on page 17.

Double-sided Printing

Double-sided Printing allows you to print on both sides of paper.

- For details, see "Printing on Both Sides of Paper" on page 18.

Paper Tab

Use the following options to set the basic paper handling specifications when you access the printer properties. See "Printing a Document" on page 11 for more information on accessing printer properties.

Click the **Paper** tab to access various paper properties.
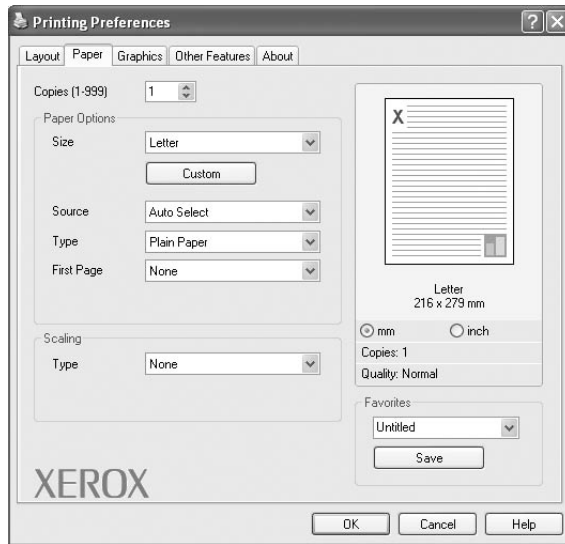
Copies
Copies allows you to choose the number of copies to be printed. You can select 1 to 999 copies.

Size
Size allows you to set the size of paper you loaded in the tray. If the required size is not listed in the **Size** box, click **Custom**. When the **Custom Paper Setting** window appears, set the paper size and click **OK**. The setting appears in the list so that you can select it.

Source
Make sure that **Source** is set to the corresponding paper tray. Use **Manual Feeder** when printing on special materials like envelopes and transparencies. You have to load one sheet at a time into the Manual Tray or Multi-Purpose Tray.
If the paper source is set to **Auto Selection**, the printer automatically picks up print material in the following tray order: Manual Tray or Multi-Purpose Tray, Tray n.

Type
Set **Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If not, print quality may not be acheived as you want.

Thin: Less than 19 lb (70 g/m^2) thin paper.

Thick: 24 lb to 32 ib (90~ 120 g/m^2) thick paper.
Cotton: 20 lb to 24 lb (75~90 g/m2) cotton paper such as Gilbert 25 % and Gilbert 100 %.
Plain Paper: Normal plain paper. Select this type if your printer is monochrome and printing on the 16 lb (60 g/m2) cotton paper.
Recycled Paper: 20 lb to 24 lb (75~90 g/m2) recycled paper.
Color Paper: 20 lb to 24 lb (75~90 g/m2) color-backgrounded paper.

First Page
This property allows you to print the first page using a different paper type from the rest of the document. You can select the paper source for the first page.
For example, load thick stock for the first page into the Multi-purpose Tray, and plain paper into Tray n. Then, select **Tray n** in the **Source** option and **Multi-Purpose Tray** in the **First Page** option.

Scaling Printing
Scaling Printing allows you to automatically or manually scale your print job on a page. You can choose from **None**, **Reduce/ Enlarge**, and **Fit to Page**.
• For details, see "Printing a Reduced or Enlarged Document" on page 18.
• For details, see "Fitting Your Document to a Selected Paper Size" on page 18.

Graphics Tab

Use the following Graphic options to adjust the print quality for your specific printing needs. See "Printing a Document" on page 11 for more information on accessing printer properties.

Click the **Graphic** tab to display the properties shown below.

Quality

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.

Color Mode

You can choose color options. Setting to **Color** typically produces the best possible print quality for color documents. If you want to print a color document in grayscale, select **Grayscale**. If you want to adjust the color options manually, select **Manual** and click the **Color Adjust** or **Color Matching** button.
- **Color Adjust** : You can adjust the appearance of images by changing the settings in the **Levels** option.
- **Color Matching** : You can adjust the appearance of images by changing the settings in the **Settings** option.

Advanced Options

You can set advanced settings by clicking the **Advanced Options** button.
- **TrueType Options**: This option determines what the driver tells the printer about how to image the text in your document. Select the appropriate setting according to the status of your document. *This option may be available only in Windows 9x/Me, depending on your particular printer model.*

- **Download as Bitmap**: When this option is selected, the driver will download the font data as bitmap images. Documents with complicated fonts, such as Korean or Chinese, or various other fonts, will print faster in this setting.
- **Print as Graphics**: When this option is selected, the driver will download any fonts as graphics. When printing documents with high graphic content and relatively few TrueType fonts, printing performance (speed) may be enhanced in this setting.
- **Print All Text To Black**: When the **Print All Text To Black** option is checked, all text in your document prints solid black, regardless of the color it appears on the screen.
- **Darken Text**: When the **Darken Text** option is checked, all text in your document is allowed to print darker than on a normal document.

Extras Tab

You can select output options for your document. See "Printing a Document" on page 11 for more information about accessing the printer properties.

Click the **Extras** tab to access the following feature:

Watermark

You can create a background text image to be printed on each page of your document. For details, see "Using Watermarks" on page 19.

Overlay

Overlays are often used to take the place of preprinted forms and letterhead paper. For details, see "Using Overlays" on page 20.

Output Options

- **Print Subset**: You can set the sequence in which the pages print. Select the print order from the drop-down list.
  - **Normal (1,2,3)**: Your printer prints all pages from the first page to the last page.
  - **Reverse All Pages (3,2,1)**: 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.

About Tab

Use the **About** tab to display the copyright notice and the version number of the driver.

Printer Tab

If you access printer properties through the **Printers** folder, you can view the **Printer** tab. You can set the printer configuration.

The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.

1 Click the Windows **Start** menu.
2 Select **Printers and Faxes**.
3 Select **your printer driver** icon.
4 Right-click on the printer driver icon and select **Properties**.
5 Click the **Printer** tab and set the options.

Using a Favorite Setting

The **Favorites** option, which is visible on each properties tab, allows you to save the current properties settings for future use.

To save a **Favorites** item:

1 Change the settings as needed on each tab.
2 Enter a name for the item in the **Favorites** input box.
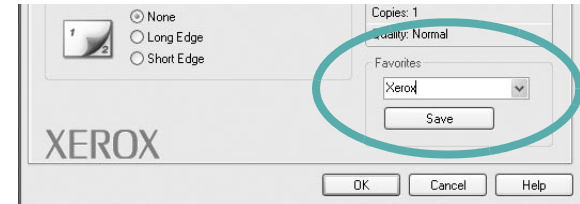
3 Click **Save**.

   When you save **Favorites**, all current driver settings are saved.

To use a saved setting, select the item from the **Favorites** drop down list. The printer is now set to print according to the Favorites setting you selected.

To delete a Favorites item, select it from the list and click **Delete**.

You can also restore the printer driver's default settings by selecting **Printer Default** from the list.

Using Help

Your printer has a help screen that can be activated by clicking the **Help** button in the printer properties window. These help screens give detailed information about the printer features provided by the printer driver.

You can also click ? from the upper right corner of the window, and then click on any setting.

4 Advanced Printing

This chapter explains printing options and advanced printing tasks.

NOTE:
- Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

This chapter includes:

- **Printing Multiple Pages on One Sheet of Paper (N-Up Printing)**
- **Printing Posters**
- **Printing Booklets**
- **Printing on Both Sides of Paper**
- **Printing a Reduced or Enlarged Document**
- **Fitting Your Document to a Selected Paper Size**
- **Using Watermarks**
- **Using Overlays**
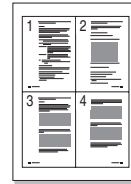
Printing Multiple Pages on One Sheet of Paper (N-Up Printing)

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. You can print up to 16 pages on one sheet.

1. To change the print settings from your software application, access printer properties. See "Printing a Document" on page 11.
2. From the **Layout** tab, choose **Multiple Pages per Side** in the **Layout Type** drop-down list.
3. Select the number of pages you want to print per sheet (1, 2, 4, 6, 9, or 16) in the **Pages per Side** drop-down list.
4. Select the page order from the **Page Order** drop-down list, if necessary.

   Check **Print Page Border** to print a border around each page on the sheet.
5. Click the **Paper** tab, select the paper source, size, and type.
6. Click **OK** and print the document.

Printing Posters
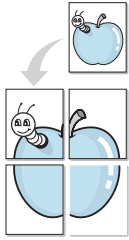
This feature allows you to print a single-page document onto 4, 9, or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-size document.

1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 11.

2 Click the **Layout** tab, select **Poster Printing** in the **Layout Type** drop-down list.

3 Configure the poster option:

You can select the page layout from **Poster<2x2>**, **Poster<3x3>**, or **Poster<4x4>**. If you select **Poster<2x2>**, the output will be automatically stretched to cover 4 physical pages.

▲ 2x2

▲ 3x3
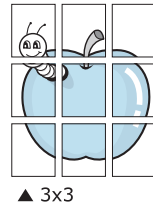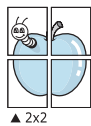
Specify an overlap in millimeters or inches to make it easier to pasting the sheets together.

0.15 inches

0.15 inches
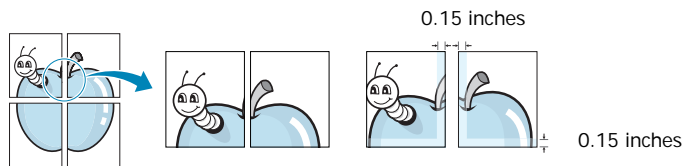
4 Click the **Paper** tab, select the paper source, size, and type.

5 Click **OK** and print the document. You can complete the poster by pasting the sheets together.

Printing Booklets

This printer feature 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 To change the print settings from your software application, access the printer properties. See "Printing a Document" on page 11.

2 From the **Layout** tab, choose **Booklet Printing** from the **Type** drop-down list.

NOTE: The booklet printing option is available when A4, Letter, Legal, or Folio size is selected in the **Size** option on the **Paper** tab.

3 Click the **Paper** tab, and select the paper source, size, and type.

4 Click **OK** and print the document.

5 After printing, fold and staple the pages.

Printing on Both Sides of Paper

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

The options are:

- **None**
- **Long Edge**, which is the conventional layout used in book binding.
- **Short Edge**, which is the type often used with calendars.

▲ Long Edge   ▲ Short Edge
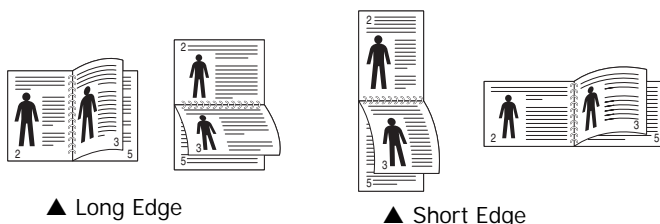
NOTE:

- Do not print on both sides of labels, transparencies, envelopes, or thick paper. Paper jamming and damage to the printer may result.
- To use double-sided printing, you can use only the following paper sizes: A4, Letter, Legal, and Folio, with a weight of 20~24 lbs (75~90 g/m²).

1 To change the print settings from your software application, access printer properties. "Printing a Document" on page 11.

2 From the **Layout** tab, select the paper orientation.

3 From the **Double-sided Printing** section, select the binding option you want.

4 Click the **Paper** tab and select the paper source, size, and type.

5 Click **OK** and print the document.

NOTE: If your printer does not have a duplex unit, you should complete the printing job manually. The printer prints every other page of the document first. After printing the first side of your job, the Printing Tip window appears. Follow the on-screen instructions to complete the printing job.

Printing a Reduced or Enlarged Document
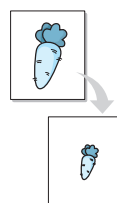
You can change the size of a page's content to appear larger or smaller on the printed page.

1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 11.

2 From the **Paper** tab, select **Reduce/Enlarge** in the **Printing Type** drop-down list.

3 Enter the scaling rate in the **Percentage** input box.

You can also click the ▼ or ▲ button.

4 Select the paper source, size, and type in **Paper Options**.

5 Click **OK** and print the document.

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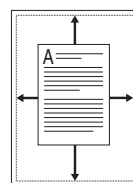
This printer feature allows you to scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.

1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 11.

2 From the **Paper** tab, select **Fit to Page** in the **Printing Type** drop-down list.

3 Select the correct size from the **Output size** drop-down list.

4 Select the paper source, size, and type in **Paper Options**.

5 Click **OK** and print the document.

Using Watermarks

The Watermark option allows you to print text over an existing document. For example, you may want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all pages of a document.

There are several predefined watermarks that come with the printer, and they can be modified, or you can add new ones to the list.

Using an Existing Watermark

1   To change the print settings from your software application, access printer properties. See "Printing a Document" on page 11.

2   Click the **Extras** tab, and select the desired watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.

3   Click **OK** and start printing.

NOTE: The preview image shows how the page will look when it is printed.

Creating a Watermark

1   To change the print settings from your software application, access printer properties. See "Printing a Document" on page 11.

2   Click the **Extras** tab, and click the **Edit** button in the **Watermark** section. The **Edit Watermarks** window appears.

3   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.

4   Select watermark options.

    You can select the font name, style, size, or grayscale level from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.

5   Click **Add** to add a new watermark to the list.

6   When you have finished editing, click **OK** and start printing.

To stop printing the watermark, select **(No Watermark)** from the **Watermark** drop-down list.

Editing a Watermark

1   To change the print settings from your software application, access printer properties. See "Printing a Document" on page 11.

2   Click the **Extras** tab and click the **Edit** button in the **Watermark** section. The **Edit Watermarks** window appears.

3   Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message and options.

4   Click **Update** to save the changes.

5   Click **OK** until you exit the Print window.

Deleting a Watermark

1   To change the print settings from your software application, access printer properties. See "Printing a Document" on page 11.

2   From the **Extras** tab, click the **Edit** button in the Watermark section. The **Edit Watermarks** window appears.

3   Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**.

4   Click **OK** until you exit the Print window.

Using Overlays

What is an Overlay?
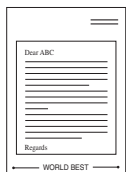
An overlay is text and/or images stored in the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you do not need to load preprinted letterhead paper in the printer. You need only tell the printer to print the letterhead overlay on your document.

Creating a New Page Overlay
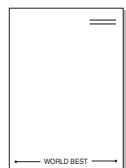
To use a page overlay, you must create a new page overlay containing your logo or image.

1   Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay.
2   To save the document as an overlay, access printer properties. See "Printing a Document" on page 11.
3   Click the **Extras** tab, and click **Edit** button in the **Overlay** section.
4   In the Edit Overlay window, click **Create Overlay**.
5   In the Create Overlay window, type a name of up to eight characters in the **File name** box. Select the destination path, if necessary. (The default is C:\Formover).
6   Click **Save**. The name appears on the **Overlay List** box.
7   Click **OK** or **Yes** to finish creating.

The file is not printed. Instead it is stored on your computer hard disk drive.

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.

Using a Page Overlay

After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

1   Create or open the document you want to print.
2   To change the print settings from your software application, access printer properties. See "Printing a Document" on page 11.
3   Click the **Extras** tab.
4   Select the desired overlay from the **Overlay** drop-down list box.
5   If the overlay file you want does not appear in the **Overlay** list, click **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, click **Open**. The file appears in the **Overlay List** box and is available for printing. Select the overlay from the **Overlay List** box.
6   If necessary, click **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.
7   Click **OK** or **Yes** until printing begins.

The selected overlay downloads with your print job and prints on your document.

NOTE: The resolution of the overlay document must be the same as that of the document you will print with the overlay.

Deleting a Page Overlay

You can delete page overlays that you no longer use.

1   In the printer properties window, click the **Extras** tab.
2   Click the **Edit** button in the **Overlay** section.
3   Select the overlay you want to delete from the **Overlay List** box.
4   Click **Delete Overlay**.
5   When a confirming message window appears, click **Yes**.
6   Click **OK** until you exit the Print window.

5 Sharing the Printer Locally

You can connect the printer directly to a selected computer, which is called "host computer," on the network.

The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.

NOTES:
- Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User's Guide.
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

Setting Up a Host Computer

1. Start Windows.
2. From the **Start** menu select **Printers and Faxes**.
3. Double-click **your printer driver icon**.
4. From the **Printer** menu, select **Sharing**.
5. Check the **Share this printer** box.
6. Fill in the **Shared Name** field, and then click **OK**.

Setting Up a Client Computer

1. Right-click the Windows **Start** button and select **Explorer**.
2. Open your network folder in the left column.
3. Click the shared name.
4. From the **Start** menu select **Printers and Faxes**.
5. Double-click **your printer driver icon**.
6. From the **Printer** menu, select **Properties**.
7. From the **Ports** tab, click **Add Port**.
8. Select **Local Port** and click **New Port**.
9. Fill in the **Enter a port name** field with the shared name.
10. Click **OK** and click **Close**.
11. Click **Apply** and click **OK**.

6 Using Utility Applications

If an error occurs while printing, the Status Monitor window appears, showing the error.

NOTES:
- To use the this program, you need:
  - Windows 98 or higher. To check for Operating System(s) that are compatible with your printer, refer to Printer Specifications in your Printer User's Guide.
  - Internet Explorer version 5.0 or higher for flash animation in HTML Help.
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

Opening the Troubleshooting Guide

Double click the Status Monitor icon on the Windows task bar.

Double click this icon.

Or, from the **Start** menu, select **Programs** or **All Programs** → **Xerox Phaser 6110MFP**→ **Troubleshooting Guide**.

Using Printer Settings Utility

Using the Printer Settings Utility, you can configure and check print settings.

1 from the **Start** menu, select **Programs** or **All Programs** → **Xerox Phaser 6110MFP** → **Printer Settings Utility**.

2 Change the settings.

3 To send the changes to the printer, click the **Apply** button.

Using Onscreen Help File

For more information about **Printer Settings Utility**, click 🔘 .

Changing the Status Monitor Program Settings

Select the Status Monitor icon on the Windows task bar and right-click on the Status Monitor icon. Select **Option**.

The following window opens.
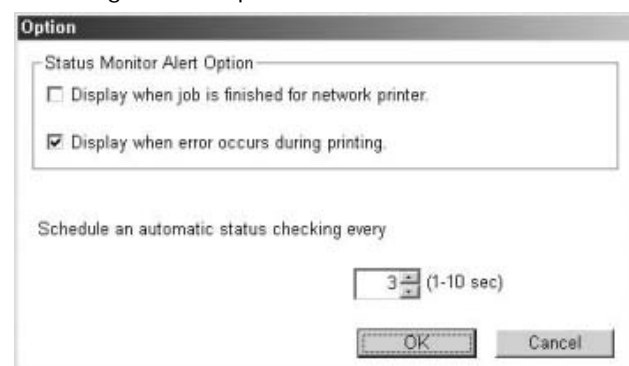
- **Display when job is finished for network printer** shows the Status Monitor balloon when your job is complete.
- **Display when error occurs during printing** shows the Status Monitor balloon when an error occurs during printing.
- **Schedule an automatic status checking every** allows the computer to update the printer status regularly. Setting the value close to 1 second causes the computer to check the printer status more frequently, thereby allowing a faster response to any printer error.

7 Scanning

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

This chapter includes:

- **Scanning Process with TWAIN-enabled Software**
- **Scanning Using the WIA Driver**

NOTES:
- *Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User's Guide.*
- *You can check your printer name in the supplied CD-ROM.*
- *The maximum resolution that can be achieved depends upon various factors, including computer speed, available disk space, memory, the size of the image being scanned, and bit depth settings. Thus, depending on your system and what you are scanning, you may not be able to scan at certain resolutions, especially using enhanced dpi.*

Scanning Process with TWAIN-enabled Software

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

The basic scanning process involves a number of steps:

1 Make sure that your machine and computer are turned on and properly connected to each other.

2 Load the document(s) face up into the ADF.

   OR

   Place a single document face down on the document glass.

3 Open an application, such as PhotoDeluxe or Photoshop.

4 Open the TWAIN window and set the scan options.

5 Scan and save your scanned image.

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

Scanning Using the WIA Driver

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

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

1 Load the document(s) face up into the ADF.

   OR

   Place a single document face down on the document glass.

2 From the **Start** menu on your desktop window, select **Settings**, **Control Panel**, and then **Scanners and Cameras**.

3 Double click **your scanner driver** icon. The Scanner and Camera Wizard launches.

4 Choose your scanning preferences and click **Preview** to see how your preferences affect the picture.

5 Click **Next**.

6 Enter a picture name, and select a file format and destination to save the picture.

7 Follow the on-screen instructions to edit the picture after it is copied to your computer.

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

8 Using Your Printer in Linux

You can use your machine in a Linux environment.

This chapter includes:

- **Getting Started**
- **Installing the Unified Linux Driver**
- **Using the Unified Driver Configurator**
- **Configuring Printer Properties**
- **Printing a Document**
- **Scanning a Document**

Getting Started

The supplied CD-ROM provides you with Xerox's Unified Linux Driver package for using your machine with a Linux computer.

Xerox's Unified Linux Driver package contains printer and scanner drivers, providing the ability to print documents and scan images. The package also delivers powerful applications for configuring your machine and further processing of the scanned documents.

After the driver is installed on your Linux system, the driver package allows you to monitor a number of machine devices via fast ECP parallel ports and USB simultaneously.

The acquired documents can then be edited, printed on the same local or network machine devices, sent by e-mail, uploaded to an FTP site, or transferred to an external OCR system.

The Unified Linux Driver package is supplied with a smart and flexible installation program. You don't need to search for additional components that might be necessary for the Unified Linux Driver software: all required packages will be carried onto your system and installed automatically; this is possible on a wide set of the most popular Linux clones.

Installing the Unified Linux Driver

Installing the Unified Linux Driver

1 Make sure that you connect your machine to your computer. Turn both the computer and the machine on.

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

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

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

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

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

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

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

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

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

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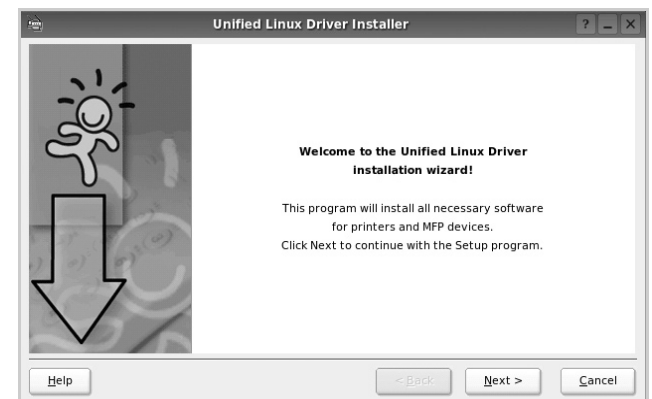
5 When the installation is complete, click **Finish**.
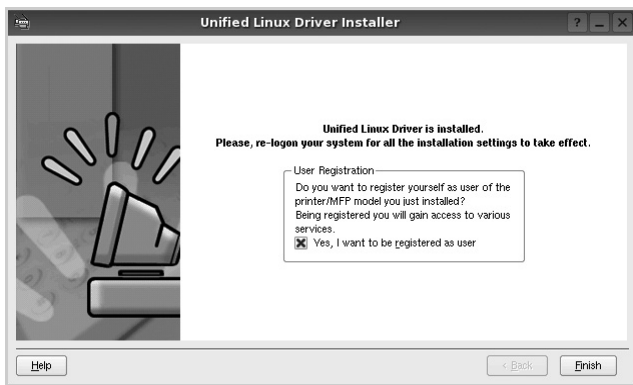
The installation program has added the Unified Driver Configurator desktop icon and Xerox Unified Driver group to the system menu for your convenience. If you have any difficulties, consult the onscreen help that is available through your system menu or can otherwise be called from the driver package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

Uninstalling the Unified Linux Driver

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

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

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

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

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

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

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

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

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

3 Click **Uninstall**.
4 Click **Next**.
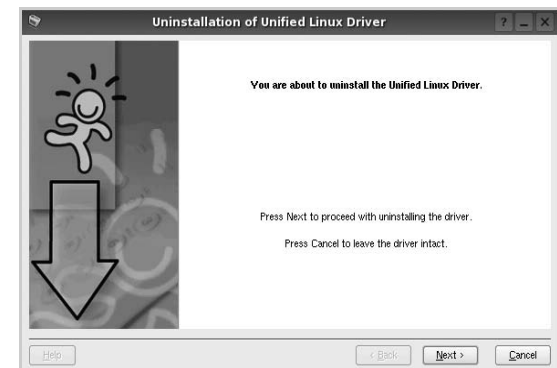
5 Click **Finish**.

Using the Unified Driver Configurator

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

After installing the Unified Linux driver, the Unified Linux Driver Configurator icon will automatically be created on your desktop.

Opening the Unified Driver Configurator

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

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

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

Printers Configuration button

Scanners Configuration button

Ports Configuration button
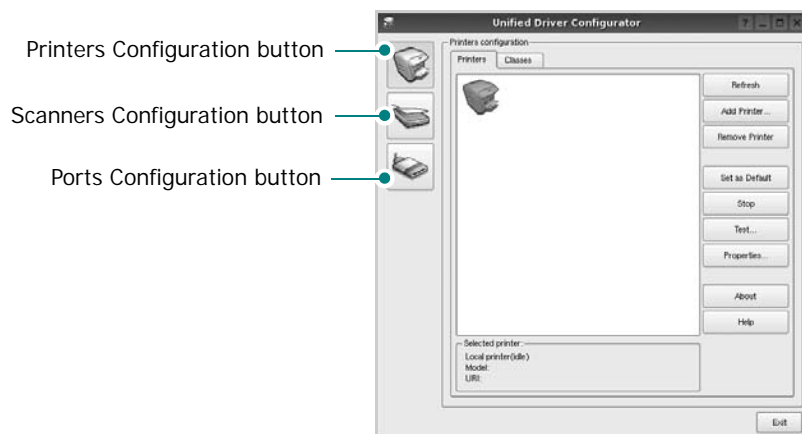
You can use the onscreen help by clicking **Help**.

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

Printers Configuration

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

Printers Tab

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

Switches to Printer configuration.

Shows all of the installed printer.

Shows the status, model name and URI of your printer.
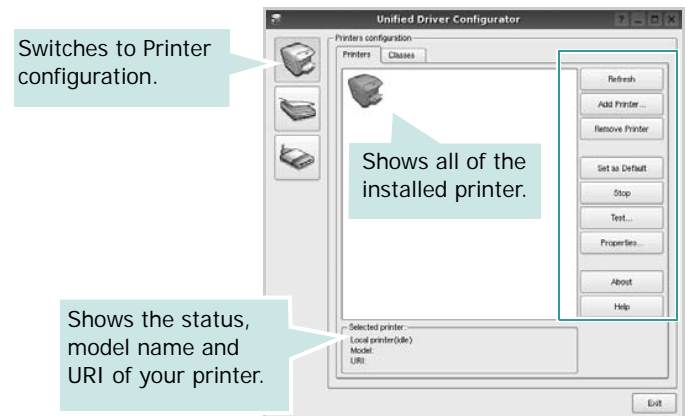
You can use the following printer control buttons:

• **Refresh**: renews the available printers list.
• **Add Printer**: allows you to add a new printer.
• **Remove Printer**: removes the selected printer.
• **Set as Default**: sets the current printer as a default printer.
• **Stop/Start**: stops/starts the printer.
• **Test**: allows you to print a test page to check if the machine is working properly.
• **Properties**: allows you to view and change the printer properties. For details, see page 28.

Classes Tab

The Classes tab shows a list of available printer classes.

Shows all of the printer classes.

Shows the status of the class and the number of printers in the class.
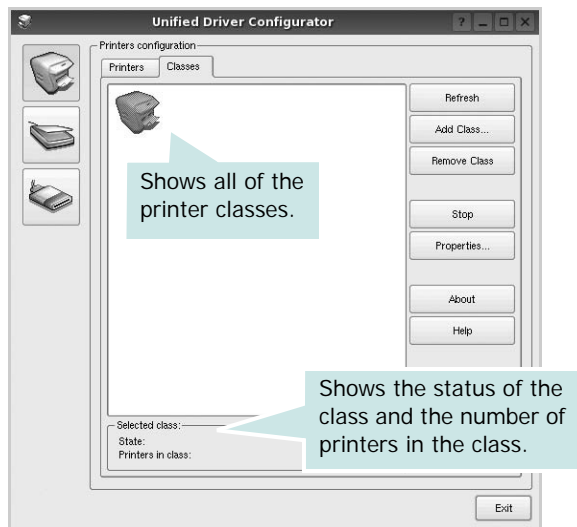
- **Refresh** : Renews the classes list.
- **Add Class... :** Allows you to add a new printer class.
- **Remove Class :** Removes the selected printer class.
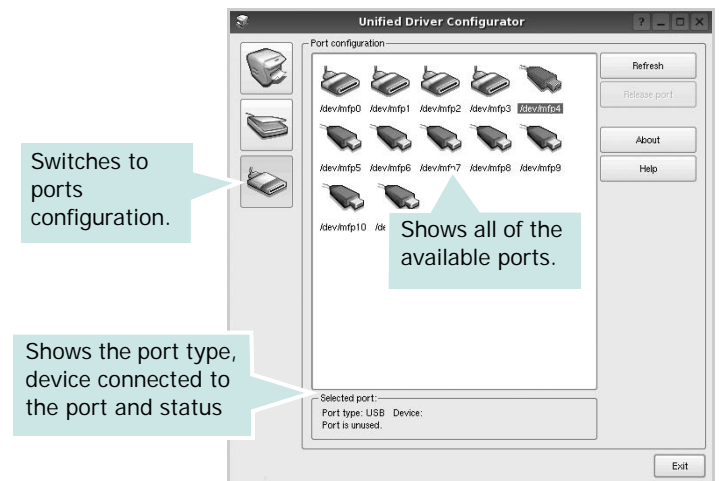
Scanners Configuration

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

Switches to Scanners configuration.

Shows all of the installed scanners.

Shows the vendor, model name and type of your scanner.
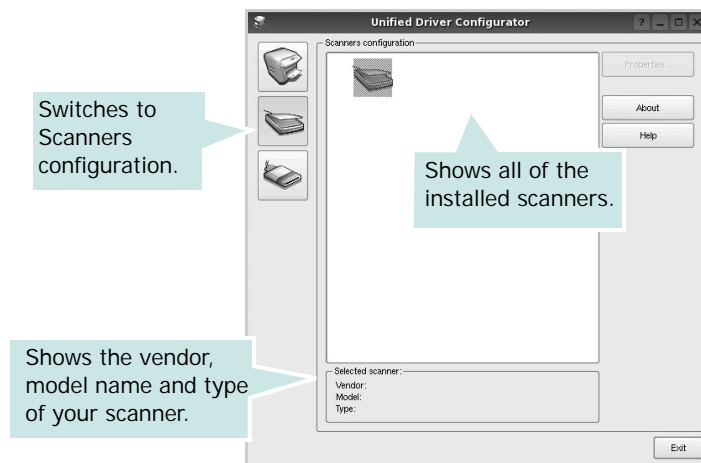
- **Properties...** : Allows you to change the scan properties and scan a document. See page 29.
- **Drivers... :** Allows you to monitor the activity of the scan drivers.

Ports Configuration

In this window, you can view the list of available ports, check the status of each port and release a port that is stalled in busy state when its owner is terminated for any reason.

Switches to ports configuration.

Shows all of the available ports.

Shows the port type, device connected to the port and status

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

Sharing Ports Between Printers and Scanners

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

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

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

Configuring Printer Properties

Using the 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 click **Properties**.

3 The Printer Properties window opens.
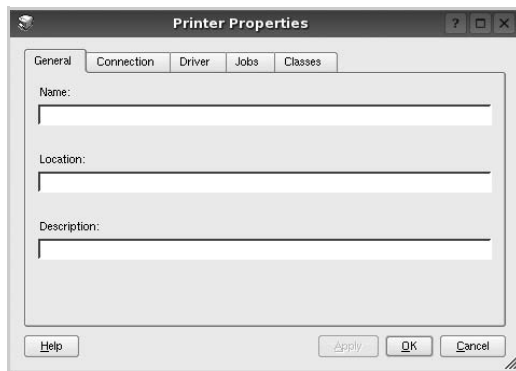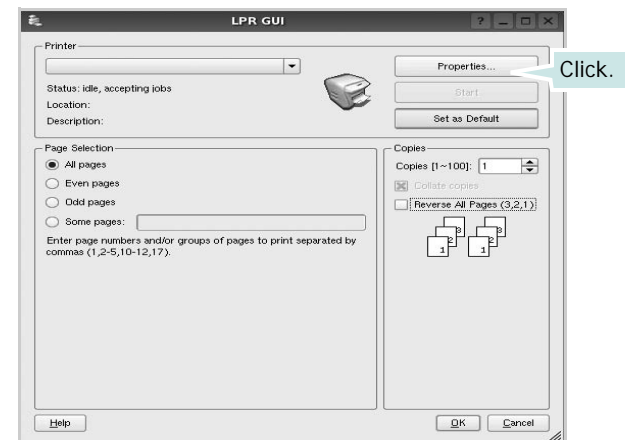

The following five tabs display at the top of the window:

- •**General**: allows you to change the printer name, location and description. The name entered in this tab displays on the printer list in Printers configuration.

- •**Connection**: allows you to view or select another port. If you change the printer port from USB to parallel or vice versa while in use, you must re-configure the printer port in this tab.

- •**Driver**: allows you to view or select another printer driver. By clicking **Options**, you can set the default device options.

- •**Jobs**: shows the list of print jobs. Click **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.

- •**Classes**: shows the class that your printer is in. Click **Add to Class** to add your printer to a specific class or click **Remove from Class** to remove the printer from the selected class.

4 Click **OK** to apply the changes and close the Printer Properties Window.

Printing a Document

Printing from Applications

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

1 From the application you are using, select **Print** from the **File** menu.

2 Select **Print** directly using **lpr**.

3 In the LPR GUI window, select the model name of your machine from the Printer list and click **Properties**.

4 Change the printer and print job properties.
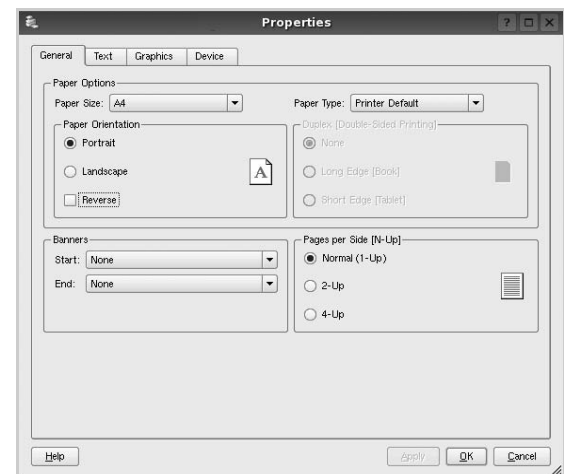
The following four tabs display at the top of the window.

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

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

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

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

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

Printing Files

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

To print any document file:

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

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

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

For details about the properties window, see page 28.

3 Click **OK** to start printing.

Scanning a Document

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

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

2 Click the ⬚ button to switch to Scanners Configuration.

3 Select the scanner on the list.

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

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

4 Click **Properties**.

5 Load the document to be scanned face up into the ADF (Automatic Document Feeder) or face down on the document glass.

6 Click **Preview** in the Scanner Properties window.

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

Drag the pointer to set the image area to be scanned.
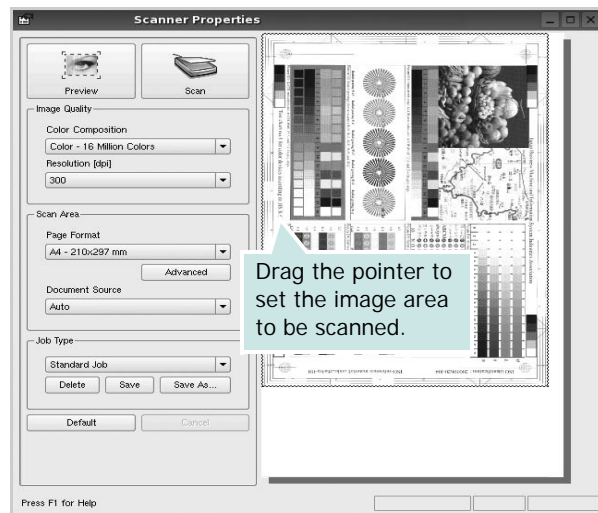
7 Change the scan options in the Image Quality and Scan Area sections.

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

If you want to use one of the preset scan option settings, select from the Job Type drop-down list. For details about the preset Job Type settings, see page 30.

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

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

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

9 The scanned image appears in the new Image Manager tab.
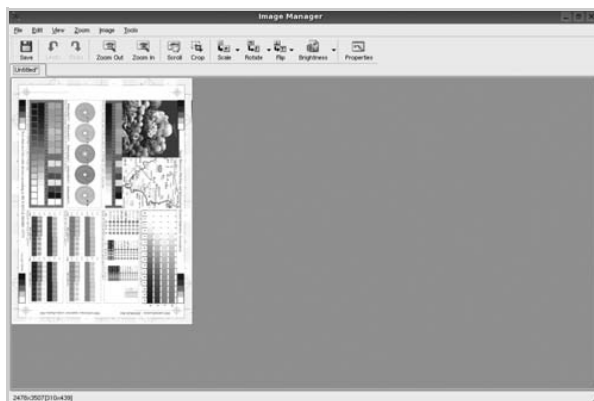
If you want to edit the scanned image, use the toolbar. For further details about editing an image, see page 30.

10 When you are finished, click **Save** on the toolbar.

11 Select the file directory where you want to save the image and enter the file name.

12 Click **Save**.

Adding Job Type Settings

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

To save a new Job Type setting:

1 Change the options from the Scanner Properties window.

2 Click **Save As**.

3 Enter the name for your setting.

4 Click **OK**.

Your setting is added to the Saved Settings drop-down list.

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

1 Select the setting you want to use from the Job Type drop-down list.

2 The next time you open the Scanner Properties window, the saved setting is automatically selected for the scan job.

To delete a Job Type setting:

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

2 Click **Delete**.

The setting is deleted from the list

Using the Image Manager

The Image Manager application provides you with menu commands and tools to edit your scanned image.

Use these tools to edit the image.
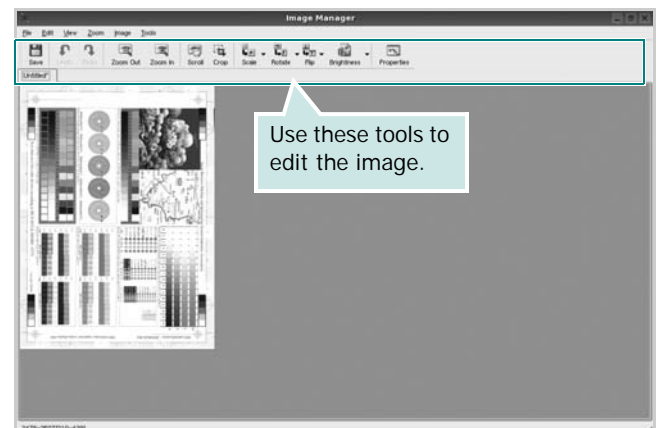
You can use the following tools to edit the image:

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

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

9 Using Your Printer with a Macintosh

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

This chapter includes:

- **Installing Software for Macintosh**
- **Setting Up the Printer**
- **Printing**
- **Scanning**

Installing Software for Macintosh

The CD-ROM that came with your printer provides you with the PPD file that allows you to use the CUPS driver or Apple LaserWriter driver, for printing on a Macintosh computer.

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

Install the Printer driver

1. Make sure that you connect your printer to the computer. Turn on your computer and printer.
2. Insert the CD-ROM which came with your printer into the CD-ROM drive.
3. Double-click **CD-ROM icon** that appears on your Macintosh desktop.
4. Double-click the **MAC_Installer** folder.
5. Double-click the **MAC_Printer** folder.
6. Double-click the **Xerox Phaser 6110MFP** icon.
7. Enter the password and click **OK**.
8. The Xerox Phaser 6110MFP Installer window opens. Click **Continue** and then click **Continue**.
9. Select **Easy Install** and click **Install**.
10. After the installation is finished, click **Quit**.

Uninstalling the Printer driver

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

1. Insert the CD-ROM which came with your printer into the CD-ROM drive.
2. Double-click **CD-ROM icon** that appears on your Macintosh desktop.
3. Double-click the **MAC_Installer** folder.

4. Double-click the **MAC_Printer** folder.
5. Double-click the **Xerox Phaser 6110MFP** icon.
6. Enter the password and click **OK**.
7. The Xerox Phaser 6110MFP Installer window opens. Click **Continue** and then click **Continue**.
8. Select **Uninstall** and then click **Uninstall**.
9. When the uninstallation is done, click **Quit**.

Install the Scan driver

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

Uninstalling the Scan driver

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

Setting Up the Printer

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

For a Network-connected Macintosh

1 Follow the instructions on "Installing Software for Macintosh" on page 32 to install the PPD and Filter files on your computer.

2 Open **Print Setup Utility** from the **Utilities** folder.

3 Click **Add** on the **Printer List**.

4 Select the **IP Printing** tab.

5 Select **Socket/HP Jet Direct** in **Printer Type**. **WHEN PRINTING A DOCUMENT CONTAINING MANY PAGES, PRINTING PERFORMANCE MAY BE ENHANCED BY CHOOSING SOCKET FOR PRINTER TYPE OPTION.**

6 Enter the printer's IP address in the **Printer Address** field.

7 Enter the queue name in the **Queue Name** field. If you cannot determine the queue name for your printer server, try using the default queue first.

8 Select **Xerox** in **Printer Model** and your printer in **Model Name**.

9 Click **Add**.

10 Your printer's IP address appears on the **Printer List**, and is set as the default printer.

For a USB-connected Macintosh

1 Follow the instructions on "Installing Software for Macintosh" on page 32 to install the PPD and Filter files on your computer.

2 Open **Print Setup Utility** from the **Utilities** folder.

3 Click **Add** on the **Printer List**.

4 Select the **USB** tab.

5 Select **Xerox** in **Printer Model** and your printer in **Model Name**.

6 Click **Add**.

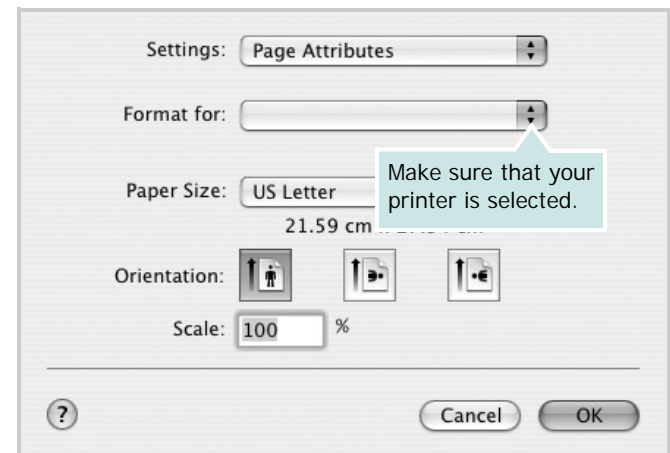   Your printer appears on the **Printer List**, and is set as the default printer.

Printing

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

Printing a Document

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

1 Open a Macintosh application and select the file you want to print.

2 Open the **File** menu and click **Page Setup** (**Document Setup** in some applications).

3 Choose your paper size, orientation, scaling, and other options and click **OK**.

Settings: Page Attributes

Format for:

Paper Size: US Letter

Make sure that your printer is selected.

21.59 cm

Orientation:

Scale: 100 %

▲ Mac OS 10.3

4 Open the **File** menu and click **Print**.

5 Choose the number of copies you want and indicate which pages you want to print.

6 Click **Print** when you finish setting the options.

Changing Printer Settings

You can use advanced printing features when using your printer.

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

Layout Setting

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

Select **Layout** from the **Presets** drop-down list to access the following features. For details, see "Printing Multiple Pages on One Sheet of Paper" on the next column.
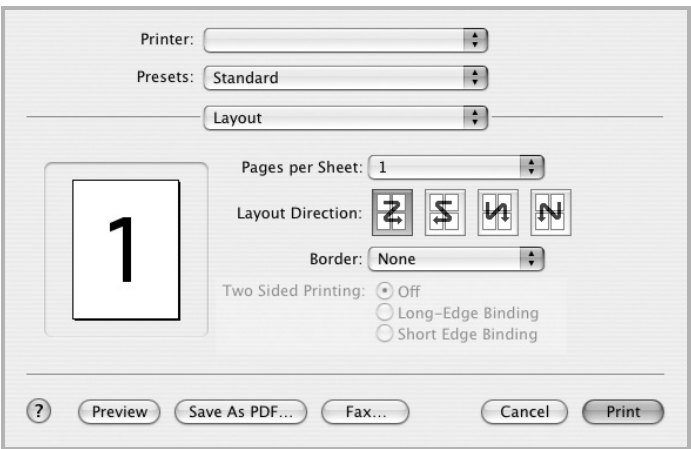
▲ Mac OS 10.3

Printer Features Setting

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

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

▲ Mac OS 10.3

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

Resolution(Quality)
You can select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Color Mode
You can set the color options. Setting to **Color** typically produces the best possible print quality for color documents. If you want to print a color document in grayscale, select **Grayscale**.

Printing Multiple Pages on One Sheet of Paper

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

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

2 Select **Layout**.
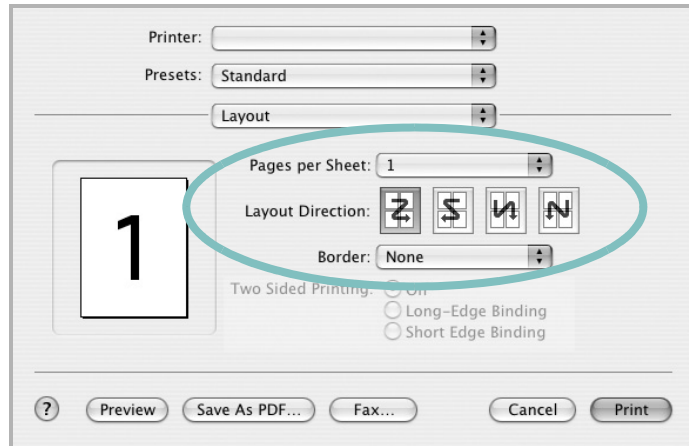
▲ Mac OS 10.3

3 Select the number of pages you want to print on one sheet of paper on the **Pages per Sheet** drop-down list.

4 Select the page order from the **Layout Direction** option.

To print a border around each page on the sheet, select the option you want from the **Border** drop-down list.

5 Click **Print**, and the printer prints the selected number of pages on one side of each page.

Scanning

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

The basic scanning process involves a number of steps:

• Place your photograph or page on the document glass or ADF.

• Open an application, such as PhotoDeluxe or Photoshop.

• Open the TWAIN window and set the scan options.

• Scan and save your scanned image.

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

SOFTWARE SECTION

INDEX

S

scanning
    Linux 29
    TWAIN 23
    WIA driver 23
scanning from Macintosh 35
setting
    darkness 14
    favorites 15
    image mode 14
    resolution
        Macintosh 34
        Windows 14
    toner save 14
    true-type option 14
software
    install
        Macintosh 32
        Windows 4, 10
    reinstall
        Windows 9
    system requirements
        Macintosh 32
    uninstall
        Macintosh 32
        Windows 9
status monitor, use 22

T

toner save, set 14
TWAIN, scan 23

U

uninstall, software
    Macintosh 32
    Windows 9
uninstalling
    MFP driver
        Linux 25

W

watermark
    create 19
    delete 19
    edit 19
    print 19
WIA, scan 23