



# Setup Guide



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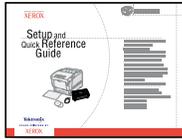
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# Contents

## Setup and Quick Reference Guide



6200-90

For instructions on how to unpack and set up your printer plus basic information about using the printer, clearing jams, and ordering supplies, see the *Setup and Quick Reference Guide* that ships with your printer. You can find a PDF file of the *Setup and Quick Reference Guide* on the **Interactive Documentation CD-ROM**.

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## Supplies

For a complete list of supplies and accessories for your Phaser® 6200 Color Laser Printer, print the *Support Guide* on the **Interactive Documentation CD-ROM**.

# Setting up the Printer

This section covers the basic steps to set up the printer:

- Unpacking the printer — see page 1.
- Removing the packing tape — see page 4.
- Loading paper in the tray — see page 6.
- Preparing the toner cartridges — see page 9.
- Installing the imaging unit — see page 10.
- Connecting the printer — see page 13.
- Installing the printer driver — see page 14.



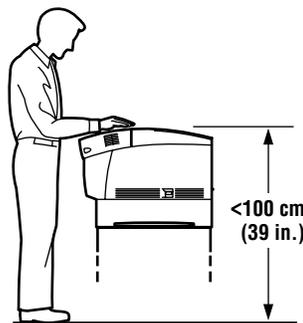
Instructional videos for setting up the printer and installing upgrades are available on the **Interactive Documentation CD-ROM** or the Xerox web site at: [www.xerox.com/officeprinting/6200support/](http://www.xerox.com/officeprinting/6200support/)

You can also refer to the printed *Setup and Quick Reference Guide* that comes with the printer.

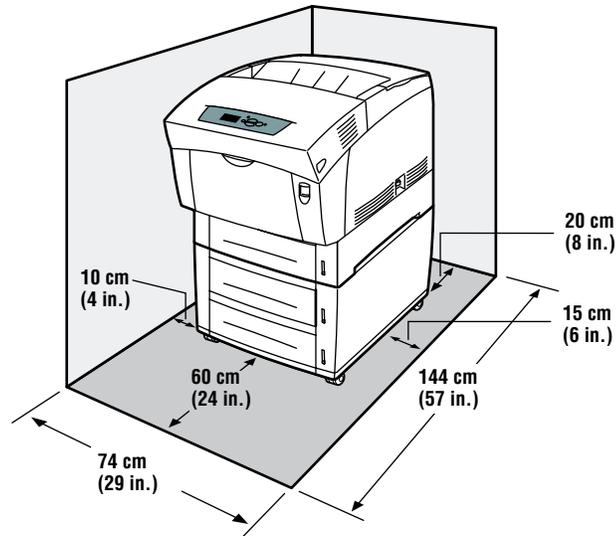
## Unpacking the printer

1. If you plan to use a High-Capacity Feeder, set it up first. Refer to the *High-Capacity Feeder* section of this *Setup Guide* or the instruction sheet that comes with the High-Capacity Feeder.

If you won't be using a High-Capacity Feeder, plan to locate the printer on a sturdy table or counter. The ideal height for the top of the printer is shown in the following illustration.



2. Decide where to place the printer, considering the minimum clearance requirements shown in the following illustration. Place the printer in an area where there is adequate space for ventilation, operation and servicing. For user safety considerations, refer to the *User Safety Summary* section of the *Support Guide* on the **Interactive Documentation CD-ROM**.



**Caution**

Do not block or cover the slots and openings on the printer; without adequate ventilation, the printer may overheat.

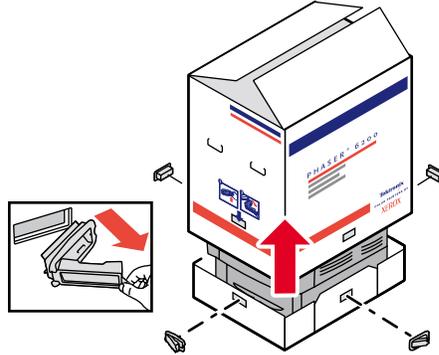
3. Open the top of the box and remove the power cord, tray cover, imaging unit, and box labeled **Read Me First**.



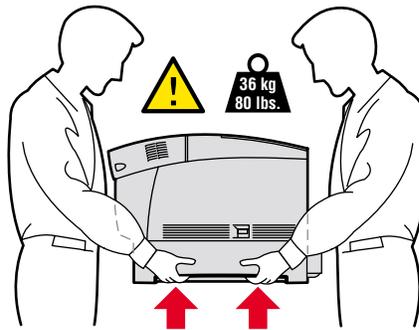
**Caution**

Do not attempt to lift the printer out through the top of the box.

4. Remove the tabs from all four sides of the printer box, then lift the box off the printer.



5. Using two people, lift the printer using the hand holds on the side of the printer, as shown in the following illustration. Place the printer on the High-Capacity Feeder or on a stable surface.



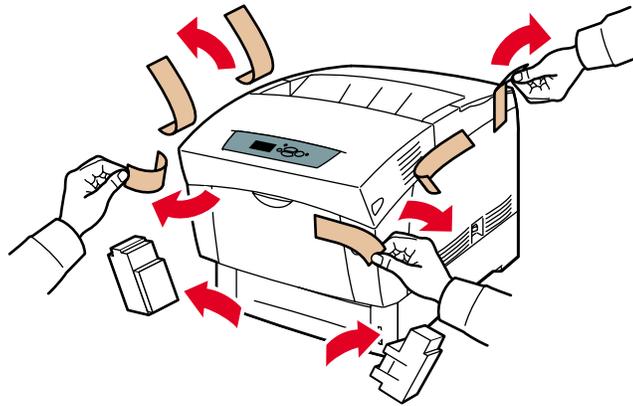
**Note**

The printer ships with the power switch in the ON position. Do not connect the power cord or plug it into an electrical outlet until instructed to do so.

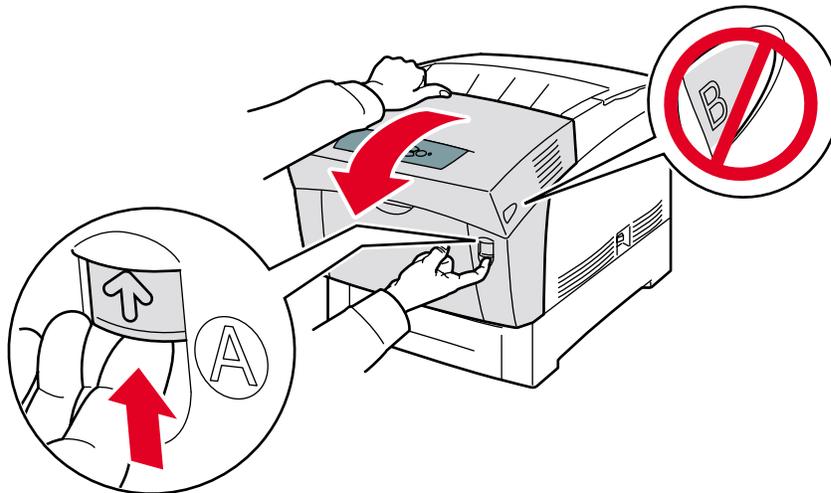


## Removing the packing tape

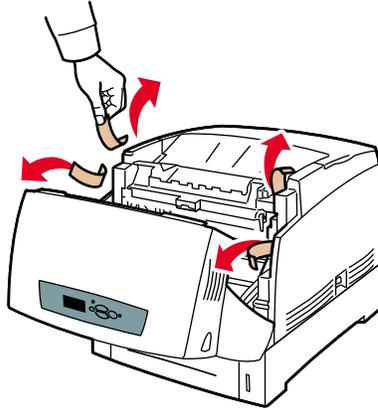
1. Remove the packing tape from the front, left side, and right side of the printer.



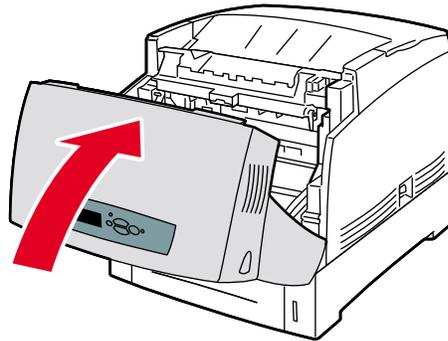
2. Remove the styrofoam blocks from the bottom corners of the printer.
3. Use the latch on the front of the printer to open Front Door A.



4. Remove the packing tape from the inside of the printer.



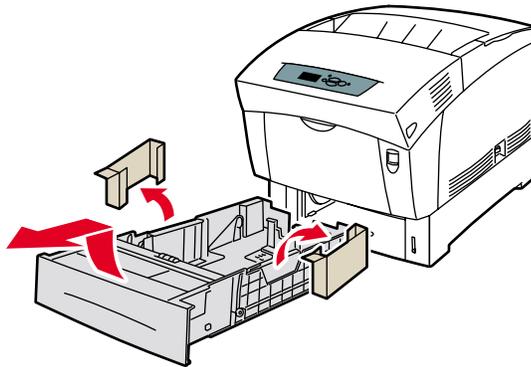
5. Close the front door.



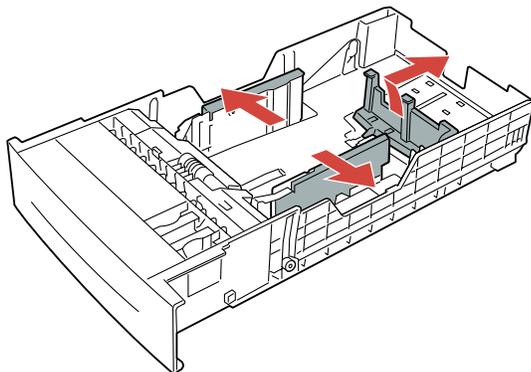
## Loading paper in the tray

For a list of the acceptable papers, transparencies, envelopes, and labels that can be used in each tray, refer to the *Supported Papers* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

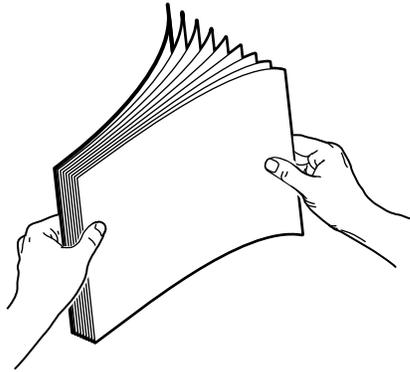
1. Pull the tray completely out of the printer, then remove the cardboard spacers from the sides of the tray.



2. Adjust the guides:
  - Push the width guides outward.
  - Tilt the back guide forward, slide the guide, and insert the pins on the bottom of the guide into the holes in the tray corresponding to the paper size you are loading.



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



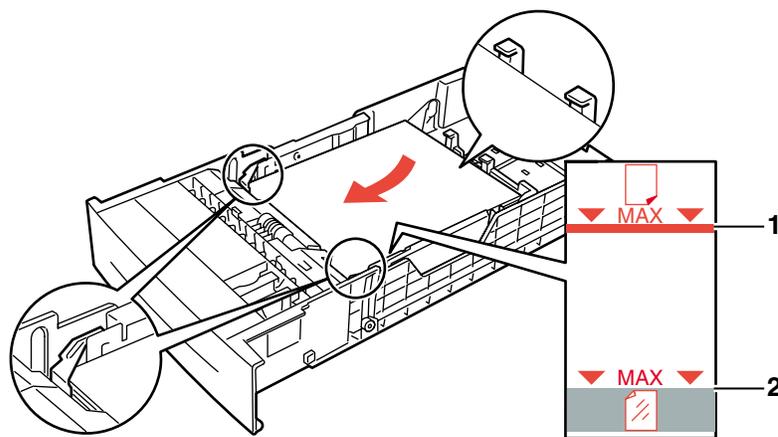
**Caution**

DO NOT load card stock, glossy coated paper, photo paper, envelopes, labels, business cards, greeting cards, CD/DVD labels, and CD/DVD inserts in Trays 1-3; use the Multi-Purpose Tray instead. Refer to the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM** for more information about using the Multi-Purpose Tray.

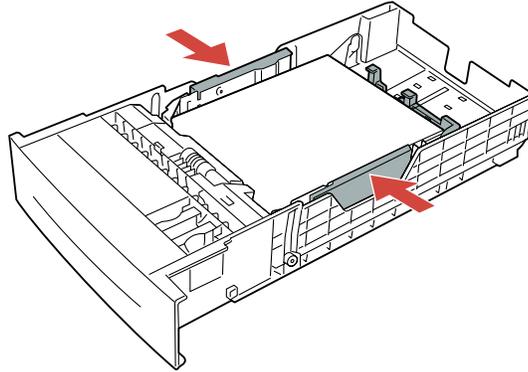
4. Insert the stack of paper into the tray. Place the paper under the front corner tabs and under the tabs on the back guide.
  - For one-sided prints, place the side to be printed *faceup* with the top of the page at the *front* of the tray.
  - For two-sided prints, place the side to be printed with the odd-numbered pages *facedown* with the top of the page at the *back* of the tray. If using paper with pre-punched holes, place the holes toward the right side of the tray.

**Note**

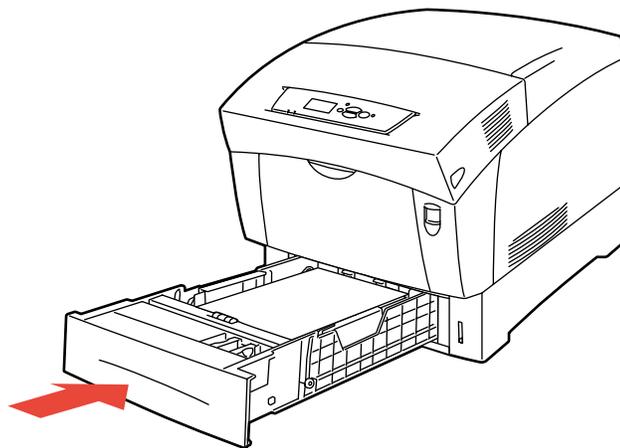
Observe the fill lines on the side of the tray. Do not load paper above the paper fill line (1), because it may cause a jam. Do not load transparencies above the transparency fill line (2).



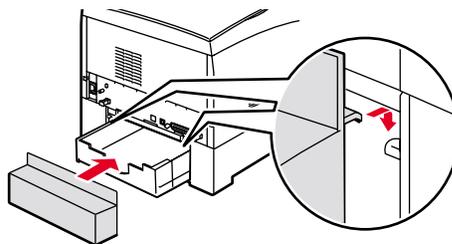
5. If necessary, push the width guides inward to match the size of the paper.



6. Insert the tray and push it completely into the printer.

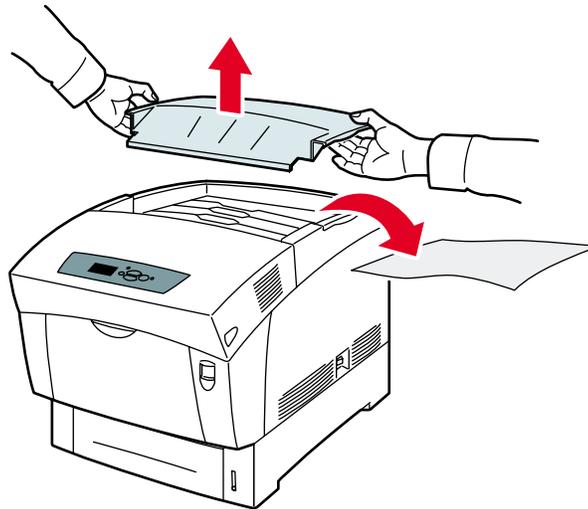


7. Install the tray cover on the back of the printer. Be sure to slip the hooks on the tray cover over the tabs in the back of the printer.

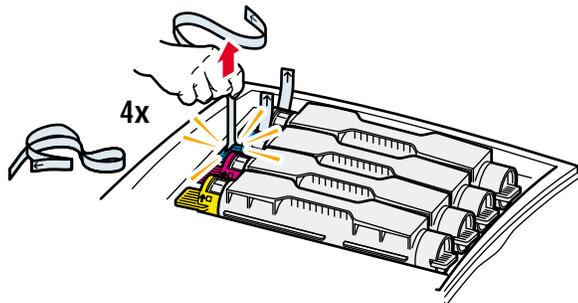


## Preparing the toner cartridges

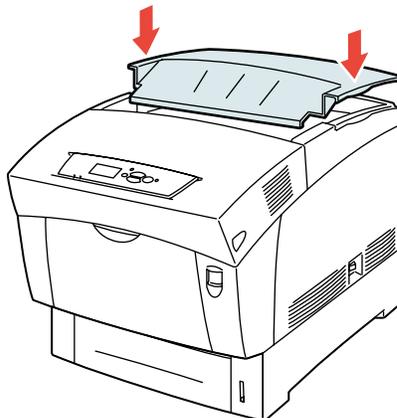
1. Remove the top cover and the packing sheet.



2. Pull upward to remove the ribbons from the left side of the four toner cartridges.

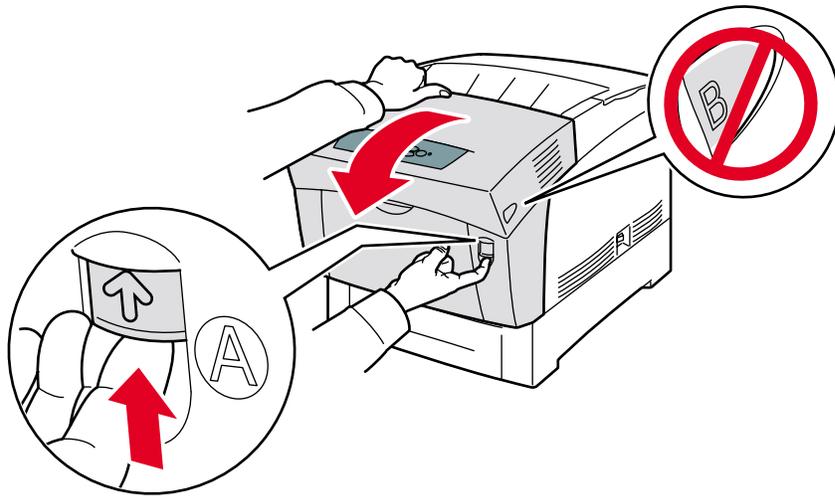


3. Reinstall the top cover.

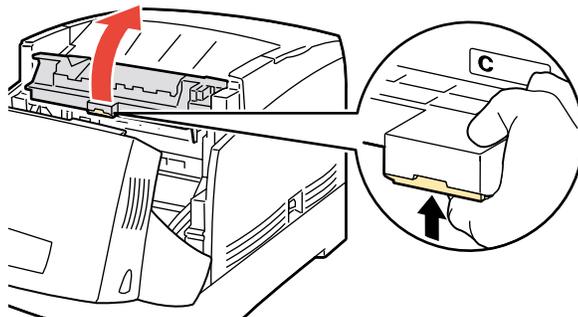


## Installing the imaging unit

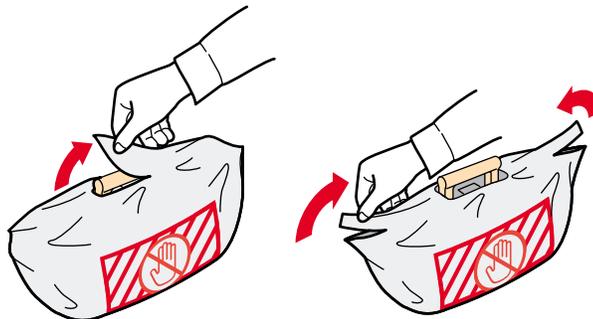
1. Use the latch on the front of the printer to open Front Door A.



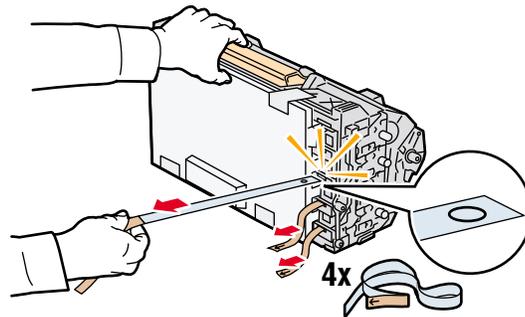
2. Press up on the tab and lift Top Door C.



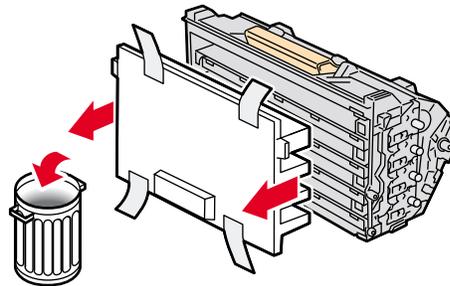
3. Open the top of the bag containing the imaging unit, then remove the imaging unit from the bag.



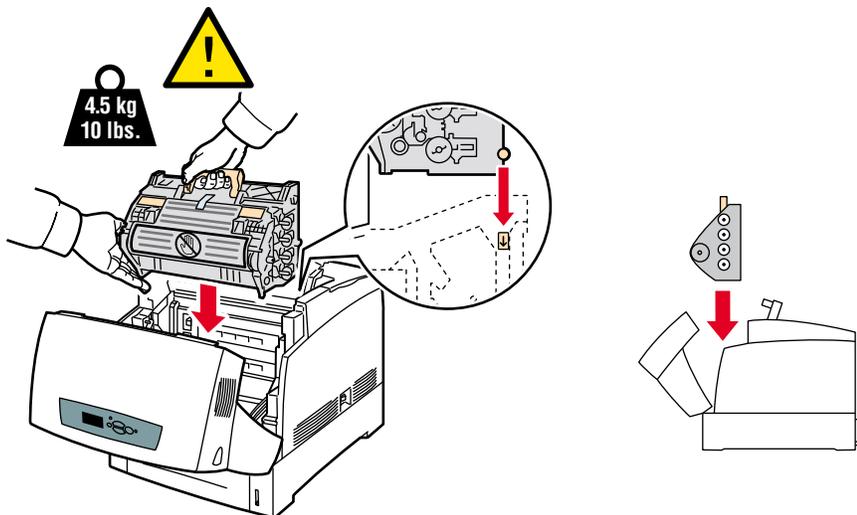
4. Pull the four ribbons completely out of the imaging unit. There is a circle printed on the end of each ribbon.



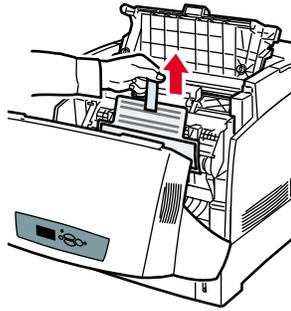
5. Remove the shipping block from the imaging unit. Discard the shipping block.



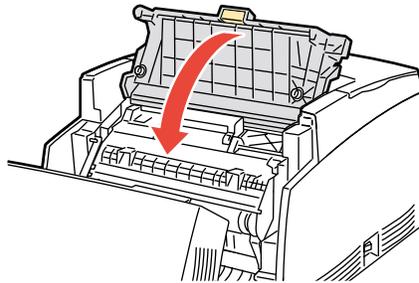
6. Use one hand to hold the imaging unit by the handle. Use your other hand to support and guide the imaging unit into the printer. Make sure that the rods on both sides of the imaging unit align with the slots indicated by the arrows on the printer.



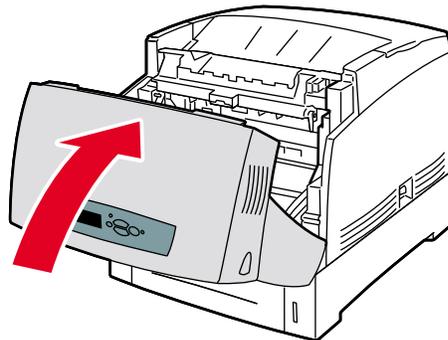
7. Pull up and remove the protective sheet from the front of the imaging unit.



8. Slowly and firmly close Top Door C until it latches.



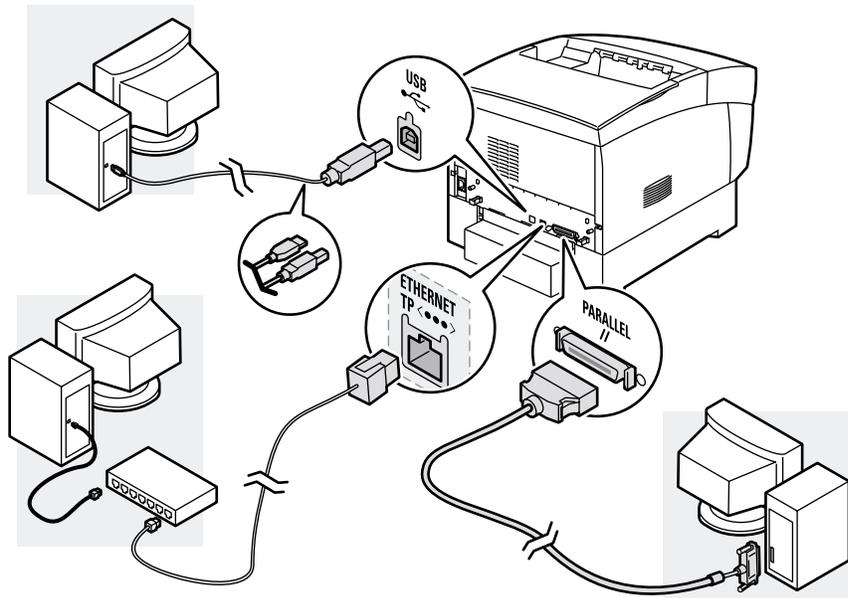
9. Close the front door.



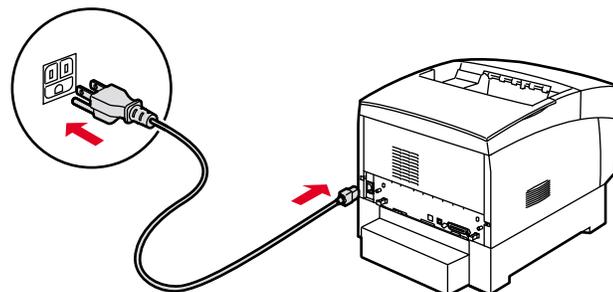
## Connecting the printer

The printer can be connected to your computer in one of three ways:

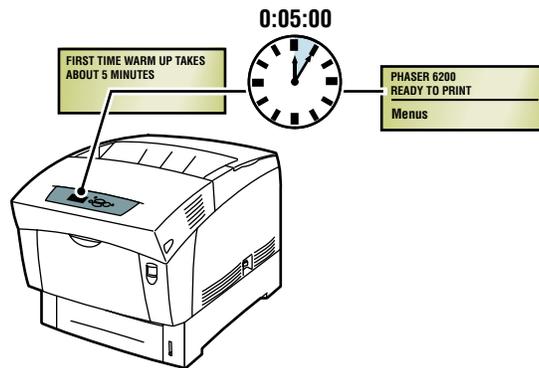
- Parallel
  - USB
  - Ethernet (not available on the Phaser 6200B model)
1. Connect the printer to your computer using the appropriate cable (not supplied with the printer). Connect the cable to the proper slot on the back of the printer.



2. Connect the power cord (supplied with the printer) to the back of the printer, then plug the power cord into an AC outlet.



Once the printer has been plugged in and has warmed up, it prints the startup pages. Review these pages for important information about your printer.

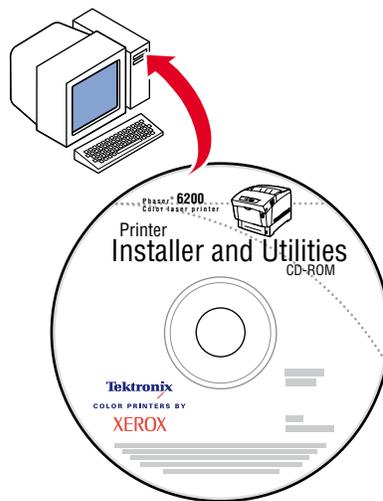


**Note**

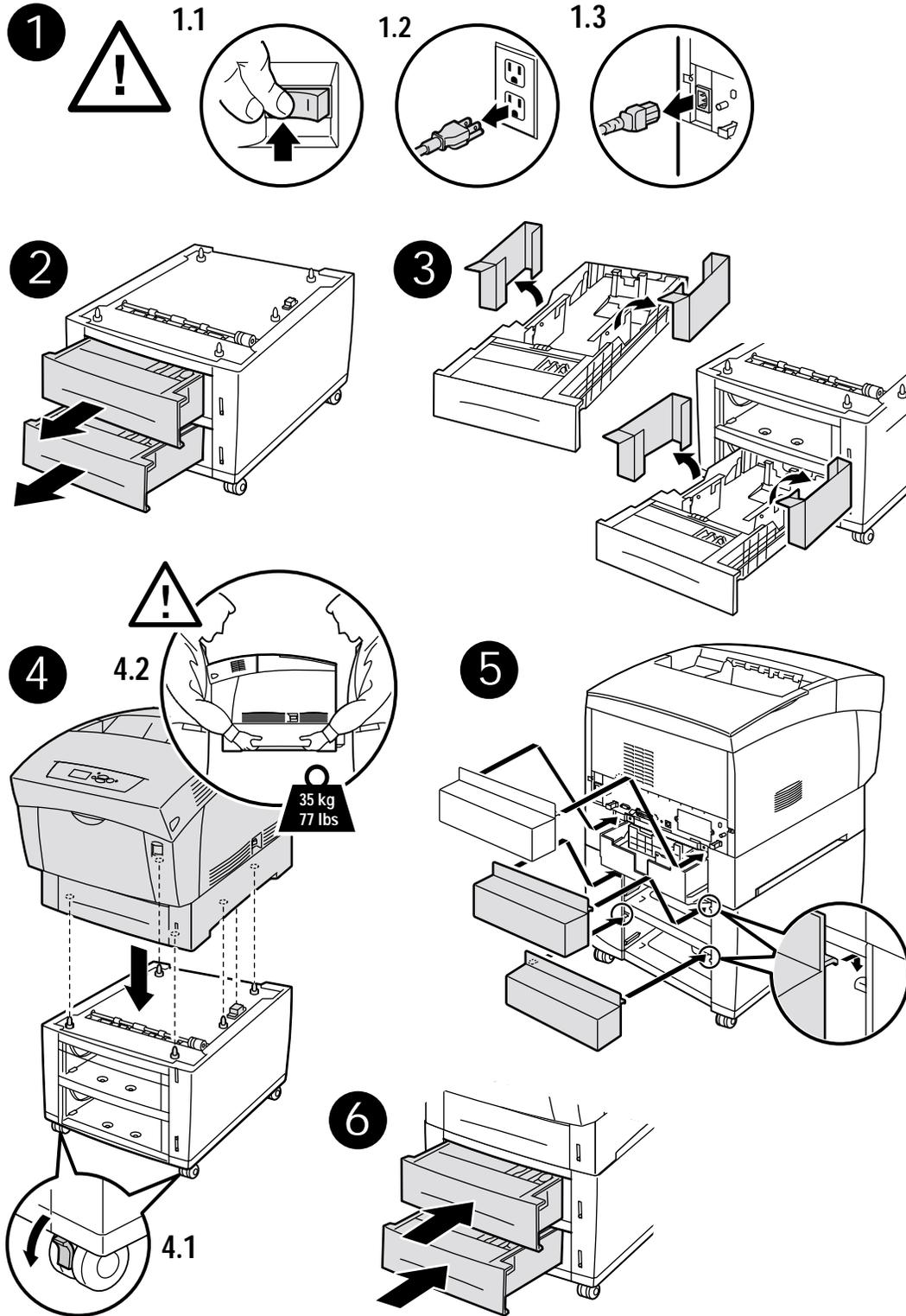
When you turn the printer on for the first time, it takes approximately 5 minutes to warm up.

## Installing the printer driver

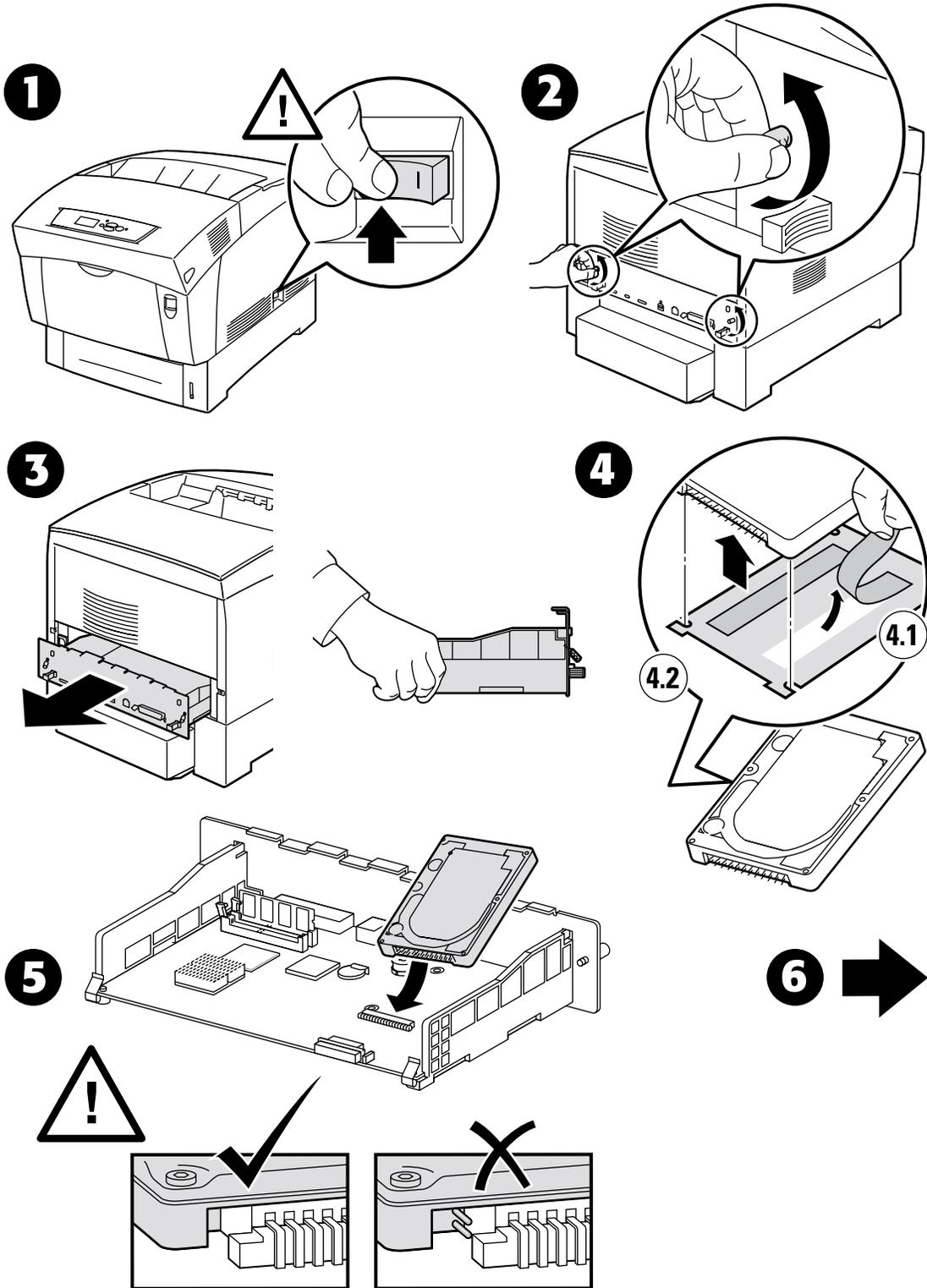
1. Install the printer driver on your computer by inserting the **Printer Installer and Utilities CD-ROM** in your computer's CD-ROM drive.
2. Follow the installation instructions.

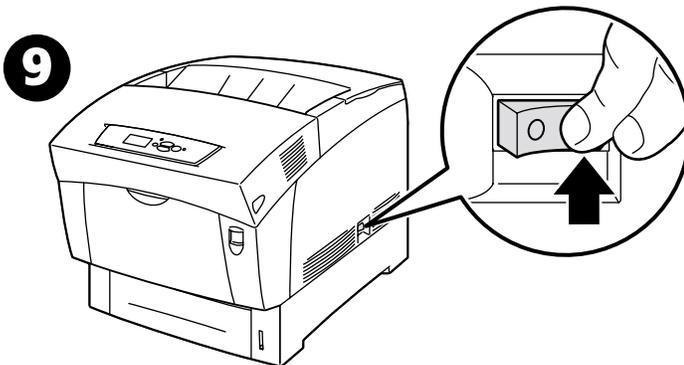
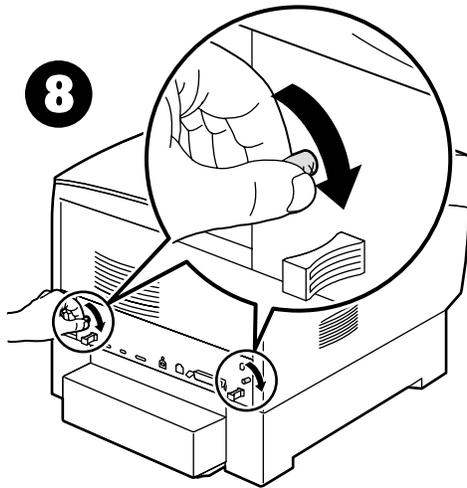
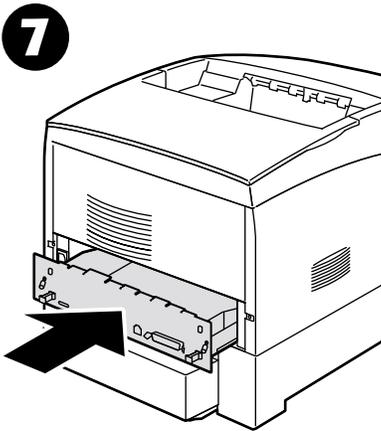
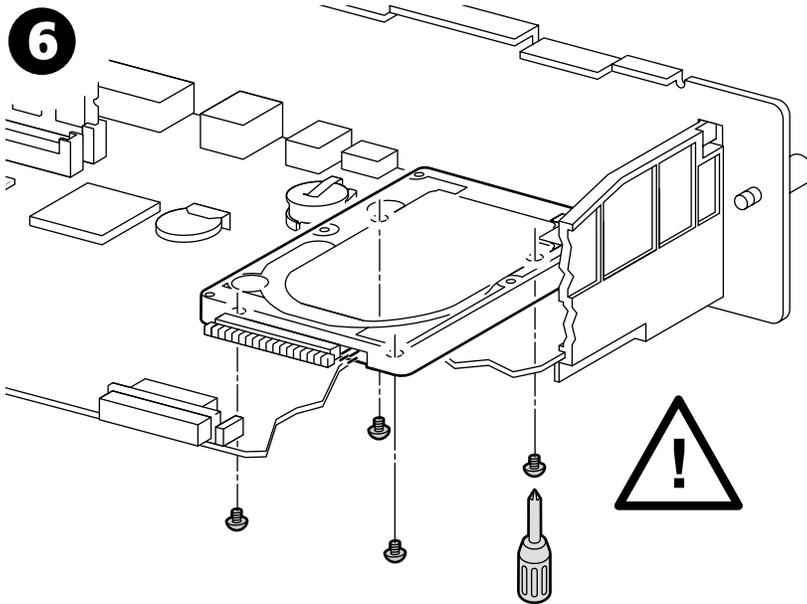


# High-Capacity Feeder

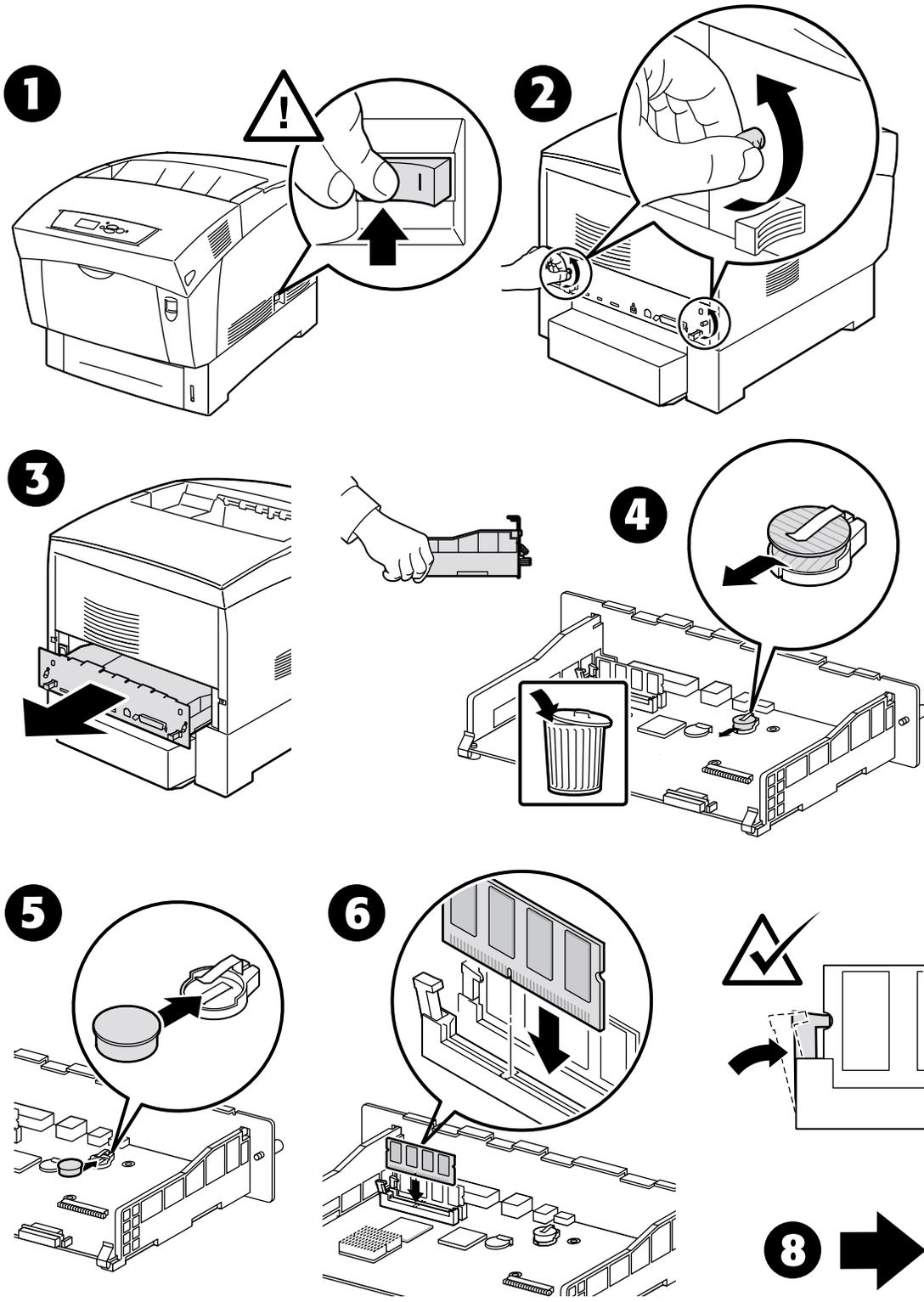


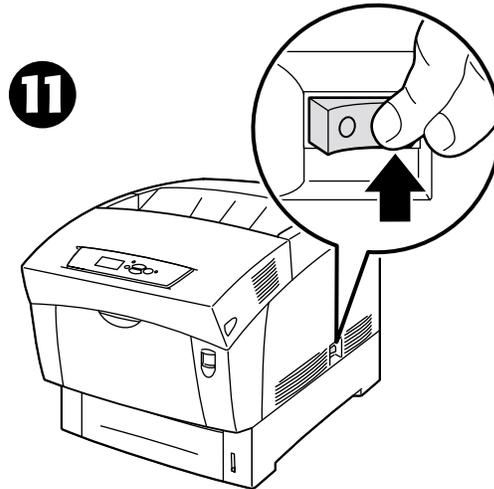
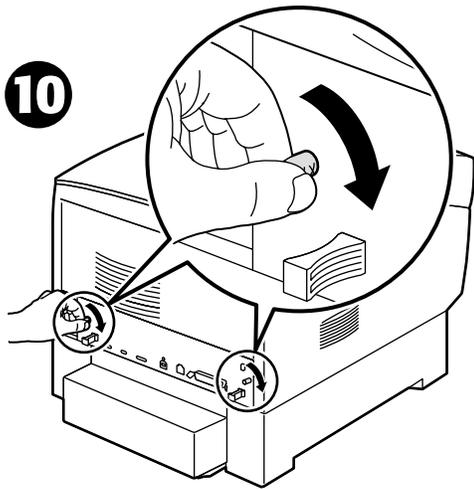
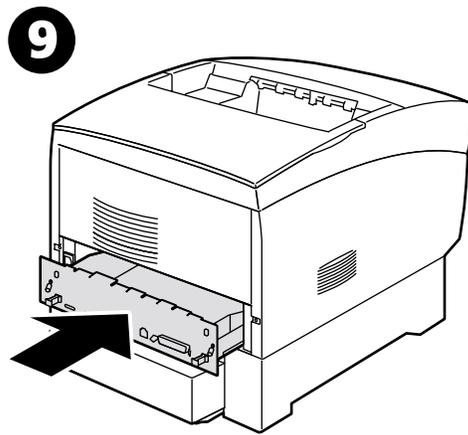
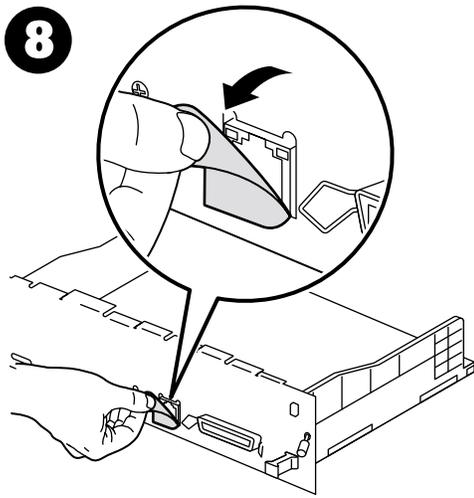
# Hard Drive



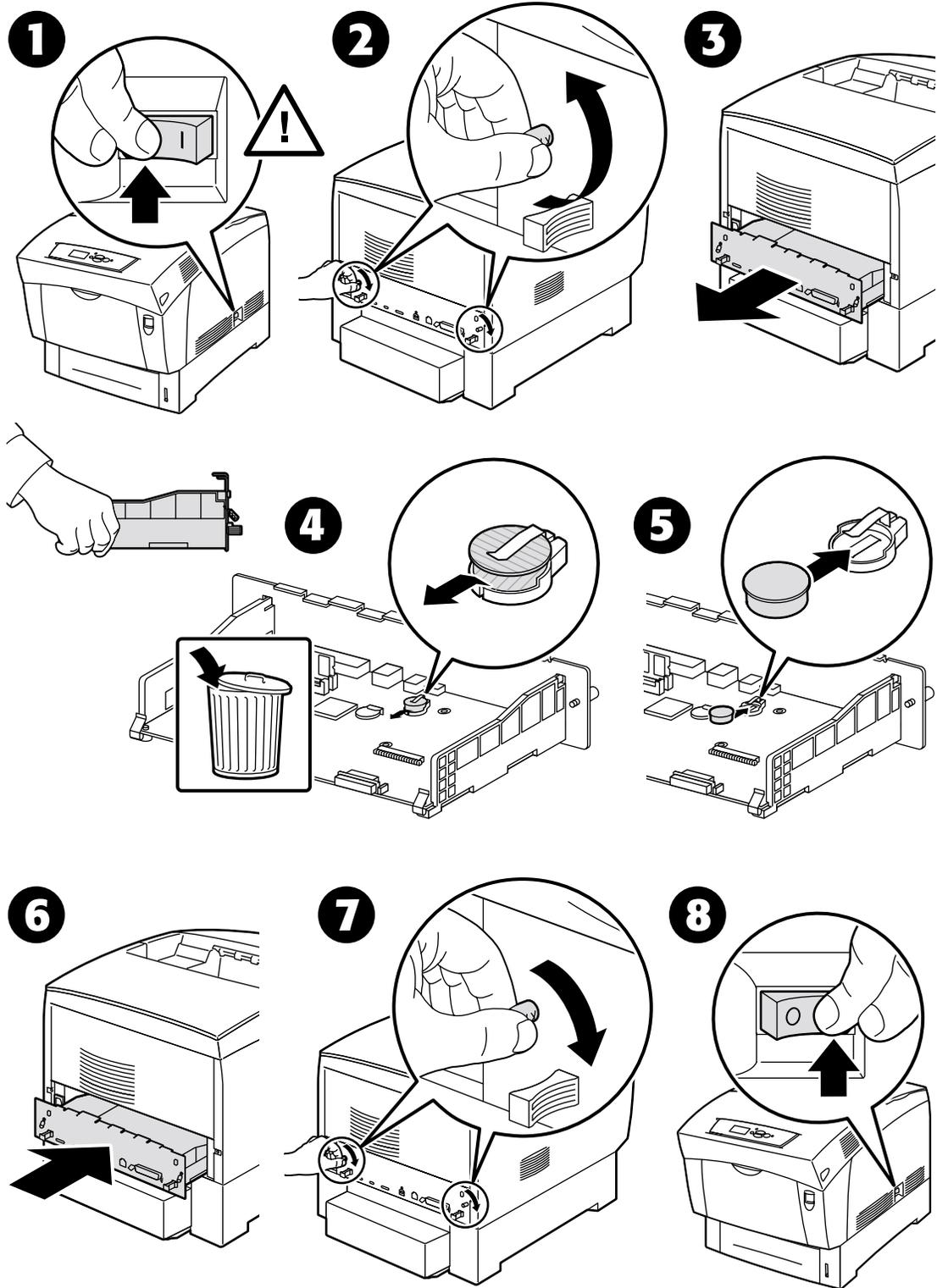


# Phaser 6200B to Phaser 6200N Upgrade Kit

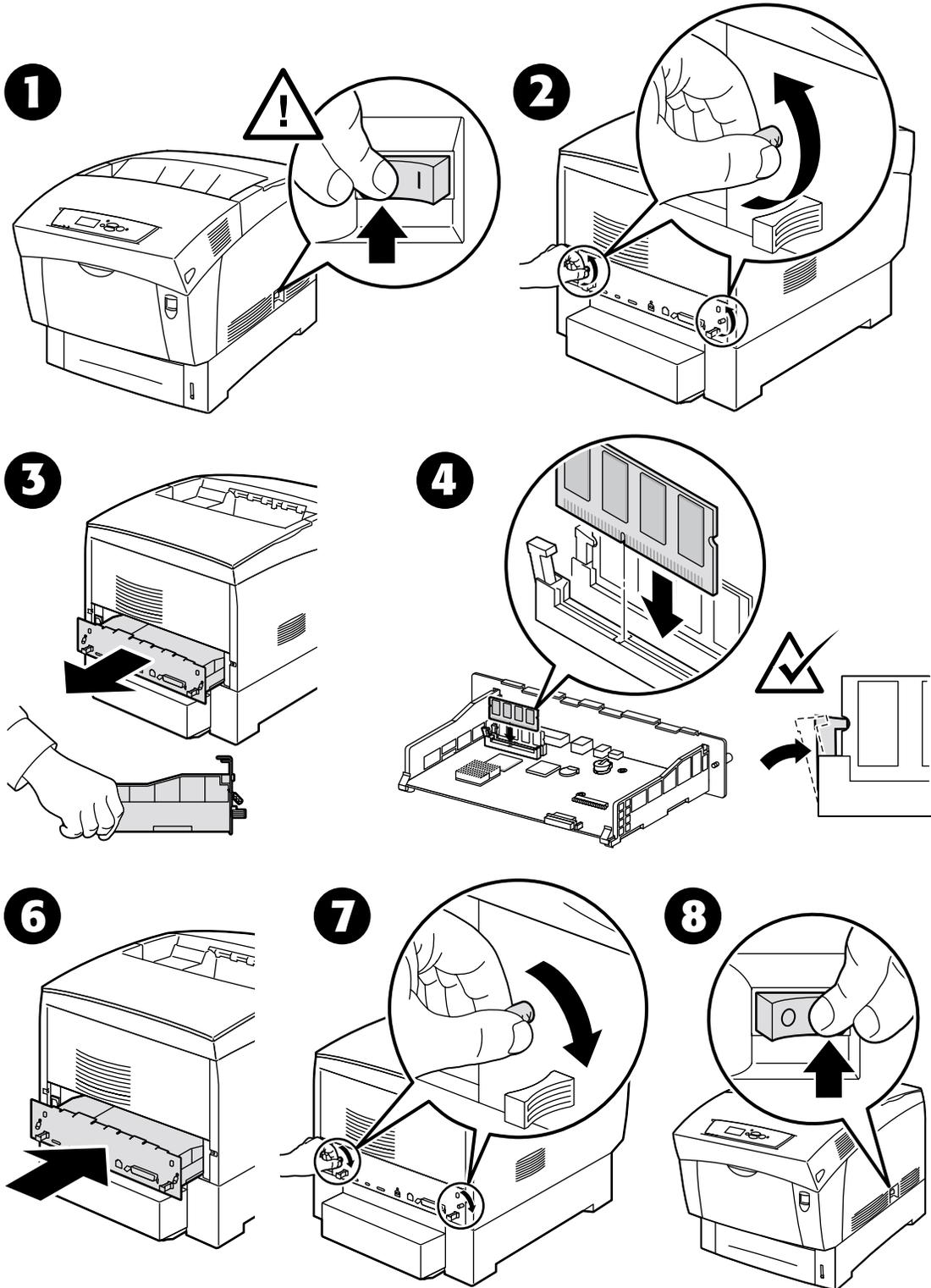




# Phaser 6200N to Phaser 6200DP Upgrade Kit



# Memory

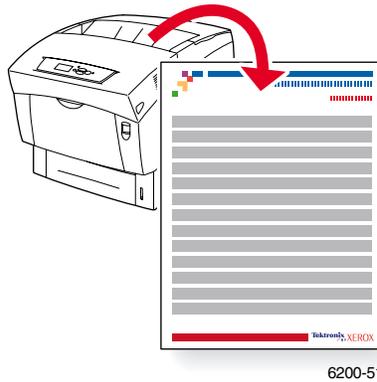


# Connection Setup

You can connect the printer to your computer in one of the following ways.

- Parallel
- USB
- Network

For information about connecting to a network, view the the **Connection Setup** printable page, which is stored in your printer along with other helpful printable pages. The following pages show the **Connection Setup** printable page.



All the printable pages have this format, with color bars at the top and at the bottom of the page. Print these pages at the printer's front panel.

For detailed information about connecting to a network, refer to the *Networking Guide* on the **Interactive Documentation CD-ROM**.

## Accessing printable pages

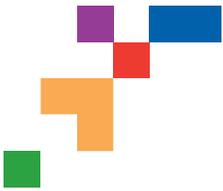
Access these pages from the **Printable Pages Menu**:

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 the desired printable page (such as **Connection Setup**) using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

## 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.



# PHASER® 6200 COLOR PRINTER

## Connection Setup

### USB Connection

The USB connection requires a standard A/B USB cable. The "A" end of the cable connects to the computer's USB port; the "B" end connects to the printer's USB port.

#### Windows 98 or later

Connect the USB cable to the PC and follow the Add New Hardware Wizard to create the USB port. Follow the Add Printer Wizard to install the printer driver from your printer's software CD-ROM. For more details, refer to the infoSMART Knowledge Base at [www.xerox.com/officeprinting/infoSMART](http://www.xerox.com/officeprinting/infoSMART), Document # 18215.

#### Macintosh (requires OS 9.0.4 or later)

A USB-connected printer will not show in the Chooser. Install the printer driver from your printer's software CD-ROM. Use the Desktop Printer Utility (version 1.2 or later) to create a desktop USB printer. The utility is located in the PhaserTools folder created during the software install. For more details, refer to the infoSMART Knowledge Base at [www.xerox.com/officeprinting/infoSMART](http://www.xerox.com/officeprinting/infoSMART), Document # 33225.

### Parallel Connection

The printer's parallel connection uses a parallel cable to connect your computer's parallel port to the printer's parallel port. Install the printer driver from your printer's software CD-ROM. Select the appropriate LPT parallel port.

### Ethernet Connection (recommended)

#### Network

Use an Ethernet connection with two twisted-pair (Category 5/RJ-45) cables and an Ethernet hub. Connect the computer to the hub with one cable and connect the printer to the hub with the second cable. Use any port on the hub except the uplink port. TCP/IP and EtherTalk are the most common protocols used with Ethernet cables. To print using TCP/IP, each computer and the printer requires a unique IP address. See Setting IP Addresses.

#### Standalone Use

Use a crossover cable to connect the printer directly to the computer via the Ethernet port.

#### Setting an IP address

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

If you are creating your own small Local Area Network, or connecting the printer directly to your computer over Ethernet, use this basic procedure. The printer and computer(s) should have unique IP addresses. It is important that the addresses are similar, but not the same. 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, and so on.

For more details, refer to the infoSMART Knowledge Base at [www.xerox.com/officeprinting/infoSMART](http://www.xerox.com/officeprinting/infoSMART), Document # 18545.

**Note:** If you use the installer from your printer's software CD-ROM, the IP Address is set automatically.

**To manually set the printer's IP address:**

1. At the printer's front panel, select **Menus** and press **OK**.
2. Scroll to the **Connection Setup Menu** and press **OK**.
3. Scroll to **TCP/IP Address Menu** and press **OK**.
4. Scroll to **DCHP/BootP** and press **OK** until it displays **OFF**.
5. Scroll to **TCP/IP Address** and press **OK**.
6. Enter an IP address like the example above.
7. Scroll to **TCP/IP Network Mask** and press **OK**.
8. Enter a network (subnet) address. (If you use the IP address in the above example, set a Subnet Mask of 255.255.255.0)
9. Scroll to **TCP/IP Gateway** and press **OK**.
10. Enter a Gateway (router) address. (If you use the IP address in the above example, set a Gateway address of 192.168.1.1)
11. Scroll to **Exit** and press **OK**.

**To set a static IP address on your computer:**

Windows 95/98/Me

1. From the Start menu, right-click **Network Neighborhood** and select **Properties**.
2. On the **Configuration** tab, select the TCP/IP protocol for your network card, then select **Properties**.
3. On the **IP Address** tab, select **Specify an IP address**. Enter an IP address and Subnet Mask, and click **OK**. (If you use the IP address noted above, set a Subnet Mask of 255.255.255.0).
4. Click **OK** and restart Windows.

Windows 2000/XP

1. From the Start menu, right-click **My Network Places** and select **Properties**.
2. Right-click **Local Area Connection** and select **Properties**.
3. If you do not have TCP/IP available, you should first click **Add** and select **Protocol**. Click **Add** and select **Internet Protocol TCP/IP**.
4. On the **General** tab, select the TCP/IP protocol for your network card. Click **Properties**.
5. On the **General** tab, select **Use the following IP address**. Enter an IP address and Subnet Mask, and then click **OK**. (If you use the IP address in the above example, set a Subnet Mask of 255.255.255.0).
6. Click **OK** and restart Windows, if prompted.

Windows NT 4.x

1. From the start menu, right-click **Network Neighborhood** and select **Properties**.
2. On the **Protocols** tab, select **TCP/IP Protocol** and click **Properties**.
3. On the **IP Address** tab, select **Specify an IP Address**. Enter an IP Address and Subnet Mask in the field and click **OK**. (If you use the IP address noted above, set a Subnet Mask to 255.255.255.0.)
4. Click **OK** and restart Windows.

# Installing the Printer Driver

To download the latest printer drivers, access the Xerox web site at: [www.xerox.com/officeprinting/support](http://www.xerox.com/officeprinting/support).

## Windows 95/98/Me, Windows 2000/XP, and Windows NT 4.x

Install the printer driver from your printer's software CD-ROM. The software CD-ROM installer automatically installs and identifies the printer during the installation process.

For more details, refer to the infoSMART Knowledge Base at [www.xerox.com/officeprinting/infoSMART](http://www.xerox.com/officeprinting/infoSMART), Document # 9178 for Windows 95/98/Me, Document # 36894 for Windows 2000, and Document # 11338 for Windows NT.

## Macintosh

### EtherTalk

If you use EtherTalk, Macintosh computers do not require IP addresses.

1. Open the **AppleTalk** Control Panel.
2. Verify that the **Ethernet** port is the selected network port.
3. To install the printer driver, double-click the installer on your printer's software CD-ROM.
4. Open the **Chooser**, select the **LaserWriter** driver.
5. From the right column of the **Chooser**, select the printer. Click **Create** to create the desktop printer.

For more details, refer to the infoSMART Knowledge Base at [www.xerox.com/officeprinting/infoSMART](http://www.xerox.com/officeprinting/infoSMART), Document # 2562.

### Macintosh OS X

Macintosh OS X supports TCP/IP as the default protocol, as well as AppleTalk. For a TCP/IP installation, follow the instructions provided to set an IP address in the printer.

1. Open the **Print Center Utility**.
2. Select the **Add Printer...** button.
3. Choose the connection type you desire.

For LPR, enter the IP address of the printer that you set previously. The **Queue Name** field can remain blank if the **Use default queue on server** box is checked (by default). Other options are **PS**, or **AUTO**. Select the appropriate PPD for the printer model under the **Printer Model** pull-down menu.

For AppleTalk, select the appropriate printer from the list that is displayed. The printer should autoconfigure at this point.

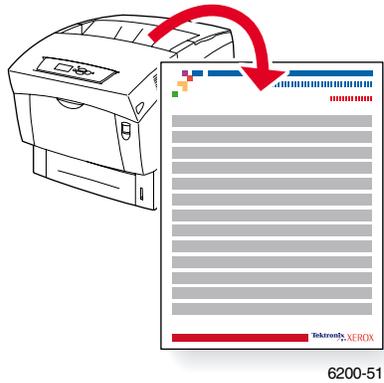
**Note:** You may need to enable AppleTalk via the Network Control Panel. Follow the onscreen instructions provided.

## Other Resources

For more information on network setup and troubleshooting, refer to the **Networking** section of the Interactive Documentation CD-ROM.

# Moving

A large amount of information is stored in your printer as printable pages. The following page shows the **Moving Guide** printable page, which describes how to safely move your printer.



All the printable pages have this format, with color bars at the top and at the bottom of the page. Print these pages at the printer's front panel.

## Accessing printable pages

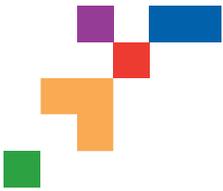
Access these pages from the **Printable Pages Menu**:

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 the desired printable page (such as **Moving Guide**) using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

## 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.



# PHASER® 6200 COLOR PRINTER

## Moving Guide

Follow these guidelines to move the printer within the office or to prepare the printer for shipment.

### Precautions regarding moving the printer



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

- Always use at least two people to lift the printer.
- Always turn off the printer using the power switch.
- Failure to repackage the printer properly for shipment can result in damage to the printer not covered by the printer's warranty.
- Damage to the printer caused by improper moving is not covered by the printer's warranty.

### Moving the printer within the office

The printer can be safely moved from one location within an office to another as long as it travels in an upright position, gently over smooth surfaces. Any jarring movement, such as pushing the printer over a raised door threshold or across a parking lot, can damage the printer.

### Preparing the printer for shipment

To transport the printer by vehicle, the printer must be prepared according to a specific procedure. The printer must be repackaged in an appropriate shipping carton. The Imaging Unit\* and Transfer Roller need to be removed and stored in an upright position. All Toner Cartridges must be locked in a normal operating position.

If you do not have all of the original packaging, order the repackaging kit from [www.xerox.com/officeprinting/6200supplies](http://www.xerox.com/officeprinting/6200supplies) or contact your local Xerox service representative. Additional instructions for repackaging the printer are provided in the repackaging kit and on the documentation CD-ROM. If you are unable to repackage the printer, contact your local Xerox service representative regarding our repacking services.

\*Note: Do not leave the Imaging Unit exposed to light for more than 10 minutes as damage could result. Use the dark bag that came with the Imaging Unit or dark paper as a cover.