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# Xerox® B1022 Multifunction Printer User Guide

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# 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 and safe operation of your Xerox printer.

This chapter contains:

• Notices and Safety.....	10
• Electrical Safety .....	11
• Operational Safety.....	13
• Maintenance Safety.....	15
• Printer Symbols .....	16
• Environmental, Health, and Safety Contact Information.....	21

## Notices and Safety

Read the following instructions carefully before operating your printer. Refer to these instructions to ensure the continued safe operation of your printer.

Your Xerox® printer and supplies are designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

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



**Note:** Unauthorized alterations, which can include the addition of new functions or the connection of external devices, can affect the product certification. For more information, contact your Xerox representative.

# Electrical Safety

## General Guidelines

**WARNING:**

- Do not push objects into slots or openings on the printer. Touching a voltage point or shorting out a part could result in fire or electric shock.
- Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are instructed to do so. Turn off the printer when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

**WARNING:** 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.
- The printer emits smoke, or the surface is unusually hot.
- The printer emits unusual noise or odors.
- The printer causes a circuit breaker, fuse, or other safety device to activate.

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.

## Power Cord

- Use the power cord supplied with your printer.
- Do not use an extension cord or remove or modify the power cord plug.
- Plug the power cord directly into a properly grounded electrical outlet. Ensure that each end of the cord is connected securely. 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.



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

- Verify that the printer is plugged into an outlet that is providing the correct voltage and power. Review the electrical specification of the printer with an electrician if necessary.
- Do not place the printer in an area where people can step on the power cord.
- Do not place objects on the power cord.
- If the power cord becomes frayed or worn, replace it.

## Safety

- Do not plug or unplug the power cord while the power switch is in the On position.
- To avoid electrical shock and damage to the cord, grasp the plug when unplugging the power cord.
- Ensure that the electrical outlet is near the printer and is easily accessible.

The power cord is attached to the printer as a plug-in device on 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.

## Emergency Power Off

If any of the following conditions occur, power the printer off immediately. Disconnect the power cord from the electrical outlet. Contact an authorized Xerox service representative to correct the problem if any of the following occurs:

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

## Laser Safety

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 enclosed completely during all modes of customer operation and maintenance.



**Laser Warning:** Use of controls, adjustments, or performance of procedures other than those specified in this manual can result in hazardous radiation exposure.

# 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.

## Operational Guidelines

- Do not remove any paper trays while the printer is printing.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, and so on, away from the exit and feed rollers.
- Covers, which require tools for removal, protect the hazard areas within the printer. Do not remove the protective covers.



**Hot Warning:** The metallic surfaces in the fuser area are hot. Always use caution when removing paper jams from this area and avoid touching any metallic surfaces.

## Ozone Release


This printer produces ozone during regular operation. The amount of ozone produced depends on copy volume. Ozone is heavier than air and is not produced in amounts large enough to harm anyone. Install the printer in a well-ventilated room.

For more information, contact your local Xerox representative, or go to [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe).

## Printer Location

- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold its weight. To find the weight for your printer configuration, refer to [Physical Specifications](#).
- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- Place the printer in a dust-free area.
- Do not store or operate the printer in an extremely hot, cold, or humid environment.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is exposed directly to the cold air flow from an air conditioning system.
- Do not place the printer in locations that are susceptible to vibrations.
- For optimum performance, use the printer at the elevations specified in [Elevation](#).

## Printer Supplies

- Use supplies that are designed for your printer. The use of unsuitable materials can cause poor performance and a possible safety hazard.
  - Follow all warnings and instructions marked on, or supplied with the product, options, and supplies.
  - Store all consumables in accordance with the instructions provided on the package or container.
  - Keep all consumables away from the reach of children.
  - Never throw toner, print cartridges, drum cartridges, or toner containers into an open flame.
  - When handling cartridges, such as toner cartridges, avoid skin or eye contact with toner. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge, which can increase the risk of skin or eye contact.
-  **Caution:** Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreement, 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 could vary outside these areas. For details, contact your Xerox representative.









## Maintenance Safety

- Do not attempt to perform any maintenance procedure that is not described specifically in the documentation supplied with your printer.
- Clean the printer with a dry, lint-free cloth only.
- Do not burn any consumables or routine maintenance items.
- For information on Xerox supplies recycling programs, go to [www.xerox.com/gwa](http://www.xerox.com/gwa).













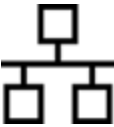





**WARNING:** Do not use aerosol cleaners. When used on electromechanical equipment, aerosol cleaners can cause explosions or fires.











## Printer Symbols









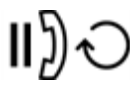

Symbol	Description
	<b>Warning:</b> Indicates a hazard that can cause serious injury or death if not avoided.
	<b>Hot Warning:</b> Hot surface on or in the printer. Use caution to avoid personal injury.
	<b>Caution:</b> Indicates a mandatory action to take to avoid damage to the property.
	Do not touch the part or area of the printer.
	Do not expose the drum cartridges to direct sunlight.
	Do not burn the toner cartridges.
	Do not burn the drum cartridges.
	Do not touch the part or area of the printer.



Symbol	Description
	Do not use paper attached with staples or any other form of binding clip.
	Do not use folded, creased, curled, or wrinkled paper.
	Do not load or use inkjet paper.
	Do not use transparencies or overhead projector sheets.
	Do not reload paper previously printed on or used.
	Do not copy money, revenue stamps, or postage stamps.
	Add paper or media.
	Paper jam
	Lock

Symbol	Description
	Unlock
	Document
	Paper
	WLAN Wireless Local Area Network
	LAN Local Area Network
	USB Universal Serial Bus
	Telephone Line
	Modem Line
	Postcard
	Load envelopes in the tray with the flaps closed and facing up.

Symbol	Description
	Load envelopes in the tray with the flaps open and facing up.
	NFC Near Field Communication
	Weight
	Data Transmission
	Paper Feeding Direction Indicator
	Start Button
	Stop Button
	Pause Printing Button
	Login In/Out Button
	Help Button

Symbol	Description
	Services Home Button
	Services Button
	Job Status Button
	Printer Status Button
	Language Button
	Power/Wake Button
	Clear All Button
	Clear Button
	Dial Pause/Redial Button
	This item can be recycled. For details, refer to <a href="#">Recycling and Disposal</a> .

## Environmental, Health, and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox printer and supplies, contact Europe: [EHS-Europe@xerox.com](mailto:EHS-Europe@xerox.com)

For printer safety information in Europe, go to [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe).



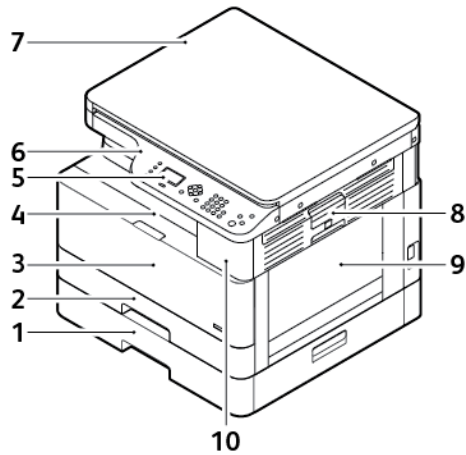
# Getting Started

This chapter contains:

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• Information Pages .....	30
• Administration Features .....	31
• More Information .....	34
• Installation and Setup .....	35

## Parts of the Printer

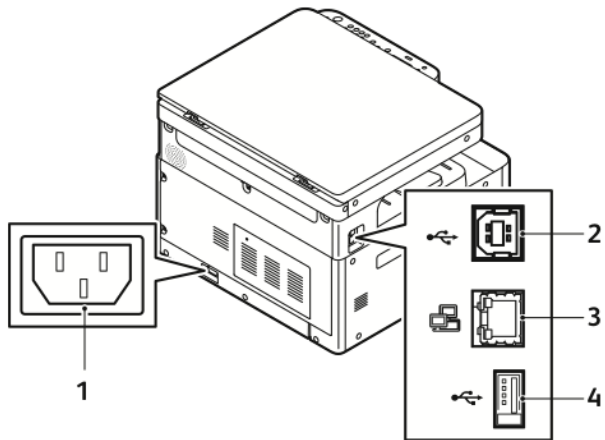
### Front View



- |  |                             |
|--|-----------------------------|
| 1. Optional Tray 2 with 250-Sheet Capacity | 6. Control Panel            |
| 2. Tray 1 with 250-Sheet Capacity          | 7. Document Top Cover       |
| 3. Front Cover                             | 8. Side Cover Release Lever |
| 4. Exit Tray                               | 9. Bypass Tray              |
| 5. Screen Display                          | 10. USB Port                |



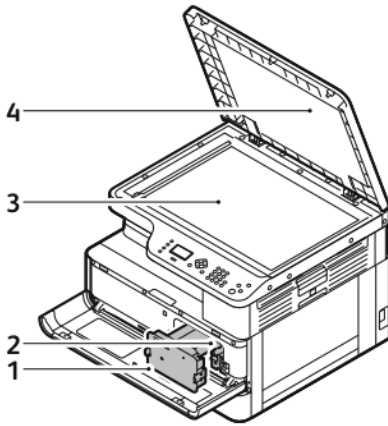
## Rear View



- 1. Power Receptacle
- 2. USB Port, B-Type

- 3. Ethernet Connection
- 4. USB Port, A-Type

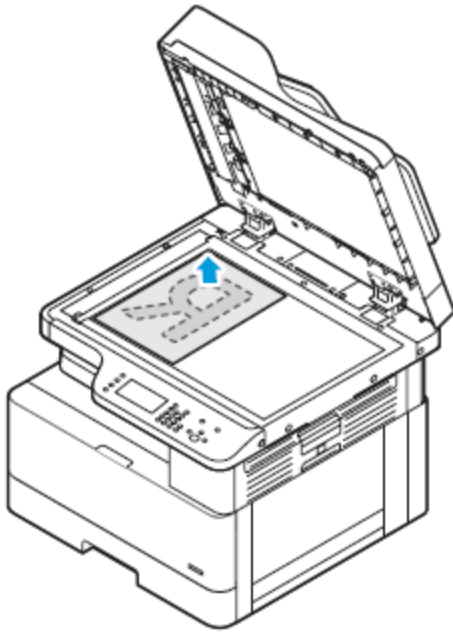
## Internal Components



- 1. Toner Cartridge
- 2. Drum Cartridge

- 3. Document Glass
- 4. Document Glass Cover

## Using the Document Glass



1. Lift the document cover.
2. Place the first page face down in the upper-left corner of the document glass.
3. Align the originals to the matching paper size printed on the edge of the glass.

### Document Glass Guidelines

The document glass accommodates original document sizes up to 297 x 432 mm (11.67 x 17 in.). Use the document glass to copy or scan the following types of original documents:

- Paper with paper clips or staples attached
- Paper with wrinkles, curls, folds, tears, or notches
- Carbonless paper, or items other than paper, such as cloth or metal
- Books

## Using the Optional Document Feeder

An optional document feeder is available with this printer.

### Document Feeder Guidelines

When you load original documents into the document feeder, follow these guidelines.

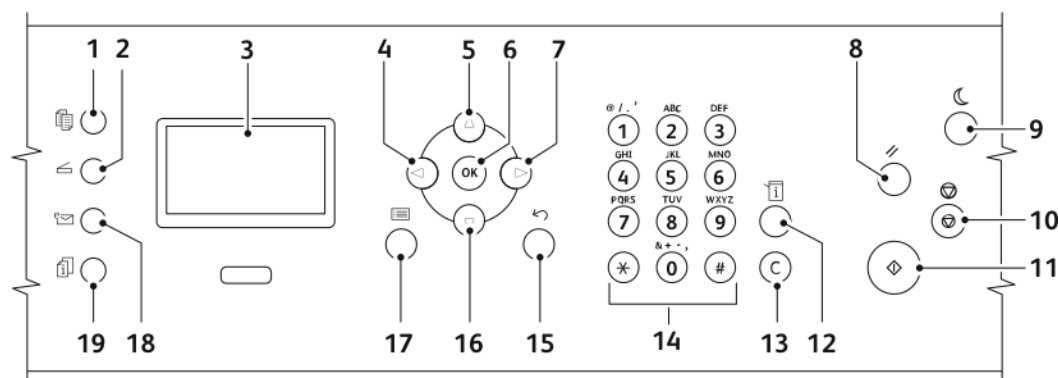
- The document feeder accommodates original documents from 140 x 130 mm (5.5 x 5 in.) to 297 x 432 mm (11.7 x 17 in.).
- Insert original documents face up, with the top of the page entering the feeder first.
- Place loose sheets of paper only in the document feeder.

- Adjust the paper guides so that they fit against the edges of the original documents.
- Insert paper in the document feeder only when ink on the paper is dry.
- Do not load original documents above the MAX fill line.

## Control Panel

The control panel consists of a display screen, an alphanumeric keypad, and buttons to control the functions available on the printer. You can use the control panel for these tasks:

- View the current operating status of the device.
- Access printer features.
- Access reference materials.
- Access the Tools and Setup menus.
- Access the Troubleshooting menus and videos.
- View status messages about paper tray levels and supplies.
- View any errors or warnings that occur on the device.



Item	Name	Description
1	Copy button	This button displays copy-related options.
2	Scan button	This button displays all scan-related options.
3	Screen Display	The screen displays information and provides access to printer functions.
4, 5, 7, 16	Arrow buttons	These buttons provide navigation between the printer functions on the control panel screen.
6	OK button	This button selects a printer function.
8	Clear All button	This button clears previous and changed settings for the current selection. To reset all features to default settings and clear existing scans, press this button twice.
9	Power Saver button	This button allows the printer to enter and exit the low-power mode, and power down the printer.
10	Stop button	This button cancels the current print, copy, or scan job.

Item	Name	Description
11	Start button	This button starts the selected copy, scan, fax, or Print From job, such as Print from USB.
12	Machine Status button	This button allows access to the following functions: <ul style="list-style-type: none"> <li>• Machine Information</li> <li>• Information Pages</li> <li>• Toner Level</li> <li>• Copy Defaults</li> <li>• Scan Defaults</li> <li>• Email Defaults</li> <li>• Print Setup</li> <li>• System Setup</li> <li>• Network Settings</li> </ul>
13	C (clear) button	This button deletes numeric values or the last digit entered using the alphanumeric keys.
14	Alphanumeric keypad	Use the keypad to enter alphanumeric information.
15	Back button	This button moves to the previous screen.
17	Menu button	This button provides access to printer features such as copy, scan, and fax on the control panel screen.
18	Send to Email button	Send a scanned or copied document to the email address entered in the Address Book.
19	Job Status button	This button displays on the control panel all active, secure, or completed jobs.

## Information Pages

Your printer has a set of information pages that you can access from the control panel touch screen. The information pages include Customer Support access, installed options, and more.

### Accessing and Printing the Information Pages

To access the full list of information pages for your printer:

1. At the printer control panel, press the **Machine Status** button.
2. To select Information Pages, press the **Down Arrow** button once.
3. Press the **OK** button.
4. To select an information page, press the Down Arrow button as many times as necessary to access the page that you want to view or print.
  - Configuration Report
  - Demo Page
  - Supplies Usage Page
  - PCL Font
  - PS Font
  - Print All Above Reports



**Note:** For descriptions of each of the Information Pages, refer to [Available Information Pages](#).

5. Press the **OK** button.
6. To return to any of the previous screens, press the **Back** button as many times as necessary.

### Printing the Configuration Report at the Control Panel

The Configuration Report provides information about the printer, including installed options, network settings, port setup, tray information, and more.

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Status screen, to select **Information Pages**, press the **Down Arrow** button once.
3. Select the **Configuration Report** option, then press the **OK** button.
4. To return to the Home page, press the **Back** button.

# Administration Features

For details about system administrator tasks, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

## Xerox® CentreWare® Internet Services

Xerox® CentreWare® Internet Services is the administration and configuration software installed on the embedded Web server in the printer. CentreWare Internet Services software allows you to configure and administer the printer from a Web browser.

Xerox® CentreWare® Internet Services requires:

- A TCP/IP connection between the printer and the network in Windows, Macintosh, UNIX, or Linux environments.
- TCP/IP and HTTP enabled in the printer.
- A network-connected computer with a Web browser that supports JavaScript.

## Accessing Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser.
2. In the address field, type the IP address of the printer.
3. Press **Enter** or **Return**.

## Locating the IP Address of the Printer

You can view the IP address of your printer on the control panel or on the Configuration Report.

To install print drivers for a network-connected printer, you need the IP address of your printer. Use the IP address to access and configure printer settings in the Xerox® CentreWare® Internet Services software.

To view the IP address of the printer on the control panel:

1. At the printer control panel, press the **Machine Status** button.
2. Select the **Machine Information** tab.  
If the system administrator set the Display Network Settings to show the IP address, it appears in the Machine Information list.



**Note:** If the IP address does not appear, print the Configuration Report, or contact your system administrator.

## Automatic Data Collection

The printer collects data automatically and transmits it to a secure off-site location. Xerox, or a designated service provider, uses the data to support and service the printer, or for billing, supplies replenishment, or product improvement. The transmitted data can include product registration, meter readings, supplies levels, printer configuration and settings, software version, and problem or fault-code data. Xerox cannot read, view, or download the content of your documents that reside on or pass through your printer or any of your information-management systems.

To turn off automatic data collection:

1. At your computer, open a Web browser.
2. In the address field, type the IP address of the printer.
3. Press **Enter** or **Return**.
4. On the Xerox® CentreWare® Internet Services Welcome page, in the note about automated services, select the link.
5. The SMart eSolutions Setup page opens in Xerox® CentreWare® Internet Services. To disable SMart eSolutions, select **Not Enrolled**→**Apply**.



**Note:** System administrator credentials are required to disable SMart eSolutions. If you do not have administrator credentials, contact your workplace administrator for the printer.

## Maintenance Assistant

Your printer includes a built-in diagnostic capability that allows you to send diagnostic information to Xerox. Maintenance Assistant is a remote diagnostic tool that offers a fast way to resolve potential issues, receive assistance, and automate the troubleshooting or repair processes.

### Enabling Maintenance Assistant

Before you begin:

If your network uses a proxy server, to ensure that the printer can connect to the Internet, configure the printer Proxy Server settings.

1. At your computer, open a Web browser.
2. In the address field, type the IP address of the printer.
3. Press **Enter** or **Return**.
4. From the Xerox® CentreWare® Internet Services for your Xerox device, click **Status**→**SMart eSolutions**.
5. From Smart eSolutions, click **Maintenance Assistant**.
6. To send status information to Xerox, click **Start an Online Troubleshooting Session** at [www.xerox.com](http://www.xerox.com).
7. After Xerox® CentreWare® Internet Services sends the printer data, your browser redirects to [www.xerox.com](http://www.xerox.com), then starts your online troubleshooting session.



## Viewing Billing and Usage Information

Billing and printer usage information appears on the Billing Meters information screen. The impression counts are used for billing. For details about viewing the information, refer to [Viewing Billing Meter Information](#) in the *Maintenance* chapter.

## More Information

You can obtain more information about your printer from these sources:

Resource	Location
<i>Installation Guide</i>	Packaged with the printer and can be downloaded at <a href="http://www.xerox.com/office/B1022_B1025docs">www.xerox.com/office/B1022_B1025docs</a>
Other documentation for your printer	<a href="http://www.xerox.com/office/B1022_B1025docs">www.xerox.com/office/B1022_B1025docs</a>
Technical support information for your printer, including online technical support, Online Support Assistant, and print driver downloads.	<a href="http://www.xerox.com/office/B1022_B1025support">www.xerox.com/office/B1022_B1025support</a>
Information Pages	<a href="#">Accessing and Printing the Information Pages</a>
Order supplies for your printer	<a href="http://www.xerox.com/office/B1022_B1025supplies">www.xerox.com/office/B1022_B1025supplies</a>
Local Sales and Support Center	<a href="http://www.xerox.com/office/worldcontacts">www.xerox.com/office/worldcontacts</a>
Printer registration	<a href="http://www.xerox.com/office/register">www.xerox.com/office/register</a>
Xerox® Direct online store	<a href="http://www.direct.xerox.com/">www.direct.xerox.com/</a>

# Installation and Setup

For installation and setup information, refer to:

- *Installation Guide* packaged with your printer.
- *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

## Installation and Setup Overview

Before printing, ensure that your computer and the printer are plugged in, powered on, and connected. Configure the initial settings of the printer. On your computer, install the driver software and utilities.

You can connect to your printer from your computer using USB, or connect to a network using an Ethernet cable or wireless connection. Hardware and cabling requirements vary for the different connection methods. Routers, network hubs, network switches, modems, Ethernet cables, and USB cables are not included with your printer and must be purchased separately. Xerox recommends an Ethernet connection because, typically, it is faster than a USB connection, and it provides access to Xerox® CentreWare® Internet Services.



**Note:** If the *Software and Documentation* disc is not available, download the latest drivers at [www.xerox.com/office/B1022\\_B1025drivers](http://www.xerox.com/office/B1022_B1025drivers).

### Related Topics:

[Selecting a Location for the Printer](#)

[Selecting a Connection Method](#)

[Connecting the Printer](#)

[Configuring Network Settings](#)

[Installing the Driver Software](#)

## Selecting a Location for the Printer

- Select a dust-free area with temperatures from 10–30° C (50–86° F), and a relative humidity of 20–80 %.



**Note:** Sudden temperature fluctuations can affect print quality. Rapid heating of a cold room can cause condensation inside the printer, and can interfere with image transfer.

- Place the printer on a level, solid, non-vibrating surface with adequate strength for the weight of the printer. The printer must be horizontal with all four feet in solid contact with the surface. To find the weight for your printer configuration, refer to [Physical Specifications](#).
- Select a location with adequate clearance to access supplies and to provide proper ventilation. To find the clearance requirements for your printer, refer to [Clearance Requirements](#).
- After positioning the printer, you are ready to connect it to the power source and computer or network.

# Connecting the Printer

## Selecting a Connection Method

You can connect the printer to your computer using a USB cable or an Ethernet cable. The method you select depends on how your computer is connected to the network. A USB connection is a direct connection and is the easiest to set up. An Ethernet connection is used for networking. If you are using a network connection, ensure that you understand how your computer is connected to the network. For details, refer to [About TCP/IP and IP Addresses](#).



### Note:

- Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.
- Hardware and cabling requirements vary for the different connection methods. Routers, network hubs, network switches, modems, Ethernet cables, and USB cables are not included with your printer and must be purchased separately.

### Wired Network

If your computer is connected to an office network or home network, use an Ethernet cable to connect the printer to a network port. Ethernet networks can support many computers, printers, and devices simultaneously. In most cases, Ethernet connection is faster than USB and provides direct access to printer settings using Xerox® CentreWare® Internet Services.

### Wireless Network

If your network includes a wireless router or wireless access point, you can connect the printer to the network with a wireless connection. A wireless network connection provides the same access and services as a wired connection provides. A wireless network connection is typically faster than USB and allows direct access to the setting of the printer using Xerox® CentreWare® Internet Services.

### USB

If you connect the printer to one computer and do not have a network, use a USB connection. A USB connection offers fast data speeds, but typically not as fast as an Ethernet connection. In addition, a USB connection does not provide access to Xerox® CentreWare® Internet Services.

## Connecting the Printer to a Wired Network

Use a Category 5 or higher Ethernet cable to connect the printer to the network. An Ethernet network is used for one or more computers and supports many printers and systems simultaneously. An Ethernet connection provides direct access to printer settings using Xerox® CentreWare® Internet Services.

To connect the printer:

1. Ensure that the printer is powered off.
2. Connect one end of a Category 5 or higher Ethernet cable to the Ethernet port on the printer. Connect the other end of the Ethernet cable to a correctly configured network port on a hub or router.  
For details on configuring network settings, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).
3. Connect the power cord to the printer, then plug the cord into an electrical outlet.
4. Power on the printer.
5. Enter the printer IP address, or set the Xerox® CentreWare® Internet Services software to discover the network IP address of the printer automatically.

## Connecting the Printer to a Wireless Network

If you purchased a Wireless Network Adapter, you can connect the device to a wireless network. If the device is connected to a wired network, you can configure wireless settings using Xerox® CentreWare® Internet Services. For details on configuring wireless network settings, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).



**Note:** Before configuring wireless network settings, install the Xerox Wireless Network Adapter Kit. For information, refer to the *Hardware Install and Setup* instructions that are included with the kit.

## Connecting to a Computer Using USB

To connect using USB, one of these operating systems is required:

- Windows 7 or later
- Windows Server 2008 or later
- Macintosh OS X version 10.9 or later


To connect the printer to the computer using a USB cable:

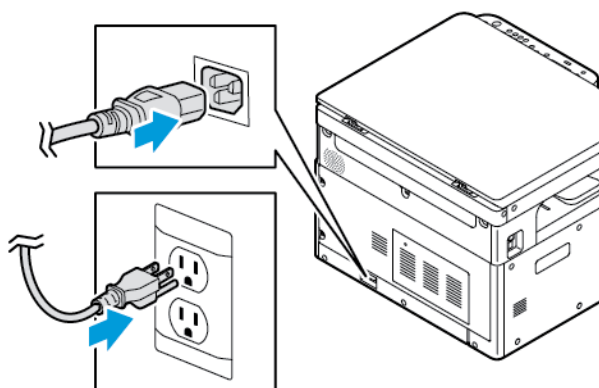
1. Connect the **B** end of a standard A/B USB 2.0 cable to the USB Port on the rear left side of the printer.
2. Connect the **A** end of the USB cable to the USB port on the computer.
3. If the Windows Found New Hardware Wizard appears, select **Cancel**.
4. Install the print drivers. For details, refer to [Installing the Driver Software](#).

## Powering the Printer On or Off

### Powering On the Printer

After you plug in the power cord to the printer and the wall outlet, the printer automatically powers on.


 **Note:** If the printer does not automatically power on, press the **Power Save** button to power on the printer.



### Powering Off the Printer

- To power off the printer:
  - a. At the printer control panel, press the **Power Saver** button.
  - b. Use the **Up Arrow** or **Down Arrow** buttons, scroll down to, then select **Power Down**.
  - c. To initiate an orderly shutdown of the electronic printer components, press the **Power Saver** button.
  - d. If the power-off sequence is not functioning properly, unplug the power cord from the printer, then plug in the power cord.

The printer powers on again.

 **Note:** If the printer does not power on again, press the **Power Save** button to power on the printer.



#### Caution:

- To prevent a printer malfunction, perform the control panel shutdown first.
- If the power-off sequence is not functioning properly, you can unplug the power cord from the printer, then plug in the printer. For routine printer operation, do not plug or unplug the power cord while the printer is powered on.



**Note:** When all control panel lights are off, the printer power-off sequence is complete.

# Configuring Network Settings

## About TCP/IP and IP Addresses

Computers and printers primarily use TCP/IP protocols to communicate over an Ethernet network. Generally, Macintosh computers use either TCP/IP or the Bonjour protocol to communicate with a network printer. For Macintosh OS X systems, TCP/IP is preferred. Unlike TCP/IP, however, Bonjour does not require printers or computers to have IP addresses.

With TCP/IP protocols, each printer and computer must have a unique IP address. Many networks, cable, and DSL routers have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server assigns an IP address automatically to every computer and printer on the network that is configured to use DHCP.

If you use a cable or DSL router, for information on IP addressing, refer to the documentation for your router.

## Enabling the Printer for Scanning

If the printer is connected to a network, you can scan to any of the following locations:

- FTP
- SMB
- HTTP
- HTTPS
- SFTP
- An email address
- A shared folder on your computer

For details, refer to [Xerox® CentreWare® Internet Services](#).



**Note:** If your printer is connected using the USB cable, you cannot scan to an email address or a network location, such as a shared folder on your computer.

For details, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

## Power Saver Mode

Power Saver mode reduces power consumption when the printer is left idle for a specified period.

### Power Saver Levels

There are two levels of Power Saver mode:


- Power Saver Mode 1 Timer: After a specified period of inactivity, the touch screen dims, then the printer operates at reduced power.
- Power Saver Mode 2 Timer: After a specified period of inactivity, the touch screen becomes dark, then the printer enters Standby mode.

## Exiting Power Saver Mode

The printer exits Power Saver mode automatically when any of the following events occur:

- You press a button on the control panel
- The printer receives data from a connected device
- You open any door or cover on the printer

## Setting the Power Saver Mode Timers at the Control Panel

 **Note:** System administrator credentials are required to perform the following procedure. If you do not have administrator credentials, contact your workplace system administrator.

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Status tab, to scroll, use the **Arrow buttons**. Select **System Setup**→**Machine Setup**→**Power Saver time**.
3. Press **OK**.

The Power Saver time window appears.

4. To select the required time, press the **Arrow** buttons, or use the numeric keypad to enter a value.
  - Low Power Save: Specify how long the printer remains idle before it changes from Ready mode to Low Power Save mode.
  - Very Low Power Save: Specify how long the printer remains idle before it changes from Ready mode to Very Low Power Save mode.
5. Press **OK**.
6. To return to the Home page, press the **Back** button.

## Installing the Driver Software

Before you install driver software, verify that the printer is plugged in, powered on, connected correctly, and has a valid IP address. If you cannot find the IP address, refer to [Locating the IP Address of the Printer](#).

Download the latest drivers at [www.xerox.com/office/drivers](http://www.xerox.com/office/drivers).

## Operating System Requirements

- Windows 7, Windows 8, Windows 10, Windows Server 2000, Windows Server 2008, Windows Server 2008 R2, and Windows Server 2012
- Macintosh OS X version 10.10 and later
- Citrix
- IBM® AIX® 7.2
- HP-UX® 11iv3
- Oracle® Solaris 11.3
- Fedora Core 24
- SUSE® 13.2




- UNIX and Linux: Your printer supports connections to various UNIX platforms through the network interface. For details, refer to [www.xerox.com/office/B1022drivers](http://www.xerox.com/office/B1022drivers).

## Installing Drivers and Utilities for Windows

To access all the features of your printer, install the Xerox® print driver and the Xerox® scan driver.

To install the print and scan driver software:

1. Insert the *Software and Documentation* disc into the appropriate drive on your computer. The installer starts automatically.  
If the installer does not start automatically, navigate to the drive, then double-click the **Setup.exe** installer file.
  2. To change the language, click **Language**.
  3. Select your language, then click **OK**.
  4. Click **Install Drivers** → **Install Print and Scan Drivers**.
  5. To accept the license agreement, click **I Agree**.
  6. From the list of discovered printers, select your printer, then click **Next**. If your printer does not appear in the list of discovered printers, click **Extended Search**.
  7. If your printer still does not appear in the list of discovered printers, and you know the IP address, choose one of the following:
    - At the top of the window, click the **Network Printer** icon, then enter the IP address or the DNS name of the printer.
    - Click **Search**. From the list of discovered printers, select your printer, then click **Next**.
  8. If the printer still does not appear in the list of discovered printers, and you do not know the IP address:
    - a. Click **Advanced Search**.
    - b. If you know the gateway address and subnet mask, click the top button, then enter the addresses into the Gateway and Subnet Mask fields.
    - c. If you know the address of another printer on the same subnet, click the middle button, then enter the address in the IP Address field.
    - d. Click **Search**.
    - e. From the list of discovered printers, select your printer, then click **Next**.
-  **Note:** When the printer appears in the Discovered Printers window, it displays the IP address. Record the IP address for later use.
9. Select the required driver, then click **Install**.
  10. If the installer prompts you for the IP address, enter the IP address of the printer.
  11. If the installer prompts you to restart your computer, to complete the installation of the drivers, click **Restart**.
  12. To complete the installation, click **Finish**.

## Installing Print Drivers for Macintosh OS X Version 10.9 and Later

Use this procedure to install the Xerox print driver to access all features of your printer.

## Getting Started

To install the print driver software:

1. Download the print driver from [www.xerox.com/office/B1022\\_B1025drivers](http://www.xerox.com/office/B1022_B1025drivers).
2. To view the **.dmg** file for your printer, on your desktop, click the disc icon.
3. Open the **.dmg** file, then navigate to the appropriate installer file for your operating system.
4. To begin installation, open the Installer package file.
5. To acknowledge the warning and introductory messages, click **Continue**. Click **Continue** again.
6. To accept the license agreement, click **Continue**, then click **Agree**.
7. To accept the current installation location, click **Install**, or select another location for the installation files, then click **Install**.
8. Enter your password, then click **Install Software**.
9. In the list of discovered printers, select your printer, then click **Continue**. If your printer does not appear in the list of discovered printers:
  - a. Click the **Network Printer** icon.
  - b. Type the IP address of your printer, then click **Continue**.
  - c. In the list of discovered printers, select your printer, then click **Continue**.
10. To accept the print queue message, click **Continue**.
11. To accept the installation success message, click **Close**.
12. To verify that the print driver recognizes the installed options:
  - a. From the Apple menu, click **System Preferences**→**Printers and Scanners**.
  - b. From the list, select your printer, then click **Options & Supplies**.
  - c. Click **Options**.
  - d. Confirm that all the options installed on the printer appear correct.
  - e. If you change settings, click **OK**, close the window, then exit System Preferences.

## Installing Scan Drivers for Macintosh

To install the scan driver software:

1. To download the latest driver, go to [www.xerox.com/office/drivers](http://www.xerox.com/office/drivers).
2. Download the appropriate package for your operating system.
3. To view the **.dmg** file for your printer, on your desktop, click the **Disc** icon.
4. Open the **Scan Installer.dmg** file, then navigate to the appropriate installer file for your operating system.
5. Open the **Scan Installer** package file.
6. To acknowledge the warning and introductory messages, click **Continue**.
7. To accept the license agreement, click **Continue**, then click **Agree**.
8. Click **Continue** again.
9. Enter your password, then click **OK**.

10. If prompted to close other installations, click **Continue Installing**.
11. To restart, click **Log Out**.

## Installing Print Drivers for UNIX and Linux



### Note:

- To install UNIX print drivers on your computer, root or superuser privileges are required.
- An Internet connection is required to install print drivers.

To install Linux drivers, perform the following steps, then select **Linux** instead of UNIX for the operating system and package.

To install the print driver software:

1. On the printer control panel, for the IP address, do the following:
  - a. Allow the printer to set up a DHCP address.
  - b. Print the Configuration Report, and save it for later reference.  
For information on how to print the Configuration Report, refer to [Printing the Configuration Report at the Control Panel](#).
  - c. From the Configuration Report, verify that the TCP/IP protocol is enabled and that the network cable is installed.
2. At your computer, do the following:
  - a. From the print driver website for your printer, select your printer model.
  - b. From the Operating System menu, select **UNIX**, then click **Go**.
  - c. Select the appropriate package for your operating system.
  - d. To begin the driver download, click the **Start** button.
3. In the notes below the driver package that you selected, click **Installation Guide**, then follow the installation instructions.

## Other Drivers

The following drivers are available for download:

- The Xerox® Global Print Driver works with any printer on your network, including those printers made by other manufacturers. At installation, the Global Print Driver configures for your printer.
- The Xerox® Mobile Express Driver works with any printer that supports standard PostScript, and is available to your computer. Each time you select Print, the driver configures for the correct printer. If you travel frequently to the same sites, you can save your favorite printers in that location, and the driver saves your settings.

Download the drivers at [www.xerox.com/office/drivers](http://www.xerox.com/office/drivers).

## Installing the Printer as a Web Service on Devices

The Web Services on Devices (WSD) application allows you to discover and access a remote device and associated services across a network. WSD supports device discovery, control, and use.

## Installing a WSD Printer Using the Add Device Wizard

To install a Web Services on Device (WSD) printer, use the Add Device Wizard.

1. At your computer, click **Start**, then select **Devices and Printers**.
2. To launch the Add Device Wizard, click **Add a Device**.
3. In the list of available devices, select the device that you want to use, then click **Next**.



**Note:** If your printer does not appear in the list, click the **Cancel** button. To add the WSD printer to the device list, use the Add Printer Wizard. For information, refer to [Installing a WSD Printer Using the Add Printer Wizard](#).

4. Click **Close**.

## Installing a WSD Printer Using the Add Printer Wizard

To install a Web Services on Device (WSD) printer, use the Add Printer Wizard.

1. At your computer, click **Start**, then select **Devices and Printers**.
2. To launch the Add Printer Wizard, click **Add a Printer**.
3. Click **Add a network, wireless, or Bluetooth printer**.
4. In the list of available devices, select the device that you want to use, then click **Next**.
5. If your printer does not appear in the list, click **The printer that I want is not listed**.
6. Select **Add a printer using a TCP/IP address or hostname**, then click **Next**.
7. For the Device type, select **Web Services Device**.
8. In the Hostname or IP address field, enter the printer IP address. Click **Next**.
9. Select an option for sharing the printer with others in your network.
10. To identify the printer for sharing, enter a share name, location, and comments. Click **Next**.
11. To set the printer as the default, select an option. To test the connection, click **Print a Test Page**.
12. Click **Finish**.

## Mopria, and Google Cloud Print

The following features allow you to print without requiring a print driver:

### Mopria

Mopria is a software feature that enables you to print from a mobile device without requiring a print driver. You can use Mopria to print from your mobile device to Mopria-enabled printers.

### Google Cloud Print

Google Cloud Print allows you to print documents from an Internet-connected device without using a print driver. You can send documents stored in the cloud, a personal computer, tablet, or smartphone to the printer from anywhere.

For more information, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

# Using the Services

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The Services are a gateway to the features and functions of your device. There are standard Services already installed and ready to use on the device. There are also Services that are hidden when your device is used for the first time. Set up and customize the Services using Xerox® CentreWare® Internet Services.

## Copy

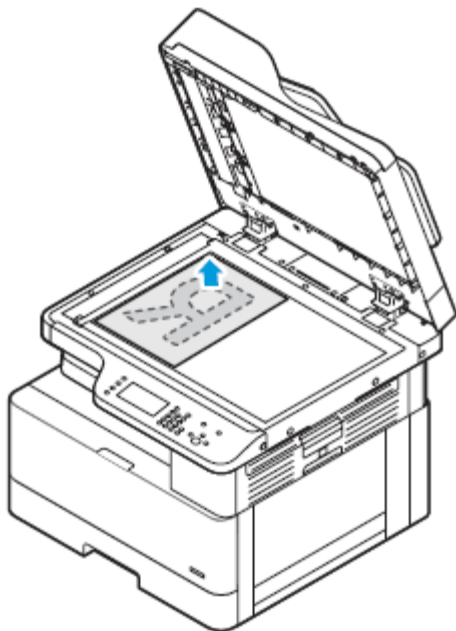
System administrator credentials are required to set up this feature before you can use it. For details, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

## Making a Copy

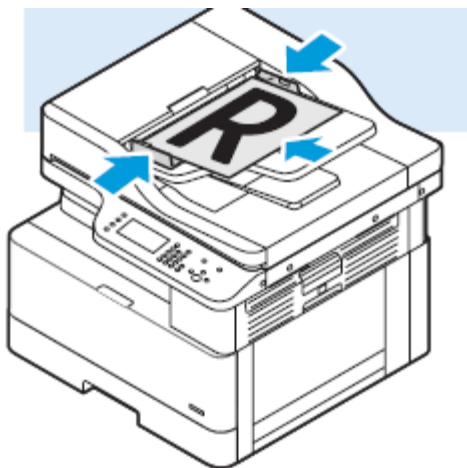
1. At the printer, load the original document on the document glass.

If the Scan To feature is grayed-out, contact your system administrator to enable the feature. For details, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

- Place the first page of the document face down, in the top-left corner of the document glass.



- For multiple or single pages, you can use the optional document feeder to scan images. Remove any staples and paper clips from the pages, then place the pages face up in the document feeder.



2. Press the **Copy** button.
3. To enter the number of copies, use the alphanumeric keys on the printer control panel or the **Up Arrow** and **Down Arrow** buttons.

4. Change the copy settings, as needed. For details, refer to [Adjusting Copying Options](#).
5. Press the green **Start** button.  
To pause or cancel a copy job, at the printer control panel, press the red **Stop** button.

## Adjusting Copying Options

### Reducing or Enlarging the Image

The printer can reduce or enlarge an image in the range between 25 % and 400 % of the original image.

To reduce or enlarge an image:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. On the Copy Features tab, select the **Reduce/Enlarge** option.
4. Press the **OK** button.
5. Select an option:
  - To reduce or enlarge an image, select any of the present values.
  - To adjust a custom value, use the alphanumeric keys to enter the value.
6. To save the changes, press the **OK** button.

The Saved window appears.

### Selecting 1-Sided or 2-Sided Copying

The printer provides these copying options: 1-Sided, 2-Sided, or 2-Sided, Rotate Side 2. Either of the 2-Sided copying options initiates the copying of both sides of the document.

To select 2-sided copying:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. To highlight the 2-Sided Copy option, on the Copy Features screen, press the **Down Arrow** button.
4. To select the 2-Sided Copy option, press the **OK** button.
5. On the 2-Sided Copy screen, select the **1->2 Sided** option.
6. Press the **OK** button.
7. To select Print Rotation, at the prompt, use the appropriate arrow button, then select **Yes**.
8. To save the changes, press the **OK** button.

The Saved window appears.



## Selecting a Paper Tray

To select a paper tray:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. To select the Copy Tray option, on the Copy Features screen, press the **Down Arrow** button.
4. Press **OK**.
5. On the Copy Tray screen, select the appropriate tray.
6. To save the changes, press **OK**.

The Saved window appears.

## Lightening or Darkening the Image

When you copy a document, you can adjust the lightness or darkness contrast of the original image.

To lighten or darken an image:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. On the Copy Features screen, select the **Lighten/Darken** option.
4. Press **OK**.
5. To adjust the Lighten/Darken intensity:
  - To lighten the copy, press the **Up Arrow** button.
  - To darken the copy, press the **Down Arrow** button.
6. To save the changes, press the **OK** button.

The Saved window appears.

## Specifying the Original Document Type

The printer optimizes image quality of copies, based on the type of images in the original document, and how the original was created.

To specify the original document type:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. On the Copy Features screen, select **Original Type**.
4. Press **OK**.
5. On the Original Type screen, select the appropriate option.
  - **Text:** Use this setting for black and white or colored text.
  - **Photo & Text:** Use this setting for the following:
    - Documents with text and photos printed on the paper
    - Photocopied documents that include text and photos

- Documents that include photos and text on photographic paper
  - **Photo:** Use this setting for the following:
    - Original photographs on photographic paper
    - Photos printed on magazine paper
    - Photocopied photos
6. To save the changes, press the **OK** button.
- The Saved window appears.

## Setting Background Suppression

Adjust the background suppression for documents printed on thin paper or paper with text or images visible on the back of the paper. To reduce the sensitivity of the printer for variations in light background colors, select Auto Suppression or adjust the background suppression settings.

To set the background suppression:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. To select the Background Suppression option, on the Copy Features screen, press the **Down Arrow** button as many times as necessary.
4. Press the **OK** button.
5. To select a Background Suppression option, press the Down Arrow button as many times as necessary to access the option, then press the **OK** button.



**Note:** For details about each Background Suppression option, refer to [Background Suppression Options](#).

- **OFF**
- **Auto**
- **Enhance Level 1**
- **Enhance Level 2**
- **Erase Level 1**
- **Erase Level 2**
- **Erase Level 3**
- **Erase Level 4**

A Saved message appears with a check mark for the selected background suppression option.

6. To save the changes, press the **OK** button.
- The Saved window appears.

## Background Suppression Options

Options	Description
OFF	Indicates that the Background Suppression feature is not activated. When this feature is OFF, the printer adjusts the image quality according to the Enhance and Erase settings.
Auto	The printer examines a sample of the document that you are scanning automatically, then adjusts the image quality. This setting can produce a document of good quality, even when your original document is of poor quality.
Enhance Level 1	Provides the lowest level of background enhancement.
Enhance Level 2	Provides the highest, vivid level of background enhancement.
Erase Level 1	Provides the darkest possible background.
Erase Level 2	Provides the highest, vivid level of background enhancement.
Erase Level 3	Provides a lighter background than Level 2.
Erase Level 4	Provides the lightest background of all the levels.

## Setting the Page Layout

You can use Page Layout to place a defined number of pages on one or both sides of the paper.

To set the page layout:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. On the Copy Features screen, select the **Layout** option.
4. Press the **OK** button.
5. Select an option:
  - **Normal:** This option creates one image on one or two sides of a page.
  - **ID Copy:** This option copies an ID card. For details, refer to [Copying an ID Card](#)
  - **N-Up:** This option creates a specified number of pages on one or two sides of a page.
    - **2-Up:** This option creates two pages on one or two sides of a page.
    - **4-Up:** This option creates four pages on one or two sides of a page.
    - **8-Up:** This option creates eight pages on one or two sides of a page.
  - **Book Copy:** This option allows you to copy a book, magazine, or other bound document. For details, refer to [Selecting Book Copy](#).
6. To save the changes, press the **OK** button.

The Saved screen appears.

## Shifting a Margin

You can shift the margin on an image. To shift a margin, position the original document face down in the back-left corner of the document glass. Place the short edge of the document to the left.

To shift image margins:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. On the Copy Features screen, select **Margin Shift**.
4. Press the **OK** button.
5. Select an option:
  - **Off**: This option is the default setting.
  - **Auto Center**: This option centers the image on the page.
  - **Custom Margin**: This option allows you to specify the amount of Margin Shift required.



**Note:** To set the custom margins, use the alphanumeric keys, or press the **Up Arrow** or **Down Arrow** buttons, as needed.

6. To save the changes, press the **OK** button.

The Saved screen appears.

## Specifying the Original Document Size

When you copy a document, you can set the size of the original document.

To specify the original document size:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. To select the Original Size option, on the Copy Features screen, press the **Down Arrow** button as many times as necessary.
4. Press the **OK** button.
5. Select an option:
  - You can select from a list of paper sizes displayed on the screen.
  - **Custom**: Use this option to specify a customized height and width of the area that you want to copy.
6. To save the changes, press the **OK** button.

The Saved screen appears.

## Setting the Document Orientation

If your printer has an optional document feeder, you can set the orientation of the document loaded into the optional feeder.



**Note:** If you place the document on the document glass, you do not have to set the orientation of the document. For documents placed on the document glass, the orientation depends on the direction in which you place the document on the glass.

To set the orientation of the original document in the optional document feeder:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. On the Copy Features screen, select **Orientation**.
4. Press the **OK** button.
5. On the Orientation screen, select an option:
  - Upright: This option is the same as Portrait.
  - Sideways: This option is the same as Landscape.
6. To save the changes, press the **OK** button.

The Saved screen appears.

## Changing the Collation Setting

If you place the original documents on the document glass, you can change the collation setting for a multiple-paged copy job.



**Note:** You can change the collation setting in the print driver window or at the printer control panel.


To select a collation option:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. On the Copy Features screen, select the **Collation** option.
4. Press the **OK** button.
5. Select one of the following:
  - **Collated:** This option activates collation for original documents that you place on the document glass only.
  - **Uncollated:** This option deactivates collation for originals that you place on the document glass only.
6. To save the changes, press the **OK** button.

The Saved screen appears.

## Selecting Book Copy

For a book, magazine, or other bound document, you can copy either the left or right page onto a single sheet of paper. You can copy left and right pages onto two sheets of paper, or as a single image on one sheet of paper.

 **Note:** **Book Copy** feature is disabled unless you select a preset Original Size option.


To select book copying:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. On the Copy Features screen, to select the **Layout** option, press the **Down Arrow** button as many times as necessary.
4. On the Layout screen, select the **Book Copying** option.
5. Press the **OK** button.
6. Select an option.
  - **Off:** This option is the default setting.
  - **Left Page:** This option copies the left page of an open book onto a single sheet of paper.
  - **Right Page:** This option copies the right page of an open book onto a single sheet of paper.
  - **Both Pages:** This option copies both pages of an open book onto two sheets of paper.
7. To save the changes, press the **OK** button.

The Saved window appears.
8. Press the green **Start** button.

## Copying Covers

You can copy the first and last pages of your copy job on speciality paper, such as colored or heavyweight paper. The printer selects the cover paper from a different tray.

 **Note:** Including covers option is not available with **Auto Tray**.

To copy covers:

1. Place the cover of the original document on the document glass.
2. If necessary, load the paper for the document into the appropriate paper tray.
3. Load the cover paper into a different tray.
4. At the printer control panel, press the **Copy** button.
5. Press the **Menu** button.
6. On the Copy Features screen, select the **Covers** option.
7. Press the **OK** button.
8. For Covers Position, select an option:
  - **Off:** This is the default option.
  - **Front & Back:** This option sets the Covers Position at both the front and back of the original document.
  - **Front Only:** This option sets the Covers Position at the front of the original document only.
  - **Back Only:** This option sets the Covers Position at the back of the original document only.

9. Press **OK**.
10. For **Print on Cover**, select an option:
  - **Blank Cover**: This option does not copy a cover to either side of the paper.
  - **Print on Side 1 only**: This option copies a cover to only one side of the paper.
  - **Print on Both Sides**: This option copies a cover to both sides of the paper.
11. Press **OK**.
12. For **Covers Tray**, select an option.
  - **Bypass Tray**: This option copies the cover to paper loaded in the Bypass Tray.
  - **Tray 1**: This option copies the cover to paper loaded in Tray 1.



**Note:** A Tray 2 option is listed when a printer has an optional Tray 2.

13. To save the changes, press **OK**.

The Saved screen appears.

14. Press the green **Start** button.

## Copying an ID Card

You can copy both sides of an ID card or small document onto one side of paper. Each side is copied using the same location on the document glass. The printer stores both sides and prints them side by side on the paper.

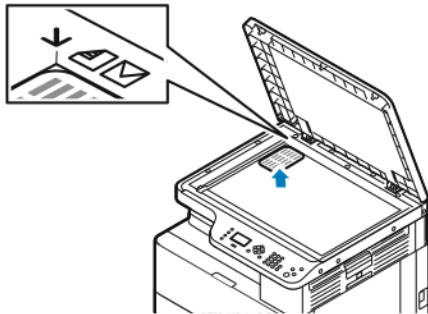
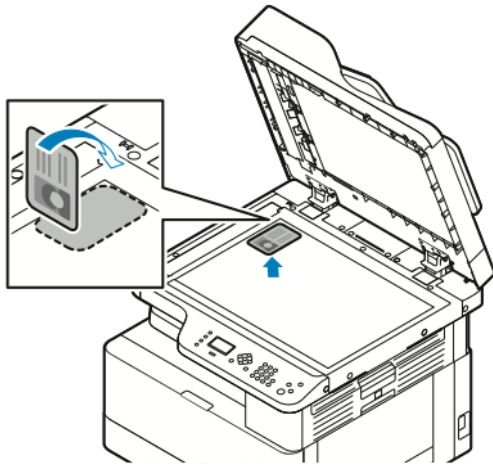
To copy an ID card:

1. At the printer control panel, press the **Copy** button.
2. Press the **Menu** button.
3. On the Copy Features screen, select the **Layout** option.
4. On the Layout screen, select the **ID Copy** option.
5. Press the **OK** button.
 

The Saved window appears.
6. To select the number of copies, use the alphanumeric keys or the **Up Arrow** and **Down Arrow** buttons.
7. Lift the document glass cover.

## Using the Services

8. Place the ID card, or a document smaller than half the selected paper supply size, in the upper left corner of the document glass.



9. Press the green **Start** button.  
The first side of the ID card is copied and stored. The printer prompts you to turn over the ID card, then press the **Start** button.
10. To copy the second side of the ID card, repeat the previous steps.  
The second side of the ID card copies, then the copy generates.
11. Lift the document cover, then remove the ID card or document.




## Scan To

System administrator credentials are required to set up this feature before you can use it. For details, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

## Sending a Scanned Image to a Destination

Scanning to a PC allows you to scan to a folder on the server or to a shared folder on a personal computer. This option allows you to scan to an email address or an IP address, or use an Optical Character Recognition (OCR) option.

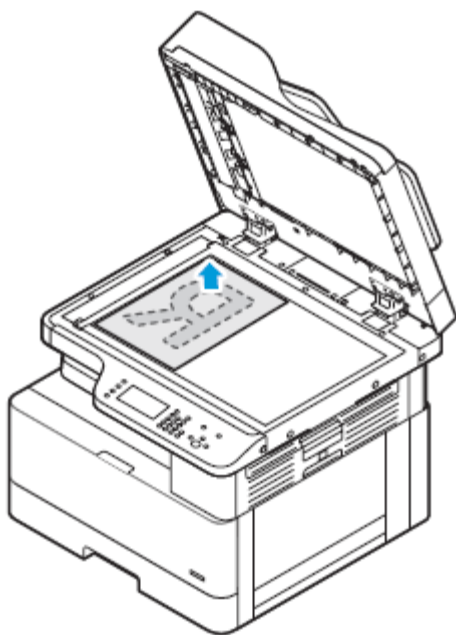
 **Note:** The Scan for OCR option allows you to search for or edit your scanned document in a software program.

Before you scan an image to a PC, configure the destination folders on the server, or share the folder on a personal computer. A folder destination does not appear onscreen unless the destination is in Xerox® CentreWare® Internet Services, for the Scan To Destination. If there are no destinations added for Scan To Destination, the Scan To PC icon appears grayed-out onscreen.

To scan and send an image to a PC:

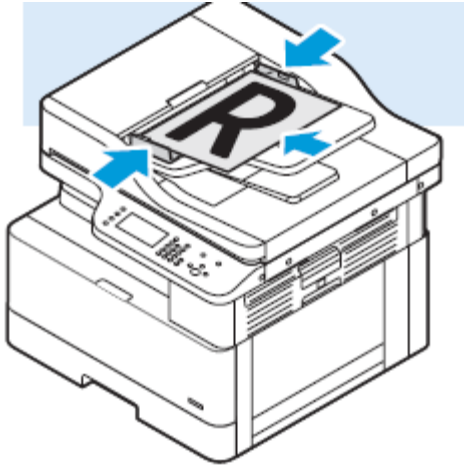
1. At the printer, load the original document on the document glass.
  - Place the first page of the document face down, in the top-left corner of the document glass.

 **Note:** For details, refer to [Using the Document Glass](#) and [Document Glass Guidelines](#).



- For multiple or single pages, you can use the optional document feeder to scan images. Remove any staples and paper clips from the pages, then place the pages face up in the document feeder.

 **Note:** For details to [Using the Optional Document Feeder](#) and [Document Feeder Guidelines](#).



2. At the printer control panel, press the **Clear All** button.
3. Press the **Scan To** button.

If the Scan To feature is grayed-out, contact your system administrator to enable the feature. For details, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

4. To select Scan To PC, press the **Down Arrow** button twice, then press the **OK** button.
5. To select an option in the WSD PC List, use the **Arrow** buttons.
  - **An IP address:** This option scans the image to an IP address.
  - **Scan for Print:** This option prints the scanned image to a destination folder.
  - **Scan for Email:** This option scans the image to an email address.
  - **Scan for OCR:** This option uses optical character recognition to convert printed characters into digital text.
6. To save the changes, press the **OK** button.
7. Press the green **Start** button.
8. Review the scan, then change scan settings, as needed. For details, refer to [Adjusting Scanning Settings](#).

## Scanning to a Shared Folder on a Network Computer

Before you can scan to a shared folder, share the folder, then add the folder as an Address Book entry in Xerox® CentreWare® Internet Services.

## Sharing a Folder on a Windows Computer

Before you begin:

- Verify that your computer security software allows for file sharing.
- Verify that File and Printer Sharing For Microsoft Networks is enabled for each of your connections.


 **Note:** For assistance, contact your system administrator.

To activate sharing:

1. Open Windows Explorer.
2. Right-click the folder that you want to share, then select **Properties**.
3. Click the **Sharing** tab, then click **Advanced Sharing**.
4. At the prompt, Do you want to allow this app to make changes to your device?, click **Yes**.
5. Select **Share this folder**.
6. Click **Permissions**.
7. Select the **Everyone** group, then verify that all permissions are enabled.
8. Click **OK**.
9. Click **OK** again.
10. Click **Close**.  
Note the Share name for later use.

## Sharing a Folder Using Macintosh OS X Version 10.7 and Later

1. From the Apple menu, select **System Preferences**.
2. From the View menu, select **Sharing**.
3. From the Service list, select **File Sharing**.
4. For Shared Folders, click the Plus icon (+).  
A folder list appears.
5. Select the folder that you want to share on the network, then click **Add**.
6. To modify access rights for your folder, select it. The groups activate.
7. From the Users list, click **Everyone**, then use the arrows to select **Read & Write**.
8. Click **Options**.
9. Share the folder:
  - To share the folder with Windows computers, select **Share files and folders using SMB**.
  - To share the folder with specific users, for each user name, select **On**.
10. Click **Done**.
11. Close the System Preferences window.

 **Note:** When you open a shared folder, a Shared Folder banner appears in the Finder for the folder and subfolders.

## Adding a Folder as an Address Book Entry

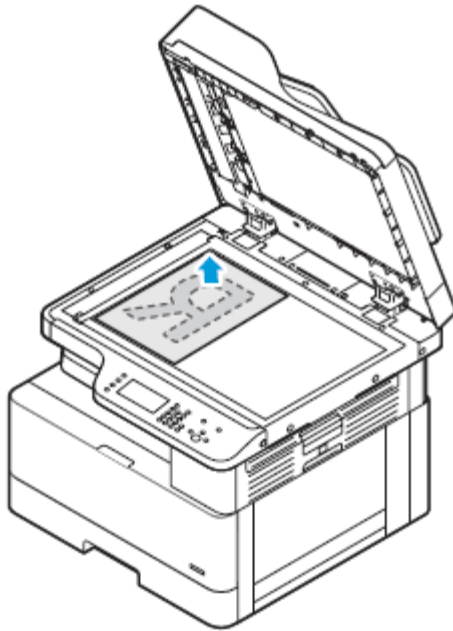
Before you can scan to a folder as an Address Book entry, in Xerox® CentreWare® Internet Services, add the folder as an Address Book entry. Refer to the System Administrator Guide at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

## Scanning to a Folder on a Network Computer

1. At the printer, load the original document on the document glass.
  - Place the first page of the document face down, in the top-left corner of the document glass.



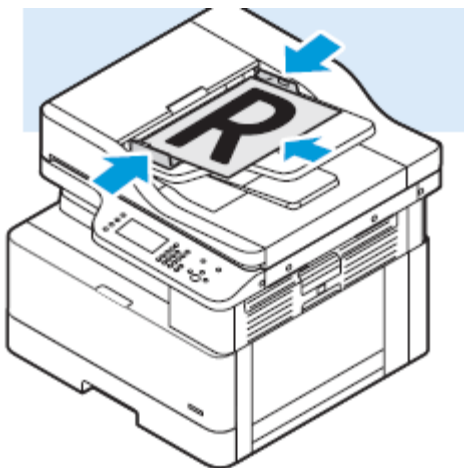
**Note:** For details, refer to [Using the Document Glass](#) and [Document Glass Guidelines](#).



- For multiple or single pages, you can use the optional document feeder. Remove any staples and paper clips from the pages, then place the pages face up in the optional document feeder.



**Note:** For details, refer to [Using the Optional Document Feeder](#) and [Document Feeder Guidelines](#).



2. At the printer control panel, press the **Clear All** button.

3. Press the **Scan To** button.

If the Scanning to a Folder on a Network Computer feature is grayed-out, contact your system administrator to enable the feature. For details, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

4. To select Network, press the **Down Arrow** button, then press the **OK** button.

The Address Book screen appears.

5. To find the name of the recipient of the scanned document, press the **Down Arrow** button as many times as necessary.

6. Press the **OK** button.

The Network screen appears.

7. Select one of the following options.

- **Change File Destination:** This option accesses the Address Book so that you can change the recipient of the scanned document.
- **Name of Contact:** This option keeps the contact name the same.
- **Network Features:** To access network features, select this option, then click the **OK** button. To select a setting, use the arrow buttons, then make your changes. For details, refer to [Adjusting Scanning Settings](#).

8. To begin the scan, press the green **Start** button.


## Initiating Scanning from a Computer

### Scanning from a Printer Icon on Your Computer


After you set up a printer icon on your computer, you can scan images. On your computer, click the Printer icon.

1. At the printer, load the original document on the document glass, or in the document feeder.
2. On your computer desktop, find and right-click the appropriate Printer icon.
3. Click **Start Scan**.

The New Scan window appears.

 **Note:** For convenience, you can create a shortcut on your computer desktop to the printer. For details, refer to [Creating a Shortcut on Your Windows Desktop to the Printer](#).

4. Select or adjust the attributes, as needed:

 **Note:** The list of attributes varies depending on the available OCR package.

5. To scan the image, click **Scan**.

### Creating a Shortcut on Your Windows Desktop to the Printer

You can create a shortcut to the printer on your Windows desktop. The shortcut gives you convenient access to the printer for your scanned images.

1. On your desktop, search for the **Control Panel**.
2. Click **Devices and Printers**.

3. Find and right-click the image of the appropriate printer.
4. To create a shortcut on your computer desktop to the printer, click **Yes**.

## Scanning to a USB Flash Drive

You can scan a document and store the scanned file on a USB Flash drive. Supported file types are .**jpg**, .**pdf**, and .**tiff**.

1. At the printer, load the original document on the document glass.
2. At the printer control panel, press the **Clear All** button, then press the **Scan To** button.
3. To select USB, press the **OK** button.

The following message appears: Insert USB memory in front slot.

4. Insert your USB Flash drive into the USB port on the front of your Xerox printer.

The USB Device Detected screen appears.

5. Change scan settings as needed. For details, refer to [Adjusting Scanning Settings](#).
6. To begin the scan, press the green **Start** button.



**Note:** Do not remove the USB Flash drive until prompted. If you remove the flash drive before the transfer is complete, files can be damaged.

## Adjusting Scanning Settings

### Setting the File Format

When you scan a document to send to a network, you can set the file format.

1. At the printer, load the original document on the document glass.
2. At the printer control panel, press the **Clear All** button.
3. Press the **Scan To** button.
4. To select Network, press the **Down Arrow** button, then press the **OK** button.  
The Address Book screen appears.
5. To bypass the Address Book, press the **OK** button.
6. To select Network Features, press the **Down Arrow** button twice, then press the **OK** button.
7. Select the file format, then press the **OK** button. The options are:
  - **.pdf**: This option scans your image as a PDF file type.
  - **.tif**: This option scans your image as a TIF file type.
  - **.jpg**: This option scans your image as a JPG file type.



**Note:** For the **.jpg** file type, you cannot select black and white for the color setting.



## Specifying the Original Document Size

When you scan a document to send to a network, you can set various features.

To specify the original document size:

1. At the printer, load the original document on the document glass.
2. At the printer control panel, press the **Clear All** button.
3. Press the **Scan To** button.
4. To select Network, press the **Down Arrow** button, then press the **OK** button.  
The Address Book screen appears.
5. To bypass the Address Book, press the **OK** button.
6. To select Network Features, press the **Down Arrow** button twice, then press the **OK** button.
7. To select Original Size, press the **Down Arrow** button once, then press the **OK** button.
8. To scroll the paper-size options, press the **Down Arrow** button as many times as necessary.
9. To select the appropriate paper size, press the **OK** button.

A Saved message appears with a check mark for the saved document size.

## Specifying the Original Document Type

The printer optimizes the image quality of the copies, based on the type of images in the original document, and how the original was created.

To specify the original document type:

1. At the printer, load the original document on the document glass.
2. At the printer control panel, press the **Clear All** button.
3. Press the **Scan To** button.
4. To select Network, press the **Down Arrow** button, then press the **OK** button.  
The Address Book screen appears.
5. To bypass the Address Book, press the **OK** button.
6. To select Network Features, press the **Down Arrow** button twice, then press the **OK** button.
7. To select an Original Type option, press the **Down Arrow** button twice, then press the **OK** button.  
The options are:
  - **Text:** Use this setting for black and white or colored text.
  - **Photo & Text:** Use this setting for the following:
    - Documents with text and photos printed on the paper
    - Photocopied documents that include text and photos
    - Documents that include photos and text on photographic paper
  - **Photo:** Use this setting for the following:
    - Original photographs on photographic paper
    - Photos printed on magazine paper

- Photocopied photos
8. After you select the appropriate document type, press the **OK** button.  
A Saved message appears, with a check mark for the original type.

## Setting Background Suppression

Adjust the background suppression for documents printed on thin paper or paper with text or images visible on the back of the paper. To reduce the sensitivity of the printer to variations in light background colors, select Auto , or adjust the background suppression settings.

To set the background suppression:

1. At the printer, load the original document on the document glass.
2. At the printer control panel, press the **Clear All** button.
3. Press the **Scan To** button.
4. To select Network, press the **Down Arrow** button, then press the **OK** button.  
The Address Book screen appears.
5. To bypass the Address Book, press the **OK** button.
6. To select Network Features, press the **Down Arrow** button twice, then press the **OK** button.
7. To select a **Background Suppression** option, press the Down Arrow button as many times as necessary to access the option, then press the **OK** button.



**Note:** For details about each Background Suppression option, refer to [Background Suppression Options](#).

- **OFF**
- **Auto**
- **Enhance Level 1**
- **Enhance Level 2**
- **Erase Level 1**
- **Erase Level 2**
- **Erase Level 3**
- **Erase Level 4**

A Saved message appears with a check mark for the selected background suppression option.

### Background Suppression Options

Options	Description
OFF	Indicates that the Background Suppression feature is not activated. When this feature is OFF, the printer adjusts the image quality according to the Enhance and Erase settings.
Auto	The printer examines a sample of the document that you are scanning automatically, then adjusts the image quality. This setting can produce a document of good quality, even when your original document is of poor quality.
Enhance Level 1	Provides the lowest level of background enhancement.

Options	Description
Enhance Level 2	Provides the highest, vivid level of background enhancement.
Erase Level 1	Provides the darkest possible background.
Erase Level 2	Provides the highest, vivid level of background enhancement.
Erase Level 3	Provides a lighter background than Level 2.
Erase Level 4	Provides the lightest background of all the levels.

## Setting the Orientation of the Original Document

This procedure applies only if you are using a printer that has an optional document feeder. If you are loading the document on the document glass, the orientation depends on the direction in which you load the document.

To set the orientation of the original document:

1. At the printer, load the original document on the document glass.
2. At the printer control panel, press the **Clear All** button.
3. Press the **Scan To** button.
4. To select Network, press the **Down Arrow** button, then press the **OK** button.  
The Address Book screen appears.
5. To bypass the Address Book, press the **OK** button.
6. To select Network Features, press the **Down Arrow** button twice, then press the **OK** button.
7. To select the Orientation option, press the **Down Arrow** button as many times as necessary, then press the **OK** button.
8. Select one of the options, then press the **OK** button.
  - **Upright:** This setting is the same as a portrait setting.
  - **Sideway:** This setting is the same as a landscape setting.


A Saved message appears, with a check mark for the selected Orientation option.

## Setting the Scan Resolution


Set the resolution options based on the type of original document that you want to scan, and how you plan to use the scanned image. Scan resolution affects both the size and image quality of the scanned image file. Higher scan resolution produces better image quality and a larger file size.

1. At the printer, load the original document on the document glass.
2. At the printer control panel, press the **Clear All** button.
3. Press the **Scan To** button.
4. To select Network, press the **Down Arrow** button, then press the **OK** button.  
The Address Book screen appears.
5. To bypass the Address Book, press the **OK** button.

6. To select Network Features, press the **Down Arrow** button twice, then press the **OK** button.
7. Press the **Down Arrow** button as many times as necessary until the Resolution option appears, then press the **OK** button.
8. Select a DPI option:

 **Note:** DPI indicates the scan resolution options in dots-per-inch.

- 72
- 100
- 200
- 300
- 400
- 600

 **Note:** For details, refer to [Scan Resolution Options](#).

9. Press the **OK** button.

### Scan Resolution Options

DPI (Dots per Inch)	Image Quality	File Size	Purpose
72	Acceptable	Smallest	This DPI setting is for onscreen viewing only. If you print the image, it can appear grainy.
100	Good	Small	This DPI setting is for onscreen viewing only. If you print the image, it can appear grainy.
200	Good	Moderate	Best suited for standard office documents and photographs.
300	High	Large	Offers better image quality for standard office documents and photographs. Recommended for automated processing and OCR (Optical Character Recognition).
400	Higher	Very Large	Used for original documents that have thin lines, small font sizes, or for image enlargement.
600	Highest	Extremely Large  Files scanned at 600 DPI can take longer to transmit over a network.	Intended for commercial-quality printing.

## Setting the Output Color

If the original image contains color, you can scan the image in color, grayscale, or in black and white. If you select black and white, the file size of the scanned images is reduced.

To set the output color:

1. At the printer, load the original document on the document glass.
2. At the printer control panel, press the **Clear All** button.
3. Press the **Scan To** button.
4. To select Network, press the **Down Arrow** button, then press the **OK** button.  
The Address Book screen appears.
5. To bypass the Address Book, press the **OK** button.
6. To select Network Features, press the **Down Arrow** button twice, then press the **OK** button.
7. To select Output Color, press the **Down Arrow** button as many times as necessary.
8. Press the **OK** button.
9. Select an appropriate output color.
  - **Color:** This option scans the image or text in color.
  - **Grayscale:** This option scans the image in shades of gray. Use this option to scan printed images.
  - **Black/White:** This option scans the image in black and white. Use this setting for black text on a white background. This option sometimes is referred to as monochrome.
10. Press the **OK** button.  
A Saved message appears, with a check mark for the selected output color.

## Lightening or Darkening the Image

To lighten or darken an image:

1. At the printer, load the original document on the document glass.
2. At the printer control panel, press the **Clear All** button.
3. Press the **Scan To** button.
4. To select Network, press the **Down Arrow** button, then press the **OK** button.  
The Address Book screen appears.
5. To bypass the Address Book, press the **OK** button.

6. To select Network Features, press the **Down Arrow** button twice, then press the **OK** button.
7. To select a Lighten/Darken option, highlight the option, then press the **OK** button. Select an option.
  - **Normal:** This option mirrors the intensity of the graphics or text on the original document for the scanned document.
  - **Lighten +1, +2, +3, +4, or +5:** This option allows you to adjust the intensity of the scanned image if it is too dark. Select the lightness settings in varying combinations.
  - **Darken +1, +2, +3, +4, or +5:** This option allows you to adjust the intensity of the scanned image if it is too light. Select the darkness settings in varying combinations.

A Saved message appears, with a check mark for the selected Lighten/Darken option.

## Email

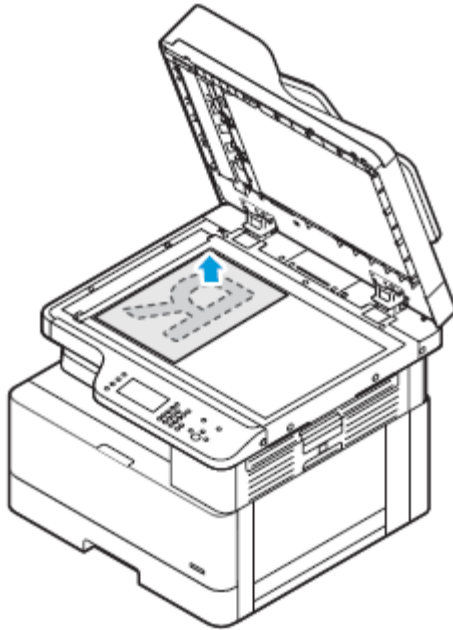
You can use the Email function to scan images and attach them to emails. You can specify the file name and format of the attachment, and include a subject heading and message for the email.

You can adjust settings for individual Email jobs, and save settings as Presets for future jobs. You can customize the features list.

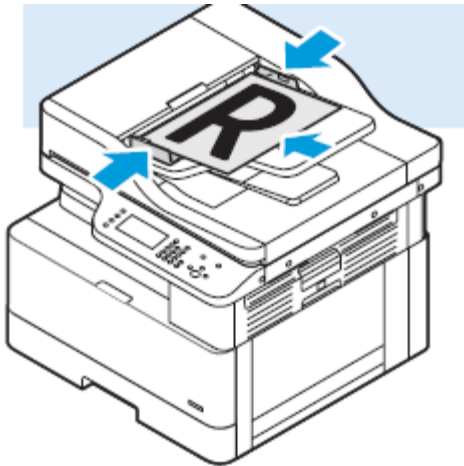
## Sending a Scanned Image to an Email Address

To send a scanned image to an email address:

1. At the printer, load the original document on the document glass.
  - Place the first page of the document face down, in the top-left corner of the document glass.



- For multiple or single pages, you can use the optional document feeder to scan images. Remove any staples and paper clips from the pages, then place the pages face up in the document feeder.



2. At the printer control panel, press the **Clear All** button.
3. Press the **Email** button.
4. **Enter From Address** using keypad on the printer control panel.
5. Select **Add Me** to apply Email Features.
6. Press the **Back** button to go to previous menu.



7. Choose the option for selecting the recipient:
  - **Address Book:** This option allows you to select an email address from the Address Book.
  - **Manual Entry:** This option allows you to enter the email address manually. Use the keypad to enter the address.



**Note:** When using the Address Book, use the arrow buttons to select the address for the appropriate recipient.

For details about using the Address Book, and managing and creating Favorites, refer to the [Address Book](#).

8. Press the green **Start** button.
9. Review the scan, then change scan settings, as needed. For details, refer to [Adjusting Scanning Settings](#).

## USB

Use the USB service to scan and save images to a USB Flash drive, or to print from a USB Flash drive. Scanned images are saved in .jpg , .pdf and .tif file formats. Print jobs already stored on a USB drive must be in a print-ready format, such as PDF, TIFF, or JPEG.

### Scanning to a USB Flash Drive

You can scan a document and store the scanned file on a USB Flash drive. Supported file types are .jpg, .pdf, and .tiff.

1. At the printer, load the original document on the document glass.
2. At the printer control panel, press the **Clear All** button, then press the **Scan To** button.
3. To select USB, press the **OK** button.

The following message appears: Insert USB memory in front slot.

4. Insert your USB Flash drive into the USB port on the front of your Xerox printer.

The USB Device Detected screen appears.

5. Change scan settings as needed. For details, refer to [Adjusting Scanning Settings](#).
6. To begin the scan, press the green **Start** button.



**Note:** Do not remove the USB Flash drive until prompted. If you remove the flash drive before the transfer is complete, files can be damaged.

### Printing from a USB Device

You can print the following types of files directly from a USB device:

- .jpg
- .pdf
- .ps
- .pcl
- .prn
- .tiff



**Note:** If USB ports are disabled, you cannot use a USB card reader for authentication, update the software, or print from a USB device.

Before you begin, ensure that your system administrator set up and enabled the feature on your Xerox® printer. For details, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

To print from a USB device:

1. Press the **Power Saver** button to activate the printer.
2. Insert your USB device in a USB port on the printer.

A message stating that the USB memory is connecting appears on the window, and then the USB Options window appears.

3. Press the **Down Arrow** button to highlight the **Print From USB** option, and then press the **OK** button.
4. If the print file is in a folder, select the folder, and open the folder.
5. Select the name of the printable file.
6. Press the green **Start** button.
7. To print another file from the USB device, select **Yes**.

## Address Book

Use the Address Book feature to create contacts for use with the Email and Scan services.

- You can add contacts to the Address Book using Xerox® Centware® Internet Services.
- You can use the Address Book feature to scan documents to contacts in an address book.

## Adding a Contact to an Address Book

To add a contact as an address book entry, use Xerox®CentreWare® Internet Services software.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. Click the **Add** icon.
4. Provide information for the following fields:
  - **First Name:** Type the first name that you want to appear in the Address Book.
  - **Last Name:** Type the last name that you want to appear in the Address Book.
  - **Company:** Type the company name to which the contact is associated.
  - **Display Name:** Type the name of the contact as you want the name to appear on the printer control panel. The Display Name is required.



**Note:** You can set up a contact name to appear as a favorite on the printer control panel. After you enter the display name, click the **Make Global Favorite Star** icon.

- **Email :** Type the email address for the address book contact.



**Note:** You can set up an email address to appear as a favorite on the printer control panel. After you enter the email address for the contact, click the **Make Email Favorite Star** icon.

5. Click the **Scan To Destination** icon.
6. Provide information for the following fields:
  - **Nickname:** Type the name of the scan destination. The nickname is required.
  - **Protocol:** Select the format of the file transfer. Available protocols are FTP, SMB, HTTP, HTTPS, and SFTP.
  - **Address Type:** Identify the address type of your computer. Select **IPv4 Address** or **Host Name**, then enter the required information.
  - **Document Path:** Enter the path, and the directory or folder name where the scanned files are stored on your computer.
  - **Login Name:** Enter your computer user name. The Login Name is required.



**Note:** You can set your nickname and login name to appear on the printer control panel. After you enter your nickname and login name, click the **Make Scan Favorite Star** icon.

- **Password:** Enter your computer login password.
  - **Retype Password:** Enter your login password again.
7. To save the new password, click **Select to save new password**.
  8. Click **Save**.

## Importing a Contact Entry into an Address Book

You can import a contact entry into an address book using Xerox®CentreWare® Internet Services software.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. Click the **Import From File** icon.
4. Click **Browse**, then select the Address Book file that you want to import.



**Note:** You can import only .csv files.

5. For Existing Content Management, click **Add new contacts to the existing Device Address Book** or **Replace existing Device Address Book with the new contacts**.
6. Click **Upload File**.
7. Verify the information in the address book fields.
8. Click **Import**.

## Editing or Deleting an Address Book Contact in Xerox® CentreWare® Internet Services

To edit or delete Address Book contacts:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**, then select the contact.
3. Edit or delete the contact name or information.
  - To edit the selected contact name or contact information, click **Edit**. Edit the information as needed. To save the changes, click **Save**.
  - To delete the selected contact from the Address Book, click **Delete**. At the prompt, click **OK**.

## Job Status

You can use the Job Status button to view information about current and completed jobs.


### Viewing Active or Completed Print Jobs

You can view active or completed print jobs at the printer control panel.

1. At the printer control panel, to view print jobs, press the **Job Status** button.
2. To view a list of active or completed jobs, select an option:
  - To view active jobs, press the **OK** button.
  - To view completed jobs, press the **Down Arrow** button, then press the **OK** button.
3. To view details about a job:
  - a. To highlight a print job, press the **Down Arrow** button.
  - b. To view details about the selected job, press the **OK** button.

### Deleting an Active Print Job

You can delete an active print job from the printer control panel.

 **Note:** The system administrator can restrict users from deleting jobs. If a system administrator has restricted job deletion, you can view the jobs, but cannot delete them. Only the user who sent the job, or the system administrator, can delete an active print job.

1. At the printer control panel, press the **Job Status** button.
2. To select the Active Job option, press the **OK** button.
3. Select the print job.
  - a. To highlight the print job, press the **Down Arrow** button.
  - b. To select the print job, press the **OK** button.
4. To select the Delete option, press the **OK** button.

Verify the deletion of your print job.
5. To select Yes, press the **OK** button.

## Machine Status

You can use the Machine Status feature to view information about the printer:

- Machine Information
- Information Pages
- Toner Level

### Accessing Machine Information

You can view information about your printer on the control panel or on a Configuration Report.

1. At the printer control panel, press the **Machine Status** button.  
A list of options appears.
2. On the Machine Status tab, use the **Up arrow** or **Down arrow** buttons, then select **Machine Information**.
3. Press **OK**.

### Printing the Configuration Report at the Control Panel

The Configuration Report provides information about the printer, including installed options, network settings, port setup, tray information, and more.

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Status screen, to select **Information Pages**, press the **Down Arrow** button once.
3. Select the **Configuration Report** option, then press the **OK** button.
4. To return to the Home page, press the **Back** button.

### Checking the Toner Level

You can view the toner level of the printer at the printer control panel.

To check the printer toner level:

1. At the printer control panel, press the **Machine Status** button.
2. To select the **Toner Level** option, use the **Up Arrow** button or **Down Arrow** button.
3. Press **OK**.

The toner level appears on the control panel screen.

## Viewing Billing Meter Information

Billing and printer usage information appears on the Billing Meters screen. The impression counts shown are used for billing.

To view billing meter usage information:

1. At the printer control panel, press the **Machine Status** button.
2. To select the Machine Information option, press the **OK** button.
3. To select the Billing Meters option, press the **Down Arrow** button as many times as necessary, then press the **OK** button.

A page is one side of a sheet of paper. A sheet that has printing on two sides counts as two impressions.

The usage counts appear on the screen for the following types of impressions:

- Total
- Black
- Large
- Maintenance
- Black Copied
- Black Printed



# Printing

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• Using Custom Paper Sizes .....	95

# Printing Overview

Before printing:

- Plug in your computer and printer
  - Power on the printer
  - Connect the printer internally, or to an active network
  - Ensure that you have the correct print driver software installed on your computer.
1. Select the appropriate paper.
  2. Load the paper in the appropriate printer tray.
  3. At the printer control panel, specify the paper size and paper type.
  4. In your software application, access the print settings.
    - For Linux, press **CTRL→P**.
    - For Macintosh, press **CMD→P**.
    - For Windows, press **CTRL→P**.
  5. Select your printer.
  6. To access the print driver settings: for Windows, select **Printer Properties** or **Preferences**.
    - For Linux, to launch the print manager dialog window, type `sudo xeroxprtmgr`. For the queue to be modified, select **Queue Preferences** or **Queue Properties**.
    - For Macintosh, select **Xerox Features**.
    - For Windows, select **Printer Properties** or **Preferences**.
  7. Select the needed options.
  8. To send the job to the printer, click **Print**.

## Related Topics:

[Loading Paper](#)

[Selecting Printing Options](#)

[Printing on Both Sides of the Paper](#)

## Selecting Printing Options

Printing options, or print driver software options, are named differently, depending on the software application that you are using.

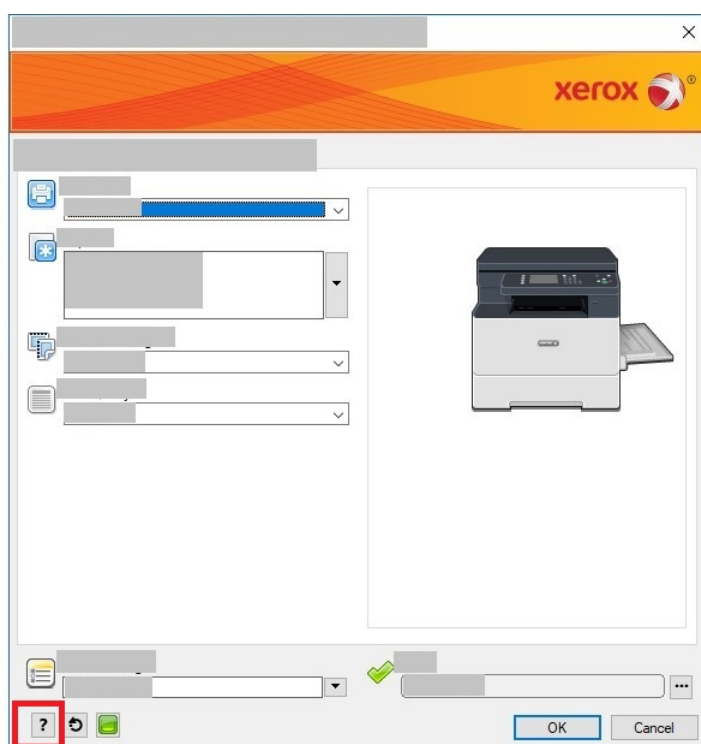
- For Linux, the **xeroxprtmgr** command line utility is used to launch a queue manager. The use of this command line utility allows the user to modify installed Xerox print queues.
- For Macintosh, printing options are named Xerox Features.
- For Windows applications, printing options are named Printer Properties.

Printing options include settings for 2-sided printing, page layout, and print quality. You can choose default settings for various printing options.

For more information, refer to [Setting Printing Defaults in Windows](#) and [Selecting Printing Options for Macintosh](#). Printing options that you set from within the software application are temporary and are not saved.

## Print Driver Help

Xerox® print driver software Help is available from the Printer Properties window. To see print driver help, in the Printer Properties window, in the bottom left corner, click **Help (?)**. Information about Printer Properties window tabs and options appears in the Help window.



# Windows Printing Options

## Setting Printing Defaults in Windows

When you print from any software application, the printer uses the print job settings specified in the Printer Properties window. You can specify common printing options, then save the options so that you do not have to change them every time you print.

For example, if you want to print on both sides of the paper for your jobs, in Printer Properties, specify 2-sided printing.

To select default printing options:

1. On your computer, navigate to the list of printers.
  - For Windows Vista, click **Start**→**Control Panel**→**Hardware and Sound**→**Printers**.
  - For Windows Server 2008 and later, click **Start**→**Settings**→**Printers**.
  - For Windows 7, click **Start**→**Devices and Printers**.
  - For Windows 8, click **Start**→**Control Panel**→**Devices and Printers**.
  - For Windows 10, click **Start**→**Settings**→**Devices**→**Printers & Scanners**. Under Related settings, click **Devices and Printers**.
2. In the list of printers, right-click the icon for your printer, then select **Printing Preferences** or **Manage**→**Printing Preferences**.
3. In the Printer Properties dialog box, click the **Advanced** tab.

For more information about Windows print driver options, in the Printing Preferences window, click **Help** (?).

## Selecting Windows Print Options for an Individual Job

To use special printing options for a particular job, before you send a job to the printer, change the Printer Properties. For example, if you want the highest print quality for your document, in the Printer Properties dialog, select **Printing Options**→**Print Quality**→**Enhanced**.

1. With the document open in your software application, access the print settings. For most software applications, click **File**→**Print**, or press **CTRL**→**P**.
2. Select your printer from the list, then click **Printer Properties**. The title of the button varies, depending on your software application.
3. In the Printer Properties window, click a tab, then select the required options.
4. To save your selections and close the Printer Properties window, click **OK**.
5. To send the job to the printer, click **Print**.

## Saving a Set of Commonly Used Printing Options for Windows

You can define and save a set of printing options that you can apply to future print jobs.

To save a set of printing options:

1. With the document open in your software application, click **File**→**Print**.
2. Select the printer, then click **Printer Properties**.
3. In the Printer Properties window, select the appropriate options.

4. To save the settings, click **Saved Settings**→**Save As**.
5. Type a name for the set of printing options, then click **OK**.
6. To print using your saved options, from the **Saved Settings** list, select the saved name.

## Macintosh Printing Options

### Selecting Printing Options for Macintosh

To use specific printing options, before you send a job to the printer, change the print settings.

1. With the document open in your application, click **File**→**Print**.
2. Select your printer.
3. Select **Xerox Features**.
4. Select the options needed.
5. Click **Print**.

### Saving a Set of Commonly Used Printing Options for Macintosh

You can define and save a set of options that you can apply to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**→**Print**.
2. In the printer list, select your printer.
3. Select the printing options needed.
4. To save the settings, click **Save Current Settings as Preset**.

## Linux Printing Options

### Xerox® Printer Manager

Xerox® Printer Manager is an application that allows you to manage and print to multiple printers in UNIX and Linux environments.

Xerox® Printer Manager allows you to:

- Configure and check the status of network-connected printers.
- Set up a printer on your network. After installation, you can monitor printer operation.
- Perform printer maintenance checks.
- View supplies status at any time.
- Provide a common look across many different suppliers of UNIX and Linux operating systems.

## Installing the Xerox® Printer Manager

Before you begin, to install Xerox® Printer Manager, ensure that you have root or superuser privileges.

To install the Xerox® Printer Manager:

1. Download the appropriate package for your operating system. To locate print drivers for your printer, go to [www.xerox.com/office/B1022\\_B1025drivers](http://www.xerox.com/office/B1022_B1025drivers).
2. On the print driver website, navigate to your printer model.
3. For your printer model, click **Drivers & Downloads**.
4. From the Operating System menu, select your operating system.
5. To identify the print driver for your printer model, review the list of available print drivers. For additional information about each driver, click **Description**.
6. Click the print driver for your printer model and operating system.
7. To begin the download, read the End User License Agreement, then click **Accept**.

The file downloads automatically to the default location for your computer file downloads.

8. To install the Xerox® Driver package for Linux:
  - a. Download the deb or rpm file.
  - b. To install the Print Driver package using a command-line utility, navigate to the directory where you downloaded the file.
  - c. To run the installer, type the appropriate command-line utility for your operating system. For example:
    - **Red Hat:** `rpm -U <filename>.rpm`
    - **Debian-based Linux:** `dpkg -i <filename>.deb`
    - **AIX:** `rpm -U <filename>.rpm`
    - **HPUX:** `<filename>.depot.gz`
    - **Solaris:** `pkgadd -d <filename>.pkg`



**Note:** Most installations create a Xerox directory in `/opt/Xerox/prtsys`. For additional information about utilities included in the OS package manager, refer to the manual included with the package. For example, `man xeroxprtmgr`.

## Launching the Xerox® Printer Manager

To launch Xerox®Printer Manager from a command-line prompt:

1. Log in as **root**.
2. Type `xeroxprtmgr`.



**Note:** Another way to access the Xerox Printer Manager is to run the `xeroxprtmgr` command as root using `sudo`.

3. Press **Enter** or **Return**.

## Printing from a Linux Workstation

The Xerox® print driver accepts a job ticket setting file that contains preset printing features. You can submit print requests through the command line using **lp/lpr**. For more information about Linux printing, in the Xerox® print driver, click **Help (?)**.

1. Create a print queue.  
To set up a queue, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).
2. With the required document or graphic open in your application, open the Print dialog box. For most software applications, click **File→Print**, or press **CTRL→P**.
3. Select the target print queue.
4. To access the print time dialog of the Xerox® print driver, click **Print** in the Linux print dialog box.
5. Close the Print dialog box.



**Note:** If you close the dialog box in another way, the print driver dialog box is not accessible.

6. In the Xerox® print driver, select the available printer features.
7. Click **Print**.

### Creating a Job Ticket Using the Xerox® Print Driver

1. From a command-line prompt, open the Xerox® print driver. Log in as root, then type **xeroxprtmgr**.



**Note:** In addition, you can access the Printer Manager by running the **xeroxprtmgr** command as root.

2. On the My Printers screen, select your printer.
3. In the top corner, click **Edit Printer**, then select options for the print job.
4. Click **Save As**, then store the job ticket in your home directory.

Personally identifiable information, such as a Secure Print passcode, is not saved in the job ticket. You can specify the information on the command line.

To print using the job ticket, type the command **xeroxprint -d{Target\_Queue} -oJT=<path\_to\_ticket><file\_name>**.

The following commands are examples of how to print using a job ticket:

```
xeroxprint -d{Target_Queue} -oJT={Absolute_Path_To_Job_Ticket} {Path_To_Print_File}
```

```
xeroxprint -dMyQueue -oJT=/tmp/DuplexedLetterhead /home/user/PrintReadyFile
```

```
xeroxprint -dMyQueue -oJT=/tmp/Secure -oSecurePasscode=1234 /home/user/PrintReadyFile
```

## Mobile Printing Options

You can print from iOS and Android mobile devices to the Xerox printer. For more information, refer to [Mopria](#), and [Google Cloud Print](#).

## Printing with Wi-Fi Direct

You can connect to your printer from a Wi-Fi mobile device, such as a tablet, computer, or smartphone, using Wi-Fi Direct.

For details on using Wi-Fi Direct, refer to the documentation provided with your mobile device.



**Note:** Depending on which mobile device you are using, the printing procedure varies.

## Printing from a USB Device

You can print the following types of files directly from a USB device:

- .jpg
- .pdf
- .ps
- .pcl
- .prn
- .tiff



**Note:** If USB ports are disabled, you cannot use a USB card reader for authentication, update the software, or print from a USB device.

Before you begin, ensure that your system administrator set up and enabled the feature on your Xerox® printer. For details, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

To print from a USB device:

1. Press the **Power Saver** button to activate the printer.
2. Insert your USB device in a USB port on the printer.  
A message stating that the USB memory is connecting appears on the window, and then the USB Options window appears.
3. Press the **Down Arrow** button to highlight the **Print From USB** option, and then press the **OK** button.
4. If the print file is in a folder, select the folder, and open the folder.
5. Select the name of the printable file.
6. Press the green **Start** button.
7. To print another file from the USB device, select **Yes**.



# Printing Features

## Managing Jobs

### Managing Jobs at the Control Panel

From the printer control panel Job Status window, you can view lists of active, secured, or completed jobs. You can print or cancel a print job, and view job progress or job details for a selected job.

#### Cancelling a Print Job

At the printer control panel, press the **Stop** button.


#### Viewing Active or Completed Print Jobs

You can view active or completed print jobs at the printer control panel.

1. At the printer control panel, to view print jobs, press the **Job Status** button.
2. To view a list of active or completed jobs, select an option:
  - To view active jobs, press the **OK** button.
  - To view completed jobs, press the **Down Arrow** button, then press the **OK** button.
3. To view details about a job:
  - a. To highlight a print job, press the **Down Arrow** button.
  - b. To view details about the selected job, press the **OK** button.

#### Deleting an Active Print Job

You can delete an active print job from the printer control panel.

 **Note:** The system administrator can restrict users from deleting jobs. If a system administrator has restricted job deletion, you can view the jobs, but cannot delete them. Only the user who sent the job, or the system administrator, can delete an active print job.

1. At the printer control panel, press the **Job Status** button.
2. To select the Active Job option, press the **OK** button.
3. Select the print job.
  - a. To highlight the print job, press the **Down Arrow** button.
  - b. To select the print job, press the **OK** button.
4. To select the Delete option, press the **OK** button.  
Verify the deletion of your print job.
5. To select Yes, press the **OK** button.

## Managing Jobs in Xerox® CentreWare® Internet Services

You can use Xerox® CentreWare® Internet Services to view a list of active jobs, and delete print jobs from the Active Jobs list.

## Selecting Paper Options for Printing

The available paper options for printing are:

- Default paper size/color/type
- Other Size
- Other Color
- Other Type
- Select By Tray

Designate the paper you want to use in one of the following ways:

- Select the Auto-Select feature. When this feature is set, the printer automatically selects which paper to use, based on the document size, paper type, and paper color.
- Select the specific tray loaded with the paper that you want to use.

## Scaling

Scaling reduces or enlarges the original document to match the selected output paper size. To access Scaling Options, in the Printer Properties window, select **Printing Options**→**Paper**→**Other Size**→**Advanced Paper Size**→**Scaling Options**.

- **No Scaling:** This option does not change the size of the printed image. The image measurement 100 % appears in the percentage box. If the original document size is larger than the output size, the printer crops the image. If the original document size is smaller than the output size, extra space appears around the image.
- **Automatically Scale:** This option scales the document to fit the selected Output Paper Size. The scaling amount appears in the percentage box for the sample image.
- **Manually Scale:** This option scales the document by the amount entered in the percentage box for the preview image.

## Printing on Both Sides of the Paper

### Paper Types for Automatic 2-Sided Printing





The printer can print a 2-sided document automatically on supported paper. Before printing a 2-sided document, verify that the paper type and weight are supported.

### Printing a 2-Sided Document

Options for automatic 2-sided printing are specified in the print driver. To print the document, the print driver uses the software application settings for portrait or landscape orientation.

## 2-Sided Page Layout Options

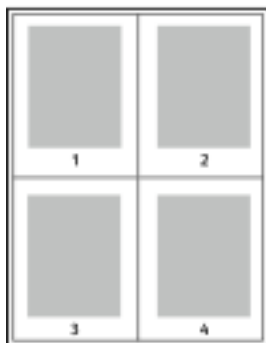
You can specify the page layout for 2-sided printing, which determines how the printed pages turn. These settings override the application page-orientation settings.

Portrait		Landscape	
			
2-Sided Print	2-Sided Print, Flip on Short Edge	2-Sided Print	2-Sided Print, Flip on Short Edge

## Printing Mirror Images

If the PostScript print driver is installed, you can print pages as a mirror image in Advanced Settings. Images mirror left to right when printed.

## Printing Multiple Pages to a Single Sheet



For a multiple-page document, you can print more than one page on a single sheet of paper.

- 1 In your software application, access the print settings. For Windows, press **CTRL+P**. For Macintosh, press **CMD+P**. For Linux, press **CTRL+P**.
- 2 From the list, select your printer, then click **Printer Properties**. In the native Linux Print UI, to access the Xerox Print UI, click **Print**.
- 3 In the Document Options tab, select **Page Layout**.
- 4 Select the required number of pages per sheet, then click **OK**, or you can select **Booklet Layout**.
- 5 In the Print window, click **Print**.

## Print Quality

PostScript print driver print-quality modes:

- Standard print-quality mode: 600 x 600 dpi (dots per inch)
- Enhanced print-quality mode: 1200 x 1200 dpi

Printer Control Language (PCL) print driver print-quality modes:

- Standard print-quality mode: 600 x 600 dpi (dots per inch)
- Enhanced print-quality mode: 1200 x 1200 dpi

## Printing Booklets


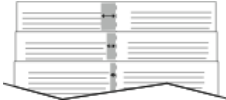
With 2-sided printing, you can print a document in the form of a small booklet. You can create booklets from any paper size that is supported for 2-sided printing.

The print driver reduces each page image automatically and prints four page images per sheet of paper, two page images on each side. The pages are printed in the correct order so that you can fold and staple the pages to create the booklet.

- For Linux, Booklet Layout is on the Layout tab.
- For Macintosh, in the Print window, in Xerox Features, Booklet Layout is on the Paper/Output list.
- For Windows, Booklet Layout is on the Page Layout tab. Page Layout is on the Document Options tab.

When you print booklets using the Windows PostScript or Macintosh print driver, you can specify the gutter and creep.

- **Gutter:** Specifies the horizontal distance in points between the page images. A point is 0.35 mm (1/72 in.).
- **Creep:** Specifies how much the page image shifts outward in tenths of a point. Shifting compensates for the thickness of the folded paper, which can cause the page image to shift outward slightly when folded. You can select a value from 0-1 point.

Gutter	Creep
	

## Printing Cover Pages

A cover page is the first or last page of a document. You can select paper sources for the cover pages that are different from the source used for the body of a document. For example, you can use your company letterhead for the first page of a document. You can use heavyweight paper for the first and last pages of a report. You can use any applicable paper tray as the source for printing cover pages.



**Note:** In Linux, you can add covers, inserts, set up exceptions, and print covers. The cover options are located under the Special Pages tab.

1. To access the cover pages in the print driver window, click **Printing Options**→**Paper**→**Covers**.
2. Select one of these page options for printing cover pages:
  - **No Covers:** This option does not print cover pages. No cover pages are added to the document.
  - **Front Only:** This option prints the first page on paper from the specified tray.
  - **Back Only:** This option prints the back page on paper from the specified tray.
  - **Front and Back: Same:** This option prints the front and back cover pages from the same tray.
3. Select the paper for the cover pages by size, color, or type.



**Note:** You can use blank or pre-printed paper, and you can print side one, side two, or both sides of the cover pages.

## Printing Watermarks from Windows

A watermark is special-purpose text that can be printed across one or more pages. For example, you can add a word like Copy, Draft, or Confidential as a watermark instead of stamping it on a document before distribution.



**Note:** This feature is only available on a Windows computer printing to a network printer.

To print a watermark:

1. In the print driver, click the **Document Options** tab.
2. Click the **Watermark** tab.
3. From the Watermark menu, select the watermark. You can choose from preset watermarks, or create a customized watermark. You can manage watermarks from this menu.
4. For Custom, select an option:
  - **Text:** Enter the text in the field, then specify the font.
  - **Time Stamp:** Specify the date and time options, then specify the font.
  - **Picture:** To locate the picture, click the **Browse** icon.
5. Specify the scaling angle and position of the watermark.
  - To define the location of the image on the page, specify the position option. To move the image in each direction in increments of 1, use the four **Arrow** buttons.
  - For the Picture Option: To define the size of the picture in relation to the original image, specify the size option. Use the **Arrow** buttons to scale the image in increments of 1 %.
  - For the Text and Time Stamp Options: To define the angle of the image on the page, specify the position option. Use the **Arrow** buttons to rotate the image left or right by increments of 1.

6. For Layering, select how to print the watermark.
  - **Print in Background:** This option prints the watermark behind the text and graphics in the document.
  - **Blend:** This option combines the watermark with the text and graphics in the document. A blended watermark is translucent, so you can see both the watermark and the document content.
  - **Print in Foreground:** This option prints the watermark over the text and graphics in the document.
7. Click **Pages**, then select the pages to print the watermark:
  - **Print on All Pages:** This option prints the watermark on all pages of your document.
  - **Print on Page 1 Only:** This option prints the watermark only on the first page of the document.
8. If you select a picture as a watermark, specify the lightness settings for the image.
9. Click **OK**.

## Selecting Print Orientation

Orientation allows you to select the direction that the page prints.

- For Linux, the Orientation options are located under the Layout tab.
- For Macintosh, Orientation options are in the Print window.
- For Windows, the Orientation tab is on the Document Options tab.



**Note:** The orientation setting in your application print dialog box can override the orientation options in the print driver.

The following options are available:

- **Portrait:** This option orients the paper so that the text and images print across the short dimension of the paper.



- **Landscape:** This option orients the paper so that the text and images print across the long dimension of the paper.




**Note:** For Macintosh, to print portrait text and images in landscape orientation, clear the **Auto Rotate** check box, if available.

## Using Custom Paper Sizes

You can print on custom paper sizes that are within the minimum and maximum size range supported by the printer. For details, refer to [Supported Custom Paper Sizes](#).

## Printing on Custom-Sized Paper

 **Note:** Before printing on custom-sized paper, define the paper size. At your computer, from the Printer Properties tab, click **Custom Paper Sizes**. For details, refer to [Defining Custom Paper Sizes](#).

## Printing on Custom-Sized Paper from Linux


Before printing on custom-sized paper, define the customer size in the Xerox® Print UI.

## Printing on Custom-Sized Paper from Macintosh

 **Note:** Before printing on custom-sized paper, define the custom size in the Printer Properties.

1. Load the custom-sized paper in the tray. For details, refer to [Loading Paper](#).
2. In the application, click **File**→**Print**.
3. From the Paper Size list, select the custom paper size.
4. Click **Print**.

## Printing on Custom-Sized Paper from Windows

 **Note:** Before printing on custom-sized paper, define the custom paper size in the Printer Properties tab.

1. Load the custom-size paper in the tray.
2. In your software application, access the print settings, then press **CTRL+P**.
3. Select your printer from the list, then click **Printer Properties**.
4. To select your pre-defined custom-size paper, on the Printing Options tab, from the list, click **Paper**→**Other Size**→**Fit to New Paper Size**.
5. Select the other printing options as needed, then click **OK**.
6. In the Print window, click **Print**.

## Defining Custom Paper Sizes

To print custom paper sizes, define the custom width and length of the paper. You can define custom sizes in the print driver software, or at the printer control panel. When you set the paper size, ensure that you specify the same size as the paper in the tray. Setting the wrong size paper can cause a printer error. When you print using the print driver software on your computer, print driver settings override control panel settings.

## Creating and Saving Custom Paper Sizes in the Print Driver

You can print custom-size paper from any paper tray. Custom-size paper settings are saved in the print driver and are available for you to select in all your applications.

For more information on supported paper sizes for each tray, refer to [Supported Custom Paper Sizes](#).

### Creating and Saving Custom Paper Sizes for Windows

1. In the software application, click **File**→**Print**, then select your printer.
2. In the Print window, click **Printer Properties**, then click **Printing Options** tab.
3. For Paper, click the arrow, then select **Other Size**→**Advanced Paper Size**→**Output Paper Size**→**New**.
4. In the New Custom Paper Size window, enter the height and width of the new paper size.
5. To specify the units of measurement, at the bottom of the window, click the **Units** button, then select **Inches** or **Millimeters**.
6. To save, in the Name field, type a title for the new size, then click **OK**.

### Creating and Saving Custom Paper Sizes for Macintosh

1. In the software application, click **File**→**Print**.
2. Click **Paper Size**, then select **Manage Custom Sizes**.
3. To add a custom paper size, in the Manage Paper Sizes window, click the **Plus (+)** icon.
4. Double-click **Untitled**, then type a name for the new custom paper size.
5. Enter the height and width of the new custom paper size.
6. For the Non-Printable Area field, click the arrow. From the list, select your printer. For User Defined margins, set the top, bottom, right, and left margins.
7. To save the settings, click **OK**.

### Defining a Custom Paper Size at the Printer Control Panel

You can print custom-sized paper from any paper tray.

1. Add custom-sized paper to the paper tray, then press the **Stop** button.
2. Select **Paper Size**, then press the **OK** button.
3. To select **Custom**, press the **Down Arrow** button, then press the **OK** button.
4. Enter the paper width in mm or inches, as indicated, then press the **OK** button.
5. Enter the paper length in mm or inches, as indicated, then press the **OK** button.
6. To save the settings, touch **OK**.
7. Press the **Back** button as many times as necessary to return to the Home screen.



# Paper and Media

This chapter contains:

- [Supported Paper](#) ..... 98
- [Loading Paper](#)..... 103

## Supported Paper

Your printer is designed to use various paper and other media types. To ensure the best print quality and to avoid jams, follow the guidelines in this section.

For best results, use Xerox paper and media recommended for your printer.

## Ordering Paper

To order paper or other media, contact your local reseller or visit [www.xerox.com/office/B1022\\_B1025supplies](http://www.xerox.com/office/B1022_B1025supplies).

## General Paper Loading Guidelines

- Before you load paper in the paper tray, fan the paper.
- Do not overfill the paper trays. Do not load paper above the maximum fill line in the tray.
- Adjust the paper guides to fit the paper size.
- If excessive jams occur, use paper or other approved media from a new package.



**Note:** This printer does not support printing on labels, envelopes, and transparencies.

## Paper that can Damage Your Printer



**Caution:** Some paper and other media types can cause poor output quality, increased paper jams, or damage your printer. Do not use the following paper types:

- Carbonless paper
- Embossing paper
- Erasable bond
- Rough or porous paper
- Inkjet paper
- Non-laser glossy or coated paper
- Paper that has been photocopied
- Folded or wrinkled paper
- Paper with cutouts or perforations
- Stapled paper
- Thermal-Reactive paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media
- Synthetic paper



**Caution:** The Xerox® Warranty, Service Agreement, and Xerox® Total Satisfaction Guarantee do not cover damage caused by using unsupported paper or specialty media. The Xerox® Total Satisfaction Guarantee is available in the United States and Canada. Coverage can vary outside these areas. For details, contact your local Xerox® representative.

## Paper Storage Guidelines

For optimum print quality, store paper and other media properly.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. Ultraviolet light, from the sun and fluorescent bulbs, is damaging to paper.
- Reduce the exposure of paper to strong lights for long periods of time.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid 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 the paper into the printer. Leave stored paper in the original packaging. The paper wrapper protects the paper from moisture loss or gain.
- Some special media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use the media. Keep unused media in the bag and reseal it for protection.

## Supported Paper Types and Weights

Trays	Paper Types	Weights
Bypass tray, Tray 1, and Tray 2	Plain	71–85 g/m <sup>2</sup>
	Letterhead	75–90 g/m <sup>2</sup>
	Pre-printed	75–90 g/m <sup>2</sup>
	Hole-Punched	75–90 g/m <sup>2</sup>
	Lightweight	60–70 g/m <sup>2</sup>
	Heavyweight	86–105 g/m <sup>2</sup>
	Thin Cardstock	106–163 g/m <sup>2</sup>
	Bond	105–120 g/m <sup>2</sup>
	Recycled	60–90 g/m <sup>2</sup>
	Archival	75–105 g/m <sup>2</sup>
	Custom	71–85 g/m <sup>2</sup>

## Supported Standard Paper Sizes

Tray	Standard Sizes
Bypass tray, Tray 1, and Tray 2	A3 (297 x 420 mm, 11.7 x 16.5 in.) A4 (210 x 297 mm, 8.3 x 11.7 in.) A5 (148 x 210 mm, 5.8 x 8.3 in.) B4 (257 x 364 mm, 10.1 x 14.3 in.) JIS B5 (182 x 257 mm, 7.2 x 10.1 in.) Letter (216 x 279 mm, 8.5 x 11 in.) Legal (216 x 356 mm, 8.5 x 14 in.) Oficio (216 x 340 mm, 8.5 x 13.4 in.) Folio (216 x 330 mm, 8.5 x 13 in.) Executive (184 x 267 mm, 7.25 x 10.5 in.) Ledger (432 x 279 mm, 17 x 11 in.)
Bypass tray only	A5 LEF (148 x 210 mm, 5.8 x 8.3 in.) Postcard (102 x 152 mm; 4 x 6 in.) Statement (140 x 216 mm, 5.5 x 8.5 in.)

## Supported Custom Paper Sizes

Tray	Width	Length
Bypass tray	125–297 mm (4.9–11.7 in.)	102–432 mm (4.0–17 in.)
Tray 1 and Tray 2	148–297 mm (5.8–11.7 in.)	182–432 mm (7.2–17 in.)
Custom Duplex	130–297 mm (5.1–11.7 in.)	182 – 432 mm (7.2–17 in.)

## Supported Paper Types and Weights for Automatic 2-Sided Printing

Paper Types	Weights
Lightweight	60–70 g/m <sup>2</sup>
Recycled	60–90 g/m <sup>2</sup>

Paper Types	Weights
Plain Letterhead Hole-Punched Pre-printed	71–90 g/m <sup>2</sup>
Heavyweight	86–110 g/m <sup>2</sup>
Bond	105–120 g/m <sup>2</sup>
Thin Cardstock	111–140 g/m <sup>2</sup>

## Supported Standard Paper Sizes for Automatic 2-Sided Printing

Standard Sizes	Dimensions
A4	210 x 297 mm (8.3 x 11.7 in.)
A5 (SEF or Short-Edge Feed)	148 x 210 mm (5.8 x 8.4 in.)
A3	297 x 420 mm (11.7 x 16.5 in.)
B4	257 x 364 mm (10.1 x 14.3 in.)
B5 (JIS or Japanese Industrial Standards)	182 x 257 mm (7.2 x 10.1 in.)
Ledger	432 x 279 mm (17 x 11 in.)
Letter	216 x 279 mm (8.5 x 11 in.)
Legal	216 x 356 mm (8.5 x 14 in.)
Folio	216 x 330 mm (8.5 x 13 in.)
Oficio	216 x 340 mm (8.5 x 13.4 in.)
Executive	184 x 267 mm (7.25 x 10.5 in.)
Statement SEF	140 x 216 mm (5.5 x 8.5 in.)

## Supported Custom Paper Sizes for Automatic 2-Sided Printing

Source	Media Types	Sizes	Weight
Tray 1 or Tray 2	Plain, Lightweight, Heavyweight, Bond, Thin Cardstock, Recycled, Archive, Hole-Punched, Pre-Printed, Letterhead	A4, Letter, Legal, Executive, Folio, Oficio, JIS B5, A5 SEF, Ledger, A3, B4	60–140 g/m <sup>2</sup> (16 lb. Bond to 100 lb. Text)
Bypass tray	Plain, Lightweight, Heavyweight, Bond, Thin Cardstock, Pre-Printed, Recycled, Archive	A4, Letter, Legal, Executive, Folio, Oficio, JIS B5, A5 SEF, Statement SEF, Ledger, A3, B4	60–140 g/m <sup>2</sup> (16 lb. Bond to 100 lb. Text)
	Custom	Minimum: 130 x 182 mm (5.1 x 7.2 in.)  Maximum: (297 x 432 mm (11.7 x 17 in.)	

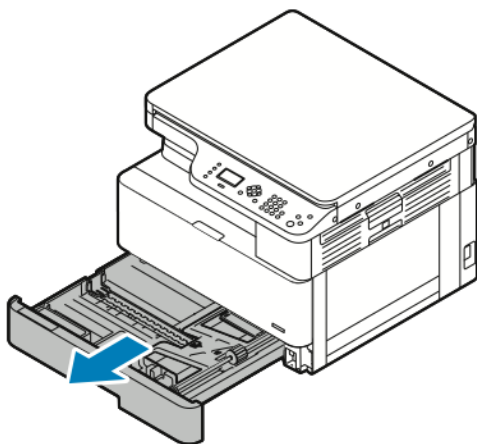
## Loading Paper

### Loading Paper in Tray 1

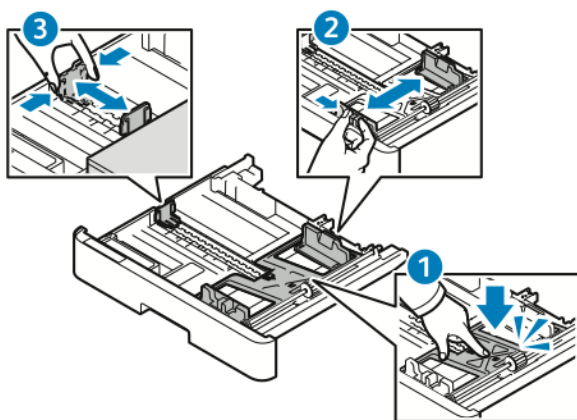
Tray 1 holds a maximum of 250 sheets.

To load paper in Tray 1:

1. Pull out and remove the tray.



2. Move out the length and width guides.
  - a. Pinch the paper guide levers on both paper guides.
  - b. Slide out the paper guides until they stop.
  - c. Release the paper guide levers.

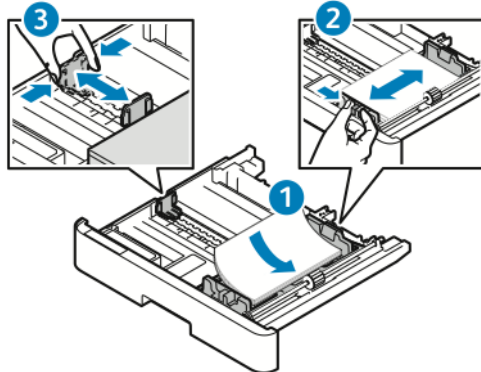


## Paper and Media

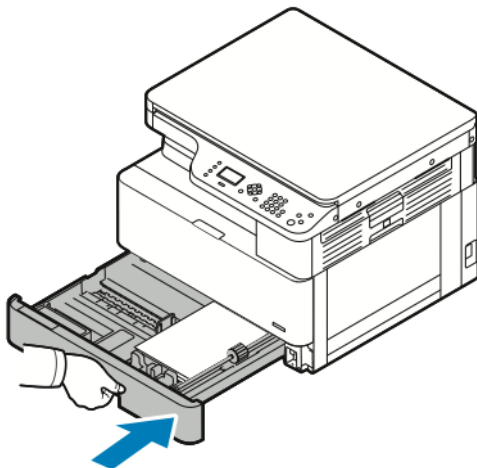
- Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.



- Load the paper into the tray, then adjust the paper guides in the tray to match the paper size.



- Load paper into the tray with the print side face down.
  - Load hole-punched paper with the holes toward the right side of the printer.
  - Do not load paper above the maximum fill line. Overfilling can cause paper jams.
- Slide the tray into the printer and push it in all the way.



- After the control panel Tray Settings screen prompts you, confirm that the paper size, type, and color settings are correct.
- If the paper settings are not correct, press the **Stop** button, then change the settings.
- Press the **OK** button.

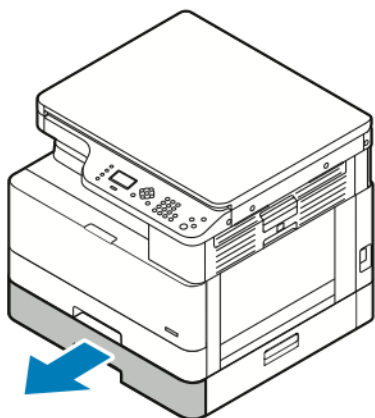


## Loading Paper in the Optional Tray 2

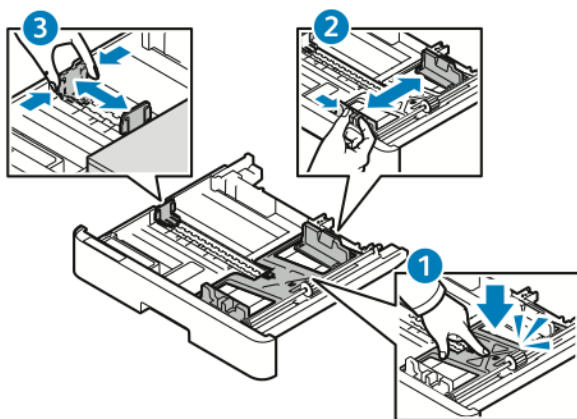
Tray 2 is an optional tray that holds a maximum of 250 sheets.

To load paper in Tray 2:

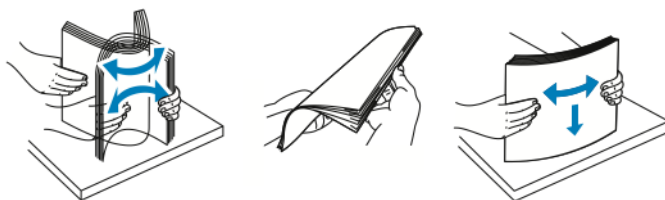
1. To remove the printer tray, grasp the notch at the bottom of the tray, then pull the tray toward you.



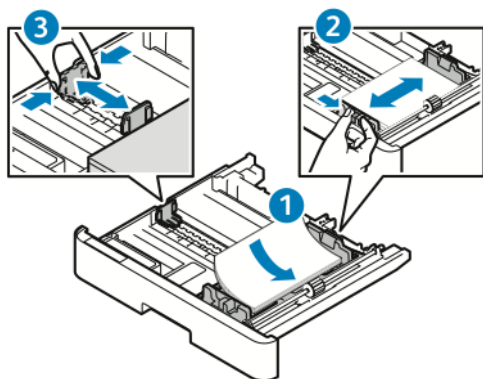
2. Move out the length and width guides.
  - a. Pinch the paper guide levers on both paper guides.
  - b. Slide out the paper guides until they stop.
  - c. Release the paper guide levers.



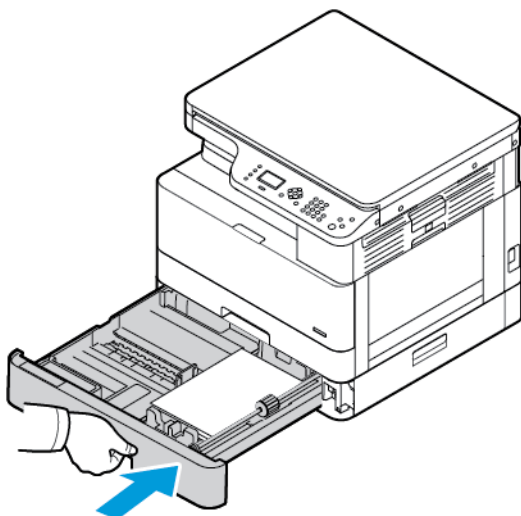
3. Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.



4. Load the paper into the tray, then adjust the paper guides in the tray to match the paper size.



- Load paper into the tray with the print side face down.
  - Load hole-punched paper with the holes toward the right side of the printer.
  - Do not load paper above the maximum fill line. Overfilling can cause paper jams.
5. Slide the tray into the printer and push it in all the way.



6. After the control panel Tray Settings screen prompts you, confirm that the paper size, type, and color settings are correct.
7. If the paper settings are not correct, press the **Stop** button, then change the settings.
8. Press the **OK** button.

## Loading Paper in the Bypass Tray

The bypass tray holds a maximum of 100 sheets.

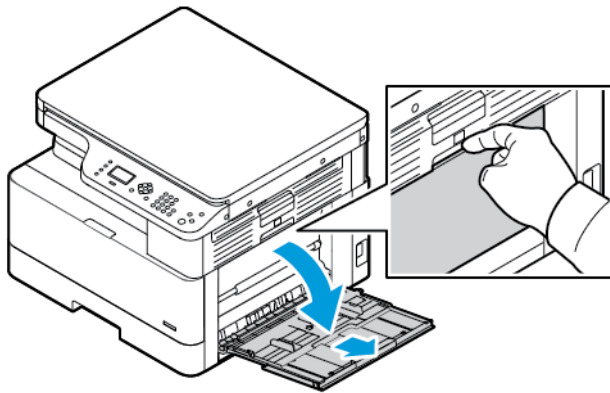
To load paper in the bypass tray:

1. Open the bypass tray.

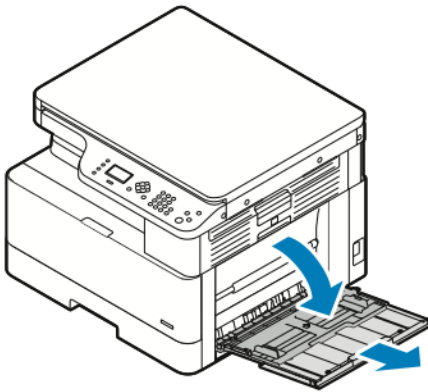


**Note:** If the bypass tray is open and loaded with paper, remove any paper that is a different size or type.

- a. To open the bypass tray, press the release lever.



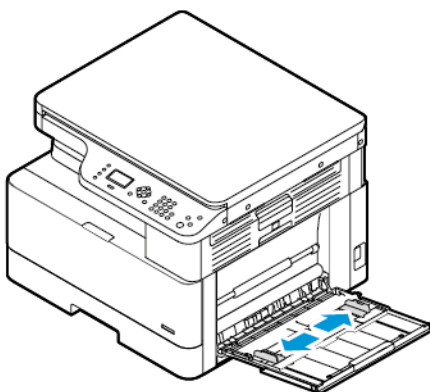
- b. Fully extend the bypass tray.



2. Move out the length and width paper guides, then press down the metal plate near the feed area.



**Note:** The metal plate is part of the tray near the feeder roll.

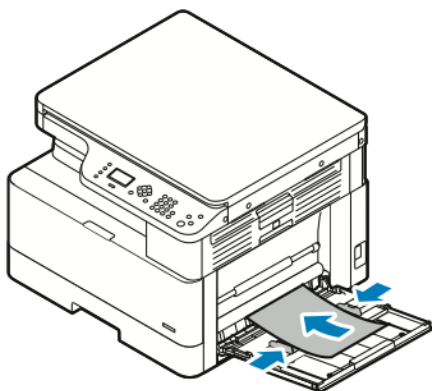



3. Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.



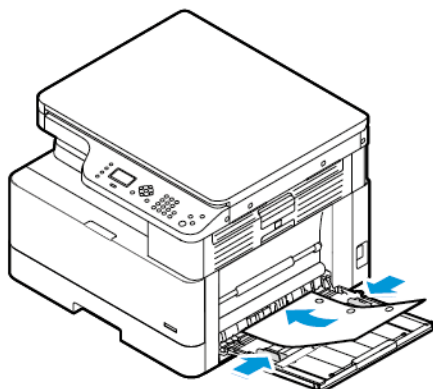
**Note:** To avoid jams and misfeeds, do not remove paper from the packaging until you are ready to use it.

4. Load the paper in the tray. Adjust the paper width guides until they touch the edges of the paper.




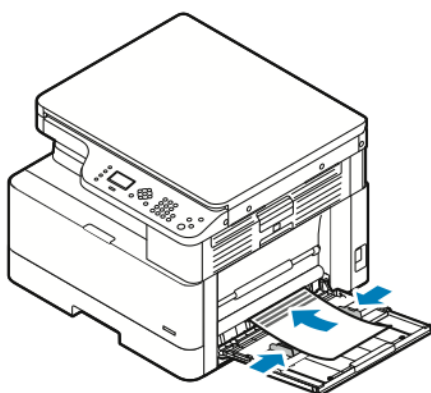
 **Note:** Do not load paper above the maximum fill line. Overfilling can cause paper jams.

- Load hole-punched paper with the holes facing the back of the printer.



- To load letterhead or pre-printed paper, place the letterhead face down with the top edge of the paper entering the printer first.

 **Note:** These instructions for loading the paper apply to 1-sided and 2-sided printing.



5. After the control panel Tray Settings screen prompts you, confirm that the paper size, type, and color are correct.

## Paper and Media

6. If the paper settings are not correct, press the **Stop** button, then change the settings.
7. Press the **OK** button.






# Maintenance

This chapter contains:

- [Cleaning the Printer .....](#) 112
- [Ordering Supplies.....](#) 115
- [Moving the Printer .....](#) 120
- [Viewing Billing Meter Information.....](#) 121


# Cleaning the Printer

## General Precautions

-  **Caution:** When cleaning your printer, do not use organic or strong chemical solvents or aerosol cleaners. Do not pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation.
  -  **WARNING:** Keep all cleaning materials out of the reach of children.
  -  **WARNING:** Do not use pressurized spray cleaning aids on or in the printer. Some pressurized sprays contain explosive mixtures and are not suitable for use in electrical applications. Use of pressurized spray cleaners increases the risk of fire and explosion.
  -  **Caution:** Do not remove the covers or guards that are fastened with screws. You cannot maintain or service any parts that are behind these covers and guards. Do not attempt any maintenance procedure that is not described in the documentation supplied with your printer.
  -  **WARNING:** Internal parts of the printer can be hot. Use caution when doors and covers are open.
- Do not place anything on top of the printer.
  - Do not open covers and doors during printing.
  - Do not tilt the printer while it is in use.
  - Do not touch the electrical contacts or gears. Doing so could damage the printer and cause the print quality to deteriorate.
  - Ensure that any parts removed during cleaning are replaced before you plug in the printer.

## Cleaning the Exterior

Clean the exterior of the printer once a month.

-  **Caution:** Do not spray detergent directly on the printer. Liquid detergent could enter the printer through a gap and cause problems. Never use cleaning agents other than water or mild detergent.

To clean the printer exterior:

1. Slightly dampen a soft, lint-free cloth with water.
2. Wipe the paper tray, output tray, control panel, and other exterior areas of the printer.
3. After cleaning, wipe with a dry, lint-free cloth.



**Note:** For stubborn stains, apply a small amount of mild detergent to the cloth and gently wipe off the stain.

## Cleaning the Scanner

Clean the scanner once a month, when anything is spilled, or when debris or dust collects on any of the surfaces. To ensure the best possible copies and scans, keep the feed rollers clean.

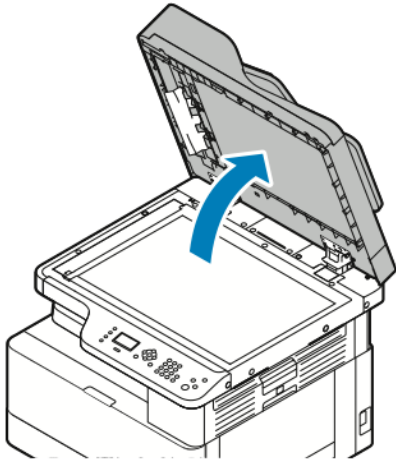


## Cleaning the Document Glass

For best results when scanning and copying documents, keep the document glass as clean as possible.

To clean the document glass:

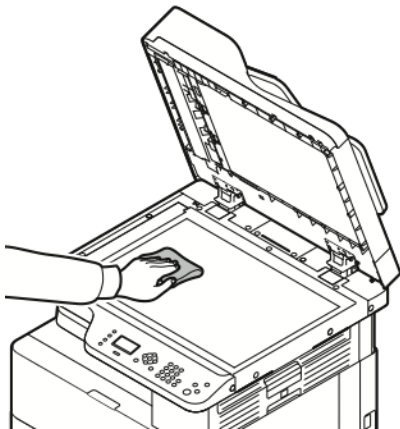
1. Slightly dampen a soft, lint-free cloth with water.
2. Remove any paper from the document feeder.
3. Open the document cover.



4. Wipe the surface of the document glass until it is clean and dry.



**Note:** For best results, to remove marks and streaks, use a standard glass cleaner.



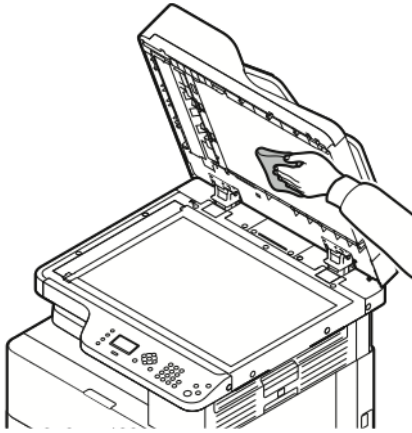
## Maintenance

5. Wipe the Constant Velocity Transport (CVT) glass until there is no debris, and the glass is clean and dry.

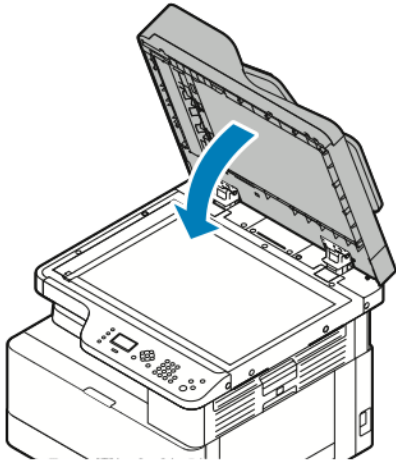


**Note:** The CVT glass is the long narrow strip to the left of the document glass.

6. Wipe the white underside of the document cover until it is clean and dry.



7. Close the document cover.



# Ordering Supplies

## When to Order Supplies

A warning appears on the control panel when the Toner Cartridge or the Drum Cartridge are near replacement time. Verify that you have replacement cartridges available at your workplace.

To avoid interruptions to your printing, it is important to order these items when the messages first appear on the control panel. An error message appears on the control panel when the Toner Cartridge or the Drum Cartridge requires replacement.

Order supplies from your local reseller or go to [www.xerox.com/office/B1022\\_B1025supplies](http://www.xerox.com/office/B1022_B1025supplies).



**Caution:** Use of non-Xerox supplies is not recommended. The Xerox® Warranty, Service Agreement, 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 could vary outside these areas. For details, contact your Xerox® representative.

## Viewing Toner Level Status

You can check the status of your toner cartridge using Xerox® CentreWare® Internet Services or the printer control panel.



**Note:** For details, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

To view the level of your toner cartridge on the printer control panel:

1. At the printer control panel, press the **Machine Status** button.
2. To select the Toner Level option, press the **Down Arrow** button twice, then press the **OK** button.

The toner cartridge level appears on the screen.

## Viewing Printer Supply Status

You can check the status of your printer supplies using Xerox® CentreWare® Internet Services or the printer control panel.



**Note:** To view printer supply status using Xerox® CentreWare® Internet Services, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

To view the levels of your toner cartridge and drum cartridge:

1. At the printer control panel, press the **Machine Status** button.
2. To select the Information Pages option, press the **Down Arrow** button once, then press the **OK** button.
3. To select the Supplies Usage Page option, press the **Down Arrow** button twice, then press the **OK** button.
4. To print the Supplies Usage Page, when the cursor is on Yes?, press the **OK** button.

## Consumables

Consumables are printer supplies that deplete during the operation of the printer. The consumable supplies for this printer are the genuine Xerox® Black Toner Cartridge and the Xerox® Drum Cartridge.



### Note:

- When you replace a consumable, refer to the instructions included with the consumable supply.
- To ensure that print quality, the toner cartridge and drum cartridge are designed to cease functioning at a predetermined point.



**Caution:** Use of non-Xerox supplies is not recommended. Use of toner other than genuine Xerox® Toner can affect print quality and printer reliability. Xerox® Toner is the only toner designed and manufactured under strict quality controls by Xerox® for use with this specific printer.

## Routine Maintenance Items

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



**Note:** Each routine maintenance item includes installation instructions.

Routine maintenance items for this printer include the following:

- Standard Capacity Toner Cartridge
- Drum Cartridge



**Note:** Not all options listed are supported on all printers. Some options apply only to specific printer models or configurations.

## Toner Cartridges

### General Precautions for the Toner Cartridge



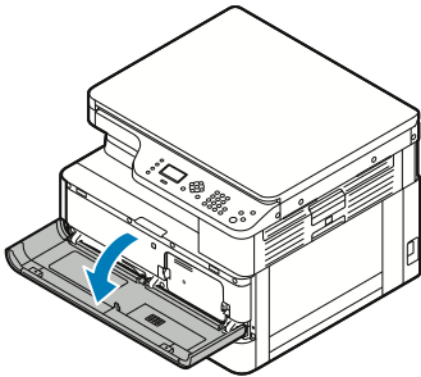
### WARNING:

- When you replace a toner cartridge, be careful not to spill the toner. If any toner spills, avoid contact with clothes, skin, eyes, and mouth. Do not inhale the toner dust.
- Keep toner cartridges out of the reach of children. If a child accidentally swallows toner, have the child spit out the toner, and rinse the mouth with water. Consult a physician immediately.
- Use a damp cloth to wipe off spilled toner. Never use a vacuum cleaner to remove spills. Electric sparks inside the vacuum cleaner can cause a fire or explosion. If you spill a large volume of toner, contact your local Xerox® representative.
- Never throw a toner cartridge into an open flame. Remaining toner in the cartridge can catch fire and cause burn injuries or an explosion.

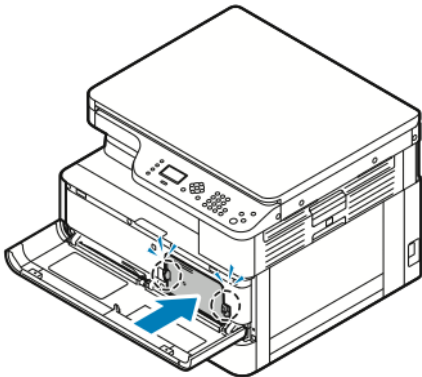
## Replacing a Toner Cartridge

When a toner cartridge is almost empty, the control panel displays a toner-low message. When a toner cartridge is empty, the printer stops and displays a message on the control panel.

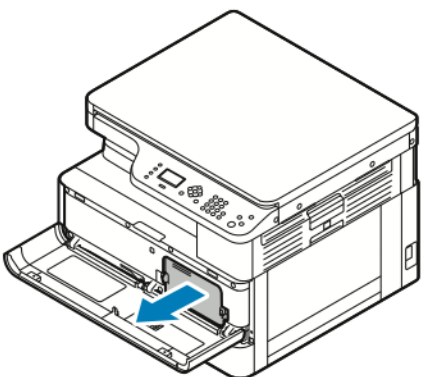
1. To open the front of the printer, pull on both sides of the front cover.



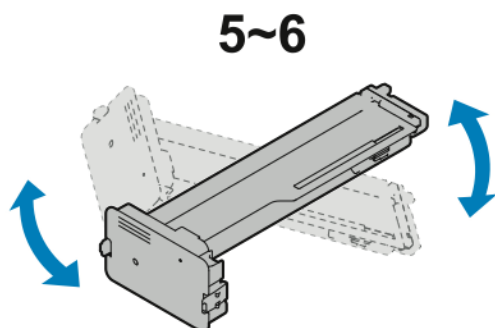
2. To release the toner cartridge, push the clips on both sides of the toner cartridge toward each other.



3. Pull the cartridge straight out toward you.

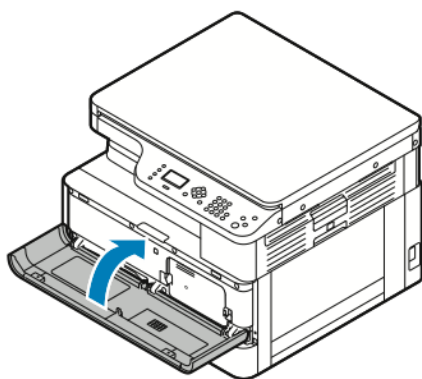


4. Depending upon the warning message that appears on the control panel, complete one of the following actions:
  - Replace the toner cartridge with a new cartridge.
  - Shake the toner cartridge five or six times to extend the life of the cartridge.



**Caution:** To prevent spillage of the toner from causing property damage, shake the toner cartridge over a plastic sheet.

5. To close the printer, push the front cover up, until it clicks into place.  
The printer automatically resets.



6. Resend your print job, as needed.

## Drum Cartridges

### General Precautions for the Drum Cartridge



**Caution:** Do not expose the drum cartridge to direct sunlight or strong indoor fluorescent lighting. Do not touch or scratch the surface of the drum cartridge.



**Caution:** Do not leave the printer covers and doors open for any length of time, especially in well-lighted places. Light exposure can damage the drum cartridge.



**WARNING:** Never throw a drum cartridge into an open flame. The cartridge can catch fire and cause burn injuries or an explosion.

## Recycling Supplies

For more information on the Xerox® supplies recycling program, go to [www.xerox.com/gwa](http://www.xerox.com/gwa).

## Moving the Printer

To move the printer:



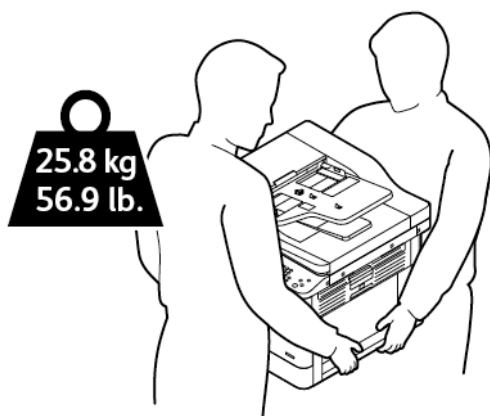
### **WARNING:**

- To prevent electric shock, never touch the power plug with wet hands.
- When removing the power cord, ensure that you pull the plug and not the cord. Pulling the cord can result in damage, which can lead to fire or electric shock.

1. Power off the printer.
2. Disconnect the power cord and other cables from the back of the printer. For details, refer to [Powering the Printer On or Off](#).
3. Remove any paper or other media from the output tray.
4. To prevent possible injury, use two people to lift and carry the printer.



**Caution:** When moving the printer between locations, do not tilt it more than 10 degrees to the front, back, left, or right. Tilting the printer more than 10 degrees can cause toner spillage and the printer to topple.



- Repack the printer and its options using the original packing material and boxes or a Xerox Repackaging Kit. For a repackaging kit and instructions, go to [www.xerox.com/office/B1022\\_B1025support](http://www.xerox.com/office/B1022_B1025support).
- When moving the printer over a long distance, to prevent toner from spilling, remove the toner cartridge and drum cartridge.



**Caution:** Failure to repackage the printer properly for shipment can result in damage not covered by the Xerox® Warranty, Service Agreement, or Total Satisfaction Guarantee. The Xerox® Warranty, Service Agreement, or Total Satisfaction Guarantee do not cover damage to the printer caused by improper moving.

5. After moving the printer:
  - a. Reinstall any parts that you removed.
  - b. Reconnect the printer to the cables and power cord.
  - c. Plug in and power on the printer.



## Viewing Billing Meter Information

Billing and printer usage information appears on the Billing Meters screen. The impression counts shown are used for billing.

To view billing meter usage information:

1. At the printer control panel, press the **Machine Status** button.
2. To select the Machine Information option, press the **OK** button.
3. To select the Billing Meters option, press the **Down Arrow** button as many times as necessary, then press the **OK** button.

A page is one side of a sheet of paper. A sheet that has printing on two sides counts as two impressions.

The usage counts appear on the screen for the following types of impressions:

- Total
- Black
- Large
- Maintenance
- Black Copied
- Black Printed



# Troubleshooting

This chapter contains:

- General Troubleshooting ..... 124
- Paper Jams ..... 129
- Print-Quality Problems..... 147
- Copy and Scan Problems ..... 151
- Getting Help ..... 152

## General Troubleshooting

This section contains procedures to help you locate and resolve problems. Resolve some problems by simply restarting the printer.

### Restarting the Printer

To restart the printer, refer to [Powering the Printer On or Off](#).



**Note:** If restarting the printer does not resolve the problem, refer to [Printer Fails to Power On](#) and [Printer Resets or Powers Off Frequently](#).

### Printer Fails to Power On

Probable Causes	Solutions
The printer is not powered on.	Power on the printer. For details, refer to <a href="#">Powering the Printer On or Off</a> .
The power cord is not plugged into the outlet correctly.	Verify that the printer is powered down, then plug in the power cord securely into the outlet. For details, refer to <a href="#">Powering the Printer On or Off</a> .
Something is wrong with the outlet connected to the printer.	<ul style="list-style-type: none"> <li>Plug in a different electrical appliance into the outlet, then verify that the appliance operates properly.</li> <li>Try a different outlet.</li> </ul>
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source within the specifications for the printer. For details, refer to <a href="#">Powering the Printer On or Off</a> .



**Caution:** Plug in the three-wire cord with grounding prong directly into a grounded AC outlet.

### Printer Resets or Powers Off Frequently


Probable Causes	Solutions
The power cord is not plugged into the outlet correctly.	Power off the printer. Before powering on the printer, confirm that the power cord is plugged in correctly to the printer and the outlet.
A system error occurred.	Power off the printer, then power it on again. If the error persists, contact your Xerox® representative.

Probable Causes	Solutions
The printer is connected to an uninterruptible power supply.	Power off the printer, then connect the power cord to a suitable outlet.
The printer is connected to a power strip shared with other high-power devices.	Plug in the printer directly into the outlet or into a power strip that is not shared with other high-power devices.

## Document Prints from the Wrong Tray

Probable Causes	Solutions
Application and print driver have conflicting tray selections.	<ol style="list-style-type: none"> <li>1 In the print driver, verify that you have selected the correct tray.</li> <li>2 Access the application from which you are printing, then go to the page setup or printer settings.</li> <li>3 Set the paper source to match the tray selected in the print driver, or set the paper source to Automatically Select.</li> </ol>

## Automatic 2-Sided Printing Problems

Probable Causes	Solutions
Unsupported or incorrect paper.	Ensure that you are using a supported paper size and weight for 2-sided printing. Do not use 2-sided printing for envelopes and labels.
Incorrect setting.	<p>In the print driver, for Printer Settings, select <b>Print on Both Sides</b>.</p> <p> <b>Note:</b> The setting varies depending on the application from which you are printing.</p>

## Paper Tray Fails to Close

Probable Cause	Solution
Debris or an object is blocking the paper tray.	Remove the debris or object that is blocking the paper tray.

## Printing Takes Too Long


Probable Causes	Solutions
The printer is set to a slower printing mode. For example, the printer could be set to print on Heavyweight paper.	It takes more time to print on certain types of special paper. Ensure that the paper type is set properly in the print driver and at the printer control panel. For details, refer to <a href="#">Print Speed</a> .
The printer is in power-saver mode.	It takes time for printing to start when the printer is exiting power-saver mode.
The way the printer was installed on the network.	Determine if a print spooler or a computer sharing the printer is buffering all print jobs, then spooling the jobs to the printer. Spooling can slow print speeds. To test the speed of the printer, print information pages, such as the Office Demo Page. If the page prints at the rated speed of the printer, check for a network or printer installation issue. For help, contact the system administrator.
The job is complex.	Wait for the document to finish printing.
The print-quality mode in the print driver is set to Enhanced.	In the print driver, change the print-quality mode to <b>Standard</b> .

## Print Job Fails to Print

Probable Causes	Solutions
The printer has an error.	<ul style="list-style-type: none"> <li>To clear the error, power off the printer, then power it on again.</li> <li>If the error persists, contact your Xerox® representative.</li> </ul>
The printer is out of paper.	<p>Load paper in the tray.</p> <p>For details, refer to <a href="#">Loading Paper</a>.</p>
A toner cartridge is empty.	<p>Replace the empty toner cartridge.</p> <p>For details, refer to <a href="#">Replacing a Toner Cartridge</a>.</p>
The power cord is not plugged into the outlet correctly.	<p>Power off the printer, then confirm that the power cord is plugged in correctly to the printer and the outlet. Power on the printer. For details, refer to <a href="#">Powering the Printer On or Off</a>. If the error persists, contact your Xerox® representative.</p>

Probable Causes	Solutions
The printer is busy.	<ul style="list-style-type: none"> <li>• Determine if a previous print job is the problem. On your computer, to delete all print jobs in the print queue, you can use the Printer Properties feature.</li> <li>• Load paper in the tray.</li> <li>• At the printer control panel, press the <b>Job Status</b> button. If the print job is not in the Active Jobs or Completed Jobs list, check the Ethernet connection between the printer and computer. Power off the printer, then power it on again.</li> <li>• At the printer control panel, press the <b>Job Status</b> button. If the print job is not in the Active Jobs or Completed Jobs list, check the USB connection between the printer and computer. Power off the printer, then power it on again.</li> </ul>
The printer cable is disconnected.	<ul style="list-style-type: none"> <li>• At the printer control panel, press the <b>Job Status</b> button. If the print job is not in the Active Jobs or Completed Jobs list, check the Ethernet connection between the printer and computer. Power off the printer, then power it on again.</li> <li>• At the printer control panel, press the <b>Job Status</b> button. If the print job is not in the Active Jobs or Completed Jobs list, check the USB connection between the printer and computer. Power off the printer, then power it on again.</li> </ul>

## Printer Makes Unusual Noises

Probable Causes	Solutions
There is an obstruction or debris inside the printer.	<ol style="list-style-type: none"> <li>1 Power off the printer.</li> <li>2 Remove the obstruction or debris.</li> </ol> <p> <b>Note:</b> If you cannot remove the obstruction or debris, contact your Xerox® representative.</p>

## Condensation has Formed Inside the Printer

Moisture can condense inside a printer when the humidity is above 85 % or when a cold printer is in a warm room. Condensation can form in a printer after it has been sitting in a cold room that is heated quickly.

Probable Causes	Solutions
The printer has been sitting in a cold room.	<ul style="list-style-type: none"> <li>Before operating the printer, allow it to acclimate for several hours.</li> <li>Allow the printer to operate for several hours at room temperature.</li> </ul>
The relative humidity of the room is too high.	<ul style="list-style-type: none"> <li>Reduce the humidity in the room.</li> <li>Move the printer to a location where the temperature and relative humidity are within the operating specifications. For details, refer to <a href="#">Relative Humidity</a>.</li> </ul>

## Toner Cartridge Status Messages

When a toner cartridge approaches the end of usable life, the control panel displays a toner-low message. When a toner cartridge is empty, the printer stops and displays a message on the control panel.



**Note:** Each new toner cartridge includes installation instructions.

Printer Status Message	Cause and Solution
Low Toner Status: Ensure that a new Toner Cartridge is available.	The toner cartridge is low. Order a new toner cartridge.
Replace the Toner Cartridge.	The toner cartridge is empty. Open the front cover, then replace the toner cartridge.

## Drum Cartridge Status Messages

When a drum cartridge approaches the end of usable life, the control panel displays a drum cartridge-low message. When a drum cartridge is worn, the printer displays an end-of-life message, but the printer continues to print.



**Note:** Each new drum cartridge includes installation instructions.

Printer Status Message	Cause and Solution
Drum cartridge near end of life. Ensure that a new drum cartridge is available.	The drum cartridge is nearing end of life. Order a new drum cartridge.
Drum cartridge is worn. Replace drum cartridge.	The drum cartridge requires replacement. Open the front cover and side cover, then replace the drum cartridge.



# Paper Jams

## Minimizing Paper Jams

The printer is designed to function with minimal paper jams using Xerox® supported paper. Other paper types can cause jams. If supported paper is jamming frequently in one area, clean that area of the paper path.

The following can cause paper jams:

- Selecting the incorrect paper type in the print driver.
- Using damaged paper.
- Using unsupported paper.
- Loading paper incorrectly.
- Overfilling the tray.
- Adjusting the paper guides improperly.

Most jams can be prevented by following a simple set of rules:

- Use only supported paper. For details, refer to [Supported Paper](#).
- Follow proper paper handling and loading techniques.
- Always use clean, undamaged paper.
- Avoid paper that is curled, torn, moist, creased, or folded.
- To separate the sheets before loading into the tray, fan the paper.
- Observe the paper tray fill line. Do not overfill the paper tray.
- After inserting paper in a tray, adjust the paper guides in the trays. A paper guide that is not properly adjusted can cause poor print quality, misfeeds, skewed prints, and printer damage.
- After you load paper in a tray, at the printer control panel, select the correct paper type and size.
- In the print driver, select the correct paper type and size for the print job.
- Store paper in a dry location.
- Use only Xerox® paper designed for the printer.

Avoid the following:

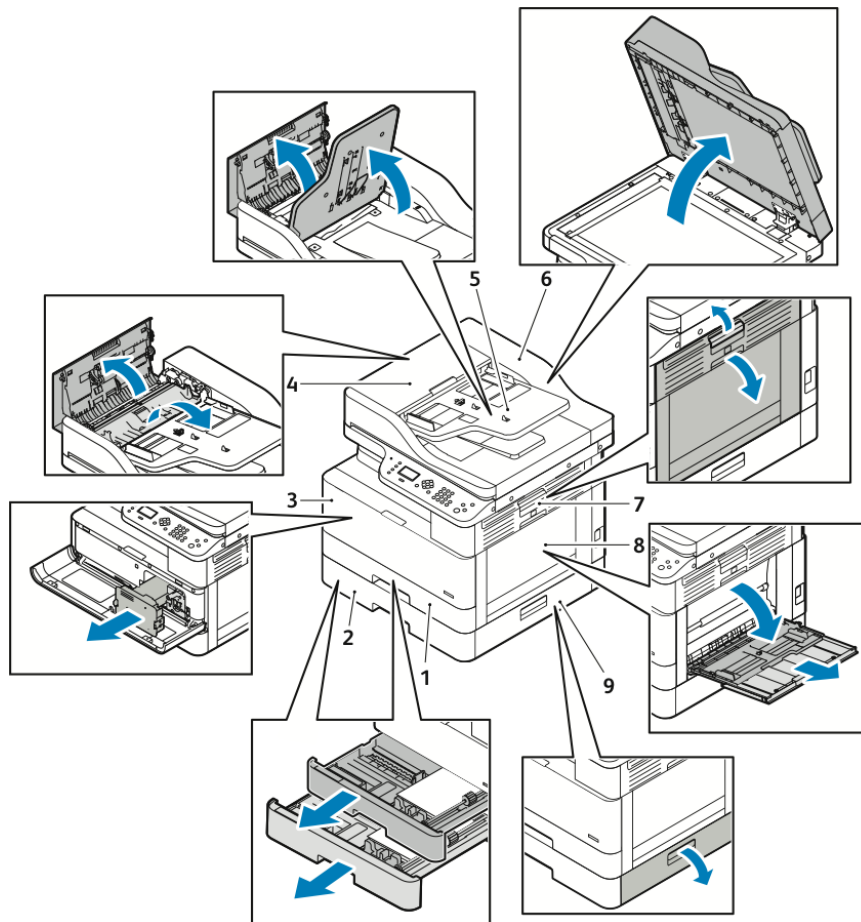
- Polyester-coated paper specially designed for inkjet printers.
- Paper that is folded, wrinkled, or excessively curled.
- Loading more than one type, size, or weight of paper in a tray at the same time.
- Overfilling the trays.
- Allowing the output tray to overfill.

## Locating Paper Jams

**⚠ WARNING:** To avoid injury, never touch a labeled area on or near the heat roller in the fuser. If a sheet of paper is wrapped around the heat roller, do not try to remove it immediately. Power off the printer immediately, and wait 30 minutes for the fuser to cool. After the printer cools, try to remove the jammed paper. If the error persists, contact your Xerox® representative.

**⚠ Caution:** Do not attempt to clear any paper jams using tools or instruments. Using tools or instruments can damage the printer permanently.

The following illustration shows possible locations of paper jams along the paper path:

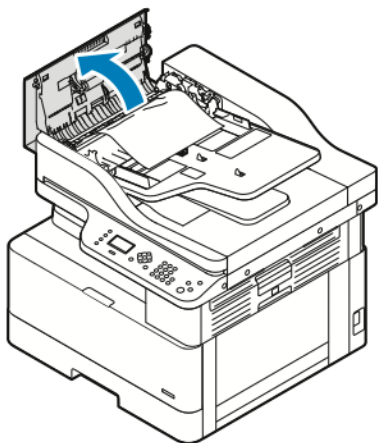


- |  |                                 |
|--|---------------------------------|
| 1. Standard Tray 1                         | 6. Document Feeder Inside Cover |
| 2. Optional Tray 2                         | 7. Side Cover                   |
| 3. Toner Cartridge and Drum Cartridge Area | 8. Bypass Tray                  |
| 4. Optional Document Feeder Top Cover      | 9. Optional Tray 2 Side Cover   |
| 5. Optional Document Feeder Input Tray     |                                 |

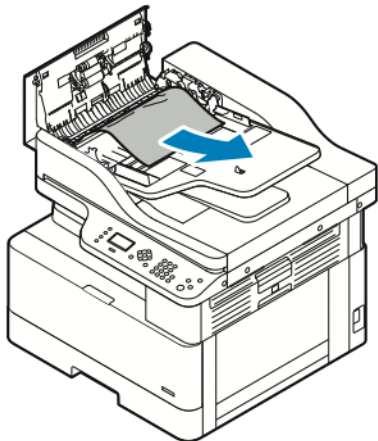
# Clearing Paper Jams

## Clearing Paper Jams from the Optional Document Feeder

1. Remove any documents from the optional document feeder.
2. Open the optional document feeder top cover.

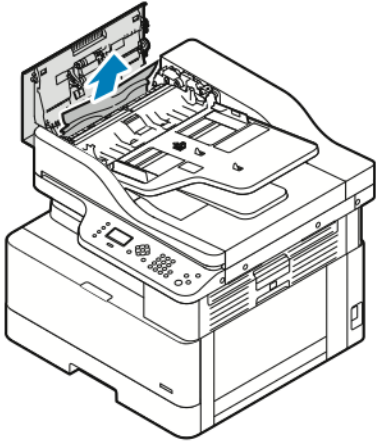


3. If the paper is jammed in the exit of the optional document feeder, gently pull out the paper toward you.

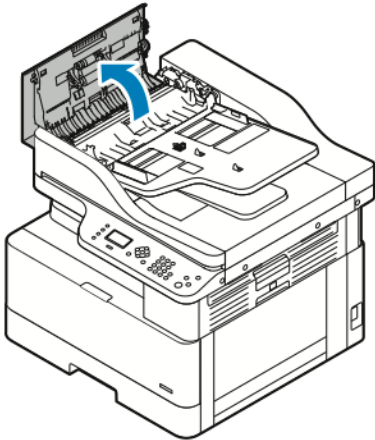


## Troubleshooting

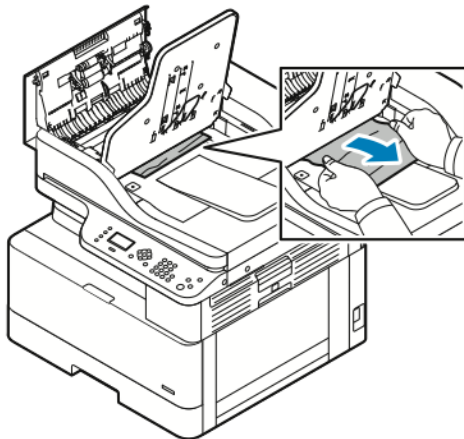
4. If the jammed paper is not caught in the entry of the optional document feeder, gently pull the paper upward.



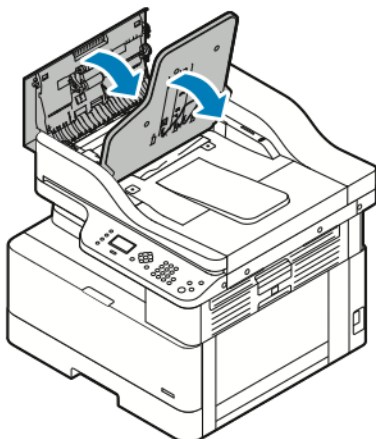
5. If you cannot see the jammed paper, perform the following steps.
  - a. Open the top cover, then lift the document feeder input tray.



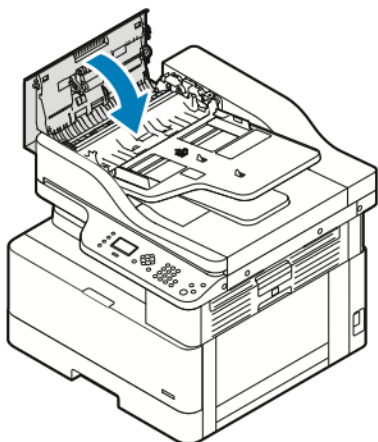
- b. Gently pull out the jammed paper toward you.



- c. Lower the document tray.

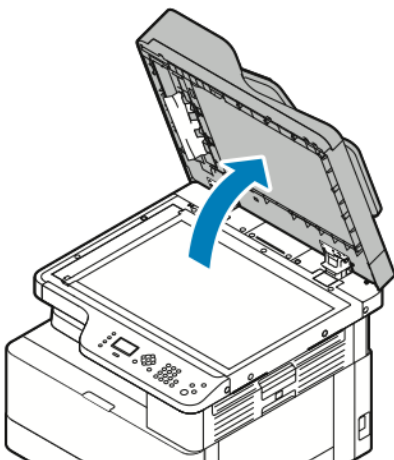


- 6. To close the top cover of the document feeder, press down the top cover.



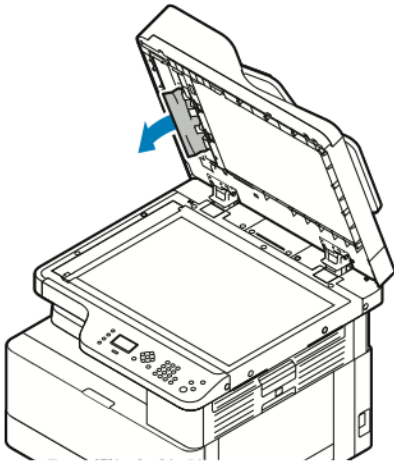
- 7. To remove jammed paper from the optional document feeder inside cover, complete the following steps.

- a. Lift the optional document feeder.

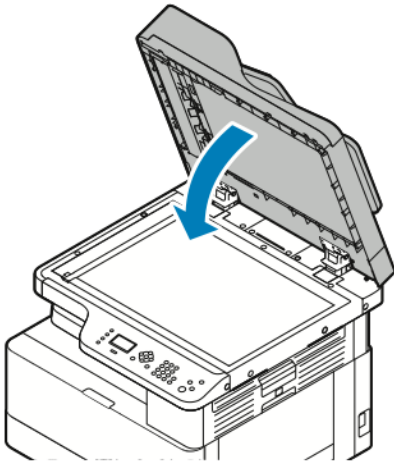


## Troubleshooting

- b. Gently pull out any jammed paper.



- c. Close the optional document feeder.



8. Reload the documents in the document feeder input tray, then adjust the paper guides so that they touch the edges of the paper.

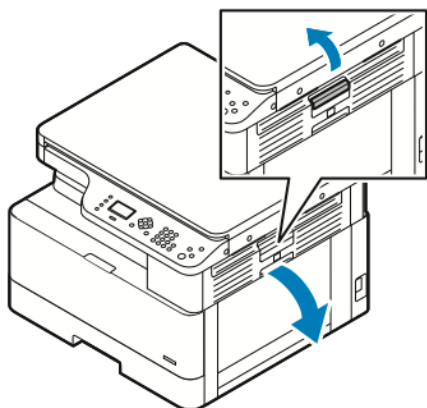
## Clearing Paper Jams from Tray 1

To resolve the error that appears on the control panel, clear all jammed paper from the paper path.

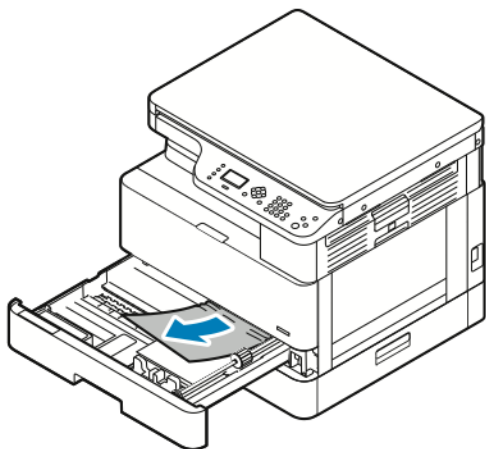


**Note:** If you cannot clear the paper jam by following this procedure, refer to [Clearing Paper Jams from Inside the Printer](#).

1. To open the side cover on the printer, press the release lever.

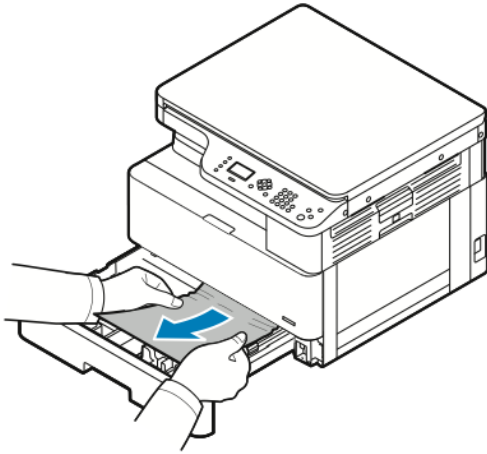


2. To remove jammed paper from the side of the printer, pull the jammed paper toward you.
3. To remove remaining jammed paper from Tray 1, pull out the tray until it stops.

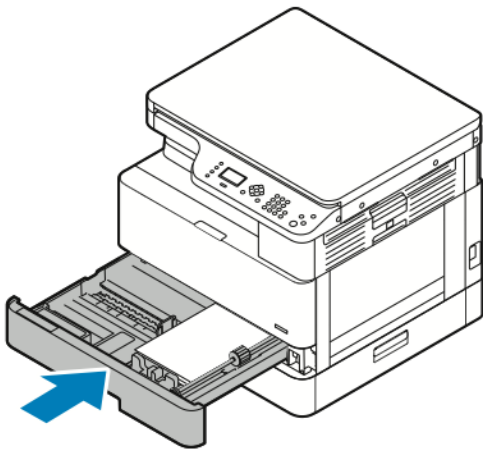


## Troubleshooting

4. To remove jammed paper from Tray 1, gently pull the paper toward you.



5. To close the tray, push it in, toward the printer.




6. If the control panel prompts you, on the Paper Settings screen, verify the paper size, type, and color.
7. To confirm the size, type, and color of the paper, press the **OK** button.

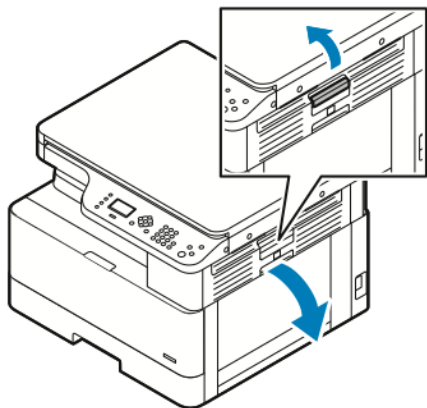


## Clearing Paper Jams from the Optional Tray 2

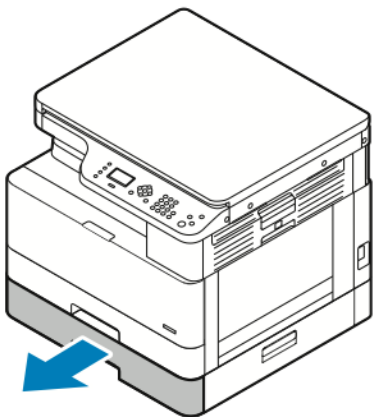
To resolve the error that appears on the control panel, clear all jammed paper from the paper path.

 **Note:** If the jammed paper does not move as you pull it, or if there is no jammed paper in the optional Tray 2 area, refer to [Clearing Paper Jams from Inside the Printer](#).

1. To open the side cover of the printer, press the release lever.

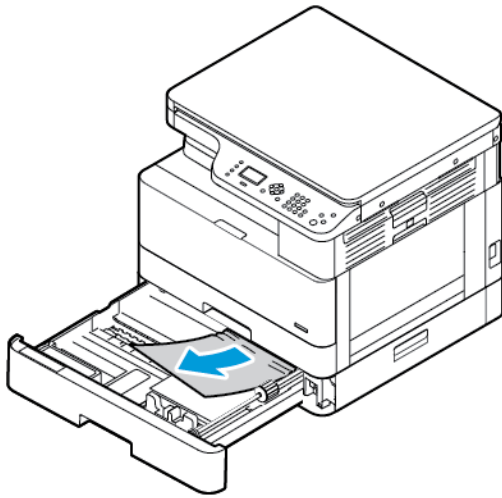


2. To remove jammed paper from the side of the printer, pull the jammed paper toward you.
3. To remove jammed paper from the optional Tray 2, pull out Tray 2 until it stops.

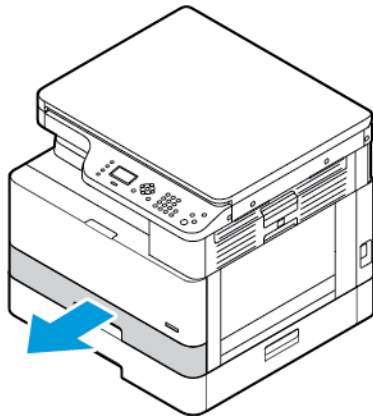


## Troubleshooting

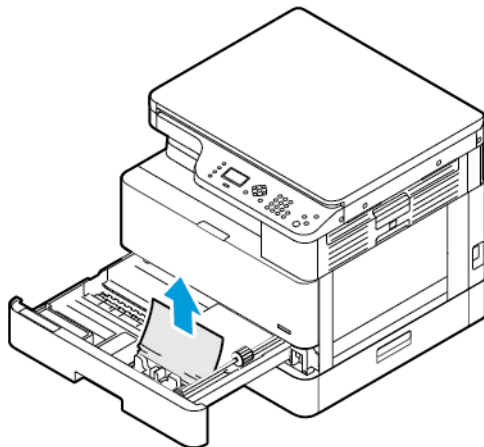
4. To remove jammed paper from the optional Tray 2, gently lift the paper and pull it toward you.



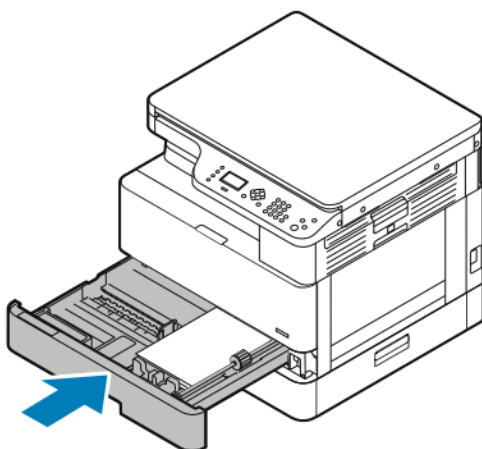
5. If the jammed paper does not move when you pull it, or if there is no jammed paper in the optional Tray 2 area, complete the following steps.
  - a. Pull out Tray 1.



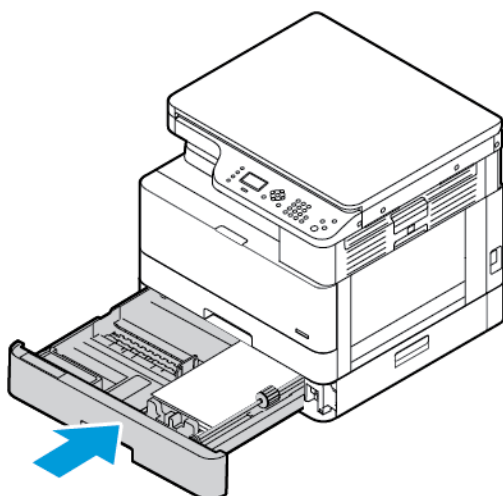
- b. To remove jammed paper, gently pull up the paper.



- c. Push in Tray 1.



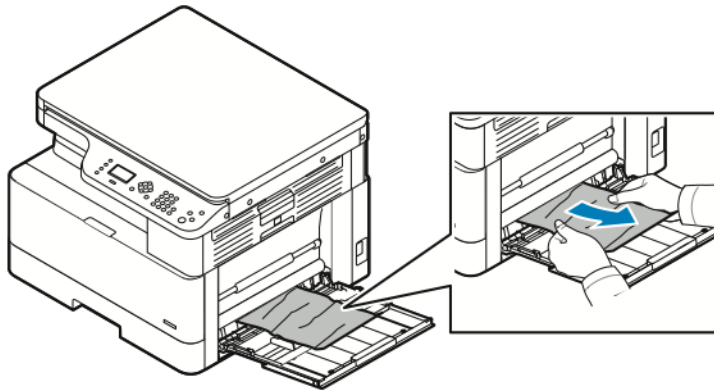
6. Push in the optional Tray 2.



7. Clear jammed paper from the optional Tray 2 side cover:
  - a. To open the Tray 2 side cover, pull the side cover lever.
  - b. To remove the jammed paper, gently pull the paper toward you.
8. If the control panel prompts you, in the Paper Settings screen, verify the paper size, type, and color.
9. To confirm the size, type, and color of the paper, press the **OK** button.

## Clearing Paper Jams at the Bypass Tray

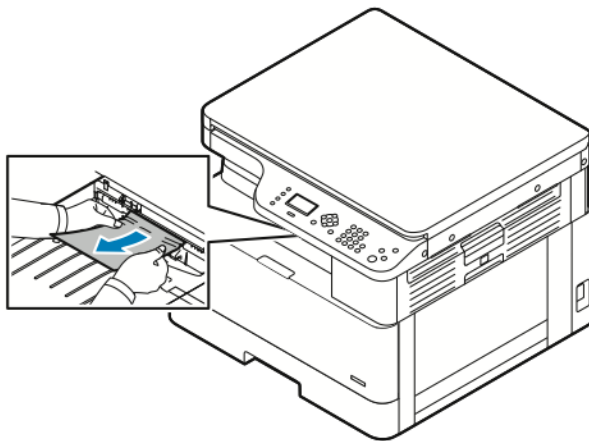
1. To remove jammed paper, pull the paper toward you.



2. If the paper is torn, check inside the printer for pieces of paper, then gently remove them. If you cannot remove the paper fragments easily, contact your Xerox® representative.
3. When you reload the bypass tray, fan the paper, then ensure that all four corners align neatly.
4. If the control panel prompts you, on the Paper Settings screen, verify the paper size, type, and color.
5. To confirm the size, type, and color of the paper, press the **OK** button.

## Clearing Paper Jams from the Output Tray

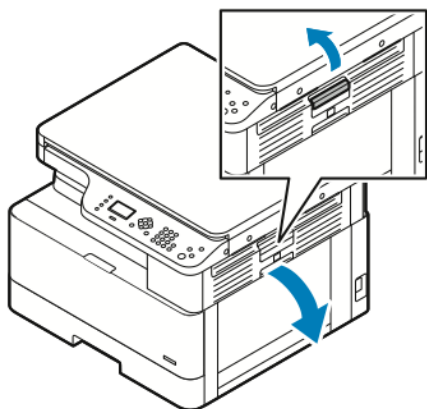
1. To clear jammed paper from the output tray area, gently pull the paper toward you.



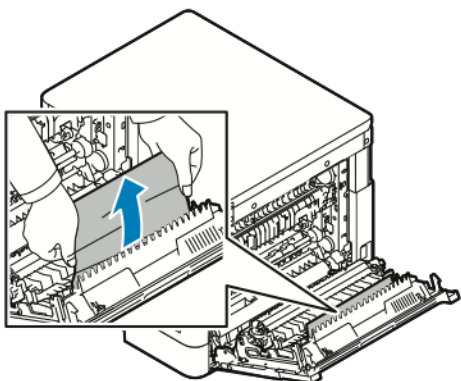
2. If the paper tears or does not move when you pull it, refer to [Clearing Paper Jams from Inside the Printer](#).
3. If necessary, to resume printing, follow any remaining instructions on the printer control panel.

## Clearing Paper Jams from the Duplex Area

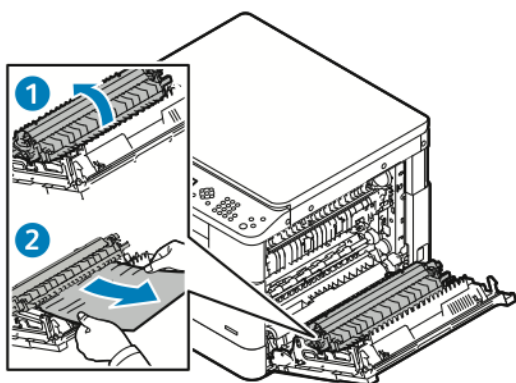
1. To open the side cover of the printer, press the release lever.



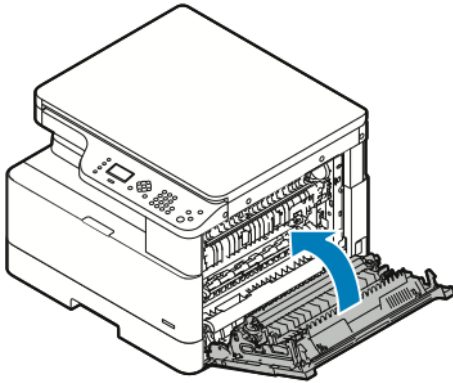
2. To remove jammed paper, gently pull up on the paper.



3. If the paper is jammed in the roller, gently lift the roller, then pull the paper toward you.



4. After you remove all jammed paper, close the side cover.



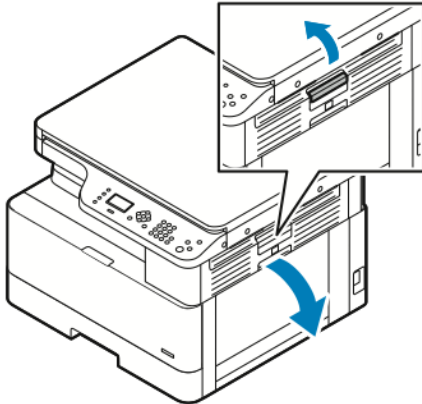
5. If the control panel prompts you, on the Paper Settings screen, verify the paper size, type, and color.
6. To confirm the size, type, and color of the paper, press the **OK** button.

## Clearing Paper Jams from Inside the Printer



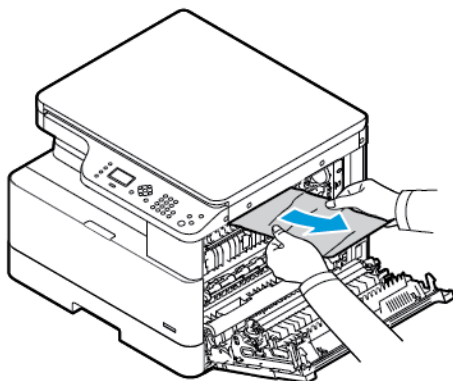
**Note:** After following this procedure, if you still cannot remove the jammed paper from inside the printer, contact your Xerox® representative.

1. To open the side cover of the printer, press the release lever.

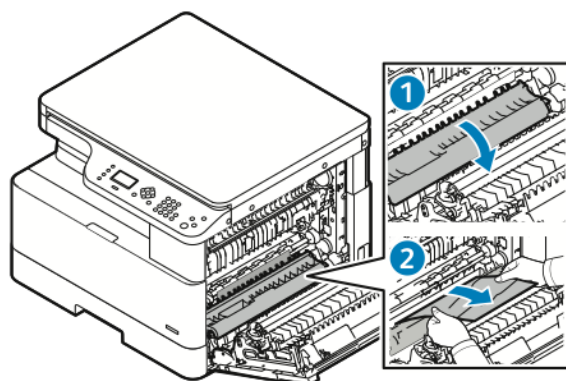


2. Locate the jammed paper.

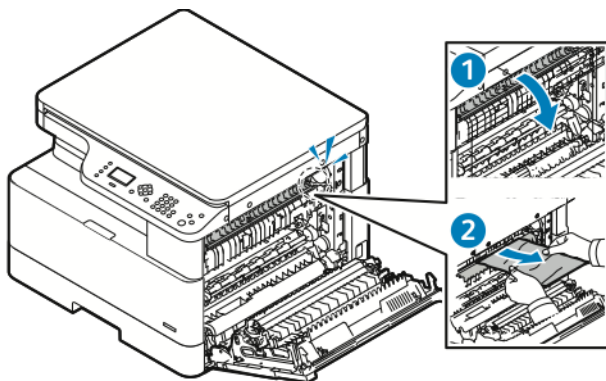
- a. If you can see the jammed paper, gently pull the paper toward you.



- b. If the paper is jammed near the drum cartridge, pull down the paper, then pull it toward you.

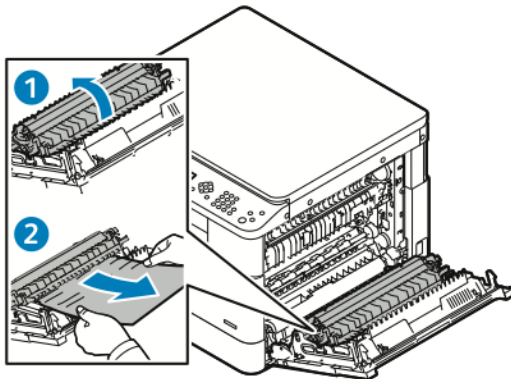


- c. If the paper is jammed in the top roller, pull down the fuser gate, then pull the paper toward you.

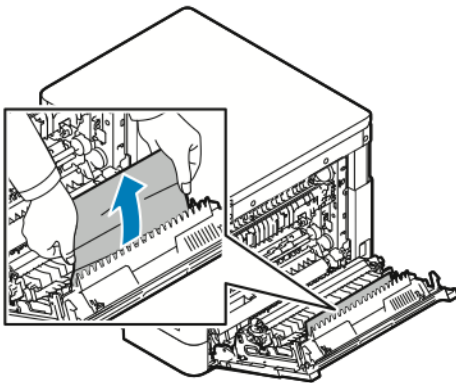



## Troubleshooting

- d. If the paper is jammed in the transfer roller, gently lift the roller, then pull the paper toward you.

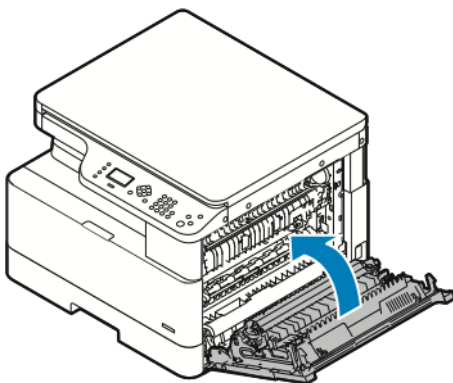


- e. If you cannot remove the jammed paper by pulling the paper toward you, gently pull up on the paper.



 **Note:** If you still cannot remove the jammed paper, contact your Xerox® service representative.

3. After you remove all jammed paper, close the side cover.



4. If the control panel prompts you, on the Paper Settings screen, verify the paper size, type, and color.
5. To confirm the size, type, and color of the paper, press the **OK** button.



# Troubleshooting Paper Jams

## Multiple Sheets Pulled Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper above the fill line.
The edges of the paper are not even.	Remove the paper, align the edges, then reload the paper in the tray.
The paper is moist from humidity.	Remove the paper from the tray, then replace it with new, dry paper.
Too much static electricity is present.	Load new paper into the printer.
Using unsupported paper.	Use only Xerox-approved paper. For details, refer to <a href="#">Supported Paper</a> .

## Paper Misfeeds

Probable Causes	Solutions
The paper is not correctly positioned in the tray.	<ul style="list-style-type: none"> <li>Remove the misfed paper, then reposition it in the tray.</li> <li>Adjust the paper guides in the tray to match the size of the paper.</li> </ul>
The paper tray is too full.	Remove some of the paper. Do not load paper above the fill line.
The paper guides are not correctly adjusted to the paper size.	Adjust the paper guides in the tray to match the size of the paper.
The tray contains warped or wrinkled paper.	Remove the paper, smooth it out, then reload it. If the paper misfeeds, do not use that paper.
The paper is moist from humidity.	Remove the moist paper, then replace it with new, dry paper.
Using paper of the wrong size, thickness, or type.	Use only Xerox-approved paper. For details, refer to <a href="#">Supported Paper</a> .

## Paper Jam Message Stays On

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the paper path. Ensure that you have removed all the jammed paper.
One of the printer covers is open.	Check the covers on the printer. Close any cover that is open.



**Note:** Check for any torn pieces of paper in the paper path, then remove the paper.

## Jams During Automatic 2-Sided Printing

Probable Causes	Solutions
Using paper of the wrong size, thickness, or type.	<ul style="list-style-type: none"> <li>Use only Xerox-approved paper.</li> <li>For automatic 2-sided printing, do not use reused paper, damaged paper, or paper heavier than 140 g/m<sup>2</sup>.</li> </ul>
Paper is loaded in the wrong tray.	Load paper into the correct tray. For details, refer to <a href="#">Supported Paper</a> .
Tray is loaded with mixed paper.	Load the tray with only one type and size of paper.

## Print-Quality Problems

Your printer is designed to produce consistently high-quality prints. If you observe print-quality problems, use the information in this section to troubleshoot the problem. For more information, go to [www.xerox.com/office/B1022\\_B1025support](http://www.xerox.com/office/B1022_B1025support).



**Caution:** The Xerox® Warranty, Service Agreement, or Xerox® Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Xerox® Total Satisfaction Guarantee is available in the United States and Canada. Coverage can vary outside of these areas. For details, contact your local Xerox® representative.



**Note:** To ensure consistent print quality, the toner cartridges and imaging units are designed to cease functioning at a predetermined point.

## Controlling Print Quality

Various factors can affect the quality of the output of your printer. For consistent and optimum print quality, use paper designed for your printer, and set the paper type correctly. To maintain optimum print quality, follow the guidelines in this section.

Temperature and humidity affect the quality of the printed output. The guaranteed range for optimal print quality is 10–30° C (50–86° F) and 20–80 % relative humidity.


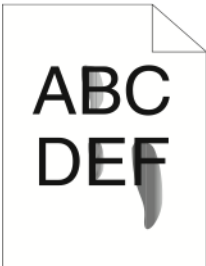
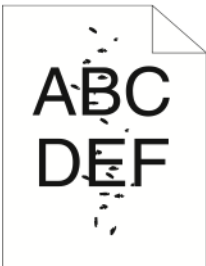
## Solving Print-Quality Problems

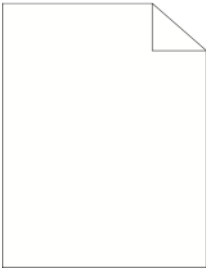
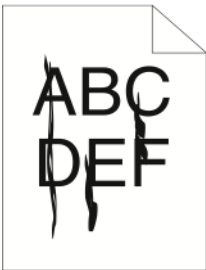


When the print quality is poor, select the closest symptom from the following table, then refer to the corresponding solution. To determine the print-quality problem more precisely, you can print a Demo Page.


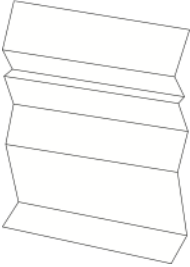

If the print quality does not improve after completing the appropriate action, contact your Xerox® representative.



**Note:** To maintain print quality, when toner is low, a warning message appears on the control panel. When the toner cartridge is empty, the printer stops printing, and a warning message appears that prompts you to replace the toner cartridge. The printer stops printing until you install a new toner cartridge.

Symptom	Solution
<p>The output is too light.</p> 	<ul style="list-style-type: none"> <li>• To check the toner level, check the control panel, use the print driver, or Xerox®CentreWare® Internet Services. If the toner cartridge is almost empty, replace it.</li> <li>• Verify that the toner cartridge is approved for use in your printer, then replace the toner, as needed. For best results, use a genuine Xerox® toner cartridge.</li> <li>• Ensure that the print-quality mode is not set to Toner Saver. The Toner Saver setting is useful for draft-quality output.</li> <li>• Replace the paper with a recommended size and type, then confirm that your printer and print driver settings are correct.</li> <li>• Verify that the paper is dry and that supported paper is used. If not, change the paper.</li> <li>• Change the Paper Type settings in the print driver. In the print driver, open the <b>Printing Preferences</b> menu, click the <b>Paper/Output</b> tab, then change the Paper Type setting.</li> <li>• If printer is located in a high-altitude environment, adjust the altitude setting of the printer. For details, refer to the <i>System Administrator Guide</i> at <a href="http://www.xerox.com/office/B1022_B1025docs">www.xerox.com/office/B1022_B1025docs</a>.</li> </ul>
<p>Toner smears or the print wipes off. The output has stains on the back side.</p> 	<ul style="list-style-type: none"> <li>• In the print driver, change the Paper Type settings. In the print driver, open the <b>Printing Preferences</b> menu, click the <b>Paper/Output</b> tab, then change the Paper Type setting. For example, change Plain to Lightweight Cardstock.</li> <li>• Verify that the paper is the correct size, type, and weight. If not, change the paper settings.</li> <li>• Verify that the printer is plugged into an outlet that provides the correct voltage and power. If necessary, review with an electrician the electrical specification of the printer.</li> <li>• For details, refer to <a href="#">Electrical Specifications</a>.</li> </ul>
<p>Random spots on the output, or the image is blurry.</p> 	<ul style="list-style-type: none"> <li>• Ensure that the toner cartridge is installed correctly.</li> <li>• Verify that the toner cartridge is approved for use in the printer, then replace the cartridge, as needed. For best results, use a genuine Xerox® toner cartridge.</li> <li>• Use the Heavyweight or Cardstock paper type setting, or use a paper type with a smoother surface.</li> <li>• Ensure that the humidity in the room is within specifications. For details, refer to <a href="#">Relative Humidity</a>.</li> <li>• For details, refer to <a href="#">Selecting a Location for the Printer</a>.</li> </ul>

Symptom	Solution
<p>The output is blank.</p> 	<p>Power off the printer, then power it on again.</p> <p>If the error persists, contact your Xerox® representative.</p>
<p>Streaks appear in the output.</p> 	<p>Order a new Drum Cartridge. To replace the Drum Cartridge, follow the installation instructions that are included with the new Drum Cartridge.</p>
<p>The output has a mottled appearance.</p> 	<ul style="list-style-type: none"> <li>• Verify that the paper is the correct size, type, and weight. If not, change the paper settings.</li> <li>• Ensure that the humidity is within specifications. For details, refer to <a href="#">Selecting a Location for the Printer</a>.</li> </ul>
<p>Ghosting appears in the printed output.</p> 	<ul style="list-style-type: none"> <li>• Verify that the paper is the correct size, type, and weight. If not, change the paper settings.</li> <li>• Change the Paper Type settings in the print driver. In the print driver, open the <b>Printing Preferences</b> menu, click the <b>Paper/Output</b> tab, then change the Paper Type setting.</li> <li>• </li> </ul> <p>Order a new Drum Cartridge. To replace the Drum Cartridge, follow the installation instructions that are included with the new Drum Cartridge.</p>
<p>Auger marks appear on the printed output.</p>	<ul style="list-style-type: none"> <li>• To check the toner level, check the control panel, use the print driver, or Xerox®CentreWare® Internet® Services. If the toner cartridge is almost empty, replace it.</li> <li>• Verify that the toner cartridge is approved for use in your printer, then replace the cartridge, as</li> </ul>

Symptom	Solution
	<p>needed. For best results, use a genuine Xerox® toner cartridge.</p> <ul style="list-style-type: none"> <li>• Order a new Drum Cartridge. to replace the Drum Cartridge, follow the installation instructions that are included with the new Drum Cartridge.</li> </ul>
<p>The output is wrinkled or stained.</p> 	<ul style="list-style-type: none"> <li>• Verify that the paper is the correct size, type, and weight for the printer and that the paper is loaded properly. If not, change the paper.</li> <li>• Load a new ream of paper into the printer</li> <li>• Change the Paper Type settings in the print driver. In the print driver, open the <b>Printing Preferences</b> menu, select the <b>Paper/Output</b> tab, then change the Paper Type setting.</li> </ul>
<p>The top margin is incorrect.</p> 	<ul style="list-style-type: none"> <li>• Verify that the paper is loaded properly.</li> <li>• Verify that the margins are set correctly in the application that you are using.</li> <li>• Verify that the paper orientation is selected properly in the Paper Settings option on the printer control panel.</li> </ul>

## Copy and Scan Problems

If the copy or scan quality is poor, refer to the following table.

Symptoms	Solutions
Lines or streaks are present in copies made from the document feeder only.	There is debris on the document glass. When scanning, the paper from the document feeder passes over the debris, creating lines or streaks. Clean all glass surfaces with a lint-free cloth.
Spots are present in copies made from the document glass.	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean all glass surfaces with a lint-free cloth.
The reverse side of the original appears on the copy or scan.	Select <b>Background Suppression</b> .
The image is too light or too dark.	To lighten or darken the image, use the Lighten/Darken tab in either the Scan To or Copy function.

If the problem persists, for online support information, go to [www.xerox.com/office/B1022\\_B1025support](http://www.xerox.com/office/B1022_B1025support).

## Getting Help

Xerox® provides several automatic diagnostic utilities to help you maintain printer productivity and print quality.

### Control Panel Messages

The printer control panel provides information and troubleshooting help. When a fault or warning condition occurs, the control panel displays a message informing you of the problem. For many status and warning messages, the control panel provides additional information.

#### Viewing Warning Messages on the Control Panel

When a warning condition occurs, a message appears on the control panel to inform you of the problem. Warning messages inform you about printer conditions, such as low supplies or open covers, that require your attention. If more than one warning condition occurs, only one appears on the control panel.

#### Viewing Error and Alert Messages

When an error condition occurs, a message appears on the printer control panel to inform you of the problem. Error messages warn you about printer conditions that prevent the printer from printing or degrade printing performance. If more than one error occurs, only one is displayed on the control panel.

An error report is available in Tech mode on the printer control panel. For details, refer to the System Administrator Guide at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

#### Viewing Job Status on the Control Panel

To view a list of active and completed jobs on the control panel:

1. At the control panel, press the **Job Status** button.
2. To view a list of active jobs, press the **OK** button.
3. To view a list of completed jobs, press the **Down Arrow** button once, then press the **OK** button.

### Using the Integrated Troubleshooting Tools


Your printer has a printable set of reports. Two of them, the Demo Page and the Error Message Report, can help with troubleshooting certain problems. The Demo Page prints an image to show the current ability of the printer to print. The Error Message Report prints information on the most recent printer errors.

#### Setting Access Rights for the Configuration Report and Information Pages

Contact the system administrator to change user access rights in any of the following ways:




- Prevent the Configuration Report from printing automatically whenever the printer powers on.
- Restrict access rights of some or all users so that they cannot print the Information Pages or the Configuration Report.
- Change access rights of some or all users so that they can print the Information Pages or the Configuration Report.

 **Note:** For details, refer to the *System Administrator Guide* at [www.xerox.com/office/B1022\\_B1025docs](http://www.xerox.com/office/B1022_B1025docs).

## Accessing and Printing the Information Pages

To access the full list of information pages for your printer:

1. At the printer control panel, press the **Machine Status** button.
2. To select Information Pages, press the **Down Arrow** button once.
3. Press the **OK** button.
4. To select an information page, press the Down Arrow button as many times as necessary to access the page that you want to view or print.
  - Configuration Report
  - Demo Page
  - Supplies Usage Page
  - PCL Font
  - PS Font
  - Print All Above Reports


 **Note:** For descriptions of each of the Information Pages, refer to [Available Information Pages](#).

5. Press the **OK** button.
6. To return to any of the previous screens, press the **Back** button as many times as necessary.

## Available Information Pages

Information pages provide important details to help you troubleshoot issues or analyze printer use. You can print information pages from the printer control panel.

Information Page	Description
Configuration Report	The Configuration Report provides product information including installed options, network settings, port setup, tray information, and more.
Demo Page	The Demo Page provides a demonstration of the current print quality.
PCL Font	The PCL Font page prints all Printer Command Language fonts that are available on the printer.
PS Font	The PS Font page prints the PostScript fonts that are available on the printer.
Supplies Usage Report	The Supplies Usage Report provides print coverage information.

 **Note:** For information on how to print information pages, refer to .

## Online Support Assistant

The Online Support Assistant provides instructions and troubleshooting help to solve your printer problems. For example, you can find solutions for print-quality problems, paper jams, and software installation issues.

To access the Online Support Assistant, go to [www.xerox.com/office/B1022\\_B1025support](http://www.xerox.com/office/B1022_B1025support).

## More Information

You can obtain more information about your printer from these sources:

Resource	Location
<i>Installation Guide</i>	Packaged with the printer and can be downloaded at <a href="http://www.xerox.com/office/B1022_B1025docs">www.xerox.com/office/B1022_B1025docs</a>
Other documentation for your printer	<a href="http://www.xerox.com/office/B1022_B1025docs">www.xerox.com/office/B1022_B1025docs</a>
Technical support information for your printer, including online technical support, Online Support Assistant, and print driver downloads.	<a href="http://www.xerox.com/office/B1022_B1025support">www.xerox.com/office/B1022_B1025support</a>
Information Pages	<a href="#">Accessing and Printing the Information Pages</a>
Order supplies for your printer	<a href="http://www.xerox.com/office/B1022_B1025supplies">www.xerox.com/office/B1022_B1025supplies</a>
Local Sales and Support Center	<a href="http://www.xerox.com/office/worldcontacts">www.xerox.com/office/worldcontacts</a>
Printer registration	<a href="http://www.xerox.com/office/register">www.xerox.com/office/register</a>
Xerox® Direct online store	<a href="http://www.direct.xerox.com/">www.direct.xerox.com/</a>

# A

## Specifications

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# Printer Configurations and Options

## Available Configurations

This printer is available in the following standard and optional configurations:

- Standard Configuration – Document Glass with Tray 1
- Optional Configuration – Document Glass with Tray 1 and Optional Tray 2
- Optional Configuration – Document Feeder with Tray 1
- Optional Configuration – Document Feeder with Tray 1 and Optional Tray 2



**Note:** You can add the optional Wi-Fi Kit to the standard configuration or any of the optional configurations.

## Standard Configuration with Document Glass and Tray 1

The printer standard configuration includes the following:

- Local print from personal computer
- Network print
- Scan to email
- Scan to network computer
- Scan to USB and Print from USB mass storage devices
- Copy – includes ID Card Copy
- Tray 1 with 250-sheet capacity
- Bypass tray with 100-sheet capacity
- 2-sided printing
- Xerox® CentreWare® Internet Services

## Optional Configurations

This printer is available in the following optional configurations:

Optional Configuration with Document Glass and Optional Tray 2	Optional Configuration with Document Feeder	Optional Configuration with Document Feeder and Optional Tray 2
All features included in the standard configuration, plus the optional Tray 2 with 250-sheet capacity.	All features included in the standard configuration, plus the optional document feeder.	All features included in the standard configuration, plus the document feeder, and optional Tray 2 with 250-sheet capacity.

## Standard Features

Print speed	<b>1-Sided print speed:</b> <ul style="list-style-type: none"> <li>Maximum: 22 ppm for A4 (210 x 297 mm)</li> <li>Maximum: 22 ppm for Letter (8.5 x 11 in.)</li> </ul> <b>2-Sided print speed:</b> <ul style="list-style-type: none"> <li>Maximum: 11 ppm for A4 (210 x 297 mm)</li> <li>Maximum: 11 ppm for Letter (8.5 x 11 in.)</li> </ul>
Maximum Print resolution	Up to 1200 dpi
Standard Memory (RAM)	256 Mbytes
Flash Memory (ROM)	NAND 128 Mbytes
Mass Storage	N/A
Storage	N/A
Paper Capacity	<ul style="list-style-type: none"> <li>Bypass tray with 100-sheet capacity</li> <li>Tray 1 with 250-sheet capacity</li> <li>Optional Tray 2 with 250-sheet capacity</li> <li>Optional Document Feeder with 100-sheet capacity</li> </ul>
Maximum print size	297 x 432 mm (11.68 x 17 in.)
Minimum print size	125 x 101.6 mm (4.92 x 4 in.)
2-Sided Printing	Standard
Copy Speed	<ul style="list-style-type: none"> <li><b>1-Sided copy:</b> 22 copies per minute</li> <li><b>2-Sided copy:</b> 11 copies per minute</li> </ul>
Maximum Copy Resolution	Up to 600 x 600 dpi
Maximum Copy Size	297 x 432 mm (11.68 x 17 in.)
Document Feeder	Duplex Automatic Document Feeder
Document Feeder Capacity	100 sheets
Scan Resolution	600 x 600 dpi
Simplex Input Speed	30 images per minute
Supported Scanning	<ul style="list-style-type: none"> <li>USB</li> <li>Email</li> <li>Local Computer Scan</li> <li>Network Computer Scan</li> </ul>
Maximum Scan Size	Document glass: 297 x 432 mm (11.69 x 17 in.)
Email and Scan file formats	<ul style="list-style-type: none"> <li>JPG</li> <li>PDF – single and multi-page</li> <li>TIFF – single and multi-page</li> </ul>

## Specifications

Control Panel	4-Line LCD and keypad navigation
Connectivity	<ul style="list-style-type: none"><li>• Universal Serial Bus (USB 2.0)</li><li>• USB Flash drive</li><li>• Ethernet 10/100 Base TX, internal</li><li>• Optional Wi-Fi</li></ul>
Remote Access	Xerox® CentreWare® Internet Services

# Physical Specifications

## Weights and Dimensions



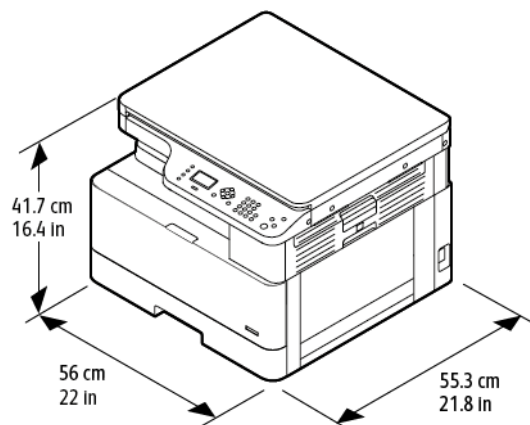
**Note:** There is a standard configuration and three optional configurations.

- Standard Configuration – Document Glass with Tray 1
- Optional Configuration – Document Glass with Tray 1 and Optional Tray 2
- Optional Configuration – Document Feeder with Tray 1
- Optional Configuration – Document Feeder with Tray 1 and Optional Tray 2

Measurement	Standard Configuration – Document Glass with Tray 1	Optional Configuration – Document Glass with Tray 1 and Optional Tray 2
Width	56.0 cm (22.0 in.)	56.0 cm (22.0 in.)
Depth	55.5 cm (21.8 in.)	55.5 cm (21.8 in.)
Height	41.7 cm (16.4 in.)	53.6 cm (21.1 in.)
Weight	25.8 kg (56.9 lb.)	31.2 kg (68.8 lb.)

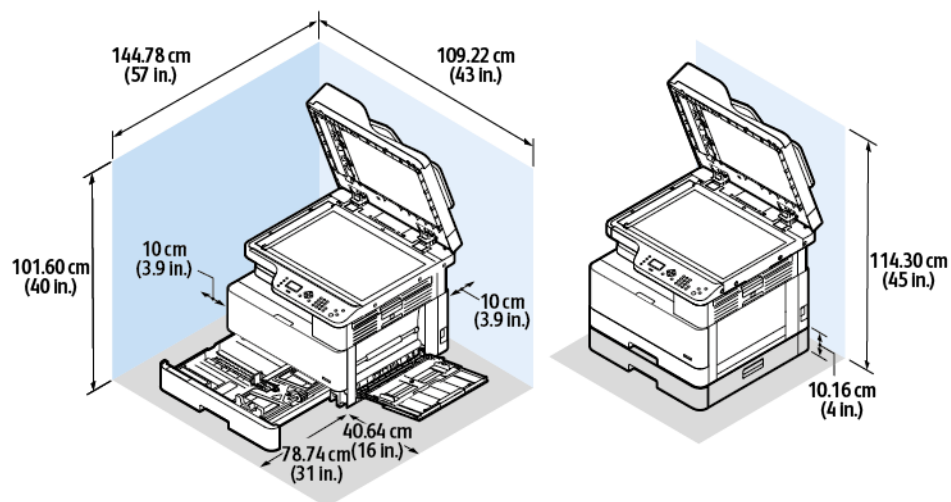
Measurement	Optional Configuration – Document Feeder with Tray 1	Optional Configuration – Document Feeder with Tray 1 and Optional Tray 2
Width	56.0 cm (22.0 in.)	56.0 cm (22.0 in.)
Depth	59.9 cm (23.6 in.)	59.9 cm (23.6 in.)
Height	50.6 cm (19.9 in.)	62.5 cm (24.6 in.)
Weight	30.4 kg (67 lb.)	35.8 kg (78.9 lb.)

## Physical Specifications for Standard Configuration



## Clearance Requirements

The figure on the left provides clearance requirements for a printer equipped with tray 1. The figure on the right provides clearance requirements for a printer equipped with tray 1 and the optional tray 2.





# Environmental Specifications

## Temperatures

- Optimum Temperature: 16–30° C (61–86° F)
- Operating Temperature: 10° to 30° C (50° to 86° F)

## Relative Humidity

Minimum–Maximum Humidity Range: 10–90 %, less than 90 % when in the packaging

- Optimum Humidity: 30–70 %
- Operating Humidity: 20–80 % Relative Humidity



**Note:** Under extreme environmental conditions, such as 10° C (50° F) and 85 % relative humidity, defects can occur due to condensation.

## Elevation

For optimum performance, use the printer at elevations below 2500 m (8,202 ft.).

## Electrical Specifications

### Power Supply Voltage and Frequency

- **Input Voltage:** AC 110 V–127 V ( $\pm 10\%$ ), AC 220 V–240 V ( $\pm 10\%$ )
- **Rated Frequency:** 50–60 Hz ( $\pm 3\%$ )


### Power Consumption

- Power Saver mode (Sleep mode): Less than 1 W
- Continuous printing: Less than 550 W
- Ready or Standby mode: Less than 80 W

# Performance Specifications

## Printer Warm-up Times

- Boot Time: Less than 43 seconds.
- Recovery from Power Saver low-power mode: Less than 18 seconds.

 **Note:** Warm-up time assumes an ambient temperature of 22° C (71.6° F) at 40 % relative humidity.

## Print Speed

- 1-Sided Print Speed: Up to 22 ppm for A4 (210 x 297 mm) and 22 ppm for Letter (8.5 x 11 in.).
- 2-Sided Print Speed: Up to 11 ppm for A4 (210 x 297 mm) and 11 ppm for Letter (8.5 x 11 in.).

Several factors can affect print speed: print mode, paper size, and paper type.

- Print mode: Standard mode is the fastest print mode. Enhanced mode produces the best-quality prints. Enhanced mode is half the speed of Standard mode.
- Paper size: Letter (8.5 x 11 in.) and A4 (210 x 297 mm) sizes print the fastest.
- Paper type: Plain paper prints faster than cardstock or heavyweight paper.



# B

## Regulatory Information

This appendix contains:

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• Copy Regulations .....	170
• Fax Regulations.....	173
• Material Safety Data Sheets .....	177

## Basic Regulations

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


## United States FCC Regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

If this 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 receiving antenna.
- 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 the dealer or an experienced radio/TV technician for help.

Changes or modifications to this equipment not approved by Xerox can void the authority of the user to operate this equipment.

 **Note:** To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

## European Union



The CE mark applied to this printer symbolizes a declaration of conformity by Xerox with the following applicable Directives of the European Union as of April 16, 2014: Radio Equipment Directive 2014/53/EU.

Hereby, Xerox declares that the radio equipment model B1022/B1025 is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity is available at the following Internet address: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe).

This printer, if used properly in accordance with the instructions, is not dangerous for the consumer or the environment.



### **WARNING:**

- Changes or modifications to this equipment not specifically approved by the Xerox Corporation can void the user's authority to operate this equipment.
- External radiation from Industrial, Scientific, and Medical (ISM) equipment can interfere with the operation of this Xerox device. If external radiation from ISM equipment interferes with this device, contact your Xerox representative for assistance.

- This is a Class A digital device. In a domestic environment, this printer can cause radio frequency interference, in which case the user can be required to take adequate measures.
- To ensure compliance with European Union regulations, use shielded interface cables.

## European Union Lot 4 Imaging Equipment Agreement Environmental Information

### Environmental Information Providing Environmental Solutions and Reducing Cost

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute
- Standard color format products with a maximum speed less than 51 A4 images per minute

#### Introduction

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute
- Standard color format products with a maximum speed less than 51 A4 images per minute

#### Environmental Benefits of Duplex Printing

Most Xerox products have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work. However, should you require simplex/1-sided printing, you may change the print settings in the print driver.

#### Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN12281 or a similar quality standard. Lighter weight paper (60 g/m<sup>2</sup>), which contains less raw material and thus save resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

## Power Consumption and Activation Time

The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs. After the last print, the device switches to Ready mode. In this mode, the device can print again immediately. If the product is not used for a period of time, the device switches to a Power Saver mode. In these modes, to enable reduced product power consumption, only essential functions remain active.

The product takes slightly longer to produce the first print after it exits Power Saver mode than it takes in Ready mode. This delay is the result of the system waking up from Power Saver mode and is typical of most imaging products on the market.

You can set a longer activation time or completely deactivate the Power Saver mode. This device can take longer to switch to a lower energy level.

To learn more about Xerox participation in sustainability initiatives, go to: [www.xerox.com/about-xerox/environment/enus.html](http://www.xerox.com/about-xerox/environment/enus.html).

## Environmental Choice Certified to Office Machines CCD-035



This product is certified to Environmental Choice standard for office machines, meeting all requirements for reduced environmental impact. As part of achieving certification, Xerox Corporation has proven this product meets the Environmental Choice criteria for energy efficiency. Certified copier, printer, multifunctional device, and fax products must also meet criteria such as reduced chemical emissions and demonstrate compatibility with recycled supplies. Environmental Choice was established in 1988 to help consumers find products and services with reduced environmental impacts. Environmental Choice is a voluntary, multi-attribute, and lifecycle-based environmental certification. This certification indicates that a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.

## Germany

### Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

### Lärmemission

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

### Importeur

Xerox GmbH

Hellersbergstraße 2-4

41460 Neuss



Deutschland

## Turkey RoHS Regulation

In compliance with Article 7 (d), we hereby certify “it is in compliance with the EEE regulation.”

“EEE yönetmeliğine uygundur.”

## Regulatory Information for a 2.4-GHz Wireless Network Adapter

This product contains a 2.4-GHz Wireless LAN radio transmitter module which complies with the requirements specified in FCC Part 15, Industry Canada RSS-210 and European Council Directive 99/5/EC.

Operation of this device is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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

## Copy Regulations

### United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:
  - Certificates of Indebtedness.
  - National Bank Currency.
  - Coupons from Bonds.
  - Federal Reserve Bank Notes.
  - Silver Certificates.
  - Gold Certificates.
  - United States Bonds.
  - Treasury Notes.
  - Federal Reserve Notes.
  - Fractional Notes.
  - Certificates of Deposit.
  - Paper Money.
  - Bonds and Obligations of certain agencies of the government, such as FHA and so on.
  - Bonds. United States Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.
  - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
  - Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
  - Postal Money Orders.
  - Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.
  - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
  - Adjusted Compensation Certificates for Veterans of the World Wars.
2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
5. Passports. Foreign Passports may be photographed.
6. Immigration papers.
7. Draft Registration Cards.
8. Selective Service Induction papers that bear any of the following Registrant's information:
  - Earnings or Income.
  - Court Record.
  - Physical or mental condition.
  - Dependency Status.
  - Previous military service.
  - Exception: United States military discharge certificates may be photographed.
9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, and so on (unless photograph is ordered by the head of such department or bureau).

Reproducing the following is also prohibited in certain states:

- Automobile Licenses.
- Drivers' Licenses.
- Automobile Certificates of Title.

The preceding list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

For more information about these provisions contact the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

## Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

- Current bank notes or current paper money
- Obligations or securities of a government or bank
- Exchequer bill paper or revenue paper
- The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law
- Proclamations, orders, regulations, or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province)
- Marks, brands, seals, wrappers, or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission, or agency established by the Government of Canada or of a province or of a government of a state other than Canada

## Regulatory Information

- Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada
- Documents, registers, or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof
- Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner

This list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

## Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

# Fax Regulations

## United States

### Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.

### Data Coupler Information

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

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

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

The Ringer Equivalence Number (REN) is used to determine the number of devices that can be connected to a telephone line. Excessive RENs on a telephone line could result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that can be connected to a line, as determined by the RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN is part of the product identifier that has the format US:AAAF##BXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

To order the correct service from the local Telephone Company, you could also have to quote the codes in the following list:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y



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

If this Xerox® equipment causes harm to the telephone network, the Telephone Company could temporarily discontinue service to the telephone line to which it is connected. If advance notice is not practical, the Telephone Company notifies you of the disconnection as soon as possible. If the

## Regulatory Information

Telephone Company interrupts your service, they can advise you of your right to file a complaint with the FCC if you believe that it is necessary.

The Telephone Company could change its facilities, equipment, operations, or procedures which could affect the operation of the equipment. If the Telephone Company changes something that affects the operation of the equipment, they should notify you in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this Xerox® equipment, please contact the appropriate service center for repair or warranty information. Contact information is contained in the Machine Status menu on the printer and in the back of the Troubleshooting section of the *User Guide*. If the equipment is causing harm to the telephone network, the Telephone Company may request you to disconnect the equipment until the problem is resolved.

Only a Xerox Service Representative or an authorized Xerox Service provider are authorized to make repairs to the printer. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

Your office could have specially wired alarm equipment connected to the telephone line. Make sure that the installation of this Xerox® equipment does not disable your alarm equipment.

If you have questions about what could disable alarm equipment, consult your Telephone Company or a qualified installer.

## Canada

This product meets the applicable Industry Canada technical specifications.

A representative designated by the supplier should coordinate repairs to certified equipment. Repairs or alterations made by the user to this device, or device malfunctions, could cause the telecommunications company to request you to disconnect the equipment.

For user protection, make sure that the printer is properly grounded. The electrical ground connections of the power utility, telephone lines, and internal metallic water pipe systems, if present, must be connected together. This precaution could be vital in rural areas.



**WARNING:** Do not attempt to make such connections yourself. Contact the appropriate electric inspection authority, or electrician, to make the ground connection.

The REN assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface could consist of any combination of devices. The only limitation to the number of devices is the requirement that the sum of the RENs of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

## European Union

### Radio Equipment and Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer.

This product has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analog-switched telephone networks in the European Economic Area. This product provides a user-adjustable setting of the country code. The country code should be set prior to connecting this product to the network. Refer to the customer documentation for the procedure for setting the country code.



**Note:** Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, we recommend that you set it to use DTMF signaling for more reliable and faster call setup. Modification of this product, connection to external control software, or connection to an external control apparatus not authorized by Xerox will invalidate its certification.

## South Africa

This modem must be used in conjunction with an approved surge protection device.

## New Zealand

1. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, it does not provide any sort of warranty, and it does not imply that any Telepermitted product is compatible with all Telecom network services. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model.

The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility for difficulties that arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, then arrange for its disposal or repair.
3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.
4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.
5. Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and cause a false answer condition. If you encounter such problems, do not contact the Telecom Faults Service.

6. DTMF tones dialing is the preferred method because it is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.



**WARNING:** No '111' or other calls can be made from this device during a mains power failure.

7. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
8. Some parameters required for compliance with Telecom Telepermit requirements are dependent on the equipment (computer) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom Specifications:

For repeat calls to the same number:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
  - For automatic calls to different numbers:
  - The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than five seconds between the end of one call attempt and the beginning of another.
9. For correct operation, total of the RNs of all devices connected to a single line at any time should not exceed five.



## Material Safety Data Sheets

For Material Safety Data information regarding your printer, go to European Union: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe)

For the Technical Customer Support phone numbers, go to: [www.xerox.com/office/worldcontacts](http://www.xerox.com/office/worldcontacts).



# Recycling and Disposal

This appendix contains:

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• European Union.....	181
• Other Countries.....	183

## All Countries

If you are managing the disposal of your Xerox product, note that the printer 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.

### Perchlorate Material

This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply. Refer to [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate).

## European Union

You can use some equipment in both a domestic/household and a professional/business application.

### Domestic/Household Environment



Application of this symbol on your equipment is confirmation that you cannot dispose of the equipment in the typical household waste stream.

In accordance with European legislation, you are required to segregate from household waste any end-of-life electrical and electronic equipment that is subject to disposal.

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

In some member states, when you purchase new equipment, your local retailer can take back your old equipment free of charge. Ask your retailer for information.

### Professional/Business Environment



When this symbol is on your equipment, you are required to dispose of the equipment in compliance with agreed national procedures.

In accordance with European legislation, you are required to manage end-of-life electrical and electronic equipment that is subject to disposal, within agreed procedures.

Before disposal, for end-of-life take-back information, contact your local reseller or Xerox representative.

### Business Users in the European Union

To discard electrical and electronic equipment, for further information, contact your dealer or supplier.

### Disposal Outside of the European Union

These symbols are only valid in the European Union. If you want to discard these items, contact your local authorities or dealer for the correct method of disposal.

## Battery Symbol Note



This wheeled-bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set by the Directive.

## Battery Removal

Use only a manufacturer-approved service facility to replace the batteries.


## Other Countries

To request disposal guidance, contact your local waste-management authority.






# Features

Feature	Description	Copy	Email	Scan To	USB
2-Sided Copy and 2-Sided Scan	For Copy and Scan jobs, you can specify 1-Sided or 2-Sided output.  <b>Note:</b> If the document feeder is installed, 2-sided copy and 2-sided scan are available for Email, Scan To, and USB.	X	X	X	X
Auto Center	To center the image within the document margins, use the Auto Center setting.	X			
Background Suppression	To reduce the sensitivity of the printer to variations in light background colors, use the Background Suppression setting.	X	X	X	X
Copy Tray	To specify the paper tray for your job, use the Copy Tray option. If you select Auto, the printer chooses the paper tray based on the original document size and the selected settings.	X			
Collation	You can collate multiple-page copy jobs automatically. For example, for three 1-sided copies of a six-page document, the copies are printed in this order: 1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6.	X			
Covers	You can add a front cover, a back cover, or front and back covers to a job. The printer selects the special paper for the cover from a different tray. The cover can be blank or printed.	X			
File Format	To specify the format of the saved image, use the File Format option.		X	X	X
From	To specify the originator of the email or scan, use the From option.		X		
Layout	To copy an ID card, print multiple pages on one sheet, or copy books or bound original documents, use the Layout feature.	X			

## Features

Feature	Description	Copy	Email	Scan To	USB
Lighten/Darken	To lighten or darken the output image or print lighter or darker, use the Lighten/Darken settings.	X	X	X	X
Margin Shift	To shift the margins on the left, right, top, or bottom of the image, use the Margin Shift settings.	X			
Orientation	To specify the layout of the original images, use the Orientation option. The printer uses the information to determine if images require rotation to produce the required output.	X	X	X	X
Original Size	To ensure that you are scanning the correct area of the documents, specify the original document size.	X	X	X	X
Original Type	The printer optimizes image quality based on the type of images in the original document, and how the original was created.	X	X	X	X
Output Color	To control the color rendering of the output image or print, use the Output Color option.		X	X	X
Quantity	To enter the number of copies required for your job, use the Quantity option.	X			
Reduce/Enlarge	You can reduce the image to as little as 25 % of the original size or enlarge it as much as 400 %.	X			
Reply To	<p>To include an email address that you want the recipient to reply to, use the Reply To option. This option is useful if you want the recipient to reply to your email address rather than to the printer.</p> <p> <b>Note:</b> The system administrator can preset this option.</p>		X		
Resolution	Resolution determines how fine or grainy graphic images appear. Image resolution is measured in dots per inch (dpi).		X	X	X
Subject	To add a title or heading to an email, use the Subject option.		X		



