



User Guide

Guide d'utilisation

Guida dell'utente

Benutzerhandbuch

Guía del usuario

Guia do Usuário

Gebruikershandleiding

Användarhandbok

Betjeningsvejledning

Руководство пользователя

Εγχειρίδιο χρήστη

Przewodnik użytkownika

Felhasználói útmutató

Uživatelská příručka

Kullanım Kılavuzu

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Contents

1 Printer Information

User Safety	1-2
Electrical Safety	1-2
Laser Safety	1-3
Maintenance Safety	1-3
Operational Safety	1-4
Moving the Printer	1-6
Safety Symbols Marked on Product	1-7
Printer Specifications	1-8
Regulatory Information	1-9
United States (FCC Regulations)	1-9
Canada (Regulations)	1-9
European Union	1-10
Material Safety Data Sheet	1-11
Product Recycling and Disposal	1-12
European Union	1-12
North America	1-13
Other Countries	1-13

2 Printer Features

Main Components and Their Functions	2-2
Front View	2-2
Rear View	2-3
Internal View	2-3
Printer Configuration	2-4
Control Panel	2-5
Control Panel Layout	2-5
Display	2-5
Information Pages	2-6
Power Saver Mode	2-7
Exiting the Power Saver Mode	2-7
Checking Status of Print Data	2-8
Checking in CentreWare Internet Services	2-8

Displaying Configuration and Paper Tray Settings.....	2-9
More Information	2-10
Resources	2-10

3 Network Basics

Overview of Network Setup and Configuration	3-2
Choosing a Connection Method	3-3
Connecting via Ethernet (Recommended)	3-3
Connecting via USB	3-4
Configuring the Network Address.....	3-5
TCP/IP and IP Addresses	3-5
Automatically Setting the Printer's IP Address	3-5
Dynamic Methods of Setting the Printer's IP Address.....	3-6
Manually Setting the Printer's IP Address	3-7
Installing the Printer Drivers	3-9
Windows 2000 or Later.....	3-9

4 Printing Basics

Supported Paper and Media.....	4-2
Paper Usage Guidelines	4-3
Paper That Can Damage Your Printer	4-4
Paper Storage Guidelines	4-4
About Paper.....	4-5
Setting Paper Types and Sizes.....	4-7
Setting the Paper Tray.....	4-7
Setting Paper Types	4-7
Setting Paper Sizes	4-7
Loading Paper	4-8
Loading Paper in the Paper Tray	4-8
Loading Paper in the Manual Feed Slot	4-12
Selecting Printing Options.....	4-14
Selecting Printing Preferences (Windows).....	4-14
Selecting Options for an Individual Job (Windows).....	4-15
Printing on Specialty Media	4-17
Printing Envelopes	4-17
Printing Labels	4-21
Printing Glossy Paper	4-26

Printing Custom Size	4-31
Defining Custom Paper Sizes	4-31
Printing on Custom Size Paper	4-32

5 Using the Control Panel Menus

Control Panel Menus	5-2
Menu Configuration	5-2
Changing Menu Settings	5-3
Description of Menu Items	5-4
Tray Settings	5-4
Information Pages	5-5
Billing Meters	5-6
Admin Menu	5-6
Menu List	5-11

6 Print Quality

Print-Quality Problems	6-2
Color Registration	6-6
Automatic Color Registration Adjustment	6-6
Manual Color Registration Adjustment	6-6
Enabling/Disabling Automatic Color Registration	6-8

7 Troubleshooting

Paper Jams	7-2
Preventing and Clearing Paper Jams	7-2
Paper Jams in the Paper Tray	7-3
Paper Jams at the Fuser	7-6
Problems With the Printer	7-8
Control Panel Error Messages	7-11
Messages About Supplies	7-11
Messages About the Printer and Other Items	7-12
Getting Help	7-14
Control Panel Messages	7-14
Online Support Assistant	7-14
Web Links	7-15

8 Maintenance

Cleaning the Printer	8-2
Cleaning the Exterior	8-2
Cleaning the Interior	8-2
Ordering Supplies	8-3
Consumables	8-3
Routine Maintenance Items	8-3
When to Order Supplies	8-3
Recycling Supplies	8-4
Managing the Printer	8-5
Checking/Managing the Printer with CentreWare IS	8-5
Checking Printer Status Through E-mail	8-5
Checking Page Counts	8-9
Moving the Printer	8-10

Index

Printer Information

1

This chapter includes:

- [User Safety](#) on page 1-2
- [Printer Specifications](#) on page 1-8
- [Regulatory Information](#) on page 1-9
- [Material Safety Data Sheet](#) on page 1-11
- [Product Recycling and Disposal](#) on page 1-12

User Safety

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

Electrical Safety

- Use the power cord supplied with your printer.
- Plug the power cord directly into a properly grounded electrical outlet. Make sure each end of the cord is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Do not use an extension cord or power strip.
- Verify that the printer is plugged into an outlet that is capable of providing the correct voltage and power. Review the printer's electrical specification with an electrician if necessary.

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

- Do not place the printer in an area where people might step on the power cord.
- Do not place objects on the power cord.
- Do not block the ventilation openings. These openings are provided to prevent overheating of the printer.
- Do not drop paper clips or staples into the printer.

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

If you notice unusual noises or odors:

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

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

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

Note: Leave the printer on for optimum performance; it does not pose a safety hazard. If however the printer will not be used over an extended period of time, it should be turned off and unplugged.

The following are hazards to your safety:

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

If any of these conditions occur, do the following:

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

Laser Safety

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

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance and could create a hazardous condition.
- Do not attempt to open, reuse, or burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards. Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Printer Location

Place the printer in a dust-free area within a temperature range of 50° F to 90° F (10° C to 32° C) and a relative humidity range of 15 percent to 85 percent.

Humidity should be 70 percent or below at 90° F, and temperature should be 82° F or below at 85 percent humidity.

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

Printer Clearance

Place the printer in an area where there is adequate space for ventilation, operation, and servicing. The recommended minimal spacing is:

Overhead Clearance:

- 20 cm (7.9 in.) above the printer

Total Height Requirements:

- Printer: 58.9 cm (23.2 in.)

Other Clearances:

- 10 cm (3.9 in.) behind the printer
- 60 cm (23.6 in.) in front of the printer
- 10 cm (3.9 in.) on the left side of the printer
- 25 cm (9.8 in.) on the right side of the printer

Operational Guidelines

- Do not block or cover the slots and openings on the printer. The printer may overheat without adequate ventilation.
- For optimum performance, use the printer at elevations below 3,500 m (11,480 ft.).
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposing light-sensitive components when the doors are open.
- Do not place the printer in line with the cold air flow from an air conditioning system.

- Place the printer on a level, solid non-vibrating surface with adequate strength for the weight of the printer. It should be within 1° of horizontal with all four feet in solid contact with the surface. The printer weight with consumables is 17.2 kg (38 lb.).
- Do not place the printer in locations exposed to magnetic forces.
- Do not place the printer in damp locations.
- Do not place the printer in locations susceptible to vibrations.

Printing Safety Guidelines

- Wait 10-15 seconds between turning the printer off and on.
- Keep hands, hair, neckties, etc., away from the exit and feed rollers.

When the printer is printing:

- Do not remove the paper source tray that you selected in either the printer driver or control panel.
- Do not open the doors.
- Do not move the printer.

Printer Supplies

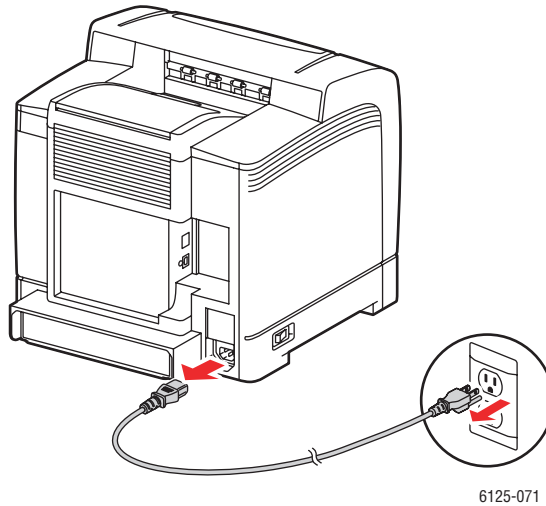
- Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the printer, options, and supplies.

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

Moving the Printer

Follow these guidelines to avoid injuring yourself or damaging the printer:

- Turn off the printer and unplug all power and communication cables before moving the printer.



- Always lift the printer from the designated lift points.



- Carry the printer without tilting it.

Caution: Do not tilt the printer more than 10 degrees to the front/back or right/left. Tilting more than 10 degrees may lead to toner inside the printer spilling out.

- Do not place any food or liquids on the printer.

Caution: Damage to the printer resulting from improper moving or failure to repackage the printer properly for shipment, is not covered by the warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

See also:

[Moving the Printer](#) on page 8-10

Safety Symbols Marked on Product



Use caution (or draws attention to a particular component). See the manual(s) for information.



Hot surface on or in the printer. Use caution to avoid personal injury.



It may take 40 minutes for the fuser to cool down.



Do not touch the item.

Printer Specifications

Item	Contents
Dimensions	400 (W) x 445 (D) x 389 (H) mm
Weight	Printer: 17.2 kg (38 lb.) including consumables
Warm-up time	30 seconds or less (when power is switched on, temperature: 22° C) However, the printer's electrical system is ready 10 seconds after switching on the printer.
Continuous print speed ^{*1}	<p>Color:</p> <p>1 sided print: 12 sheets/min ^{*2}</p> <p>Black-and-white:</p> <p>1 sided print: 16 sheets/min ^{*2}</p> <p>Important</p> <p>^{*1} The print speed may decrease due to paper type, such as transparency or envelope; size, and printing conditions. The print speed may decrease due to image quality adjustment.</p> <p>^{*2} Continuous print speed of documents that are all in letter or A4.</p>
Resolution	<p>Data processing resolution: 600 x 600 dpi (25.4 dots/mm): Multivalued (25.4 dots/mm)</p> <p>Output resolution: 600 dpi (25.4 dots/mm)</p>
Power source	<p>110-127 V~, 50/60 Hz, 10 A</p> <p>220-240 V~, 50/60 Hz, 5 A</p>
Power consumption	<p>AC 110 V:</p> <p>Sleep Mode: 5 W or less</p> <p>Standby: less than 50 W (fuser on),</p> <p>Continuous color printing: 280 W,</p> <p>Continuous monochrome printing: 280 W</p> <p>AC 220 - 240 V:</p> <p>Sleep Mode: 5 W or less</p> <p>Standby: less than 50 W (fuser on),</p> <p>Continuous color printing: 280 W,</p> <p>Continuous monochrome printing: 280 W</p> <p>This printer does not consume electric power when the power switch is turned off even if the printer is connected to an AC outlet.</p> <p>ENERGY STAR qualified printer:</p> <p>Default time to Power Saver is 30 minutes</p>

Regulatory Information

This product has been tested to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this product in a typical office environment.

United States (FCC Regulations)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your reseller or an experienced radio/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the equipment. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada (Regulations)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

European Union



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

- January 1, 1995: Low Voltage Directive 73/23/EEC as amended by 93/68/EEC
- January 1, 1996: Electromagnetic Compatibility Directive 89/336/EEC

This product, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this product can be obtained from Xerox.

Material Safety Data Sheet

For Material Safety Data information regarding your Phaser 6125 printer, go to:

- United States and Canada: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

Product Recycling and Disposal

European Union

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

Domestic/Household Environment



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



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

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

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

Professional/Business Environment



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



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

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

North America

Xerox operates a worldwide 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.

If you are managing the disposal of your Xerox product, please note that the product may contain, lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance website at www.eiae.org. Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

Other Countries

Please contact your local waste authorities and request disposal guidance.

Printer Features

2

This chapter includes:

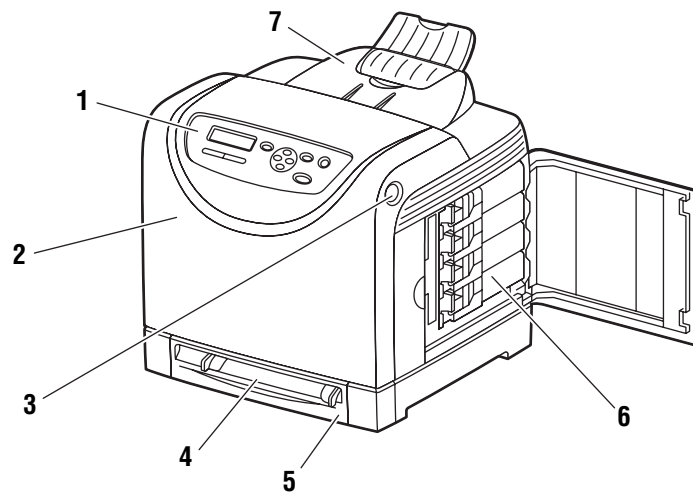
- [Main Components and Their Functions](#) on page 2-2
- [Control Panel](#) on page 2-5
- [Power Saver Mode](#) on page 2-7
- [Checking Status of Print Data](#) on page 2-8
- [Displaying Configuration and Paper Tray Settings](#) on page 2-9
- [More Information](#) on page 2-10

Main Components and Their Functions

This section includes:

- [Front View](#) on page 2-2
- [Rear View](#) on page 2-3
- [Internal View](#) on page 2-3
- [Printer Configuration](#) on page 2-4

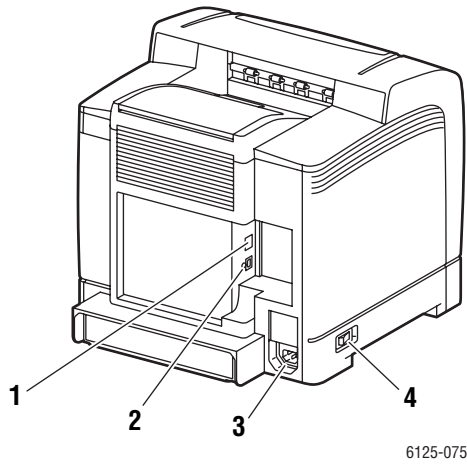
Front View



6125-073

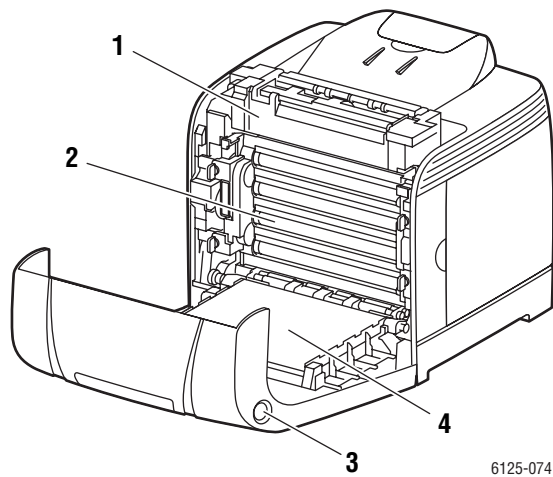
1. Control panel
2. Front cover
3. Button for opening the front cover
4. Manual feed slot
5. Paper tray
6. Toner cartridges
7. Output tray

Rear View



- | | |
|----------------------|-------------------------|
| 1. Network connector | 3. Power cord connector |
| 2. USB port | 4. Power switch |

Internal View



- | |
|---------------------------------------|
| 1. Fuser |
| 2. Imaging unit |
| 3. Button for opening the front cover |
| 4. Transfer unit |

Printer Configuration

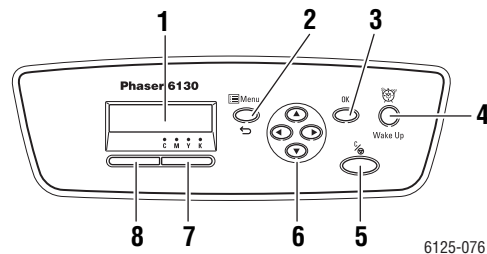
Features	Printer Configuration
	6125
Memory Configuration	64 MB
Print Speed (Color/Mono)	12/16 sheets/min
Resolutions (dpi)	
Standard	600 x 600 x 1 bit
Enhanced	600 x 600 x 4 bit
Ethernet Interface	10/100 Base-Tx
Manual feed slot (1 Sheet)	Standard
Paper Tray (250 Sheet)	Standard

Control Panel

This section includes:

- [Control Panel Layout](#) on page 2-5
- [Display](#) on page 2-5
- [Information Pages](#) on page 2-6

Control Panel Layout



6125-076

- | | |
|---|---|
| <p>1. Graphic display indicates status messages, menus, and toner levels.</p> <p>2. Menu button
Scrolls to the menu operation. Switches the display between the menus and print screen.</p> <p>3. OK button
Sets the menu values. Also prints reports and lists.</p> <p>4. Wake Up button
This light is on in power saver mode. Push the button to exit power saver mode.</p> <p>5. Cancel Job button
Cancels the current print job.</p> | <p>6. Up Arrow button
Scrolls upward through the menus.</p> <p>Down Arrow button
Scrolls downward through the menus.</p> <p>Back Arrow button
Scrolls backwards through the menus, or displays the Walk-Up Features menu.</p> <p>Forward Arrow button
Scrolls forward through the menus.</p> <p>7. Error
The red light indicates an error condition.</p> <p>8. Ready
The green light indicates that the printer is ready to receive data from the computer. If the light is blinking, the printer is busy receiving data.</p> |
|---|---|

Display

There are two types of screens:

- Print screen (for displaying printer status)
- Menu screen (for configuring settings)

Information Pages

Your printer comes with a set of information pages to help you obtain the best results from your printer. Access these pages from the control panel.

Panel Settings

The Panel Settings page displays the current control panel settings. To print the Panel Settings:

1. On the control panel, press the **Menu** button, select **Information Pages**, and then press the **OK** button.
2. Select **Panel Settings**, and then press the **OK** button to print.

Printer Settings

The Printer Settings page displays current information about your printer. To print the Printer Settings:

1. On the control panel, press the **Menu** button, select **Information Pages**, and then press the **OK** button.
2. Select **Printer Settings**, and then press the **OK** button to print.

Power Saver Mode

The printer is equipped with a Power Saver mode to reduce power consumption when it is left idle.

When no print data is received for 30 minutes (default), the printer will enter Power Saver mode.

The time ranges that can be specified for the printer to enter Power Saver mode are 5 to 60 minutes. Consumption of power during the Power Saver mode is 5 W or less and the time required to exit from Power Saver mode to a print-ready status is about 15 seconds.

See also:

[Changing the Power Saver Time](#) on page 5-3

Exiting the Power Saver Mode

The printer automatically cancels Power Saver mode once it receives data from the computer.

To cancel the Power Saver mode manually, press the **Wake Up** button.

Checking Status of Print Data

Checking in CentreWare Internet Services

You can check the status of the print job sent to the printer at the **Jobs** tab of CentreWare Internet Services.

Displaying Configuration and Paper Tray Settings

Print the Printer Settings page to view the current information about your printer:

1. On the control panel, press the **Menu** button, select **Information Pages**, and then press the **OK** button.
2. Select **Printer Settings**, and then press the **OK** button to print.

More Information

Obtain information regarding your printer and its capabilities from the following sources.

Resources

Information	Source
Installation Guide*	Packaged with printer
Quick Use Guide*	Packaged with printer
User Guide (PDF)*	<i>Software and Documentation CD-ROM</i>
Quick Start Tutorials (English only)	www.xerox.com/office/6125support
Video Tutorials	www.xerox.com/office/6125support
Recommended Media List	Recommended Media List (United States) Recommended Media List (Europe)
Online Support Assistant	www.xerox.com/office/6125support
Technical Support	www.xerox.com/office/6125support
Information pages	Control panel menu

* Also available on the Support website.

Network Basics

3

This chapter includes:

- [Overview of Network Setup and Configuration](#) on page 3-2
- [Choosing a Connection Method](#) on page 3-3
- [Configuring the Network Address](#) on page 3-5
- [Installing the Printer Drivers](#) on page 3-9

This chapter provides basic information about setting up and connecting to your printer.

See also: (English Only)

Using CentreWare Internet Services tutorial www.xerox.com/office/6125support

Using the Windows Printer Driver tutorial www.xerox.com/office/6125support

Overview of Network Setup and Configuration

To set up and configure the network:

1. Connect the printer to the network using the recommended hardware and cables.
2. Turn on the printer and the computer.
3. Print the Printer Settings page and keep it for referencing network settings.
4. Install the driver software on the computer from the *Software and Documentation CD-ROM*. For information on driver installation, see the section in this chapter for the specific operating system you are using.
5. Configure the printer's TCP/IP address, which is required to identify the printer on the network.

For Windows operating systems, run the Installer on the *Software and Documentation CD-ROM* to automatically set the printer's IP address if the printer is connected to an established TCP/IP network. You can also manually set the printer's IP address on the control panel.

6. Print a Printer Settings page to verify the new settings.

Note: If the *Software and Documentation CD-ROM* is not available, you can download the latest driver from www.xerox.com/office/6125drivers.

Choosing a Connection Method

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

- [Connecting via Ethernet \(Recommended\)](#) on page 3-3
- [Connecting via USB](#) on page 3-4

Connecting via Ethernet (Recommended)

Ethernet can be used for one or more computers. It supports many printers and systems on an Ethernet network. An Ethernet connection is recommended because it is faster than a USB connection. It also allows you direct access to CentreWare Internet Services (IS). CentreWare IS provides a simple interface to the embedded web server in any networked Xerox printer that enables you to manage, configure, and monitor networked printers from your desktop.

Network Connection

Depending on your particular setup, the following hardware and cabling is required for Ethernet.

- If you are connecting to one computer, an Ethernet RJ-45 crossover cable is required.
- If you are connecting to one or more computers with an Ethernet hub, or cable or DSL router, two or more twisted-pair (category 5/RJ-45) cables are required. (One cable for each device.)

If you are connecting to one or more computers with a hub, connect the computer to the hub with one cable, and then connect the printer to the hub with the second cable. Connect to any port on the hub except the uplink port.

See also:

[Configuring the Network Address](#) on page 3-5

[Installing the Printer Drivers](#) on page 3-9

Connecting via USB

If you are connecting to one computer, a USB connection offers fast data speeds. A USB connection is not as fast as an Ethernet connection. To use USB, PC users must have Windows 2000, Windows XP, Windows Server 2003, Windows Vista, or newer operating system.

USB Connection

A USB connection requires a standard A/B USB cable. This cable is not included with your printer and must be purchased separately. Verify that you are using the correct USB cable for your connection (2.0 for best results).

- 1.** Connect one end of the USB cable to the printer and turn it on.
- 2.** Connect the other end of the USB cable to the computer.

See also:

[Installing the Printer Drivers](#) on page 3-9

Configuring the Network Address

This section includes:

- [TCP/IP and IP Addresses](#) on page 3-5
- [Automatically Setting the Printer's IP Address](#) on page 3-5
- [Dynamic Methods of Setting the Printer's IP Address](#) on page 3-6
- [Manually Setting the Printer's IP Address](#) on page 3-7

TCP/IP and IP Addresses

If your computer is on a large network, contact your network administrator for the appropriate TCP/IP addresses and additional configuration information.

If you are creating your own small Local Area Network or connecting the printer directly to your computer using Ethernet, follow the procedure for automatically setting the printer's Internet Protocol (IP) address.

PCs and printers primarily use TCP/IP protocols to communicate over an Ethernet network. With TCP/IP protocols, each printer and computer must have a unique IP address. It is important that the addresses are similar, but not the same; only the last digit needs to be different. For example, your printer can have the address 192.168.1.2 while your computer has the address 192.168.1.3. Another device can have the address 192.168.1.4.

Many networks have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically programs an IP address into every PC and printer on the network that is configured to use DHCP. A DHCP server is built into most cable and DSL routers. If you use a cable or DSL router, see your router's documentation for information on IP addressing.

See also:

Online Support Assistant at www.xerox.com/office/6125support

Automatically Setting the Printer's IP Address

If the printer is connected to a small established TCP/IP network without a DHCP server, use the installer on the *Software and Documentation CD-ROM* to detect or assign an IP address to your printer. For further instructions, insert the *Software and Documentation CD-ROM* into your computer's CD-ROM drive. After the Xerox Installer launches, follow the prompts for installation.

Note: For the automatic installer to function, the printer must be connected to an established TCP/IP network.

Dynamic Methods of Setting the Printer's IP Address

There are two protocols available for dynamically setting the printer's IP address:

- DHCP (enabled by default on all Phaser printers)
- AutoIP

You can turn on/off both protocols using the control panel, or use CentreWare IS to turn on/off DHCP.

Using the Control Panel

To turn on/off either the DHCP or AutoIP protocol:

1. On the control panel, select the **Menu** button.
2. Select the **Admin** menu, and then press the **OK** button.
3. Select the **Network Setup** menu, and then press the **OK** button.
4. Select the **TCP/IP** menu, and then press the **OK** button.
5. Select **Get IP Address**, and then press the **OK** button.

Using CentreWare IS

To turn on/off the DHCP protocol:

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field.
3. Select **Properties**.
4. Select the **Protocols** folder on the left navigation panel.
5. Select **TCP/IP**.
6. In the **Get IP Address** field, select the **DHCP/Autonet** option.
7. Click the **Save Changes** button.

Manually Setting the Printer's IP Address

Note: Verify that your computer has a properly configured IP address for your network. Contact your network administrator for more information.

If you are on a network without a DHCP server, or in an environment where the network administrator assigns printer IP addresses, you can use this method to manually set the IP address. Manually setting the IP address overrides DHCP and AutoIP. Alternatively, if you are in a small office with a single PC and use a dialup modem connection, you can manually set the IP address.

Information Required for Manual IP Addressing

Information	Comments
Internet Protocol (IP) address of the printer	Format is xxx.xxx.xxx.xxx, where xxx represents a decimal number from 0–255.
Network Mask	If you are unsure, leave this blank; the printer chooses an appropriate mask.
Default Router/Gateway address	Router address is required to communicate with the host device from anywhere other than the local network segment.

Using the Control Panel

To manually set the IP address:

1. On the control panel, select the **Menu** button.
2. Select the **Admin** menu, and then press the **OK** button.
3. Select the **Network Setup** menu, and then press the **OK** button.
4. Select the **TCP/IP** menu, and then press the **OK** button.
5. Select **Get IP Address**, and then press the **OK** button.
6. Select **Panel**, and then press the **OK** button.
7. Select **IP Address** under the **TCP/IP** menu and use the arrows to configure the IP values, and then press the **OK** button.

Changing or Modifying the IP Address Using CentreWare IS

CentreWare IS provides a simple interface to the embedded web server in any networked Xerox printer that enables you to manage, configure, and monitor networked printers from your desktop. For complete information about CentreWare IS, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

After setting the printer's IP address, you can modify TCP/IP settings using CentreWare IS.

- 1.** Launch your web browser.
- 2.** Enter the printer's IP address in the browser's **Address** field.
- 3.** Click **Properties**.
- 4.** Select the **Protocols** folder on the left sidebar.
- 5.** Select **TCP/IP**.
- 6.** Enter or modify the settings, and then click **Save Changes** at the bottom of the page.

Installing the Printer Drivers

Windows 2000 or Later

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the computer's CD-ROM drive. If the installer does not launch, do the following:
 - a. Click **Start**, and then click **Run**.
 - b. In the **Run** window, type: <CD drive>\INSTALL.EXE.
2. Select your desired language from the list.
3. Select **Install Printer Driver**.
4. Select the installation method you want to use, and then follow the onscreen instructions.

See also:

Online Support Assistant at www.xerox.com/office/6125support

Printing Basics

4

This chapter includes:

- [Supported Paper and Media](#) on page 4-2
- [About Paper](#) on page 4-5
- [Setting Paper Types and Sizes](#) on page 4-7
- [Loading Paper](#) on page 4-8
- [Selecting Printing Options](#) on page 4-14
- [Printing on Specialty Media](#) on page 4-17
- [Printing Custom Size](#) on page 4-31

Supported Paper and Media

This section includes:

- [Paper Usage Guidelines](#) on page 4-3
- [Paper That Can Damage Your Printer](#) on page 4-4
- [Paper Storage Guidelines](#) on page 4-4

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

For best results, use Xerox printing media specified for your Phaser 6125 printer. They are guaranteed to produce excellent results with your printer.

To order paper or other specialty media, contact your local reseller or go to www.xerox.com/office/6125supplies.

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

See also:

[Recommended Media List \(United States\)](#)

[Recommended Media List \(Europe\)](#)

Paper Usage Guidelines

The printer trays accommodate most sizes and types of paper or other specialty media. Follow these guidelines when loading paper and media in the trays:

- Fan paper or other specialty media before loading in the paper tray.
- Do not print on label stock once a label has been removed from a sheet.
- Use only paper envelopes. Do not use envelopes with windows, metal clasps, or adhesives with release strips.
- All envelopes should be printed single-sided only.
- Some wrinkling and embossing may occur when printing envelopes.
- Do not overload the paper trays. Do not load paper above the fill line on the inside of the paper guide.
- Adjust the paper guides to fit the paper size. The paper guides click into place when they are adjusted correctly.
- If excessive jams occur, use paper or other media from a new package.

See also:

[Printing Envelopes](#) on page 4-17

[Printing Labels](#) on page 4-21

[Printing Glossy Paper](#) on page 4-26

[Printing Custom Size](#) on page 4-31

Paper That Can Damage Your Printer

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

Unacceptable media includes:

- Rough or porous media
- Paper that has been folded or wrinkled
- Paper with staples
- Envelopes with windows or metal clasps
- Padded envelopes
- Non-laser glossy or coated paper
- Perforated media

Paper Storage Guidelines

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

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

About Paper

Using unsuitable paper may lead to paper jams, poor print quality, breakdown and damage to your printer. In order to use the features of this printer effectively, use the suggested paper that is recommended here.

Usable Paper

The types of paper that can be used on this printer are as follows:

Manual Feed Slot

Paper Size	Letter (8.5 x 11 in.) Legal (8.5 x 14 in.) Executive (7.25 x 10.5 in.) Folio (8.5 x 13 in.) #10 Commercial (4.1 x 9.5 in.) Monarch (3.8 x 7.5 in.) A4 (210 x 297 mm) A5 (148 x 210 mm) DL (110 x 220 mm) C5 (162 x 229 mm) Custom: 76.2–216 mm (3–8.5 in.) 127–355.6 mm (5–14 in.) B5 JIS (182 x 257 mm)
Paper Type (Weight)	Plain (65–120 g/m ²) (17–32 lb. Bond) Thin Card Stock (100–163 g/m ²) (28–60 lb. Cover) Thick Card Stock (160–220 g/m ²) (60–80 lb. Cover) Glossy Paper (100–160 g/m ²) (28–60 lb. Cover) Thick Glossy Paper (160–200 g/m ²) (60–80 lb. Cover) Labels Paper Envelope Business Cards
Loading Capacity	Holds 1 sheet (Standard paper)

Paper Tray

Paper Size	Letter (8.5 x 11 in.) Legal (8.5 x 14 in.) Executive (7.25 x 10.5 in.) Folio (8.5 x 13 in.) #10 Commercial (4.1 x 9.5 in.) Monarch (3.8 x 7.5 in.) A4 (210 x 297 mm) A5 (148 x 210 mm) Custom: 76.2–216 mm (3–8.5 in.) 127–355.6 mm (5–14 in.) B5 JIS (182 x 257 mm)
Paper Type (Weight)	Plain (65–120 g/m ²) (17–32 lb. Bond) Thin Card Stock (100–163 g/m ²) (28–60 lb. Cover) Thick Card Stock (160–220 g/m ²) (60–80 lb. Cover) Glossy Paper (100–160 g/m ²) (28–60 lb. Cover) Thick Glossy Paper (160–200 g/m ²) (60–80 lb. Cover) Labels Paper Envelope Business Cards
Loading Capacity	Tray holds 250 sheets

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

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

See also:

[Recommended Media List \(United States\)](#)

[Recommended Media List \(Europe\)](#)

Setting Paper Types and Sizes

Setting the Paper Tray

When loading paper in the paper tray, set the paper size and type on the control panel when printing.

Note: When you set select **None** from the **Paper Type** dropdown in the driver, printing will default to the control panel settings. Printing will be performed only when the settings for the paper size and type configured on the print driver match the settings on the control panel. When the settings on the print driver and control panel do not match, follow the instructions displayed on the control panel.

See also:

[Description of Menu Items](#) on page 5-4

Setting Paper Types

Caution: Paper type settings must match those of the actual paper loaded in the trays. Otherwise, print-quality problems can occur.

1. Press the **Menu** button to display the Menu screen.
2. Select **Tray Settings**, and then press the **OK** button.
3. Select **Tray**, and then press the **OK** button.
4. Select **Paper Type**, and then press the **OK** button.
5. Select the correct paper type for the loaded paper, and then press the **OK** button.
6. Press the **Menu** button.

Setting Paper Sizes

1. Press the **Menu** button to display the Menu screen.
2. Select **Tray Settings**, and then press the **OK** button.
3. Select **Tray**, and then press the **OK** button.
4. Select **Paper Size**, and then press the **OK** button.
5. Select the correct paper size for the loaded paper, and then press the **OK** button.
6. Press the **Menu** button.

Loading Paper

This section includes:

- [Loading Paper in the Paper Tray](#) on page 4-8
- [Loading Paper in the Manual Feed Slot](#) on page 4-12

Loading Paper in the Paper Tray

Use the paper tray for a wide range of media including:

- Plain paper
- Card stock
- Labels
- Glossy paper
- Specialty media including business cards, postcards, trifold brochures, and weatherproof paper
- Pre-printed paper (paper already printed on one side)
- Custom size paper
- Envelopes

See also:

[About Paper](#) on page 4-5

Loading Paper in the Paper Tray

In addition to plain paper, the paper tray can use various other sizes and types of print media, such as envelopes.

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

You can load up to 250 sheets or a stack of paper (65 – 220 g/m², 17 – 40 lb. Bond, 40 – 80 lb. Cover) less than 15 mm high. Sizes can start from 3 x 5”.

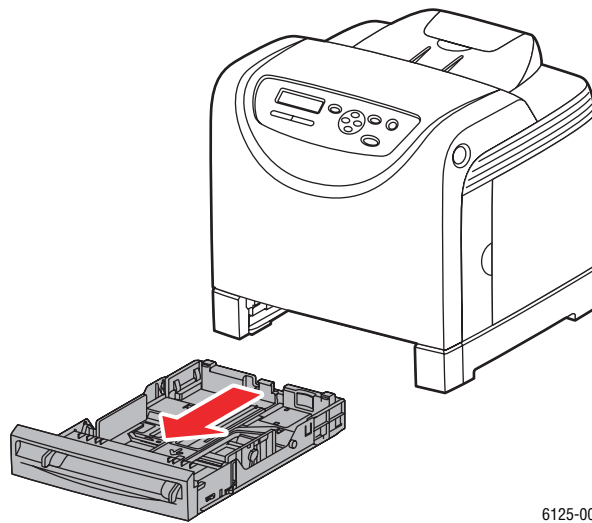
- Paper tray accepts print media within the following dimensions:
 - Width: 76.2 – 216.0 mm (3 – 8.5 in.)
 - Length: 127.0 – 355.6 mm (5 – 14 in.)

Make sure of the following points to avoid any troubles during printing.

- Do not load different types of paper at the same time.
- Use high quality paper for laser printers to print at high quality. See [About Paper](#) on page 4-5.
- Do not remove or add paper to the tray when printing, or if there is any paper still in the tray. Doing so may cause a paper jam.
- Do not put any objects other than paper on the tray. Also, do not push or force down the paper tray.
- Always load paper short-edge feed.

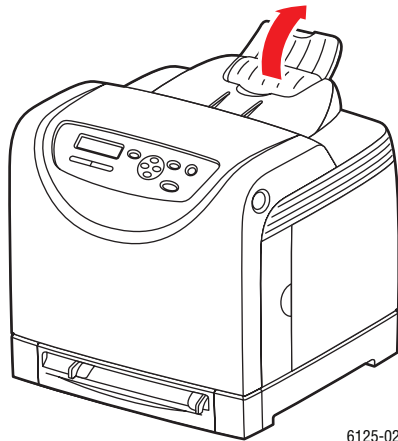
To load paper in the paper tray:

1. Gently pull open the paper tray.



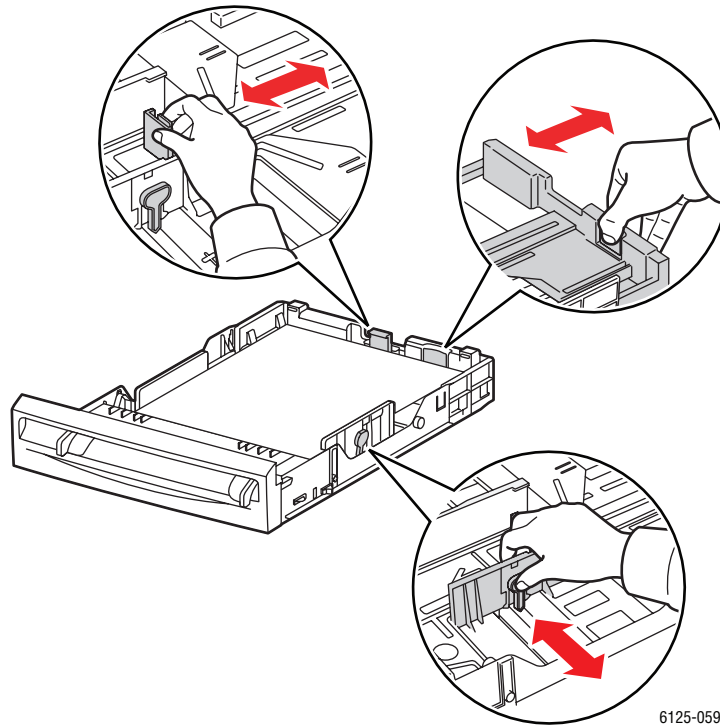
6125-001

2. Open the output tray to hold the printed sheets.

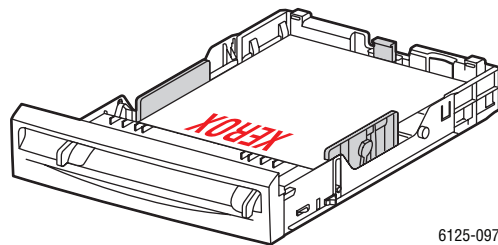


6125-021

3. Slide the width guides to the edge of the tray. The width guides should be fully extended.

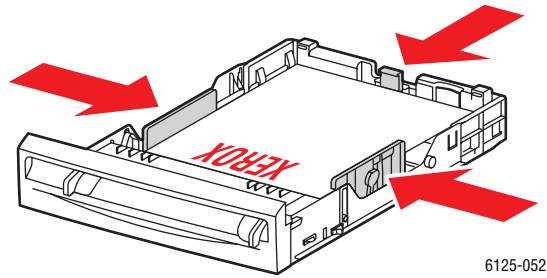


4. Insert all media **faceup** and top edge first into the paper tray.



Note: Do not force the paper.

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



Note: Be careful not to bend the paper.

When **Size Mismatch** is set to **Use Printer Settings** in the driver, you need to set the paper type and size settings for the tray on the control panel in advance.

See also:

[Setting Paper Types and Sizes](#) on page 4-7

Loading Paper in the Manual Feed Slot

Use the Manual Feed Slot for a wide range of media including:

- Plain paper
- Thin card stock
- Glossy paper
- Labels
- Envelopes

See also:

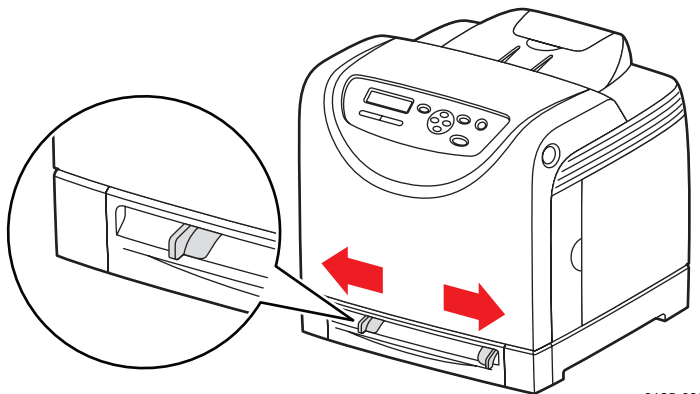
[Printing on Specialty Media](#) on page 4-17

Loading Paper in the Manual Feed Slot

This section describes how to feed paper in the manual feed slot.

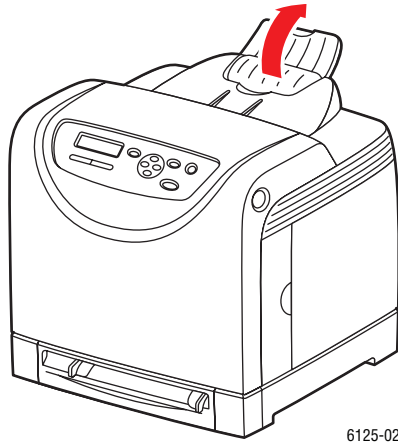
Make sure of the following points to avoid any troubles during printing.

- Use several sheets of the media when adjusting the paper width guides.
 - Slowly and evenly insert the media into the printer holding the media on both sides.
 - If the media looks skewed after the printer pulls it in, gently remove the media and reseal it. Then press the **OK** button or wait for the automatic calibration to start.
1. Slide the width guides of the manual feed slot to fit the appropriate media.



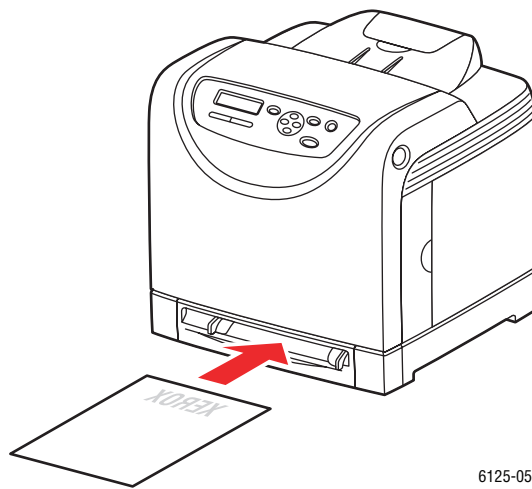
6125-020

2. Open the output tray to hold the printed sheets.



6125-021

3. Place the print media into the slot with the print side **facedown** and the top of the sheet entering the printer first.



6125-051

Selecting Printing Options

This section includes:

- [Selecting Printing Preferences \(Windows\)](#) on page 4-14
- [Selecting Options for an Individual Job \(Windows\)](#) on page 4-15

Selecting Printing Preferences (Windows)

Printer preferences control all of your print jobs, unless you override them specifically for a job.

To select printer preferences:

1. Select one of the following options:
 - **Windows 2000, Windows Server 2003, and Windows Vista:** Click **Start**, select **Settings**, and then click **Printers**.
 - **Windows XP:** Click **Start**, **Settings**, and then select **Printers and Faxes**.
2. In the **Printers** folder, right-click the icon for your printer.
3. From the pop-up menu, select **Printing Preferences** or **Properties**.
4. Select the **Advanced** tab, and then click the **Defaults** button.
5. Make selections on the driver tabs, and then click the **OK** button to save your selections.

Note: For more information about Windows printer driver options, click the **Help** button on the printer driver tab to view the online help.

Selecting Options for an Individual Job (Windows)

If you want to use special printing options for a particular job, change the driver settings before sending the job to the printer. For example, if you want to use Enhanced print-quality mode for a particular graphic, select this setting in the driver before printing that job.

1. With the desired document or graphic open in your application, access the **Print** dialog box.
2. Select the Phaser 6125 printer and click its **Properties** button to open the printer driver.
3. Make selections from the driver tabs. See the following table for specific printing options.
4. Click the **OK** button to save your selections.
5. Print the job.

See the following table for specific printing options:

GDI Printing Options for Windows Operating Systems

Operating System	Driver Tab	Printing Options
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	Paper/Output tab	<ul style="list-style-type: none"> ■ Saved Settings ■ Paper Size ■ Fit to New Paper Size ■ Image Orientation ■ 2-Sided Print, Pages per Sheet (N-up) ■ Output Color ■ Booklet/Poster/Mixed Document/Rotation Layout ■ Margin Shift ■ Printer Status
	Paper Tray tab	<ul style="list-style-type: none"> ■ Paper Tray ■ Paper Type ■ Paper Orientation ■ Collate ■ Printer Status
	Image Options tab	<ul style="list-style-type: none"> ■ Output Color ■ Image Adjustment Mode ■ Image Types ■ Image Auto Correction ■ Image Settings ■ Color Balance ■ Specify Profile
	Watermarks tab	<ul style="list-style-type: none"> ■ Watermarks ■ Header/Footer Options
	Advanced tab	<ul style="list-style-type: none"> ■ Skip Blank Pages ■ Draft Mode ■ Size Mismatch ■ Graphics Settings ■ Paper Source Setting

Printing on Specialty Media

This section includes:

- [Printing Envelopes](#) on page 4-17
- [Printing Labels](#) on page 4-21
- [Printing Glossy Paper](#) on page 4-26
- [Printing Custom Size](#) on page 4-31

Printing Envelopes

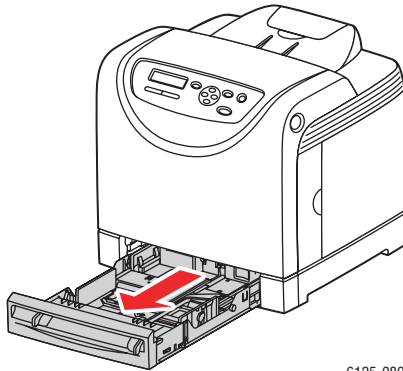
Guidelines

- Use only paper envelopes specified in the Supported Paper Sizes and Weights table. Successful envelope printing is highly dependent on the quality and construction of the envelopes. Use envelopes made specifically for laser printers.
- It is recommended that you maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid the effects of moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Avoid padded envelopes; purchase envelopes that lie flat on a surface.
- Remove air bubbles from the envelopes before loading by setting a heavy book on top of the envelopes.
- If wrinkling or embossing problems occur, use a different brand of envelopes made specifically for laser printers.

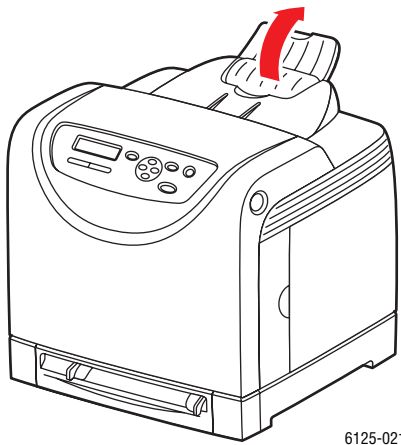
Caution: Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada.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

Printing Envelopes from the Paper Tray

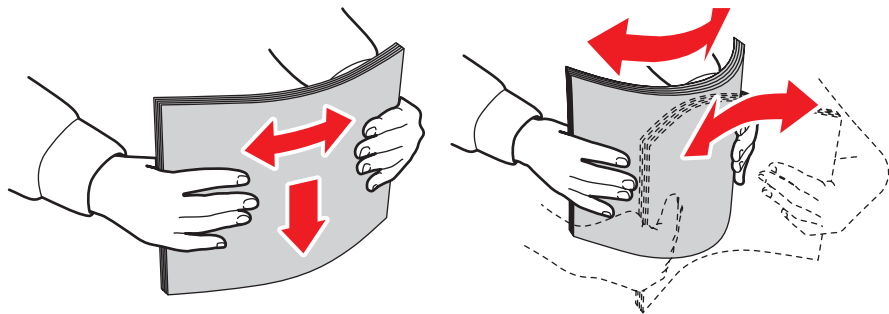
1. Gently pull open the paper tray and open the paper guides.



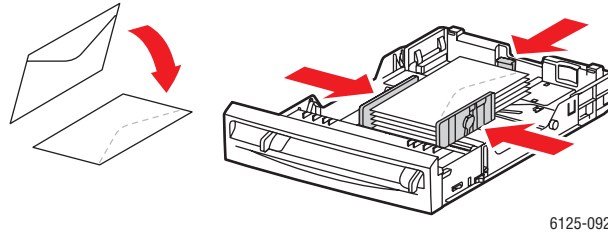
2. Open the output tray to hold the printed sheets.



3. Fan the envelopes to release sheets that are stuck together.



4. Insert the envelopes into the paper tray, and adjust the paper guides to fit the sheets.
 - Place the side to be printed **faceup** with the top of the sheets entering first.
 - Slide the paper guides to the size of the envelope.

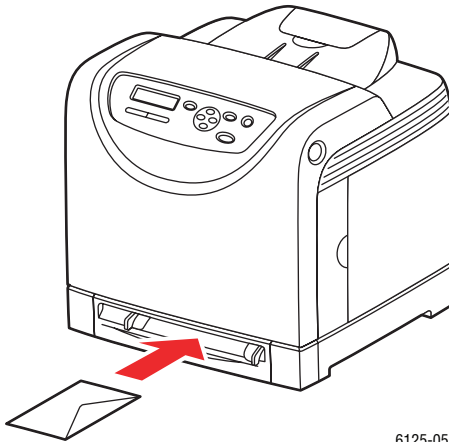


6125-092

5. In the printer driver, select either **Envelopes** as the paper type or **Tray** as the paper tray.

Printing Envelopes from the Manual Feed Slot

1. In the case of Monarch, insert the envelopes with the side to be printed **facedown**.



6125-050

2. Slide the paper guides to the size of the envelope.
3. If necessary, press the paper guides inward to fit the envelope.

Printing on Envelopes

When **Size Mismatch** is set to **Use Printer Settings** in the driver, you need to set the paper type and size settings for the tray on the control panel in advance. See [Setting Paper Types and Sizes](#) on page 4-7.

The way to display the printer **Properties** dialog box differs according to the application software. Refer to the manual of your respective application software.

Using the Control Panel

To print on envelopes using the control panel:

1. On the control panel, select the paper type:
 - a. Press the **Menu** button.
 - b. Select **Tray Settings**, and then press the **OK** button.
 - c. Select **Tray**, and then press the **OK** button.
 - d. Select **Paper Type**, and then press the **OK** button.
 - e. Select **Envelope**, and then press the **OK** button.

Using the Driver

To print on envelopes using the print driver:

1. From the **File** menu, select **Print**.
2. Select this printer as the printer to be used and click **Properties** to display the dialog box.
3. Select the **Paper Tray** tab.
4. From **Paper Type**, select **Envelope**.
5. Select the appropriate paper tray from **Paper Tray**.
6. Select the **Paper/Output** tab.
7. From **Paper Size**, select the size of the original document.
8. Click **OK**.

Printing Labels

Labels can be printed from all trays.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/6125supplies.

See also:

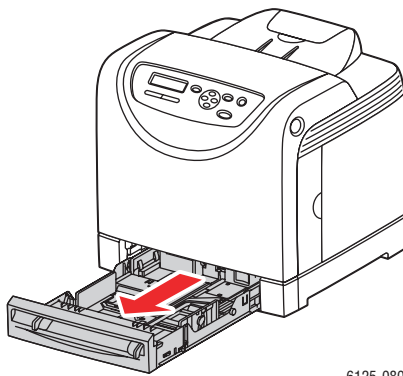
[About Paper](#) on page 4-5

Guidelines

- Do not use vinyl labels.
- Print only on one side of the sheet of labels.
- Do not use any sheet where labels are missing; it may damage the printer.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause print-quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam the printer.

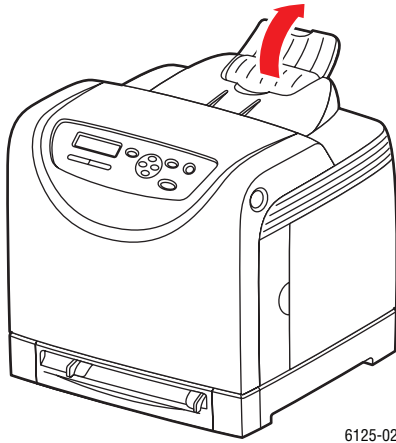
Printing Labels from the Paper Tray

1. Gently pull open the paper tray and open the paper guides.

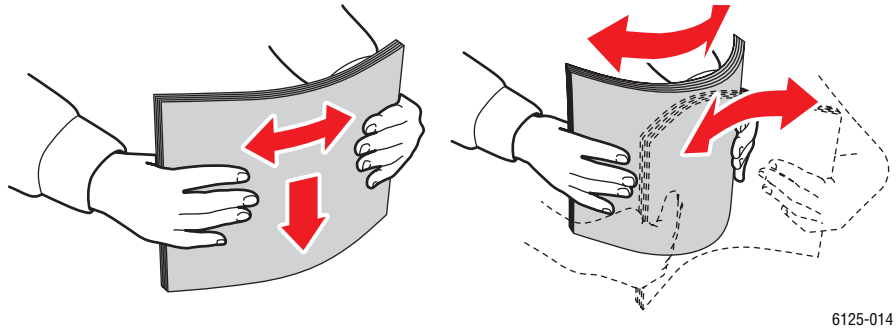


6125-080

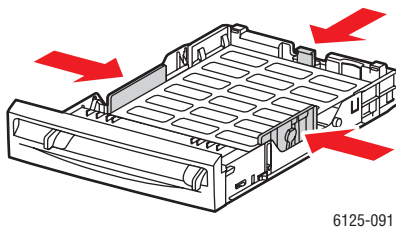
2. Open the output tray to hold the printed sheets.



3. Fan the labels to release sheets that are stuck together.



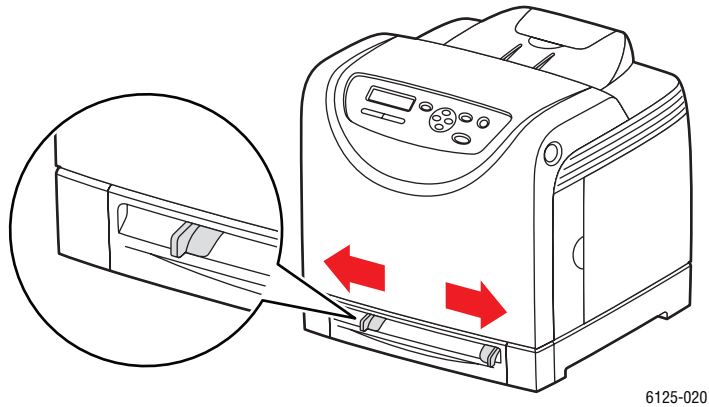
4. Insert the labels into the paper tray, and adjust the paper guides to fit the sheets.
 - Place the side to be printed **faceup** with the top of the sheets entering first.
 - Do not load more than 25 sheets.



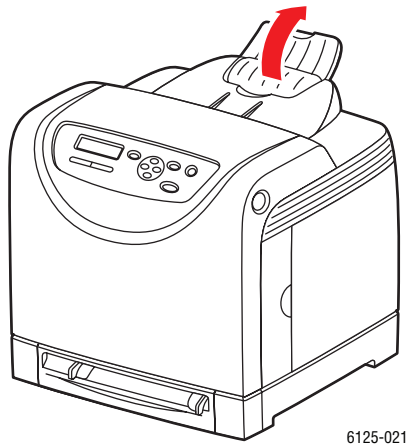
5. In the printer driver, select either **Labels** as the paper type or **Tray** as the paper tray.

Printing Labels from the Manual Feed Slot

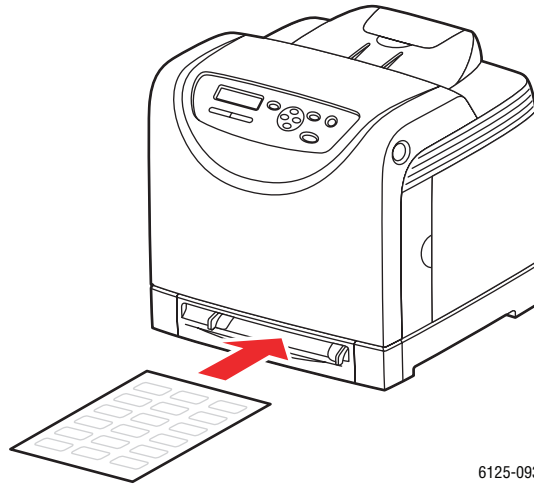
1. Slide the width guides of the manual feed slot to fit the appropriate media.



2. Open the output tray to hold the printed sheets.



3. Insert the label sheets into the manual feed slot. Place the side to be printed **facedown** with the top of the page toward the front of the printer.



6125-093

4. If necessary, press the paper guides inward to fit the sheets.

Printing on Labels

Using the Control Panel

To print on labels using the control panel:

- 1.** On the control panel, select the paper type:
 - a.** Press the **Menu** button.
 - b.** Select **Tray Settings**, and then press the **OK** button.
 - c.** Select **Tray**, and then press the **OK** button.
 - d.** Select **Paper Type**, and then press the **OK** button.
 - e.** Select **Labels**, and then press the **OK** button.

Using the Driver

To print on labels using the print driver:

- 1.** From the **File** menu, select **Print**.
- 2.** Select this printer as the printer to be used and click **Properties** to display the dialog box.
- 3.** Select the **Paper Tray** tab.
- 4.** From **Paper Type**, select **Labels**.
- 5.** Select the appropriate paper tray from **Paper Tray**.
- 6.** Select the **Paper/Output** tab.
- 7.** From **Paper Size**, select the size of the original document.
- 8.** Click **OK**.

Printing Glossy Paper

Glossy paper can be printed from any tray. It can be printed on both sides.

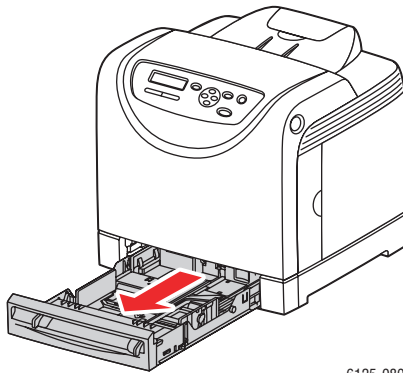
To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/6125supplies.

Guidelines

- Do not open sealed packages of glossy paper until you are ready to load them into the printer.
- Leave glossy paper in the original wrapper, and leave the packages in the shipping carton until ready to use.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of glossy paper you are planning to use. Do not leave glossy paper in the tray when you are finished printing. Reinsert unused glossy paper in the original wrapper and seal.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam the printer.

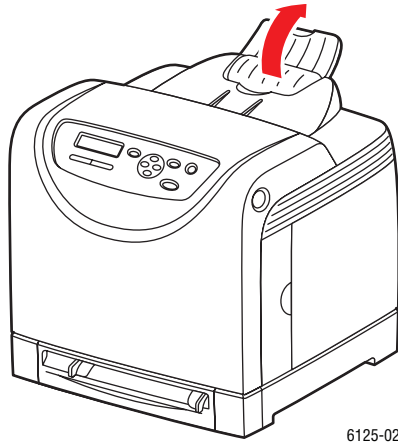
Printing Glossy Paper from the Paper Tray

1. Gently pull open the paper tray, and open the paper guides.

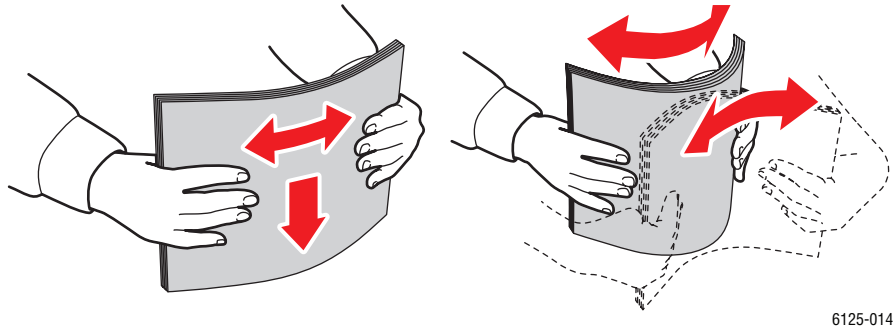


6125-080

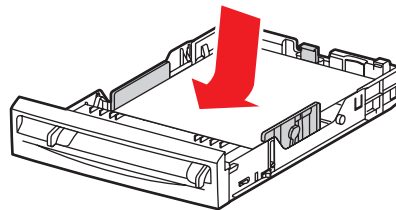
2. Open the output tray to hold the printed sheets.



3. Fan the glossy paper to release sheets that are stuck together.



4. Insert the glossy paper into the paper tray, and adjust the paper guides to fit the paper.
 - Place the side to be printed **faceup**.
 - Do not load more than 25 sheets.

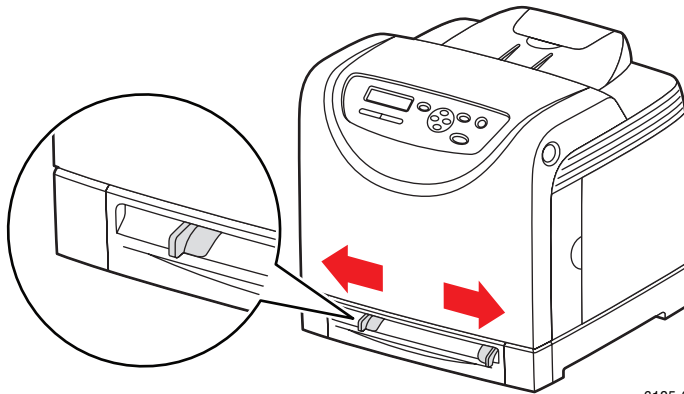


6125-085

5. In the printer driver, select either **Glossy Paper** as the paper type or **Tray** as the paper tray.

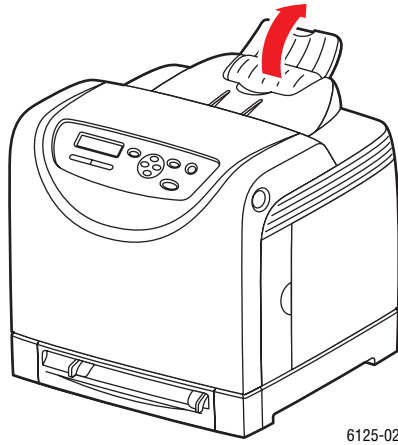
Printing Glossy Paper from the Manual Feed Slot

1. Slide the width guides of the manual feed slot to fit the appropriate media.

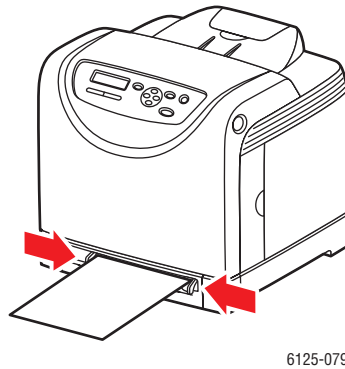


6125-020

2. Open the output tray to hold the printed sheets.



3. Insert the paper into the tray. Place the side to be printed **facedown** with the top of the page toward the front of the printer.



4. If necessary, press the paper guides inward to fit the paper.

Printing on Glossy Paper

Using the Control Panel

To print on glossy paper using the control panel:

- 1.** On the control panel, select the paper type:
 - a.** Press the **Menu** button.
 - b.** Select **Tray Settings**, and then press the **OK** button.
 - c.** Select **Tray**, and then press the **OK** button.
 - d.** Select **Paper Type**, and then press the **OK** button.
 - e.** Select **Glossy Paper**, and then press the **OK** button.

Using the Driver

To print on glossy paper using the print driver:

- 1.** From the **File** menu, select **Print**.
- 2.** Select this printer as the printer to be used and click **Properties** to display the dialog box.
- 3.** Select the **Paper Tray** tab.
- 4.** From **Paper Type**, select **Glossy Paper**.
- 5.** Select the appropriate paper tray from **Paper Tray**.
- 6.** Select the **Paper/Output** tab.
- 7.** From **Paper Size**, select the size of the original document.
- 8.** Click **OK**.

Printing Custom Size

This section explains how to print on custom size paper, such as long paper using the print driver.

Custom size paper can be loaded in each tray. The way to load custom size paper in the paper tray is the same as the one to load standard size paper.

See also:

[Loading Paper in the Manual Feed Slot](#) on page 4-12

[Loading Paper in the Paper Tray](#) on page 4-8

[Setting Paper Types and Sizes](#) on page 4-7

Defining Custom Paper Sizes

Before printing, set the custom size on the print driver.

Note: When setting the paper size on the print driver and control panel, be sure to specify the same size as the actual paper used. Setting the wrong size for printing will cause printer failure. This is especially true if you configure a bigger size when using a narrow width paper.

Using the Driver

On the print driver, set the custom size in the **Custom Paper Size** dialog box. This section explains the procedure using Windows XP as an example.

For Windows 2000 or later, an administrator's password only allows users with administrator rights to change the settings. Users without the rights of administrator can only check the contents.

When configuring the **Custom Paper Size** dialog box in Windows 2000 or later, settings of other printers on the computer will also be affected as the form data base of the computer is used by a local printer. For a shared printer on the network, settings of other shared printers on the same network in another computer will also be affected as the form data base on the server with existing print queue is used.

1. From the **Start** menu, click **Printers and Faxes**, and then display the properties of the printer to be used.
2. Select the **Configuration** tab.
3. Click the **Custom Paper Size** button.
4. Use the **Details** list box to select the custom setup you want to define.
5. Specify the length of the short edge and long edge under **Setting For**. You can specify the values either by entering them directly or using the **Up Arrow** and **Down Arrow** buttons. The length of the short edge cannot be longer than the long edge, even if it is within the specified range. The length of the long edge cannot be shorter than the short edge, even if it is within the specified range.

6. To assign a paper name, select the **Name Paper Size** check box, and then enter the name in **Paper Name**. Up to 14 characters can be used for the paper name.
7. If necessary, repeat steps 4 to 6 to define another custom size.
8. Click **OK** twice.

Printing on Custom Size Paper

Use the following procedures to print using the driver.

Using the Driver

The procedure to print on custom size paper using the print driver is as follows.

Note: The way to display the printer **Properties** dialog box differs according to the application software. Refer to the manual of your respective application software.

1. From the **File** menu, select **Print**.
2. Select this printer as the printer to be used and click **Properties**.
3. Select the **Paper Tray** tab.
4. Select the appropriate paper tray from **Paper Tray**.
5. Select the appropriate paper type from **Paper Type**.
6. Select the **Paper/Output** tab.
7. From **Paper Size**, select the size of the original document.
8. **Fit to New Paper Size** defaults to **Same As Paper Size**.
9. Click **OK**.
10. Click **Print** in the **Print** dialog box to start printing.

Using the Control Panel Menus

5

This chapter includes:

- [Control Panel Menus](#) on page 5-2
- [Description of Menu Items](#) on page 5-4
- [Menu List](#) on page 5-11

Control Panel Menus

This section includes:

- [Menu Configuration](#) on page 5-2
- [Changing Menu Settings](#) on page 5-3

Menu Configuration

The menus that can be accessed from the control panel are as follows:

Menu	Content
Information Pages	Use the Information Pages menu to print various types of reports and lists.
Admin Menu	<ul style="list-style-type: none"> ■ Network Setup Use this menu to configure the network settings for the printer. ■ System Setup Use this menu to make the printer operation settings, such as for alarm and Power Saver mode. ■ Maintenance Mode Use this menu to initialize the NVM, or to adjust the configurations for each type of paper. ■ Control Panel Use this menu to specify whether to limit the menu operations with a password.
Tray Settings	Use the Tray Settings menu to define the print media loaded in each tray.
Billing Meters	Use the Billing Meters menu to display the printed paper counts on the control panel.

Each menu is configured in different levels. Set the printer settings by selecting the objective menus or items structure level.

See also:

[Description of Menu Items](#) on page 5-4

Changing Menu Settings

Changing the Power Saver Time

In this example, you set the transitional time to the Power Saver Mode.

1. To display the menu screen, press the **Menu** button at the print screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **System Setup** is displayed, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **PowerSaver Time** is displayed, and then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button to change the number of minutes that the printer will wait before entering Power Saver mode.
6. Press the **OK** button to confirm your settings. The settings that have been confirmed are displayed with the affix “*”.
7. Press the **Menu** button to quit the menu operation and return to the print screen.
8. Ready to print.

Note: If you want to change values after you have confirmed them by pressing the **OK** button, you need to set them from the start again.

Initializing Configured Values

Display the item you want to initialize, and then press both the **Up Arrow** and **Down Arrow** buttons at the same time.

Once the change process is completed, the factory defaults will be displayed. Press the **OK** button to confirm the value.

Description of Menu Items

This section includes:

- [Tray Settings](#) on page 5-4
- [Information Pages](#) on page 5-5
- [Billing Meters](#) on page 5-6
- [Admin Menu](#) on page 5-6

Tray Settings

There is one submenu under the Tray Settings menu: Tray. You can set paper size, paper type, or Display Popup for this tray.

Common Settings for the Paper Tray

Item	Description
Paper Type	Specifies the type of paper loaded in the paper tray. The default is Plain. For details, refer to Setting Paper Types and Sizes on page 4-7.
Paper Size	Specify the paper size and orientation for the paper tray. The default is Auto. For details, refer to Setting Paper Types on page 4-7.
Display Popup	Specifies whether or not to display the message that prompts you to set the paper size and type every time you load paper in the tray. When you select On , the message that prompts you to set the paper size and type is displayed. The default is Off .

When the size or type of paper that is loaded is different from the setting, the print quality may fall or paper may jam. Specify the correct paper type and size.

When the paper size and type setting for each tray is the same, printing continues by changing the feeding tray if the paper in the specified tray has run out.

Information Pages

Prints various types of reports and lists.

- The information pages are printed on A4 size paper. Load A4 size paper into the tray.
- For the procedure for printing information pages, refer to [Printing Information Pages](#) on page 5-5.

Reports	Description
Panel Settings	Prints the current control panel settings.
Demo Page	You can print a sample of the document to check the printer's performance.
Printer Settings	Prints status of the printer, such as hardware configuration and network information.
Job History	Prints information on printing result, such as whether data from the computer has been printed correctly. The status of a maximum of 22 jobs can be printed on the Job History Report. Use the control panel to set whether to print the Job History Report automatically for every 22 jobs completed. For details, refer to System Setup on page 5-8.
Error History	Prints information of up to the latest 42 errors that occurred in this printer.

Printing Information Pages

Information pages are printed from the control panel.

1. Press the **Menu** button to display the Menu screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Information Pgs** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until the desired report/list is displayed, and then press the **OK** button. The selected information page is printed.

Billing Meters

Displays the number of processed print jobs on the control panel. The meter is divided according to the color modes.

Item	Description
Color Impressions	Displays the total number of pages printed in color.
Black Impressions	Displays the total number of pages printed in black/white.
Total Impressions	Displays the total number of pages printed.

See also:

[Checking Page Counts](#) on page 8-9

Admin Menu

This menu contains four submenus:

- Network Setup
- System Setup
- Maintenance Mode
- Control Panel

Network Setup

Specifies printer settings affecting jobs sent to the printer through a network port.

- The settings in the Network Setup menu cannot be set when entering this menu during printing.
- You need to restart the printer to activate the new settings. After making the settings, turn off the printer and then turn it on again.

Item	Description
Ethernet	<p>Specifies the communication speed and the modes of Ethernet.</p> <ul style="list-style-type: none"> ■ Auto (default) Automatically changes between 10M Half Duplex, 10M Full Duplex, 100M Half Duplex, and 100M Full Duplex. ■ 10M Half Duplex ■ 10M Full Duplex ■ 100M Half Duplex ■ 100M Full Duplex
TCP/IP	Specifies the settings to use the TCP/IP protocol.
Get IP Address	<p>Specifies whether to automatically or manually retrieve the IP address.</p> <ul style="list-style-type: none"> ■ DHCP/Autonet (default) Automatically sets the IP address. ■ BOOTP Uses BOOTP to set the IP address automatically. ■ RARP Uses RARP to set the IP address automatically. ■ DHCP Uses DHCP to set the IP address automatically. ■ Panel You can set the IP address manually by entering it on the operator panel.
IP Address, Network Mask, Gateway Address	<p>These items are used to check the addresses that have been obtained automatically or to specify addresses manually. Enter the address in the format of xxx.xxx.xxx.xxx. You can specify values in the range of 0 to 255 for xxx.</p> <ul style="list-style-type: none"> ■ To set addresses manually, set the Get IP Address to Panel. ■ IP addresses are managed in the entire network. An incorrect IP address may affect the whole network. For the addresses you need to set manually, contact your network administrator.
Protocol	<p>Set Enable when using the protocol. When Disable is selected, the protocol cannot be activated.</p> <ul style="list-style-type: none"> ■ LPR (default: Enable) ■ Port 9100 (default: Enable) ■ FTP (default: Enable) ■ SNMP (default: Enable) ■ Email Alerts (default: Enable) ■ CentreWare IS (default: Enable)

Item	Description
Host Access List	Specifies blocking the reception of data from certain IP addresses.
Reset Defaults	Initializes network data stored in NVM. The NVM is a nonvolatile memory that stores the printer settings even after power off. Initializing the NVM will revert the value for each item of the Wired Network menu to default.

System Setup

System Setup menu is used to make the printer operation settings, such as for alarm and power saver mode.

Item	Description
PowerSaver Timer	<p>Specify the transitional time to Power Saver between 5 and 60 minutes in increments of 1 minute.</p> <ul style="list-style-type: none"> ■ 5 min. to 60 min. (default: 30 min.) ■ For details, refer to Power Saver Mode on page 2-7
Audio Tone	<p>Specifies whether to turn on the alarm when an error occurs in the printer. You cannot adjust the sound volume.</p> <ul style="list-style-type: none"> ■ Control Panel (default: Off) ■ Invalid Key (default: Off) ■ Machine Ready (default: Off) ■ Job Complete (default: Off) ■ Fault Tone (default: Off) ■ Alert Tone (default: Off) ■ Out of Paper (default: Off) ■ Low Toner Alert (default: Off) ■ Base Tone (default: Off)
Time-Out	<p>You can cancel a printing process when it goes beyond a set time period. Set the time until the print job is canceled. When this timeout expires, the print job is canceled.</p> <ul style="list-style-type: none"> ■ 5 sec. to 300 sec. (default: 30 sec.) Specifies the amount of time in increments of 1 second the printer waits for additional data before it cancels the job. ■ Off Cannot cancel.
Panel Language	Specifies the language that is displayed on the control panel and Information pages.

Item	Description
Auto Log Print	<p>Specifies whether to automatically print information about the printed data that has been processed in the printer (Job History Report).</p> <ul style="list-style-type: none"> ■ Off (default) Select this if you do not want to print the Job History Report automatically even if the number of print jobs exceeds 22. ■ On Automatically prints a report when the number of print jobs reaches 22. ■ You cannot set this during printing. ■ You can print the Job History Report from the Information Pgs menu. ■ You need to restart the printer to activate the new settings. After making the settings, turn off the printer and then turn it on again.
Size Mismatch	<p>Specifies whether to print on paper loaded in another tray when there is no paper left in the tray selected by the auto tray selection feature.</p> <ul style="list-style-type: none"> ■ Off (default) Select this to display a message prompting you to load paper. ■ Larger Size Select this to replace the paper with a larger size paper before printing in 100% magnification ratio. <p>If a computer issues the instruction about paper selection, it overwrites this setting.</p>
mm/inch	<p>Set the units for the custom paper size to millimeters (mm) or inches.</p> <ul style="list-style-type: none"> ■ millimeter (mm) (default) The paper size is displayed in millimeters. ■ inch (") The paper size is displayed in inches.
Startup Page	<ul style="list-style-type: none"> ■ On (default) ■ Off

Maintenance Mode

Use this menu to initialize the NVM, or to adjust the configurations for each type of paper.

Item	Description
Auto Regi Adjust	Adjust the color registration automatically. Selecting On adjusts the color registration automatically. The default is On.
Adjust ColorRegi	<p>Correct the color registration manually. For details, refer to Color Registration on page 6-6.</p> <ul style="list-style-type: none"> ■ Auto Adjust Correct the color registration. ■ Color Regi Chart Prints the correction chart. ■ Enter Number Enter the number to correct the registration.
Clear Developer	Resolves PQ defects associated with charge problems after high coverage print jobs.

Item	Description
Toner Refresh	Resolves PQ defects associated with charge problems after low coverage print jobs.
Drum Refresh	Helps improve imaging unit performance after over exposure to light.
Init PrintMeter	Initializes the print meter.
Initialize NVM	<p>Initializes the settings stored in the NVM except for the network settings. The NVM is a nonvolatile memory that stores the printer settings even after the power is turned off. After executing this function and restarting the printer, all the menu parameters are reset to their default values.</p> <ul style="list-style-type: none"> ■ You cannot execute this menu during printing. ■ You need to restart the printer to activate this setting. After making the setting, turn off the printer and then turn it on again.
Reset Fuser	Resets the count for fuser life to 0.

Control Panel

Specifies whether to limit menu operations with a password to avoid changing the printer settings by accident.

Item	Description
Panel Lock	Specifies whether to limit the menu operations with a password. Selecting On requires the operator to enter the password. If On is set, then you must enter the password to use the Admin Menu. The default is Off.
Change Password	Allows you to change the Panel Lock password. Enable Panel Lock to see this option.

Menu List

The Panel Settings show the control panel settings. To print the Panel Settings:

1. On the control panel, press the **Menu** button, select **Information Pgs**, and then press the **OK** button.
2. Select **Panel Settings**, and then press the **OK** button to print.

Main operation and buttons on the control panel	
Display/close the Menu screen	Menu button
Switch between the menu levels	Forward Arrow button (moves one level downwards) or Back Arrow button (moves one level upwards)
Switch between menu or items in the same level	Up Arrow button (displays the previous menu or item) or Down Arrow button (displays the next menu or item)
Move the cursor () of the setting value the right or left	Forward Arrow button (moves to the right) or Back Arrow button (moves to the left)
Confirm setting	OK button
Reset settings to default value	Press Up Arrow and Down Arrow button at the same time.

See also:

[Description of Menu Items](#) on page 5-4

Print Quality

6

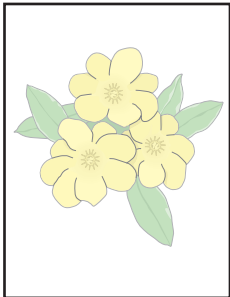
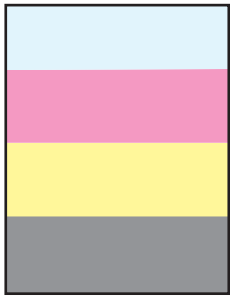
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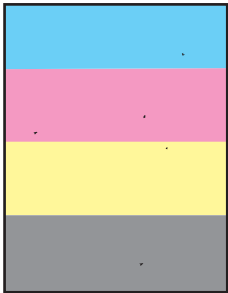
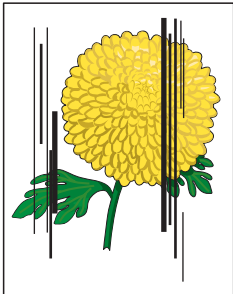
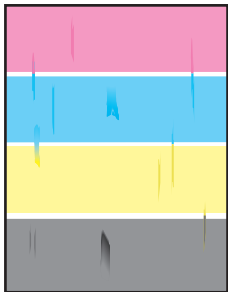
- [Print-Quality Problems](#) on page 6-2
- [Color Registration](#) on page 6-6

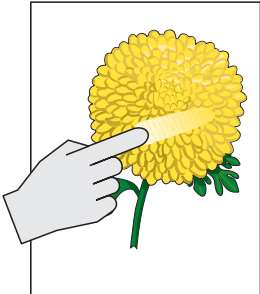
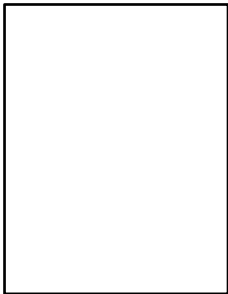
Print-Quality Problems

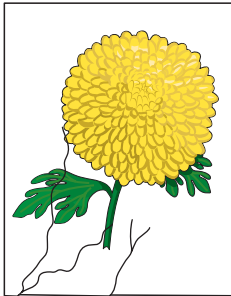
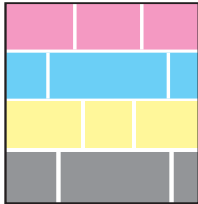
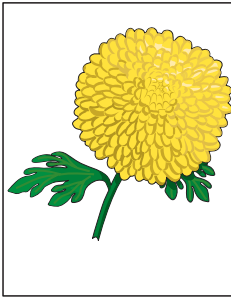
When the print quality is poor, select the closest symptom from the following table to correct the problem.

If the print quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Symptom	Reason/Action
Faded printouts 	<p>Multiple colors faded:</p> <ul style="list-style-type: none"> ■ The toner cartridges are not Xerox toner cartridges. Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary. ■ The paper is outside the recommended specification range. Replace the media with a recommended size and type, and confirm that your control panel settings are correct. See About Paper on page 4-5. ■ The paper is damp. Replace the paper. See About Paper on page 4-5. ■ The transfer unit is old or damaged. Replace the transfer unit. ■ The high-voltage supply is defective. See the Xerox Support website, www.xerox.com/office/6125support, for assistance. <p>You can continue printing in black and white if the color toner cartridges run out. In the print driver, select Black and White in the Output Color field to continue printing without color.</p>
	<p>Only one color faded:</p> <ul style="list-style-type: none"> ■ Try toner refresh of the faded toner. ■ Check the condition of the toner cartridge, and replace as necessary.

Symptom	Reason/Action
Stray black dots or white areas (drop outs)	<p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type, and confirm that your control panel settings are correct. See About Paper on page 4-5.</p> <hr/> <p>The transfer unit is old or damaged. Replace the transfer unit.</p> <hr/> <p>The toner cartridges are not Xerox toner cartridges.</p> <ul style="list-style-type: none"> ■ Check the condition of the toner cartridge, and replace as necessary. ■ Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary.
	
Vertical black or color streaks	<p>Multiple colored streaks or lines:</p> <ul style="list-style-type: none"> ■ The transfer unit, or fuser, is old or damaged. Check the condition of the transfer unit and fuser, and replace as necessary. ■ The toner cartridges are not Xerox toner cartridges. Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary. <hr/> <p>Streak in only one color:</p> <ul style="list-style-type: none"> ■ Check the condition of the toner cartridge, and replace as necessary. Verify that the toner cartridge meets specifications, and replace if necessary.
	
Recurring smudges	<p>Dirt in the paper path. Print several blank sheets.</p> <hr/> <p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type, and confirm that your control panel settings are correct. See About Paper on page 4-5.</p> <hr/> <p>The transfer unit, or fuser, is old or damaged. Check the condition of the transfer unit and fuser, and replace as necessary.</p>
	

Symptom	Reason/Action
<p>Toner smears when rubbed</p> 	<p>The paper is damp. Replace the paper. See About Paper on page 4-5.</p>
	<p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type, and confirm that your print driver settings are correct. See About Paper on page 4-5.</p>
	<p>The toner cartridges are not Xerox toner cartridges. Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary.</p>
	<p>The fuser is old or damaged. Replace the fuser.</p>
<p>Blank pages</p> 	<p>Two or more sheets may be feeding at once. Remove the paper stack from the tray, fan it, and reinsert it.</p>
	<p>The toner cartridges are not Xerox toner cartridges. Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary.</p>
	<p>The transfer unit is old or damaged. Replace the transfer unit.</p>
	<p>The high-voltage supply is defective. See the Xerox Support website, www.xerox.com/office/6125support, for assistance.</p>
<p>Hair-like marks appear in or around black half-tone printing Shadows appear around areas of dense black printing</p>	<p>The paper was left unwrapped for a long time (especially in a dry environment). Replace the paper. See About Paper on page 4-5.</p>
	<p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type, and confirm that your print driver settings are correct. See About Paper on page 4-5.</p>
	<p>The transfer unit is old or damaged. Replace the transfer unit.</p>
<p>Color around the edge of printing is incorrect</p>	<p>The color registration is incorrect. Adjust the color registration. See Color Registration on page 6-6.</p>
<p>Colored dots are printed at regular intervals (about 28 mm)</p>	<p>The imaging unit is dirty. Clean the imaging unit.</p>

Symptom	Reason/Action
<p>Partial blanks, creased paper, or blotted printing</p> 	<p>The paper is damp. Replace the paper.</p> <hr/> <p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type. See About Paper on page 4-5.</p> <hr/> <p>The transfer unit, or fuser, is not installed correctly. Reinstall the transfer unit and/or fuser.</p> <hr/> <p>The toner cartridges are not Xerox toner cartridges. Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary.</p> <hr/> <p>Condensation inside the printer causes partial blanks or creased paper. Turn the printer on, and leave it on, for at least one hour to get rid of the condensation. If the problems still occurs, see the Xerox Support website, www.xerox.com/office/6125support, for assistance.</p>
<p>Vertical blanks</p> 	<p>The laser is being blocked. Remove the image unit and clean all debris from the laser len(s) with a lint free cloth.</p> <hr/> <p>The transfer unit, or fuser, is old or damaged. Check the condition of the transfer unit and fuser, and replace as necessary.</p> <hr/> <p>The toner cartridges are not Xerox toner cartridges. ■ Check the condition of the toner cartridge, and replace as necessary. Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary.</p>
<p>Slanted printing</p> 	<p>The paper guides in the manual feed slot or paper tray are not set correctly. Reset the paper guides in the manual feed slot or paper tray. See Loading Paper on page 4-8.</p>
<p>Horizontal bands, approximately 21 mm wide, appear vertically every 75 mm</p>	<p>The imaging unit has been exposed to too much light; possibly from leaving the front door open too long. Try the drum refresh before replacing the imaging unit.</p>
<p>Colors are blurry or there is white area around objects</p>	<p>Color to color alignment is not correct. Use the automatic color registration. See Color Registration on page 6-6.</p>

Color Registration

Color registration can be adjusted by the printer automatically, or you can manually adjust it. Color registration should be adjusted any time the printer is moved.

Automatic Color Registration Adjustment

Use the following procedure to perform automatic color registration adjustment.

1. Press the **Menu** button to display the **Menu** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance Mode** is displayed, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust ColorRegi** is displayed, and then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Auto Adjust** is displayed, and then press the **Forward Arrow** or **OK** button.
6. Press the **OK** button when **Are you sure?** is displayed.

The adjustment is complete when **Ready** is displayed on the control panel.

Manual Color Registration Adjustment

You can fine tune color registration by performing a manual adjustment of color registration.

Printing the Color Registration Correction Chart

1. Press the **Menu** button to display the **Menu** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance Mode** is displayed, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust ColorRegi** is displayed, and then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Color Regi Chart** is displayed, then press the **OK** button. The Color Registration Correction Chart is printed. When printing is finished, the print screen is displayed again.

Determining Values

From the lines to the right of the Y (yellow), M (magenta), and C (cyan) pattern, find the values of the straightest lines.

When “0” is the value nearest the straightest line, you do not need to adjust the color registration. When the value is not “0”, follow the procedure outlined in “Entering Values”.

Note: You can also use the densest colors of the grid to find the straightest lines. The colors printed at the highest density are those next to the straightest lines.

Entering Values

Using the control panel, enter the values that you found in the Color Registration Correction Chart to make adjustments.

1. Press the **Menu** button to display the **Menu** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance Mode** is displayed, then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust ColorRegi** is displayed, then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Enter Number** is displayed, then press the **Forward Arrow** or **OK** button.
6. Press the **Up Arrow** or **Down Arrow** button until you reach the value displayed on the chart.
7. Press the **Forward Arrow** button once and move the cursor to the next value.
8. Repeat steps 6 and 7 to continue adjusting the color registration.
9. Press the **OK** button twice. The Color Registration Correction Chart is printed with the new values. When printing is finished, the print screen is displayed again.
10. Color registration adjustment is complete when the straightest Y (yellow), M (magenta), and C (cyan) lines are next to the “0” line.

If “0” is not next to the straightest lines, determine the values and adjust again.

Note: After printing the Color Registration Correction Chart, do not turn off the printer until the printer motor has stopped running.

Enabling/Disabling Automatic Color Registration

Use the following procedure to enable/disable automatic color registration when a new toner cartridge is installed.

1. Press the **Menu** button to display the **Menu** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance Mode** is displayed, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Auto Regi Adj** is displayed, and then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button to turn automatic color registration **On** or **Off**.

Troubleshooting

7

This chapter includes:

- [Paper Jams](#) on page 7-2
- [Problems With the Printer](#) on page 7-8
- [Control Panel Error Messages](#) on page 7-11
- [Getting Help](#) on page 7-14

See also:

Troubleshooting video tutorials at www.xerox.com/office/6125support
[Print-Quality Problems](#) on page 6-2

Paper Jams

This section includes:

- Preventing and Clearing Paper Jams on page 7-2
- Paper Jams in the Paper Tray on page 7-3
- Paper Jams at the Fuser on page 7-6

See also:

User Safety on page 1-2

Preventing and Clearing Paper Jams

To reduce the occurrence of paper jams, follow the guidelines and instructions in [Printing Basics](#) on page 4-1. It includes information about supported paper and media, guides for usage, and instructions for properly loading paper in the trays.

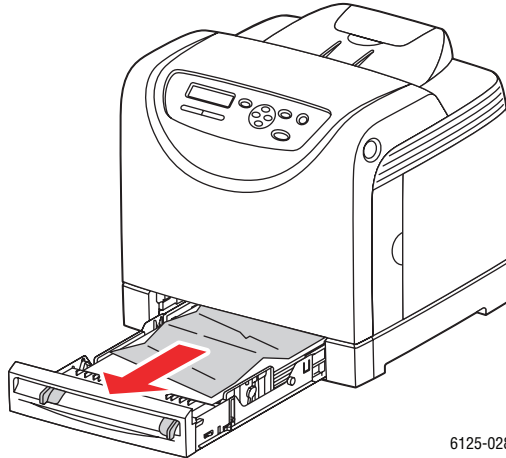
Caution: When removing jammed paper, make sure that no pieces of torn paper are left in the printer. If a sheet of paper is wrapped around the heat roller, or when clearing a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Turn off the printer immediately, and refer to the Xerox Support website, www.xerox.com/office/6125support.

Warning: The fuser and the surrounding area are hot and can cause burns.

Paper Jams in the Paper Tray

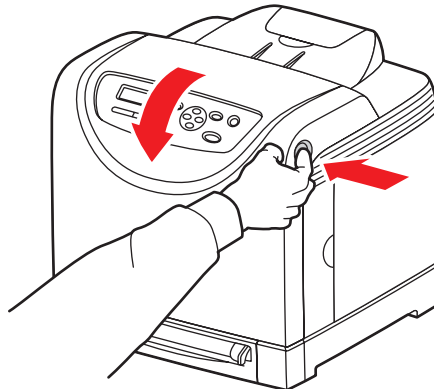
Follow this procedure to remove paper jammed in the tray.

1. Pull the jammed paper out of the paper tray, and remove any remaining paper from the tray.



6125-028

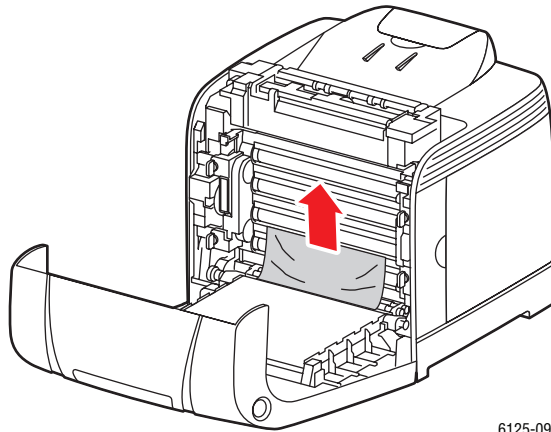
2. Close the paper tray.
3. Push the button and open the front cover.



6125-015

Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.

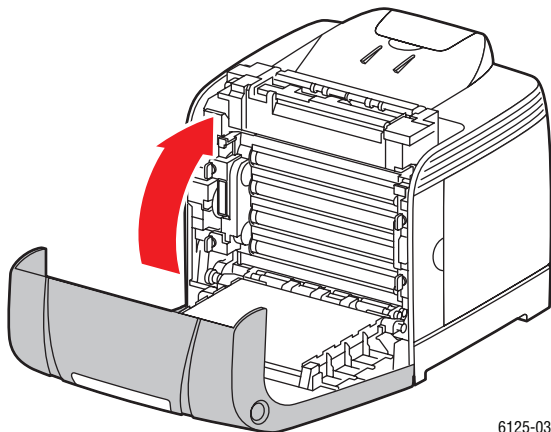
4. Carefully remove any jammed paper in the printer. Confirm that there are no scraps of paper left inside.



6125-098

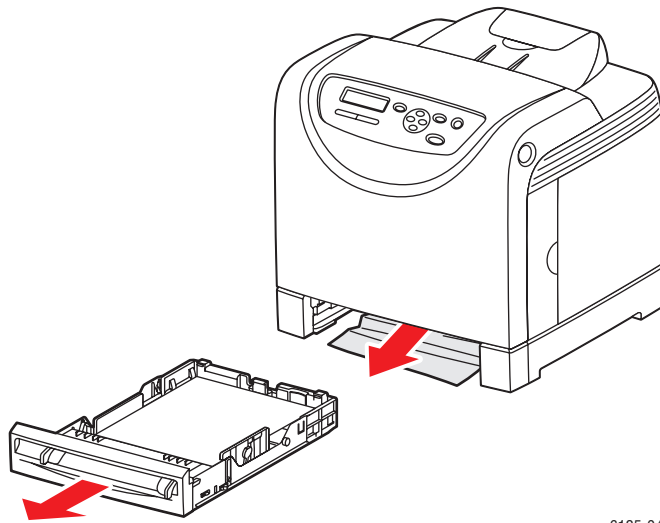
Caution: Prolonged exposure to light may damage the imaging unit.

5. Close the front cover.



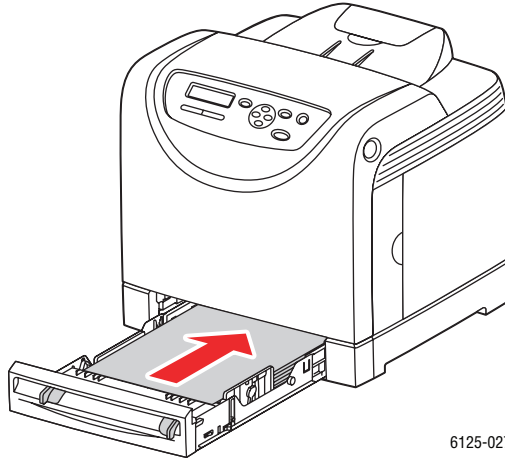
6125-032

6. Remove the tray from the printer, and then carefully pull out any jammed paper remaining inside the printer.



6125-043

7. Insert the tray into the printer and push until it stops.

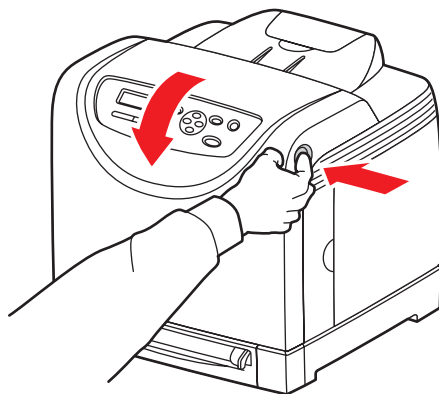


6125-027

Caution: Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

Paper Jams at the Fuser

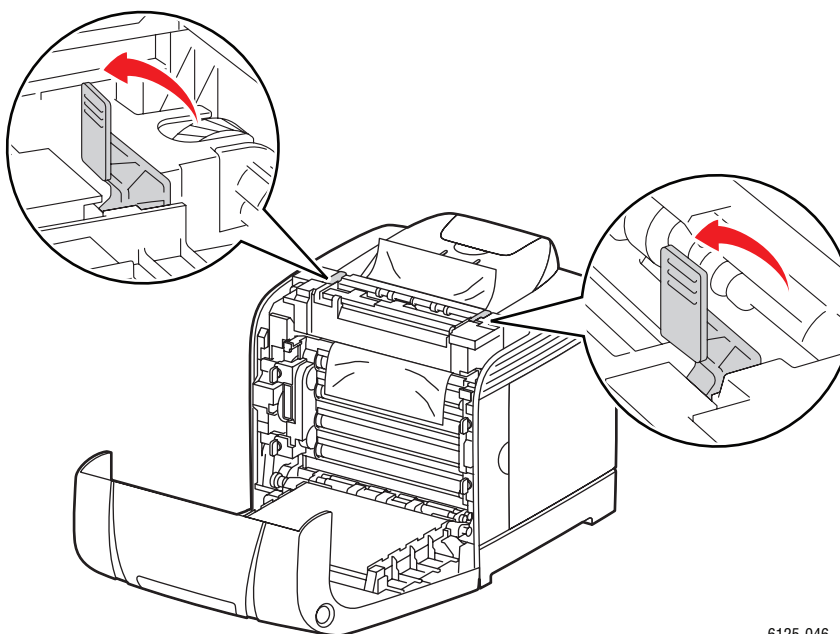
1. Press the button and open the front cover.



6125-015

2. Lift the levers at both ends of the fuser and remove the jammed paper. If the paper is torn, remove any scraps of paper remaining inside the printer.

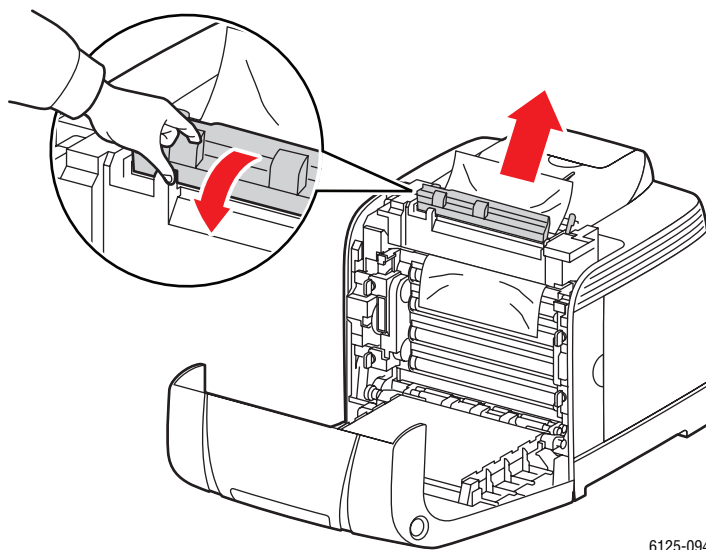
Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.



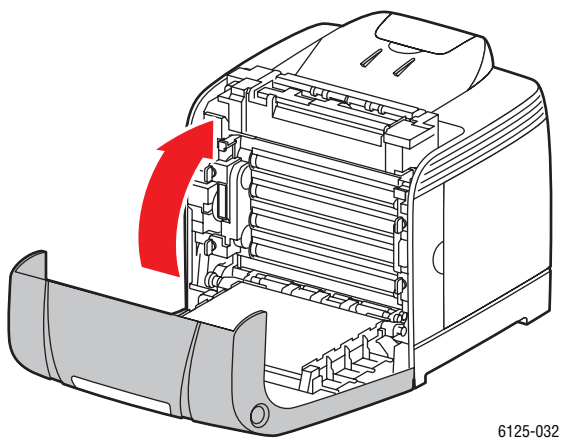
6125-046

Caution: Prolonged exposure to light may damage the imaging unit.

3. Open the cover of the fuser and remove the jammed paper.



4. Close the front cover.



Problems With the Printer

If you encounter a problem with your printer, use the following table to troubleshoot and fix the problem. For additional troubleshooting information, see [Getting Help](#) on page 7-14.

Warning: Never open or remove printer covers that are secured with screws unless specifically instructed in the manual. A high voltage component can cause electric shock. Do not try to alter the printer configuration, or modify any parts. An unauthorized modification can cause smoke or fire.

Caution: Probable causes of trouble are that the printer, computer, server or other hardware is not correctly set for the network environment you are using, or a printer restriction has been exceeded.

Symptom	Reason/Action
No power	Is the power to the printer turned off? Press the power button to the On position to turn on the power.
	Is the power cord disconnected or not securely connected? Turn off the power to the printer, and connect the power cord to the power outlet again. Then, turn on the power to the printer.
	Is the power cord connected to a power outlet with the correct voltage? Connect the printer exclusively to a power outlet with a suitable voltage and current rating.
	Is the printer connected to an uninterruptable power supply? Turn off the power to the printer, and connect the power cord to a suitable power outlet.
	Is the printer connected to a power strip shared with other high-power devices? Connect the printer to a power strip that is not shared with other high-power devices.
Cannot print	Is the light of the Ready indicator off? If so, this printer is offline or in the menu setting mode. See Main Components and Their Functions on page 2-2.
	Is there a message displayed on the control panel? Follow the message to correct the problem. See Control Panel Error Messages on page 7-11.

Symptom	Reason/Action
Print job sent but the light of the Ready indicator is not blinking or on	<p>Is the interface cable disconnected? Turn off the power and check the connection of the interface cable.</p> <p>Is the protocol configured? Check the port status of the interface. Make sure the protocol settings are correctly configured in CentreWare IS. See the Online Help for CentreWare IS.</p> <p>Is the computer environment correctly set up? Check the computer environment, such as the print driver. See Network Basics on page 3-1.</p>
Error indicator is on	<p>Is there an error message displayed on the control panel? Check the displayed message and correct the error.</p>
Error indicator is blinking	<p>An error that you cannot correct by yourself has occurred. Record the displayed error message or error code, turn off the power, pull out the power plug from the outlet. Refer to the Xerox Support website, www.xerox.com/office/6125support.</p>
Light of the Ready indicator is on and blinking but there is no print output	<p>Is the computer environment correctly set up? To cancel the job, press the Cancel button. Check the computer environment, such as the print driver. See Network Basics on page 3-1. Turn off the power and check the connection of the interface cable.</p>
Top section of printed document is missing. The top and side margins are incorrect.	<p>Are the paper tray guides in the correct positions? Set the length guide and the width guides to the correct positions. See Loading Paper on page 4-8.</p> <p>Check that the paper size on the print driver or the control panel is correctly set. See the Online Help for the print driver. See Setting Paper Types and Sizes on page 4-7.</p>
Condensation has occurred inside the printer	<p>Turn the printer on for at least one hour and set the Power Saver Mode to 60 minutes to get rid of the condensation. If the problem continues, refer to the Xerox Support website, www.xerox.com/office/6125support.</p>

Symptom	Reason/Action
Paper cannot be fed. Paper jams. Multiple paper are fed. Paper is fed at an angle. Paper is wrinkled.	Is the paper correctly loaded? Load the paper correctly. For labels, transparencies, or envelopes, fan them well to allow air to enter between each sheet before loading.
	Is the paper damp? Replace with paper from a new ream.
	The paper used is not suitable. Load the correct type of paper. See About Paper on page 4-5.
	Is the paper tray set correctly? Push the paper tray completely into the printer.
	Is the printer placed on a flat location? Place the printer on a stable flat surface.
	Are the paper tray guides set in the correct positions? Set the guides to the correct positions.
	Paper is fed more than 1 sheet at a time. Multiple feeding of paper may occur before the sheets of paper loaded in the tray are used up. Remove the paper, fan it, and load again. Replenish paper only when all the sheets of the loaded paper are used up.
Unusual noises	The printer is not level. Reposition the printer on a flat, stable surface.
	The paper tray is not inserted properly. Push the paper tray completely into the printer.
	There is a foreign object inside the printer. Turn off the printer and remove the foreign object. Refer to the Xerox Support website, www.xerox.com/office/6125support , for assistance.

Control Panel Error Messages

This section describes the messages displayed on the control panel.

Messages About Supplies

Message	Condition/Reason/Action
Replace Fuser 010-351 Restart Printer	Time to replace the fuser. Replace the old fuser with a new one.
010-359 Fuser Error Restart Printer	The fuser is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the fuser.
010-317 Insert Fuser Restart Printer	The fuser is not installed. Install the fuser.
093-NNN Insert XXX Cartridge	The XXX toner cartridge is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the toner cartridge.
093-NNN Check XXX Cartridge	Sealing tape is still attached to the XXX toner cartridge. Remove the sealing tape from the displayed toner cartridge.
093-NNN Insert XXX Cartridge	The XXX toner cartridge is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the toner cartridge. See Checking/Managing the Printer with CentreWare IS on page 8-5.
Insert Imaging Unit	The imaging unit is not installed. Install the imaging unit. See Checking/Managing the Printer with CentreWare IS on page 8-5.
Replace Imaging Unit	Time to replace the imaging unit. Replace old imaging unit with new one.
Restart Printer NNN-NNN	The fuser is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the fuser.
Replace XXX Toner Cartridge	The toner cartridge has become empty. Replace the old toner cartridge with a new one.

XXX indicates one of the following: the Yellow Toner (Y), Cyan Toner (C), Magenta Toner (M), Black Toner (K), or fuser.
NNN indicates a numeric value.

Messages About the Printer and Other Items

Message	Condition/Reason/Action
Jam at Manual Feed Slot Check Manual Feed Slot Open Front Cover	Paper is jammed inside the manual feed slot. Remove the jammed paper. Open and close the front cover. See Paper Jams on page 7-2.
Jam at Tray Check Tray Open Front Cover	Paper is jammed inside the paper tray. Remove the jammed paper. Open and close the front cover.
Jam at Exit Open Front Cover	Paper is jammed inside the exit of the printer. Remove the jammed paper. Open and close the front cover.
Jam at Reg Roll Open Front Cover	Paper is jammed at the registration roller. Open and close the front cover.
Jam at Front Cover Open Front Cover and Remove Paper	Paper is jammed inside the front cover. Open the front cover to remove jammed paper. Close the front cover.
Front Cover Open Close Front Cover	The front cover is open. Close the front cover.
Side Door Open Close Side Door	The side door is open. Close the side door.
Invalid Job Press OK Button	When the configuration of the printer on the print driver does not conform to the printer you are using, this message appears. Press the Cancel button to cancel the print job. Make sure that the configuration of the printer on the print driver conforms to the printer you are using.
Limit Exceeded Press OK Button	The user has exceeded the limit on the number of pages that can be printed when using an authentication function. Contact the administrator.
Open Front Cover Remove Paper	Paper is jammed inside the printer. Press the button to open the front cover and remove the jammed paper. See Paper Jams on page 7-2.
Open Front Cover Remove Paper & Check Paper Type	Paper is jammed inside the printer. Press the button to open the front cover and remove the jammed paper. Check the paper type. See Paper Jams on page 7-2.
Non-Xerox Toner Invalid Yellow	Incorrect toner. Replace with a Xerox yellow toner cartridge.
Non-Xerox Toner Invalid Cyan	Incorrect toner. Replace with Xerox cyan toner cartridge.

Message	Condition/Reason/Action
Non-Xerox Toner Invalid Magenta	Incorrect toner. Replace with Xerox magenta toner cartridge.
Non-Xerox Toner Invalid Black	Incorrect toner. Replace with Xerox black toner cartridge.
Waste Full Yellow Cartridge	The waste container in the yellow toner cartridge is full. Replace the yellow toner cartridge.
Waste Full Magenta Cartridge	The waste container in the magenta toner cartridge is full. Replace the magenta toner cartridge.
Waste Full Cyan Cartridge	The waste container in the cyan toner cartridge is full. Replace the cyan toner cartridge.
Waste Full Black Cartridge	The waste container in the black toner cartridge is full. Replace the black toner cartridge.
Yellow Low	The yellow toner cartridge is running low. Replace yellow toner cartridge soon.
Magenta Low	The magenta toner cartridge is running low. Replace magenta toner cartridge soon.
Cyan Low	The cyan toner cartridge is running low. Replace cyan toner cartridge soon.
Black Low	The black toner cartridge is running low. Replace black toner cartridge soon.
Restart Printer NNN-NNN	Error NNN-NNN relates to printer problems. Turn the printer off and then on. If the error continues, refer to the Xerox Support website, www.xerox.com/office/6125support .
Restart Printer 116-NNN	Error NNN-NNN relates to printer problems. Turn the printer off and then on.
Tray Empty	The tray is out of paper, or the specified paper could not be detected in the tray. Fill the tray with the indicated size, direction, and type of paper. See Loading Paper on page 4-8. Tray is pulled out. Set Tray into the correct position.
SysError NNN-NNN Press OK Button	A system error has occurred. Press the OK button to clear the message.

NNN indicates a numeric value.

Getting Help

This section includes:

- [Control Panel Messages](#) on page 7-14
- [Online Support Assistant](#) on page 7-14
- [Web Links](#) on page 7-15

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

Control Panel Messages

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel displays a message informing you of the problem.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for print quality, media jams, software installation, and much more.

To access the Online Support Assistant, go to www.xerox.com/office/6125support.

Web Links

Xerox provides several websites that offer additional help on your Phaser 6125 printer. A set of Xerox links is installed in your web browser's **Favorites** folder when you install the Xerox printer drivers on your computer.

Resource	Link
Technical support information for your printer, includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, video tutorials, and much more:	www.xerox.com/office/6125support
Supplies for your printer:	www.xerox.com/office/6125supplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs:	www.xerox.com/office/businessresourcecenter
Local sales and support center:	www.xerox.com/office/worldcontacts
Printer registration:	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials:	www.xerox.com/msds (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies:	www.xerox.com/gwa

Maintenance

8

This chapter includes:

- [Cleaning the Printer](#) on page 8-2
- [Ordering Supplies](#) on page 8-3
- [Managing the Printer](#) on page 8-5
- [Checking Page Counts](#) on page 8-9
- [Moving the Printer](#) on page 8-10

See also:

Maintenance video tutorials at www.xerox.com/office/6125support

Replacing supplies video tutorials at www.xerox.com/office/6125support

Cleaning the Printer

This section describes how to clean the printer in order to maintain it in good condition and print clean printouts all the time.

Warning: Be sure to turn off and unplug the printer before accessing the interior of the printer for cleaning, maintenance, or fault clearance. Access to a live printer's interior can cause electric shock.

Cleaning the Exterior

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

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

Cleaning the Interior

After clearing paper jams or replacing one of the toner cartridges, inspect the inside of the printer before closing the printer covers.

Warning: Never touch a labeled area found on or near the heat roller in the fuser. You can get burned. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the printer immediately. Refer to the Xerox Support website, www.xerox.com/office/6125support.

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

Ordering Supplies

This section includes:

- [Consumables](#) on page 8-3
- [Routine Maintenance Items](#) on page 8-3
- [When to Order Supplies](#) on page 8-3
- [Recycling Supplies](#) on page 8-4

Certain consumables and routine maintenance items need to be ordered occasionally. Each supply includes installation instructions.

Consumables

Genuine Xerox Toner Cartridges (Cyan, Magenta, Yellow, and Black)

Note: Each toner cartridge includes installation instructions on the box.

Routine Maintenance Items

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

- Fuser
- Feed roller kit
- Imaging unit

When to Order Supplies

The control panel displays a warning when the supply nears its replacement time. Verify that you have replacements on hand. It is important to order these supplies when the messages first appear to avoid interruptions to your printing. The control panel displays an error message when the supply must be replaced.

To order supplies, contact your local reseller or go to the Xerox Supplies website at www.xerox.com/office/6125supplies.

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

Recycling Supplies

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

Managing the Printer

This section includes:

- [Checking/Managing the Printer with CentreWare IS](#) on page 8-5
- [Checking Printer Status Through E-mail](#) on page 8-5

Checking/Managing the Printer with CentreWare IS

When the printer is installed in a TCP/IP environment, you can check printer status and configure settings using a web browser on a network computer. You can also use CentreWare IS to check the remaining volume of consumables and the paper loaded in this printer.

Note: When using the printer as a local printer, you cannot use CentreWare IS.

The following browsers can be used with CentreWare IS:

- Netscape 7 or later
- Internet Explorer version 5 or later

Starting CentreWare IS

Use the following procedure to start CentreWare IS.

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field.
The CentreWare IS screen appears.

Using Online Help

For details regarding the items that can be set in each CentreWare IS screen, click the **Help** button to display the Online Help.

Note: Clicking the **Help** button displays the online manual on the Xerox website.

Checking Printer Status Through E-mail

When connected in a network environment where sending and receiving of e-mail is possible, the printer can send an e-mail report to specified e-mail addresses containing the following information:

- The network settings and the printer status
- The error status which has occurred on the printer

Setting the E-mail Environment

Activate CentreWare IS, and on the **Properties** tab, configure the following settings according to your e-mail environment. After configuring the settings on each screen, always click **Apply** and turn off/on the printer to reboot. For details about each item, refer to the Online Help for CentreWare IS.

Item	Item to be configured	Description
Mail Alerts	Mail Alerts	Set the e-mail address to which notices about changes in printer status or errors are sent.
	Notification Items	Set the contents of the notices to send in the e-mail.
Port Enabling	LPR	Select Enable .
	Port 9100	
	FTP	
	SNMP	
	Mail Alerts	
Protocol Settings > E-mail	Return E-mail Address, SMTP Server Address, SMTP Server Port Number, E-mail Send Authentication, Login Name, Password, SMTP Server Connection Status, POP3 Server Address, POP3 Server Port Number, Login Name, Password, POP3 Server Check Interval, APOP Settings, POP3 Server Connection Status	Select appropriate settings for sending and receiving e-mail.
	Permitted E-mail Address	When setting the permission for checking information and changing the settings for an e-mail address, input the e-mail address that is permitted to receive the e-mail. If no address is input here, the printer receives e-mails from all users.
	Password	When setting the password for access to the printer (both read only and read/write), check the Use Password check box to set the password.

Checking the Printer Status with E-mail

This section describes cautions when sending e-mail to the printer to check the printer status.

- You can specify any title for the e-mail when checking the printer status or changing the printer settings.
- Use the commands described in the next section to create the text of the e-mail.

Commands That Can Be Used in E-mail Text

Use each command according to the following rules.

- Prefix all commands with “#”, and specify the #Password command at the top of the e-mail.
- Command lines without “#” are ignored.
- Write one command on each line and separate each command and parameter with a space or a tab.

When the same command is written two or more times in one e-mail, the second and subsequent commands are ignored.

Command	Parameter	Description
#Password	Password	Use this command at the top of the e-mail when a password for read only or full access is set. You can omit this command when the password is not set.
#NetworkInfo		Set this when you want to check information on the network settings list.
#Status		Set this when you want to check the printer status.
#SetMsgAddr	Recipient E-mail address	Use this command to specify the e-mail address to which e-mail reports are sent to. This command can only be used when the full access password is specified by the #Password command.

Example of Commands

1. When the read only password is “ronly”, and to check the printer status:
 #Password ronly
 #Status
2. When the full access password is “admin”, and to set the recipient e-mail address to “service@xerox.com”:
 #Password admin
 #SetMsgAddr service@xerox.com
3. When the full access password is “admin”, and to set the recipient e-mail address to “service@xerox.com”, then confirm the setting result on the network settings list:
 #Password admin
 #SetMsgAddr service@xerox.com
 #NetworkInfo

Note: Describe the “#SetMsgAddr” command before the “#NetworkInfo” command. If they are written in reverse, the information retrieved by the “#NetworkInfo” command and the result of executing the “#SetMsgAddr” command may differ.

Checking Page Counts

The total number of printed pages can be checked at the control panel. Three meters are available: Total Impressions, Color Impressions, and Black Impressions.

The billing meter counts the number of pages printed properly. Single side print (including N-up) is counted as one impression.

When printing color data, that has been converted by using ICC profile on an application, with the Color (Auto) setting, the data is printed by color even if it seems to be black and white data on the monitor. In that case, Color Impressions is increased.

Use the following procedure to check a meter:

1. Press the **Menu** button.
2. Press either the **Up Arrow** or **Down Arrow** button until **Billing Meter** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until the desired meter is displayed.
4. After checking, press the **Menu** button.

Moving the Printer

Carry out the following procedure when moving the printer.

To view precautions and guidelines for safely moving your printer, see [User Safety](#) on page 1-2.

The printer, configured with the optional accessories, consumables, and paper, weighs 17.2 kg (38 lb.).

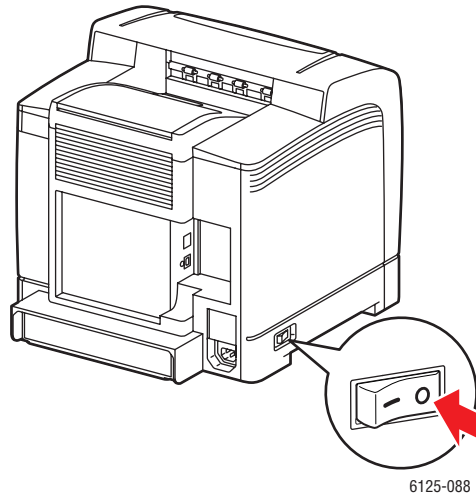
When lifting the printer, be sure to observe the following points. Failure to do so may cause the printer to fall and result in injuries.

Firmly grip the recessed areas on the bottom part of both sides of the printer. Never try to lift the printer by gripping any other areas.

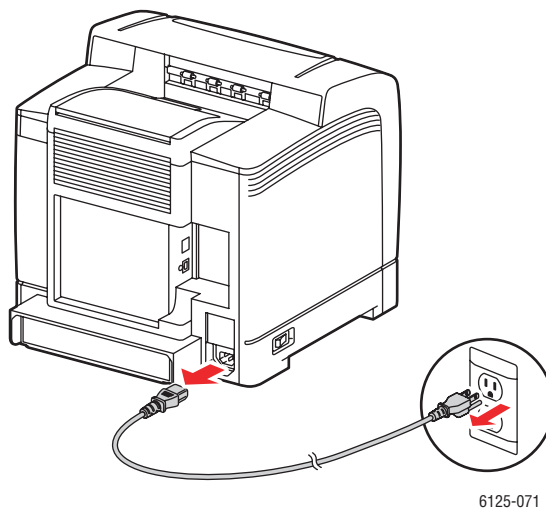


6125-072

1. Turn off the printer.

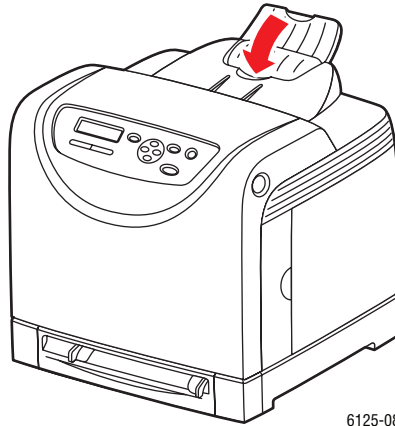


2. Disconnect the power cord, interface cable, and any other cables.



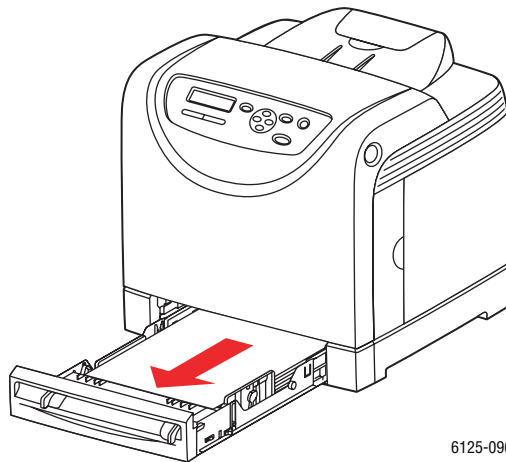
Warning: To prevent electric shock, never touch the power plug with wet hands. When removing the power cord, make sure that you pull the plug and not the cord. Pulling the cord can damage it, which can lead to fire or electrical shock.

3. Remove any paper in the output tray and return the paper stopper to its original position.



6125-089

4. Pull out the paper tray from the printer and remove any paper in the tray, and then reinstall the tray. Keep the paper wrapped and away from humidity and dirt.



6125-096

5. Lift the printer and move it gently.

Note: If the printer is to be moved over a long distance, the toner cartridges should be removed to prevent toner from spilling and the printer should be packed inside a box.



6. After transporting the printer, adjust the color registration before using the printer.

See also:

[Color Registration](#) on page 6-6

Index

A

AutoIP

- manually setting the printer's IP address, 3-7
- setting the printer's IP address dynamically, 3-6
- automatically setting the printer's IP address (Windows only), 3-5

B

- billing meters, 5-6
 - total printed pages, 8-9

C

caution symbols, 1-7

CentreWare IS

- changing or modifying the printer's IP address, 3-8
- checking status, 2-8
- enabling DHCP, 3-6
- managing printer, 8-5
- online help for, 8-5
- setting the printer's IP address dynamically, 3-6
- starting, 8-5

checking printed pages

- how to check the meter, 8-9

choosing a network connection, 3-3

cleaning

- printer, 8-2
- printer exterior, 8-2
- printer interior, 8-2

clearance

- location of the printer, 1-4

color registration

- adjusting, 6-6
- automatic adjustment, 6-6
- determining values, 6-7
- enabling/disabling automatic adjustment, 6-8
- entering values, 6-7
- manual adjustment, 6-6
- printing the correction chart, 6-6

configuration, 2-9

configuring the network address, 3-5

connection

- Ethernet, 3-3
- USB, 3-4

consumables, 8-3

- error messages, 7-11

control panel, 2-5

- display, 2-5
- error messages, 7-11
- information pages, 2-6
- layout, 2-5
- menus, 5-2
- messages, 7-14
- Panel Settings, 2-6
- Printer Settings, 2-6

control panel menus

- changing settings, 5-3
- control panel, 5-10
- description of, 5-4
- information pages, 5-5
- maintenance mode, 5-9
- system settings, 5-8
- tray settings, 5-4

custom size paper, 4-31

- printing from the paper tray, 4-32
- supported for the paper tray, 4-31

D

DHCP

- enabled by default on Phaser printers, 3-6
- enabling on the control panel, 3-6
- enabling with CentreWare IS, 3-6
- manually setting the printer's IP address, 3-7
- setting the printer's IP address dynamically, 3-6

drivers

- installing, 3-9
- UNIX/Linux, 3-9
- Windows 2000 or later, 3-9

dynamically setting the printer's IP address, 3-6

E

- electrical safety, 1-2
- e-mail
 - commands for, 8-8
- enabling AutoIP on the printer, 3-6
- enabling DHCP on the printer, 3-6
- envelopes, 4-17
 - guidelines, 4-17
 - printing from the paper tray, 4-20
- error messages
 - about consumables, 7-11
 - control panel, 7-11
- Ethernet connection, 3-3

G

- getting help, 7-14
 - Online Support Assistant, 7-14
 - technical support, 2-10
- glossy paper, 4-26
 - printing from manual feed slot, 4-28
 - printing from the paper tray, 4-26
 - printing guidelines, 4-26
- guidelines
 - envelopes, 4-17
 - glossy paper, 4-26
 - labels, 4-21
 - operational, 1-4
 - paper storage, 4-4
 - paper usage, 4-3
 - printing safety, 1-5

H

- help
 - resources, 2-10
- how to check the meter, 8-9

I

- information
 - about your printer, 2-10
 - information pages, 2-10
 - Installation Guide, 2-10
 - Quick Use Guide, 2-10
 - resources, 2-10
 - technical support, 2-10
 - video tutorials, 2-10
 - web links, 2-10

- information pages, 2-6
 - control panel menu, 5-5
 - Panel Settings, 2-6
 - printer settings, 2-6
- installing printer drivers, 3-9
 - Windows 2000 or later, 3-9
- IP address
 - changing or modifying using
 - CentreWare IS, 3-8
 - dynamically setting, 3-6
 - setting automatically (Windows only), 3-5
 - setting manually, 3-7

J

- job
 - individual printing options
 - Windows, 4-15
 - selecting printing options
 - Windows, 4-15

K

- knowledge base, 7-14

L

- labels, 4-21
 - guidelines, 4-21
 - printing from manual feed slot, 4-19
 - printing from the paper tray, 4-18, 4-21
- laser safety, 1-3
- loading paper
 - paper tray, 4-8
- Local Area Network (LAN), 3-5
- location of the printer, 1-4
- long paper, 4-31

M

- maintenance
 - ordering supplies, 8-3
 - routine maintenance items, 8-3
 - safety, 1-3
- maintenance mode, 5-9
- managing
 - printer, 8-5
- manual feed slot
 - loading paper, 4-12
 - printing glossy paper, 4-28
 - printing labels, 4-19, 4-23

- manually setting the printer's IP address, 3-7
 - overrides AutoIP, 3-7
 - overrides DHCP, 3-7
- media
 - supported, 4-2
 - unacceptable types, 4-4
- menu settings
 - changing, 5-3
- menus
 - common tray settings, 5-4
 - tray settings, 5-4
- messages
 - control panel, 7-14
- meters
 - total page counts, 8-9
- mode
 - power saver, 2-7
 - exiting, 2-7
- modifying the IP address using CentreWare IS, 3-8
- moving
 - printer, 8-10

N

- network
 - choosing a network connection, 3-3
 - configuring the network address, 3-5
 - creating a Local Area Network (LAN), 3-5
 - setup and configuration, 3-2
 - TCP/IP and IP addresses, 3-5
- network connection, 3-3
 - Ethernet, 3-3

O

- Online Support Assistant, 7-14
- operating systems
 - printer drivers, 3-9
- operational guidelines, 1-4
- operational safety, 1-4
- options
 - printing, 4-14
- ordering supplies, 8-3

P

- Panel Settings, 2-6, 5-11
- paper
 - custom sizes, 4-31
 - damaging to the printer, 4-4
 - envelopes, 4-17
 - glossy, 4-26
 - labels, 4-21
 - loading in the paper trays, 4-8
 - long paper, 4-31
 - printing on specialty media, 4-17
 - setting sizes, 4-7
 - setting trays, 4-7
 - setting types, 4-7
 - storage guidelines, 4-4
 - supported, 4-2
 - types, 4-2
 - unacceptable media types, 4-4
 - usage guidelines, 4-3
- paper tray
 - loading paper, 4-8
 - printing custom size paper, 4-32
 - printing envelopes, 4-20
 - printing glossy paper, 4-26
 - printing labels, 4-18, 4-21
- paper tray settings, 2-9
- power saver mode, 2-7
 - exiting, 2-7
- pre-printed paper, 4-8
- print quality
 - problems, 6-2
- print status
 - checking, 2-8
- printer
 - caution symbols, 1-7
 - changing or modifying the IP address
 - using CentreWare IS, 3-8
 - cleaning, 8-2
 - cleaning the exterior, 8-2
 - cleaning the interior, 8-2
 - clearance, 1-4
 - enabling AutoIP, 3-6
 - enabling DHCP, 3-6
 - front view of, 2-2
 - information resources, 2-10
 - internal parts, 2-3
 - location, 1-4
 - main parts of, 2-2
 - managing, 8-5

- moving, 8-10
 - rear view of, 2-3
 - registration, 7-15
 - setting the IP address, 3-5
 - supplies, 1-5
 - printer driver
 - installing, 3-9
 - UNIX/Linux, 3-9
 - Windows 2000 or later, 3-9
 - printer status
 - checking via e-mail, 8-7
 - Status Messenger, 8-5
 - printing
 - custom size or long paper, 4-31
 - envelopes, 4-17
 - glossy paper, 4-26
 - labels, 4-21
 - options
 - selecting, 4-15
 - Windows, 4-15
 - safety guidelines, 1-5
 - selecting individual job printing options
 - Windows, 4-15
 - selecting options, 4-14
 - selecting printing preferences
 - (Windows), 4-14
- R**
- Recommended Media List, 2-10
 - recycling supplies, 8-4
 - registering your printer, 7-15
 - regulatory information
 - Canada, 1-9
 - Europe, 1-10
 - United States, 1-9
 - resources
 - information, 2-10
 - routine maintenance items, 8-3
- S**
- safety
 - electrical, 1-2
 - laser, 1-3
 - maintenance, 1-3
 - operational, 1-4
 - printing guidelines, 1-5
 - sales and support center, 7-15
 - symbols, 1-7
 - safety symbols marked on product, 1-7
 - selecting
 - printing options, 4-14
 - printing options for an individual job
 - Windows, 4-15
 - printing preferences (Windows), 4-14
 - setting
 - printer's IP address dynamically, 3-6
 - printer's IP address manually, 3-7
 - the printer's IP address automatically
 - (Windows only), 3-5
 - setting up the network, 3-2
 - specialty media, 4-17
 - custom size paper, 4-31
 - envelopes, 4-17
 - glossy paper, 4-26
 - labels, 4-21
 - Status Messenger
 - checking printer status, 8-5
 - commands, 8-8
 - configuring, 8-6
 - supplies, 1-5
 - ordering, 8-3
 - recycling, 8-4
 - when to order, 8-3
 - supported paper and media, 4-2
 - supported paper sizes and weights
 - paper tray, 4-5
 - system settings, 5-8
- T**
- TCP/IP addresses, 3-5
 - technical support, 2-10
 - trays
 - common settings, 5-4
 - troubleshooting
 - technical support, 2-10
 - turning off the printer, 1-6
- U**
- unacceptable paper and media, 4-4
 - usage guidelines
 - paper, 4-3
 - USB, 3-4

W

web links, 7-15

information, 2-10

website resources, 7-15

Windows

install printer drivers for Windows 2000

or later, 3-9

printing options, 4-15

selecting printing options for an
individual job, 4-15

X

Xerox

supplies recycling programs, 8-4

website resources, 7-15