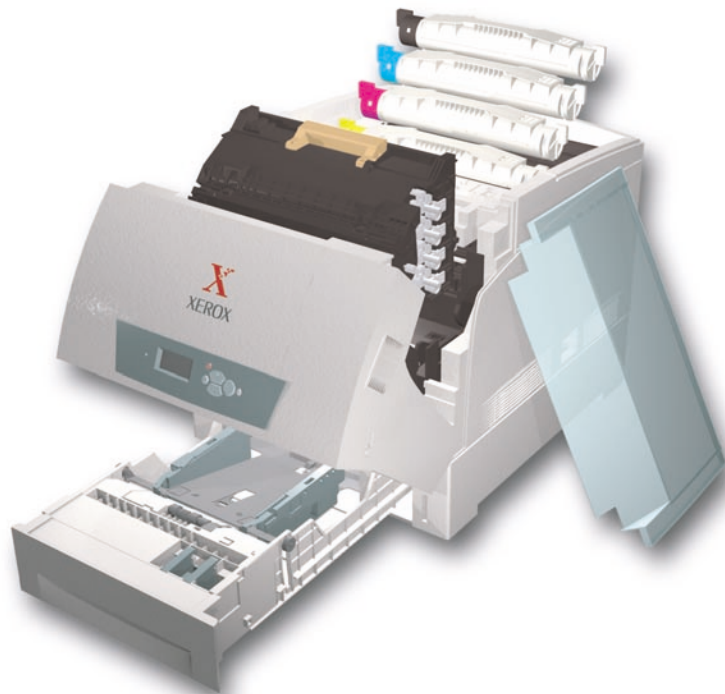




Features Guide



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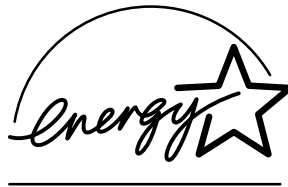
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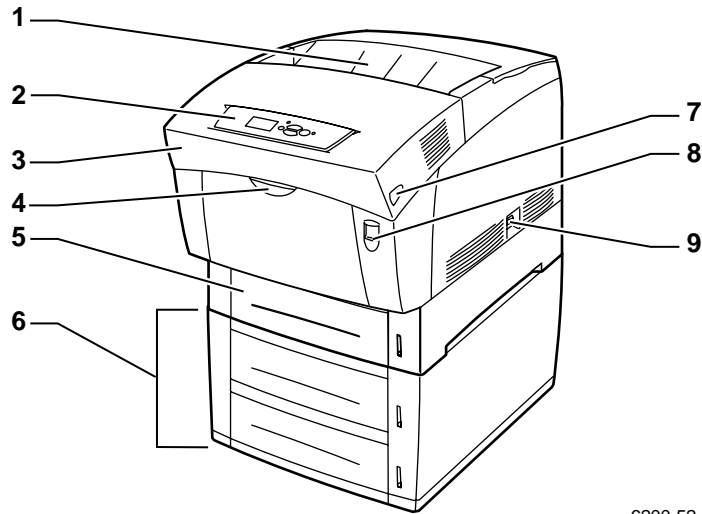
Contents

Printer Components	1
Front view	1
Rear view	2
Internal components	2
Options	3
Front Panel Usage	4
Front panel description	4
Menu Map	5
Accessing printable pages	5
Error Messages	5
Driver Features	6
Print-quality modes	6
TekColor™ color corrections	7
Secure prints, proof prints, and saved prints	8
Separation pages	10
Printing multiple pages to a single sheet (N-up)	10
Booklet printing	11
Negative and mirror images	12
Scaling	12
Auto Fit	13
Watermarks	13
Image smoothing	14
Custom size paper	15
Cover pages	17
Printer Settings	18
Printing the Startup Page	18
Power Saver	19
Protected mode for the front panel menus	19
Load paper timeout	20
Front panel intensity	20
Front panel contrast	21
Intelligent Ready mode	21
Front panel language	22

Fonts	23
Resident typefaces (PostScript).....	23
Resident typefaces (PCL5c)	23
Printing a sample of resident fonts	23
Downloading fonts	24
Downloading fonts from a Macintosh	25
Downloading fonts from a PC	26
Index	27

Printer Components

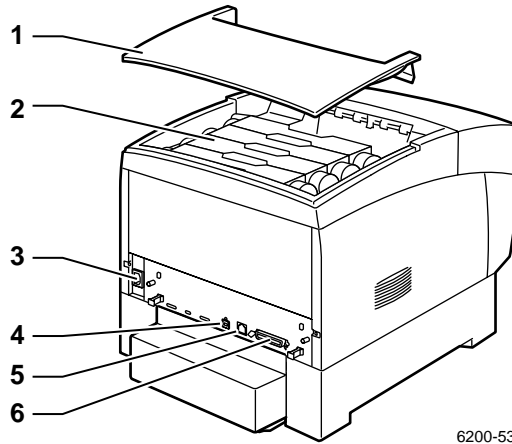
Front view



6200-52

1. Output tray/top cover
2. Front panel
3. Front Door
4. Handle to open Multi-Purpose Tray (MPT)
5. Tray 1
6. Trays 2 and 3 (optional High-Capacity Feeder)
7. Latch to open Front Door B
8. Latch to open Front Door A
9. Power switch

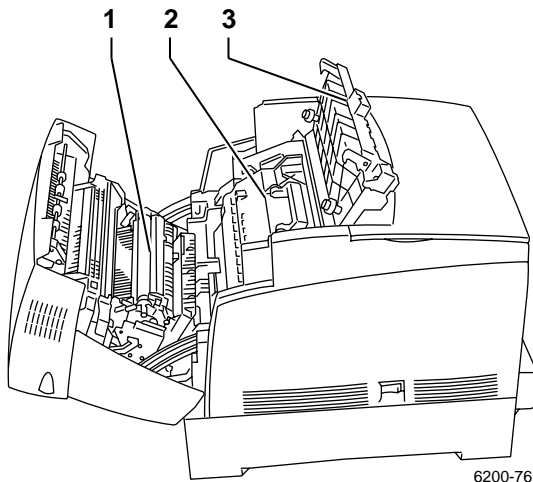
Rear view



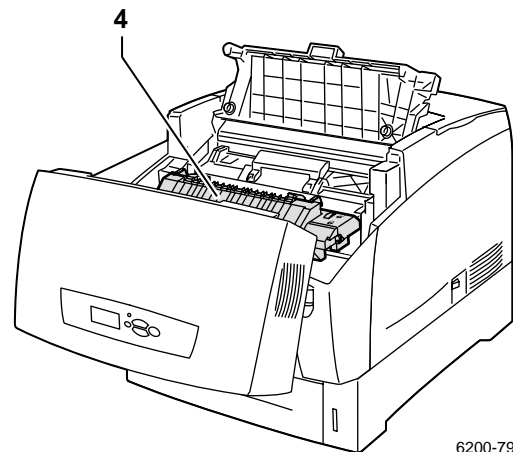
6200-53

1. Top cover
2. Toner cartridges
3. Power cord receptacle
4. USB connector
5. Ethernet 10/100 Base-T connector
6. Parallel connector

Internal components



6200-76



6200-79

1. Transfer roller
2. Imaging unit
3. Top Cover C
4. Fuser

Options

In addition to the High-Capacity Feeder (shown on page 1), you can order the following options:

- Internal Hard Drive
- Additional Memory
- Phaser 6200 B to Phaser 6200 N Upgrade Kit
- Phaser 6200 N to Phaser 6200 DP Upgrade Kit

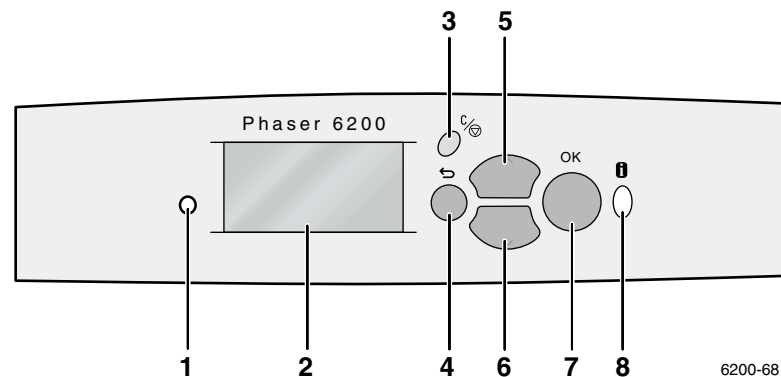
For part numbers and information about these options as well as consumables and paper, refer to the *Supplies* section of the *Support Guide* on the **Interactive Documentation CD-ROM** or link to the Xerox supplies web site at: www.xerox.com/officeprinting/6200supplies.

Front Panel Usage

Front panel description

The front panel:

- Displays the printer's operating status (**Printing**, **Ready to Print**, etc.).
- Alerts you to load paper, replace consumables, and clear jams.
- Enables you to access tools and information pages to help troubleshoot problems.
- Enables you to change printer settings and network settings; driver settings override the printer's front panel settings.
- Enables you to print Secure Print, Proof Print, and Saved Print jobs that you have stored on the printer's optional hard disk. For more information, see the printer driver help or the *Driver Features* section of the *Features Guide* on the **Interactive Documentation CD-ROM**.
- Whenever you insert paper in a tray, alerts you to select the paper type so that the correct fuser setting is used. For more information, see the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.



<p>1 Status indicator light Blinks = Printer is busy Green = OK Yellow = Warning, continues to print Red = Problem, stops printing</p>	<p>5 Up Arrow key Scrolls upward through the menus</p>
<p>2 Graphic front panel display</p>	<p>6 Down Arrow key Scrolls downward through the menus</p>
<p>3 Cancel Print key</p>	<p>7 OK key</p>
<p>4 Back key</p>	<p>8 Information key Provides additional details about the current display message, such as jam-clearing instructions</p>

Menu Map

For a complete list of printable pages, print the Menu Map:

1. Select **Menus** on the front panel and press the **OK** key.
2. Select **Print Menu Map** and press the **OK** key.

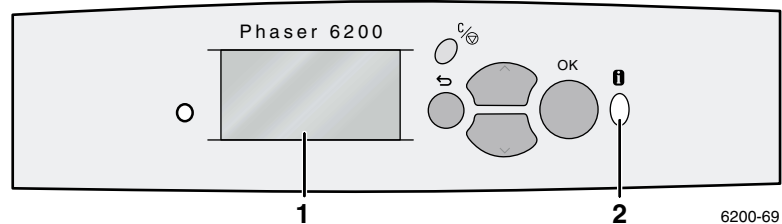
Accessing printable pages

Access these pages from the **Printable Pages Menu** (or the **Support Menu**):

1. At the front panel, scroll to the **Printable Pages Menu** using the **Down Arrow** or **Up Arrow** key and press the **OK** key.
2. Scroll to menu item for the desired printable page (such as **Print Paper Tips Page**) using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

Error Messages

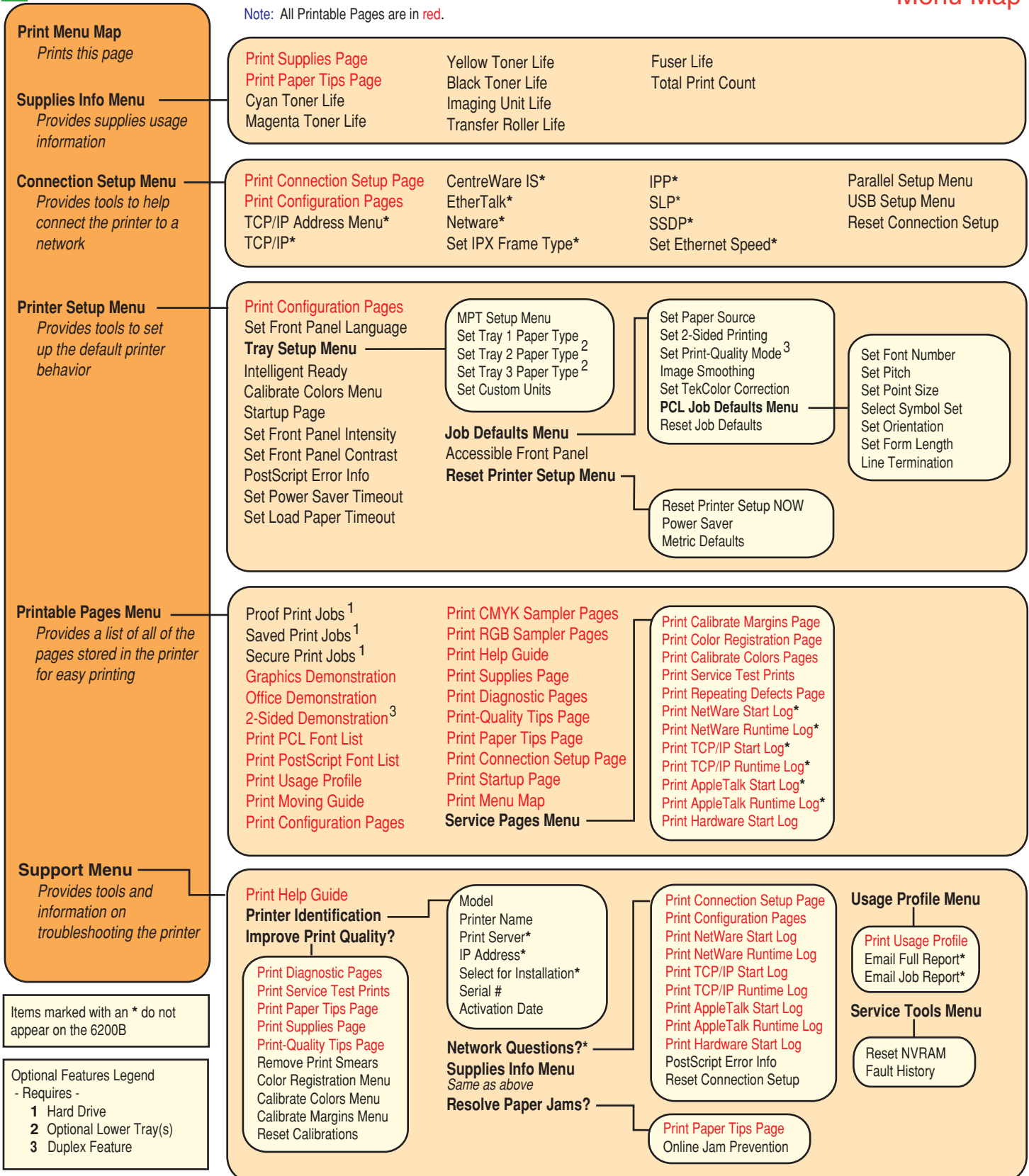
When there is a problem with the printer, the front panel display (1) shows the error message. Press the **i** button (2) for more information about the error message and ways to solve the problem.



PHASER® 6200 COLOR PRINTER

Menu Map

Note: All Printable Pages are in red.



Driver Features

Print-quality modes

You can choose between different print-quality modes to obtain the best combination of speed and print quality for your job.

Print-quality mode	Maximum speed for letter and A4 size paper*
Standard <ul style="list-style-type: none"> ■ General-purpose mode for full color high-speed printing ■ Produces crisp, bright prints ■ Suitable for most office use ■ Resolution: 600 x 600 dpi 	Plain paper: <ul style="list-style-type: none"> ■ Up to 16 ppm Specialty papers: <ul style="list-style-type: none"> ■ Up to 8 ppm color
Enhanced <ul style="list-style-type: none"> ■ High-quality color prints with good color detail at high speed ■ Best for graphic arts applications ■ Requires a Phaser 6200N, 6200DP, or 6200DX model ■ Resolution: 2400 x 600 dpi 	Plain paper: <ul style="list-style-type: none"> ■ Up to 16 ppm Specialty papers: <ul style="list-style-type: none"> ■ Up to 8 ppm color
Photo <ul style="list-style-type: none"> ■ Highest-quality color prints ■ Produces smoother color shades ■ Recommended for photo prints, proof prints, and press modes ■ Requires a Phaser 6200DP or 6200DX model ■ Resolution: 1200 x 1200 dpi 	<ul style="list-style-type: none"> ■ Up to 8 ppm
Draft <ul style="list-style-type: none"> ■ Lighter toner usage than Standard mode ■ Recommended to check layout ■ Resolution: 600 x 600 dpi 	Plain paper: <ul style="list-style-type: none"> ■ Up to 16 ppm Specialty papers: <ul style="list-style-type: none"> ■ Up to 8 ppm color

* Approximate number of pages per minute (ppm) does not include I/O or image processing time. Two-sided (duplex) printing has a slower speed.

To select the print-quality mode in a supported driver:

- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Setup** tab, select a print quality by moving the slider.
- **Windows NT / Windows 2000 / Windows XP PostScript driver:**
On the **Paper/Quality** tab, select a print quality by moving the slider.
- **MacOS 8 / MacOS 9 driver:**
In the **Print** dialog box, click on **General**, select **Print Quality** from the pull-down menu, then select the desired mode for **Quality**.
- **MacOS X (version 10.1 and higher) driver:**
In the **Print** dialog box, select the **Printer Features** pull-down menu, then select the **Print Quality/Color** tab. Select the desired mode for **Quality**.

TekColor™ color corrections

You can select a color correction to match particular press specifications or match your computer screen's colors. Otherwise, select **Automatic** to let the printer automatically pick the best color correction for elements in your document.

Color correction	Description
Automatic	<ul style="list-style-type: none"> ■ Provides the best results for documents with a mixture of graphics, text, and pictures. ■ Automatically uses the best color correction for each element (text, graphics, and photographs) on the page.
sRGB Display	<ul style="list-style-type: none"> ■ Closely approximates the colors on a standard display screen.
sRGB Vivid	<ul style="list-style-type: none"> ■ Produces the brightest, most saturated colors.
None	<ul style="list-style-type: none"> ■ Does not use a color correction so the colors you specified in the application for your job are not altered. ■ Use this selection with the Phaser 6200 PANTONE® Color Chart for PANTONE Color matching.
SWOP Press	<ul style="list-style-type: none"> ■ Matches the Specification for Web Offset Publications press standards.
Euroscale Press	<ul style="list-style-type: none"> ■ Emulates the Euroscale 4-color process press mode.
Commercial Press	<ul style="list-style-type: none"> ■ Emulates a 4-color process commercial press mode. Use this selection for general 4-color process Process PANTONE® Color matching. Note that not all PANTONE colors can be reproduced.
SNAP Press	<ul style="list-style-type: none"> ■ Matches the Newsprint standard.
Black and White	<ul style="list-style-type: none"> ■ Produces a black-and-white version of a document. ■ Colors converted to grayscale. ■ Use to print page masters for photocopying in black-and-white. ■ Use when one of the color toner cartridges is empty.
Use Printer Front Panel Setting	<ul style="list-style-type: none"> ■ Uses the color correction set in the printer. ■ The color correction can be set in the printer using the front panel or using CentreWare (if available).

Note

For more information on color matching and ICC profiles, link to the infoSMART database at: www.xerox.com/officeprinting/infoSMART

To select the color correction in a supported driver:

- **Windows 95 / Windows 98/Windows Me PostScript driver:**
On the **TekColor** tab, select the desired color correction. Some of the color corrections are grouped under **Office Color** or **Press Match Color**.
- **Windows NT / Windows 2000 / Windows XP PostScript driver:**
On the **TekColor** tab, select the desired color correction. Some of the color corrections are grouped under **Office Color** or **Press Match Color**.
- **MacOS 8 / MacOS 9 driver:**
In the **Print** dialog box, click on **General**, select **TekColor** from the pull-down menu, then select the desired correction for **Color**.

- **MacOS X (version 10.1 and higher) driver:**
In the **Print** dialog box, select the **Printer Features** pull-down menu, then select the **Print Quality/Color** tab. Select the desired mode for **Color Correction**.

Note

When one of the color toner cartridges runs out while printing and you do not have a replacement, you can cancel the color print job and resubmit it as a **Black and White** print job. This enables you to use the printer in black and white mode for a few hundred prints while waiting to acquire and install the new color toner cartridge.

Secure prints, proof prints, and saved prints

These features are available if your printer has an internal hard drive. Choose one of the following special job types:

- **Secure Print:** Print confidential documents; your 4-digit numeric password-protected jobs are stored on the printer's hard drive. The jobs print only after you enter the 4-digit number on the printer's front panel, then are automatically deleted from the hard drive.
- **Proof Print:** Print only one copy of a multiple copy job so you can proof the copy. To print the remaining copies, select the job name on the printer's front panel; the job is then automatically deleted from the hard drive. If you do not want the remaining copies, delete the job at the front panel.
- **Saved Print:** Store the job on the printer's hard drive so you can print it on demand. The job is not deleted after printing. This is useful for any document you frequently print, such as tax forms, personnel forms, or requisition forms.

Note

These jobs are stored on the hard drive and remain in the printer even when it is powered off. There is a limit of 100 jobs on the hard drive per type. When the printer reaches the limit, it deletes the oldest job per type automatically before adding a new one.

Printing secure print, proof print, and saved print jobs

Use a supported driver to specify a job as a secure print, proof print, or saved print job:

- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Setup** tab, choose the job type. For a secure print job, enter a 4-digit password to assign to this job. For proof prints and saved prints, enter the name you want to give this job.
- **Windows NT / Windows 2000 / Windows XP PostScript driver:**
On the **Output Options** tab, choose the job type. For a secure print job, enter a 4-digit password to assign to this job. For proof print and saved print jobs, enter the name you want to give this job.
- **MacOS 8 / MacOS 9 driver:**
In the **Print** dialog box, click on **General**, select **Job Type** from the pull-down menu, then choose the job type. For a secure print job, enter a 4-digit password to assign to this job. For proof print and saved print job, enter the name you want to give this job.

■ **MacOS X (version 10.1 and higher) driver:**

In the **Print** dialog box, select the **Printer Features** pull-down menu, select the **Job Type** tab, and then select **Secure Print**, **Proof Print**, or **Saved Print**. From the drop-down lists, select the numbers for the password.

To print your secure print jobs, specify the 4-digit password on the printer's front panel:

1. With **Menus** highlighted, scroll to the **Printable Pages Menu** using the **Down Arrow** key and press the **OK** key.
2. Scroll to **Secure Print Jobs** and press the **OK** key.
3. Scroll to the correct first digit of the password.

Note

If you entered less than four digits in the driver's **Password** field, enter zeros before your password so that there are four digits entered in the front panel. For example, if you entered **222** in the driver, enter **0222** in the front panel. You can use the **Back** key to move back to a previous digit. All jobs with this numeric password will print after you press the **OK** key for the fourth digit.

4. Press the **OK** key.
5. Repeat steps 3 and 4 for the second, third, and fourth digits.

To print a saved print job or the remaining copies of a proof print job, select the job name on the printer's front panel:

1. With **Menus** highlighted, scroll to the **Printable Pages Menu** using the **Down Arrow** key, then press the **OK** key.
2. Scroll to **Proof Print Jobs** or **Saved Print Jobs** and press the **OK** key.
3. Scroll until you find your job name. They are arranged alphabetically.
4. Press the **OK** key.
5. Scroll to **Print and Delete** or **Print and Save** and press the **OK** key.
6. Scroll to the desired number of copies and press the **OK** key to print the job. If your job is a proof job, it is automatically deleted after being printed.

To delete a saved print job or the remaining copies of a proof print job, select the job name on the printer's front panel:

1. With **Menus** highlighted, scroll to the **Printable Pages Menu** using the **Down Arrow** key, then press the **OK** key.
2. Scroll to **Proof Print Jobs** or **Saved Print Jobs** and press the **OK** key.
3. Scroll until you find your job name. They are arranged alphabetically.
4. Press the **OK** key.
5. Scroll to **Delete** and press the **OK** key to delete the job.

Separation pages

You can have the printer insert a *separation page* (a divider page or slipsheet) after a print job, between copies of a print job, or between individual pages of a print job. You can also specify the tray to use as the source for the separation pages.

To specify separation pages in a supported driver:

- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Output Options** tab, select the location of the separation pages and the tray source.
- **Windows NT / Windows 2000 / Windows XP PostScript driver:**
On the **Output Options** tab, select the location of the separation pages and the tray source.
- **MacOS 8 / MacOS 9 driver:**
In the **Print** dialog box, click on **General**, select **Advanced Media Options** from the pull-down menu, then select the location of the separation pages and the tray source.
- **MacOS X (version 10.1 and higher) driver:**
In the **Print** dialog box, select the **Printer Features** pull-down menu, then select the **Advanced Options** tab. Select **Separation Pages**.

Printing multiple pages to a single sheet (N-up)

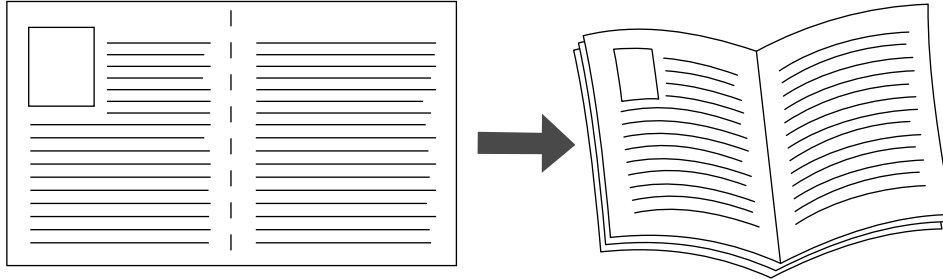
When printing a multiple-page document, you can choose to print more than one page on a single sheet of paper. You can choose to print one, two, four, six, nine, or 16 pages per sheet.

To print multiple pages on a single sheet of paper in a supported driver:

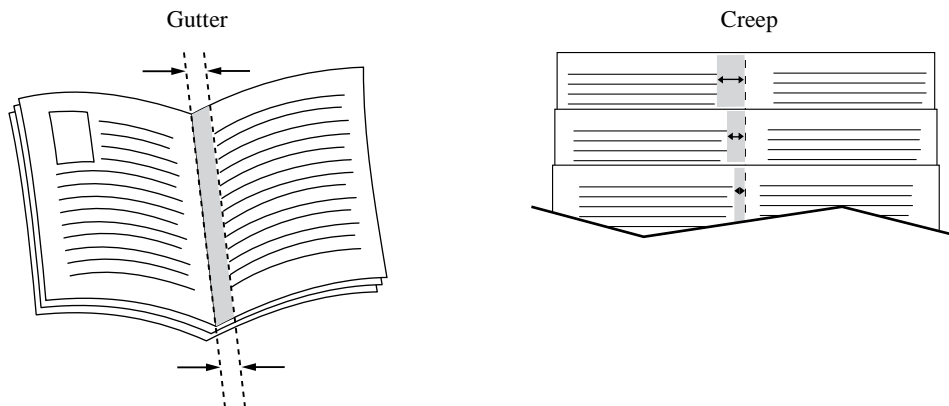
- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Setup** tab, click the **More Layout Options** button, then choose the number of pages per sheet from the drop-down list. When you print more than one page on a sheet, you can also print a border around each page.
- **Windows 2000 / Windows XP PostScript driver:**
On the **Layout** tab, choose the number of pages per sheet from the drop-down list.
- **Windows NT PostScript driver:**
On the **Advanced** tab, under **Document Options**, select the desired **Page Layout (N-up) Option**.
- **MacOS 8 / MacOS 9 driver:**
In the **Print** dialog box, click on **General**, select **Layout** from the pull-down menu, then select the number of pages per sheet.
- **MacOS X (version 10.1 and higher) driver:**
In the **Print** dialog box, select the **Layout** pull-down menu, then select a layout.

Booklet printing

If your printer has the duplexing feature set, you can print a document in the form of a small book. You can create booklets for any paper size that is supported for 2-sided (duplex) printing. The driver automatically reduces each page image by 50 percent and prints two pages per sheet of paper. The pages are printed in the correct order so that you can fold and staple the pages to create a booklet.



When you choose to print booklets, you can also specify the *creep* and *gutter* in the Windows 95 / Windows 98 / Windows Me driver. The gutter is the horizontal distance from the fold to the page image (in points). The creep is the distance that page images are shifted inward (in 10ths of a point); this compensates for the thickness of the folded paper, which otherwise would cause the inner page images to shift slightly outward.



To select booklet printing in a supported Windows driver:

- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Setup** tab, click **More Layout Options**, then check **Print Booklet Style** in the **More Layout Options** box. You can also specify the creep and gutter in this box.
- **Windows 2000 / Windows XP PostScript driver:**
On the **Layout** tab, choose **Booklet** from the **Pages per Sheet** drop-down list.

Note

There is no Macintosh printer driver support for this feature.

Negative and mirror images

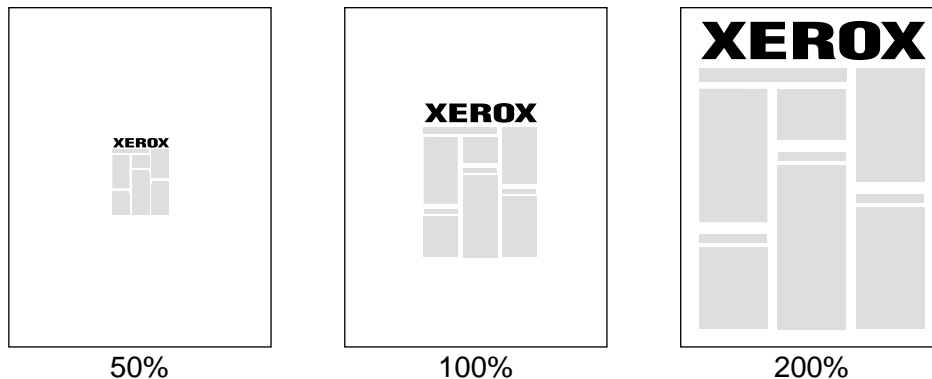
You can print your pages as a negative image (reverses the light and dark areas in your printed image) and/or mirror image (flips images horizontally on pages when printed).

To select negative or mirror images in a supported driver:

- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Setup** tab, click **More Layout Options**, then select **Print as a Negative Image** and/or **Print as a Mirror Image**.
- **Windows 2000 / Windows XP PostScript driver:**
From the **Layout** tab, click **Advanced**. Under **Document Options** and **PostScript Options**, select either **Yes** or **No** for **Mirrored Output**.
- **Windows NT driver:**
From the **Properties** tab, select the **Advanced** tab. Under **Document Options** and **PostScript Options**, select either **Yes** or **No** for **Mirrored Output** and **Negative Output**.
- **MacOS 8 / MacOS 9 driver:**
From the **File** menu, select **Page Setup**, choose **PostScript Options** from the pull-down menu, and then select **Invert Image** (to print a negative image) or **Flip Horizontal** (to print a mirror image).

Scaling

You can reduce or enlarge your page images when they are printed. You select a scaling value between 25 and 400 percent. The default is 100 percent.



To select scaling in a supported driver:

- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Setup** tab, click **More Layout Options**, then specify the percentage to scale in the **Percentage** box.
- **Windows 2000 / Windows XP PostScript driver:**
From the **Layout** tab, click **Advanced**. In the box under **Graphic**, select the desired percentage for **Scaling**.

- **Windows NT PostScript driver:**
From the **Properties** tab, select **Advanced**. Under **Graphic**, select the desired percentage for **Scaling**.
- **MacOS 8 / MacOS 9 / MacOS X (version 10.1 and higher) driver:**
From the **File** menu, select **Page Setup** and then specify the percentage in the box after **Scaling**.

Auto Fit

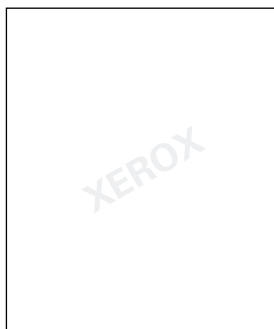
When the printer uses a paper size that is different from the size specified in your driver, the Auto Fit feature enlarges or reduces the print image to fit the paper size it prints on. If this feature is turned off and the paper is not the same size as the print image, only a portion of the image will print, or the whole image prints on only a portion of the paper.

The default value for this feature is on. To turn off Auto Fit in a supported driver:

- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Setup** tab, click **More Layout Options**, then clear **Auto Fit**.
- **Windows NT / Windows 2000 / Windows XP Post Script driver:**
On the **Print/Quality** tab, select **Off** for **Auto Fit**.
- **MacOS 8 / MacOS 9 driver:**
In the **Print** dialog box, click on **General**, select **Advanced Media Options** from the pull-down menu, then select whether to have **Auto Fit** on or off.
- **MacOS X (version 10.1 and higher) driver:**
In the **Print** dialog box, select the **Printer Features** pull-down menu, then select the **Advanced Options** tab. Select whether to have Auto Fit **On** or **Off**.

Watermarks

A watermark is text (independent of that provided by the printing application) that is printed on the first page or every page of the document. For example, terms like Draft, Confidential, Date, Version, that you might stamp on a paper before distribution, can be inserted with a watermark.



You can create a watermark or edit an existing watermark's text, color, location, and angle. Using the Windows driver, you can also choose to print the watermark only on the first page, print the watermark in the background, or print the text of the watermark as an outline (instead of filled text).

Note

Not all applications support watermark printing.

To select, create, and edit watermarks using a supported Windows driver:

- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Setup** tab, click **More Layout Options** and then click **Watermark** to display the **Watermarks** dialog box.
- **Windows 2000 / Windows XP PostScript driver:**
From the **Layout** tab, click **Advanced**. In the box under **Document Options** and **Printer Features**, click **Modify**, then select the desired watermark in the **Modify Watermarks** dialog box.

Note

There is no Macintosh printer driver support for this feature.

Image smoothing

Image smoothing blends adjacent colors in low-resolution images for smoother color transitions. For example, use image smoothing to improve the appearance of a 72 dpi image downloaded from the World Wide Web. Image smoothing is not recommended for 300 dpi or higher resolution images.

To select image smoothing in a supported driver:

- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Setup** tab, click **More Layout Options**, then click **Image Smoothing** checkbox.
- **Windows 2000 / Windows XP Post Script driver:**
From the **Layout** tab, click **Advanced**. In the box under **Document Options** and **Printer Features**, select either **On** or **Off** for **Image Smoothing**.
- **Windows NT driver:**
On the **Advanced** tab under **Printer Features**, select either **On** or **Off** for **Image Smoothing**.
- **MacOS 8 / MacOS 9 driver:**
In the **Print** dialog box, click on **General**, select **Advanced Options** from the pull-down menu, then select whether to have **Image Smoothing** on or off.
- **MacOS X (version 10.1 and higher) driver:**
In the **Print** dialog box, select the **Printer Features** pull-down menu, then select whether to have **Image Smoothing** on or off.

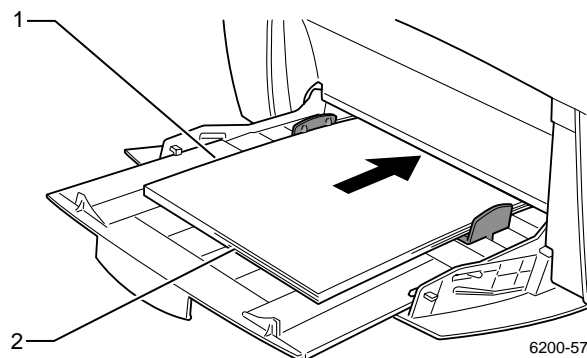
Custom size paper

In addition to the wide variety of standard paper sizes available for this printer, you can use custom size paper in the Multi-Purpose Tray.

	Size Range
X dimension	89 mm - 216 mm 3.5 in. - 8.5 in.
Y dimension	140 mm - 356 mm 5.5 in. - 14 in.

To print on custom size paper:

1. Open the Multi-Purpose Tray. For more information, see the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
2. Insert the custom size paper and adjust the guides to match the size of the paper. Place the side to be printed *facedown* with the top of the page entering the printer *first*.



3. When the front panel prompts you to confirm the type and size of paper:
 - a. Scroll to **Change** by pressing the **Down Arrow** key and press the **OK** key.
 - b. Scroll to the correct paper type and press the **OK** key to save your selection.
 - c. For the paper size, scroll to **Custom** and press the **OK** key.
 - d. Select **Set Custom X** by pressing the **OK** key.
 - e. Press the **Down Arrow** or **Up Arrow** key to scroll to the desired value for **X** (labeled **2** in the illustration in Step 2) and then press the **OK** key.
 - f. Scroll to **Set Custom Y** and press the **OK** key.
 - g. Press the **Down Arrow** or **Up Arrow** key to scroll to the desired value for **Y** (labeled **1** in the illustration in Step 2) and then press the **OK** key.
4. Select the custom size in the printer driver.

To select the custom size paper in a supported driver:

- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Setup** tab:
 - After you select the Multi-Purpose Tray and the tray displays **Custom** to indicate that it has custom size paper, enter the dimensions of the custom size paper in the **Width** and **Height** boxes.
 - If you select **Automatic** for the paper source and select **Custom Size** for the paper size, enter the width and height values of the desired custom size paper in the **Width** and **Height** boxes. The values for **width** and **height** are initially 0. If you previously entered information in the boxes, the values are automatically entered.
- **Windows NT / Windows 2000 / Windows XP PostScript driver:**
On the **Paper/Quality** tab:
 - If you select **Choose Specific Tray**, select the Multi-Purpose Tray.
 - If you select **Automatic**, you can select your custom size from the **Paper Size** drop-down list.
 - Click **My Custom Sizes** and highlight the custom size in the **Current Selection** list. The **Name**, **Width**, and **Height** boxes display the details about the highlighted custom size and the sample image changes to represent a scaled version of the custom size.
 - To create a new custom size:
 1. Click **New**.
 2. Enter the new name in the **Name** box.
 3. Enter the dimensions in the **Width** and **Height** boxes. The sample image changes to represent a scaled version of the new custom size.
 4. Click **Save** to add the new size to the list. Click **Cancel** to exit without saving the new custom size.
 5. To exit, click **Close**.
 - The **My Custom Sizes** box lists existing custom sizes that are supported by the current printer. Since these custom sizes are saved in your computer's operating system, they are available for you to select in your applications.
 - If you create a custom size in certain applications, the driver lists the custom size automatically.
- **MacOS 8 / MacOS 9 driver:**
In the **Page Setup** dialog box, click on **Page Attributes**, and select **Custom Page Sizes**. Then press **New** to enter a new custom page size. A dialog box appears where you can enter the width and height, margins, and name of the custom page size.

Cover pages

A cover page is the first or last page of a document. This printer allows you to choose a different paper source for the cover than for the body of a document. For instance, you can use your company letterhead for the first page of a document. You can also use card stock for the first and last pages of a report.

- You can use any paper tray as the source for cover pages.
- Make sure that the cover page is the same size as the paper used for the rest of your pages. If you specify a different size in the driver than the tray you select as a cover pages source, your cover(s) print on the same paper as the rest of your document.
- If you select both 2-sided printing and cover pages in the driver, you must select Tray 1-3 for the cover pages source. If you select the Multi-Purpose Tray for the cover pages source, the covers are printed on paper from a tray, since the printer cannot print 2-sided pages from the Multi-Purpose Tray. For more information on 2-sided printing, see the *Specialty Printing* section in the *Trays and Papers Guide* on the **Interactive Documentation CD-ROM**.

Cover page choices

- **None** - Prints the first and last pages of your document using the same paper as the rest of your document.
- **First Page Only** - Prints the first page of your document from a different tray than the rest.
- **First and Last Pages** - Prints the first and last pages of your document from a different tray than the rest.

If you select **First Page Only** or **First and Last** and you select 2-sided printing, the first two pages of the job print on the front cover.

If you select **First and Last Pages** and you select 2-sided printing, both the first two pages and last two pages (for a document with an even number of pages) of the job print on the front and back cover pages.

Note

For a blank back cover, you must include a blank last page in your document.

Selecting cover pages

To select cover pages in a supported driver:

- **Windows 95 / Windows 98 / Windows Me PostScript driver:**
On the **Output Options** tab, select **First Page Only** or **First and Last Pages**, then select the tray to use for the covers from the **Source** drop-down list.
- **Windows NT / Windows 2000 / Windows XP PostScript driver:**
On the **Paper/Quality** tab under **Cover Pages**, select **First Page Only** or **First & Last Page**, then select the tray to use for the covers from the **Source** drop-down list.
- **MacOS 8 / MacOS 9 / MacOS X driver:**
Mac drivers currently do not support cover pages.

Printer Settings

Printing the Startup Page

By default the printer produces a Startup Page each time the printer is turned on or reset. You can disable the automatic printing of the Startup Page and later print it from the Printable Pages menu.

There are two methods for turning on/off the Startup Page:

- Select from the printer's front panel.
- Use CentreWare Internet Services (IS) software.

To turn on/off the automatic printing of the Startup Page from the printer's front panel:

1. With **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** using the **Up Arrow** or **Down Arrow** key and press the **OK** key.
3. Scroll to **Startup Page**. The end of the line also displays the setting (**On** or **Off**).
4. To change the setting, press the **OK** key.

To turn on/off the automatic printing of the Startup Page using CentreWare IS software:

1. From your printer's Internet Services home page, click **Properties**.
2. On the left side of the **Properties** page in CentreWare IS, click **Printer Defaults**.
3. If desired, change the setting for **Print Startup Page** (under **User Preferences** on the **Printer Defaults** page).
4. Click the **Save Changes** button on the bottom of the page.

To print the Startup Page at the front panel:

1. Scroll to the **Printable Pages Menu** using the **Down Arrow** or **Up Arrow** key and press the **OK** key.
2. Scroll to the **Print Startup Page** using the **Down Arrow** or **Up Arrow** key and press the **OK** key to print.

Power Saver

The printer enters a Power Saver low-energy consumption mode after a predefined period of time since its last activity. In this mode, most printer electrical systems are shut down. When a print job is sent to the printer, it wakes up the printer. You can also wake the printer by pressing the **OK** key on the front panel.

If you find that the printer is going into Power Saver mode too often and you do not want to wait while the printer wakes up, you can extend the length of time before the printer goes into Power Saver mode. Change the timeout on the front panel as follows:

1. With **Menus** highlighted, press the **OK** key.
2. Scroll through the menu to **Printer Setup Menu** using the **Down Arrow** key and press the **OK** key.
3. Scroll through the menu to **Set Power Saver Timeout** using the **Down Arrow** key and press the **OK** key.
4. Select a Power Saver timeout value. Select a higher value if you want to extend the length of time before the printer goes into Power Saver mode.
5. Press the **OK** key.

To turn off the Power Saver feature, use the following procedure:

1. With **Menus** highlighted, press the **OK** key.
2. Scroll through the menu to the **Printer Setup Menu** and press the **OK** key.
3. Scroll to the **Reset Printer Menu** using the **Down Arrow** key and press the **OK** key.
4. Scroll through the menu to **Power Saver** using the **Down Arrow** key.
5. Press the **OK** key to turn off.

Protected mode for the front panel menus

You can put the printer into “protected mode” to prevent users from changing printer settings that may impact the prints of other users from the front panel. Instead, users can select printing features, such as color corrections, through the printer drivers only. In protected mode, users can access general menus that can improve their print quality and direct them to user features, while locking the menus and items in menus that the system administrator uses to manage the printer.

To enter or exit protected mode, use CentreWare IS software:

1. From your printer’s Internet Services home page, click **Properties**.
2. On the left side of the **Properties** page in CentreWare IS, click **Printer Defaults**.
3. If desired, change the setting for **Front Panel Menus** (under **User Preferences** on the **Printer Defaults** page).
 - Select **Off** to have all menus available.
 - Select **On** to lock all menu items that change printer setup values.
4. Click **Save Changes** on the bottom of the page.

Load paper timeout

When you select either **Auto Select** or a paper type as paper sources, but the printer does not have the selected type and size loaded, the front panel prompts you to load the type and size required in the Multi-Purpose Tray. If you do not load the requested paper within the load paper timeout, the printer picks paper from the default tray.

To change the load paper timeout from the printer's front panel:

1. With **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** by pressing the **Up Arrow** or **Down Arrow** key.
3. Press the **OK** key.
4. Scroll to **Set Load Paper Timeout**.
5. Press the **OK** key.
6. Scroll through the list of values until your desired timeout appears. The values (**0**, **1**, **3**, **5**, or **10** minutes, **1** or **24** hours), indicate the length of time you want the printer to wait for you to load paper before printing. If you select a value of **0**, the printer does not wait for paper to be inserted and uses the paper in the default tray immediately.
7. Press the **OK** key.

To change the load paper timeout using CentreWare IS software:

1. From your printer's Internet Services home page, click **Properties**.
2. On the left side of the **Properties** page in CentreWare IS, click **Printer Defaults**.
3. The setting for **Load Paper Timeout** is under **Timeout Settings** on the **Printer Defaults** page. Select one of the following choices: **0**, **1**, **3**, **5**, or **10** minutes, **1** or **24** hours; if you select a value of **0**, the printer times out immediately.
4. Click the **Save Changes** button on the bottom of the page.

Front panel intensity

To make the front panel text more readable, you can adjust the intensity of the front panel's background lighting:

1. On the front panel, with **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** by pressing the **Up Arrow** or **Down Arrow** key.
3. Press the **OK** key.
4. Scroll to **Set Front Panel Intensity**.
5. Press the **OK** key.
6. Scroll until the desired front panel intensity is displayed. The intensity values range from **0** (no back ground light) to **10** (brightest background light).
7. Press the **OK** key.

Front panel contrast

To make the front panel text more readable, you can adjust the contrast between the text and the background:

1. On the front panel, with **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** by pressing the **Up Arrow** or **Down Arrow** key.
3. Press the **OK** key.
4. Scroll to **Set Front Panel Contrast**.
5. Press the **OK** key.
6. Scroll the value until you achieve the desired contrast between the text and the background. The values range from **1** to **10**.
7. Press the **OK** key.

Intelligent Ready mode

Intelligent Ready mode is an automated system that monitors the printer's usage and warms up the printer when you are most likely to need it and puts it into Power Saver mode when you use it the least.

To turn Intelligent Ready mode on or off from the printer's front panel:

1. With **Menus** highlighted, press the **OK** key.
2. Scroll through the menu to **Printer Setup Menu** using the **Up Arrow** or **Down Arrow** key.
3. Press the **OK** key.
4. Scroll through the menu to **Intelligent Ready** using the **Up Arrow** or **Down Arrow** key.

To change the setting, press the **OK** key.

To select Intelligent Ready mode or schedule warmup/standby settings using CentreWare IS software:

1. From your printer's Internet Services home page, click **Properties**.
2. On the left side of the **Properties** page in CentreWare IS, click **Warmup**.
3. For **Warmup Mode**, select either **Intelligent Ready** or **Scheduled** (if you want to specify the warmup/standby settings for each day).
4. If you selected **Scheduled** in step 3, make selections for each day's warmup setting and standby setting.
5. Click the **Save Changes** button on the bottom of the page.

Note

Although the front panel selections only enable you to turn Intelligent Ready mode on or off, CentreWare IS enables you to specify particular printer warmup times.

Front panel language

To change the language used for the text on the front panel, CentreWare IS, and the printable pages:

1. On the front panel, with **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** by pressing the **Up Arrow** or **Down Arrow** key and press the **OK** key.
3. Scroll to **Set Front Panel Language** and press the **OK** key.
4. Scroll to the desired language and press the **OK** key.

Fonts

Your printer uses the following types of fonts:

- Resident fonts
- Fonts downloaded onto the printer's optional hard drive
- Fonts downloaded into printer memory
- Fonts downloaded with your print job from the application

Adobe Type Manager (ATM) software helps your computer display these fonts on your computer screen as they will appear in your prints. If you don't already have ATM on your computer, install it from the printer's CD-ROM. Also, install the printer's screen fonts for your computer from the ATM folder.

Resident typefaces (PostScript)

Printer-resident fonts are always available for printing. All printer configurations are shipped with 136 PostScript resident Roman fonts plus the Central and Eastern European encoding for many of the fonts. You can print a sample of the resident PostScript fonts at the front panel.

Resident typefaces (PCL5c)

For PCL5c printing, the printer includes Courier, Times, and Universe typefaces in medium, bold, italic medium, and italic bold and others for a total of 45 resident PCL fonts. You can print a sample of the resident PCL5c fonts at the front panel.

Printing a sample of resident fonts

Listing the fonts from a Macintosh

Use the *Apple Printer Utility* to list the fonts available on the printer.

1. If you don't already have the *Apple Printer Utility* on your computer, install it from the printer's CD-ROM.
2. Start the *Apple Printer Utility* by double-clicking the icon (in the *PhaserTools* folder on your computer's hard disk).
3. In the **Printer Selector** dialog box:
 - a. Under **AppleTalk Zones**, select your printer's zone.
 - b. Under **Printers**, select your Phaser 6200 Color Laser Printer.
 - c. Click **Open Printer**.
4. From the **File** menu, select **Print Font Samples**.

Listing the fonts from a PC

To list the fonts available on the printer, use the font download utility on the Xerox web site at: www.xerox.com/officeprinting/support

Listing the fonts from your printer's front panel

You can print both a PCL font list and a PostScript font list from the front panel:

1. On the front panel, with **Menus** highlighted, press the **OK** key.
2. Scroll to **Printable Pages Menu** by pressing the **Up Arrow** or **Down Arrow** key and press the **OK** key.
3. Scroll to either **Print PostScript Font List** or to **Print PCL Font List** and press the **OK** key.

Listing the fonts from CentreWare IS

You can print font samples from CentreWare IS if you have a hard drive on your printer.

1. Enter the printer's IP address in your browser to open CentreWare IS.
2. Click the **Print** tab.
3. Click **Print Fonts** to display the Print Font Samples screen.
4. Select either **PostScript** or **PCL** fonts. You can only select one at a time.
5. Click the button to start to print.

Downloading fonts

To supplement the resident fonts (which are always available for printing), downloadable fonts can be sent from your computer and be stored in the printer's memory or on the printer's optional hard drive. Adding more printer memory expands the number of fonts that can be stored in your printer's memory at once. See the *Supplies* section in the *Support Guide* on the **Interactive Documentation CD-ROM** or log on to www.xerox.com/officeprinting/6200supplies for part numbers of the memory.

Note

If you turn the printer off, the fonts you download are wiped out. You must download them again when you turn the printer on again.

Before printing, make sure that the fonts specified in your document are installed in the printer or are set up to download correctly. If you request a font in an application that is not resident in the printer, is not correctly installed, or is not downloaded from the application sending the print job, the text is printed in the most recently used resident typeface.

The printer accepts the following (and other) downloadable fonts:

- Type 1
- Type 3
 - Adobe
 - Agfa
 - Bitstream
 - Microsoft
 - Apple
- TrueType (scalable to any point size; looks the same on-screen and printed).

Downloading fonts from a Macintosh

Use the *Apple Printer Utility* to download fonts to the printer.

1. If you don't already have the *Apple Printer Utility* on your computer, install it from the printer's CD-ROM.
2. Start the *Apple Printer Utility* by double-clicking the icon (in the *PhaserTools* folder on your computer's hard disk).
3. In the **Printer Selector** dialog box:
 - a. Under **AppleTalk Zones**, select your printer's zone.
 - b. Under **Printers**, select your printer.
 - c. Click the **Open Printer** button.
4. In the printer's dialog box, click the arrow next to **Printer Preferences**.
5. Click the arrow next to **Fonts** to display the list of installed fonts and their locations.
6. Click **Add**.
7. In the dialog box, select the folder containing the font you want to download, select the font, and click **Add**. The font is listed as ready to download.

Note

To add all of the fonts in the folder to the list of fonts to download, click the **Add All** button. If you decide not to download a font, highlight the font in the list of fonts to download and click the **Remove** button.

8. For **Destination**, select the download location: either the printer's memory or the hard disk.
9. To download the fonts in the list, click the **Send** button.

Note

To remove downloaded fonts from the printer, follow steps 2 through 5, highlight the font in the list under **Fonts** (in the printer's dialog box), and then click the **Remove** button.

Downloading fonts from a PC

To download fonts to the printer, use the font download utility on the Xerox web site at:
www.xerox.com/officeprinting/support

Index

A

auto fit 13
automatic color correction 7

B

black-and-white color correction 7
booklet printing 11

C

CentreWare IS
 listing fonts 24
color corrections 7
Commercial Press color correction 7
components of printer 1
cover pages 17
custom size paper 15

D

downloading fonts 25
 Macintosh 25
 PC 26
draft mode 6
driver features 6

E

enabling/disabling the Startup Page 18
enhanced mode 6
error messages 5
Ethernet connector
 location 2
Euroscale Press color correction 7

F

features
 driver 6
 front panel 5
font sampler
 Macintosh 23
fonts
 downloading 25
 listing 24
 printing sampler 23
 TrueType 25
front door
 location 1

front panel
 adjusting contrast 21
 adjusting intensity 20
 description 4
 displaying errors 5
 location 1
 menus protected mode 19
 use color correction setting 7
front panel contrast 21
front panel prompts
 custom size in Multi-Purpose Tray 15
front view 1
fuser
 location 2

H

high-capacity feeder
 location 1

I

image smoothing 14
imaging unit
 location 2
information on front panel 5
intelligent ready mode 21
internal components 2

L

list of resident fonts
 printing 23
listing fonts 24
load paper timeout 20

M

Macintosh
 printing font sampler 23
menu map 5
mirror image 12
modes
 print quality 6
multiple pages to a single sheet 10

N

negative image 12
N-up 10

O

- optional paper trays 1
- options 3
- output tray
 - location 1

P

- parallel connector
 - location 2
- PCL typefaces 23
- photo mode 6
- PostScript typefaces 23
- power cord receptacle
 - location 2
- Power Saver 19
- power switch
 - location 1
- printable pages 5
- printer components 1
- printer settings 18
- print-quality modes 6
- proof prints 8
- protected mode for front panel menus 19

Q

- quality modes 6

R

- rear view 2

S

- saved prints 8
- scaling 12
- secure prints 8
- separation pages 10
- setting
 - front panel contrast 21
 - front panel intensity 20
- size range
 - custom size paper 15
- SNAP Press color correction 7
- sRGB Display color correction 7
- sRGB Vivid Color
 - color correction 7
- standard mode 6
- Startup Page
 - enable or disable 18
- SWOP Press color correction 7

T

- TekColor color corrections 7
- toner cartridges
 - location 2
- top cover
 - location 1
- Top Cover C
 - location 2
- transfer roller
 - location 2
- Tray 1
 - location 1
- Trays 2 and 3
 - location 1
- TrueType fonts 25
- typefaces
 - Central European 23
 - resident PCL5c 23
 - resident PostScript 23

U

- USB connector
 - location 2

W

- watermarks 13
- web sites
 - ordering options 3
 - supplies 25

X

- X dimension of custom size paper 15

Y

- Y dimension of custom size paper 15