Xerox® B205 Multifunction Printer User Guide

xerox™

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Safety

1

This chapter contains:

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

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 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. Power 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.

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. Power 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.

- 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.

⚠ **WARNING:** To avoid risk of fire or electrical shock, do not use extension cords, power strips, or power plugs for more than 90 days. When a permanent outlet receptacle cannot be installed, use only one factory-assembled extension cord of the appropriate gauge per printer or multifunction printer. Always adhere to national and local building, fire, and electrical codes regarding length of cord, conductor size, grounding, and protection.

- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.

- 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.
- Do not plug or unplug the power cord while the printer is powered On.
- If the power cord becomes frayed or worn, replace it.
- To avoid electrical shock and damage to the cord, grasp the plug when unplugging the power cord.

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 off the printer immediately and disconnect the power cord from the electrical outlet. Contact an authorized Xerox service representative to correct the problem if:

- 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 totally enclosed during all modes of customer operation and maintenance.

⚠️ **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.
- Do not override any electrical or mechanical interlock devices.
- Do not attempt to remove paper that is jammed deeply inside the printer. Switch off the printer promptly and contact your local Xerox representative.

⚠ **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.
- To avoid a tip hazard, do not push or move the device with all the paper trays extended.

Ozone Release

This printer produces ozone during normal operation. The amount of ozone produced is dependent on print 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 in the United States and Canada, go to www.xerox.com/environment. In other markets, please contact your local Xerox representative or go to 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 directly exposed to the cold air flow from an air conditioning system.
- Do not place the printer in locations susceptible to vibrations.
- For optimum performance, use the printer at the elevations specified in Environmental Specifications.

Printer Supplies

- Use the supplies 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 given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, print/drum cartridges, or toner containers into an open flame.
- When handling cartridges, for example toner and such, avoid skin or eye contact. 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 or Service Agreement 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.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Clean 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.
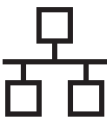
⚠️ **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can cause explosions or fires when used on electromechanical equipment. When installing the device in a hallway or similar restricted area, additional space requirements can apply. Ensure that you comply with all workspace safety regulations, building codes, and fire codes for your area.

Printer Symbols

Symbol	Description
	Warning: Indicates a hazard which, if not avoided, could result in death or serious injury.
	Caution: Indicates a mandatory action to take in order to avoid damage to the property.
	Hot surface on or in the printer. Use caution to avoid personal injury.
	Pinch Hazard: This warning symbol alerts users to areas where there is the possibility of personal injury.
	Do not burn the item.
	Do not touch the part or area of the printer.
	Do not load envelopes.
	Do not touch.

Symbol	Description
	Do not push.
	Do not expose the unit to direct sunlight.
	Do not expose the unit to temperatures lower or higher than specified.
	Do not insert the unit in a different orientation.
	Toner
	Clean the areas indicated.
	Register the original document to the corner indicated, and load face down.
	Load media face down and in the direction indicated.
	Load media face up.

Symbol	Description
	Push down.
	Push to open.
	Start Button
	Power On/Off Button
	Clear All Button
	Stop Button
	Copy Button
	Scan Button
	Machine Status Button

Symbol	Description
	Menu and Navigation Buttons
	Status and Wireless Indicator
	Power Saver Button
	LAN Local Area Network
	USB Universal Serial Bus
	This item can be recycled. For details, see Recycling and Disposal.

Environmental, Health, and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, contact:

- United States and Canada: 1-800-ASK-XEROX (1-800-275-9376)
- Europe: EHS-Europe@xerox.com

For product safety information in the United States and Canada, go to www.xerox.com/environment.

For product safety information in Europe, go to www.xerox.com/environment_europe.

Getting Started

2

This chapter includes:

Parts of the Printer

Before you use your printer, take some time to familiarize yourself with the various features and options.

Front View
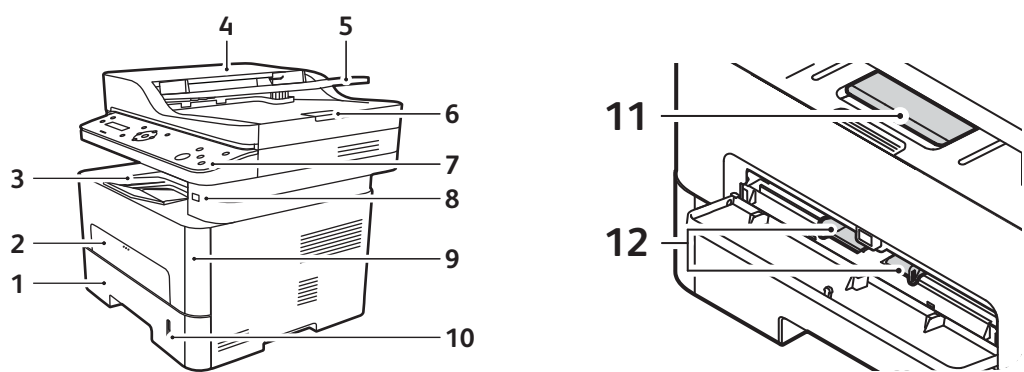
1	Paper Tray 1	7	Control Panel
2	Manual Feed Slot	8	USB Memory Port
3	Output Tray	9	Front Cover
4	Automatic Document Feeder Cover	10	Paper Level Indicator
5	Automatic Document Feeder Input Tray	11	Output Tray Extension
6	Automatic Document Feeder Output Tray	12	Paper Width Guides

Automatic Document Feeder
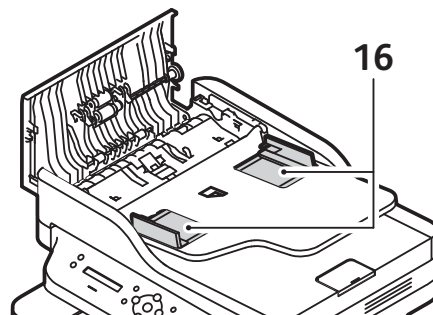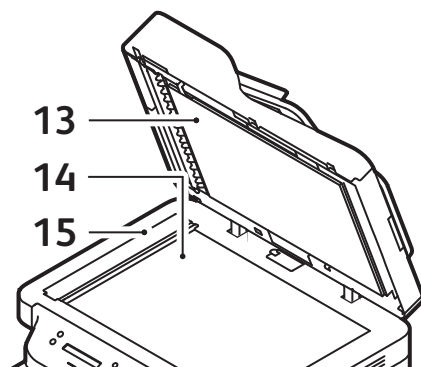
13	Automatic Document Feeder	15	Constant Velocity Transport (CVT) Glass
14	Platen Glass	16	Automatic Document Feeder Guides

Automatic Document Feeder Guidelines

The Automatic Document Feeder accommodates the following original-sized documents:

- Width: 5.8–8.5 in. (148–216 mm)
- Length: 5.8–14 in. (148–356 mm)
- Weight: 16 - 28 lb (60–105 g/m^2)

Follow these guidelines when loading original documents into the automatic document feeder:

- Load original documents face up so that the top of the document enters the feeder first.
- Place only loose sheets of undamaged paper in the automatic document feeder.
- Adjust the paper guides so that they fit against the original documents.
- Insert paper in the automatic document feeder only when ink on the paper is dry.
- Do not load original documents above the MAX fill line.

The automatic document feeder can hold a maximum of 40 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the automatic document feeder with the top of the document to the left of the tray.
2. Move the document guide to just touch both sides of the document.
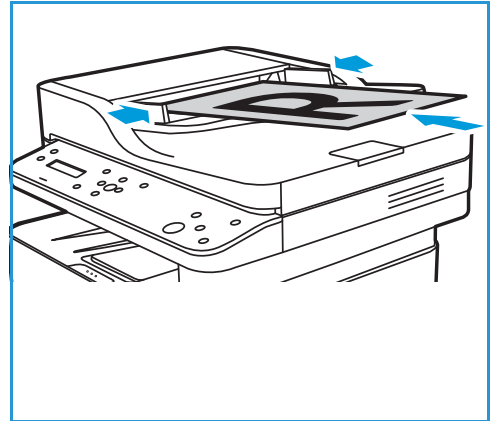
Platen Glass Guidelines

The platen glass accommodates document size is 8.5 x 11 in. or A4. Use the platen glass rather than the automatic document feeder to copy or scan oversized, torn, or damaged originals, and for books and magazines.

1. Open the automatic document feeder and place single documents face down on the platen glass aligned with the rear left corner.
2. The default document size is 8.5 x 11 in. or A4. For other sized documents, change the **Original Size** option.

   Note: Documents are only scanned once even when several copies are selected.
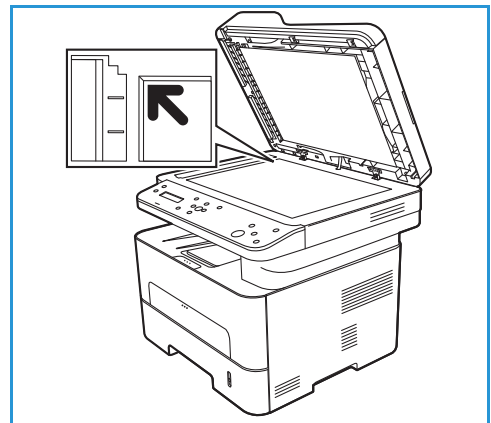
Media Output Locations

The device has two output locations:

- Output tray, face down, up to a maximum of 120 sheets of 20 lb (80 g/m²) paper.

  The output tray collects printed paper face down, in the order in which the sheets were printed. The output tray should be used for most jobs. When the output tray is full, a message displays on the control panel.

  To use the output tray, make sure that the rear cover is closed.

  Notes:
  - If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear cover.
  - To reduce paper jams, do not open or close the rear cover while the printer is printing.

- Rear cover, face up, one sheet at a time.

  The device sends output to the output tray by default. If using special media, such as envelopes, or excessive curl or creases appear, the rear cover should be used for the output. Open the rear cover and keep it open while printing one sheet at a time.

⚠ **CAUTION:** The fuser area inside the rear cover of your device becomes very hot when in use. Take care when you access this area.
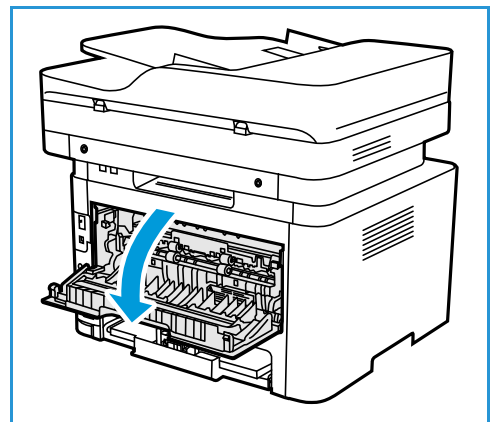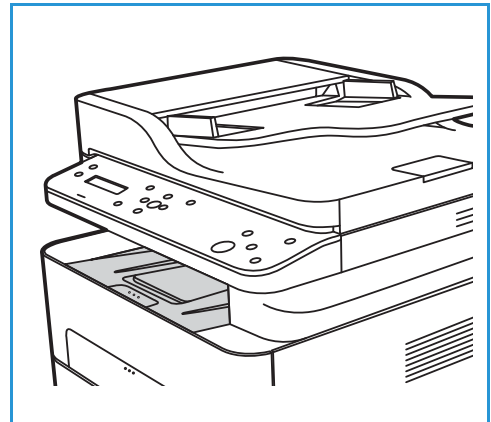
Rear View
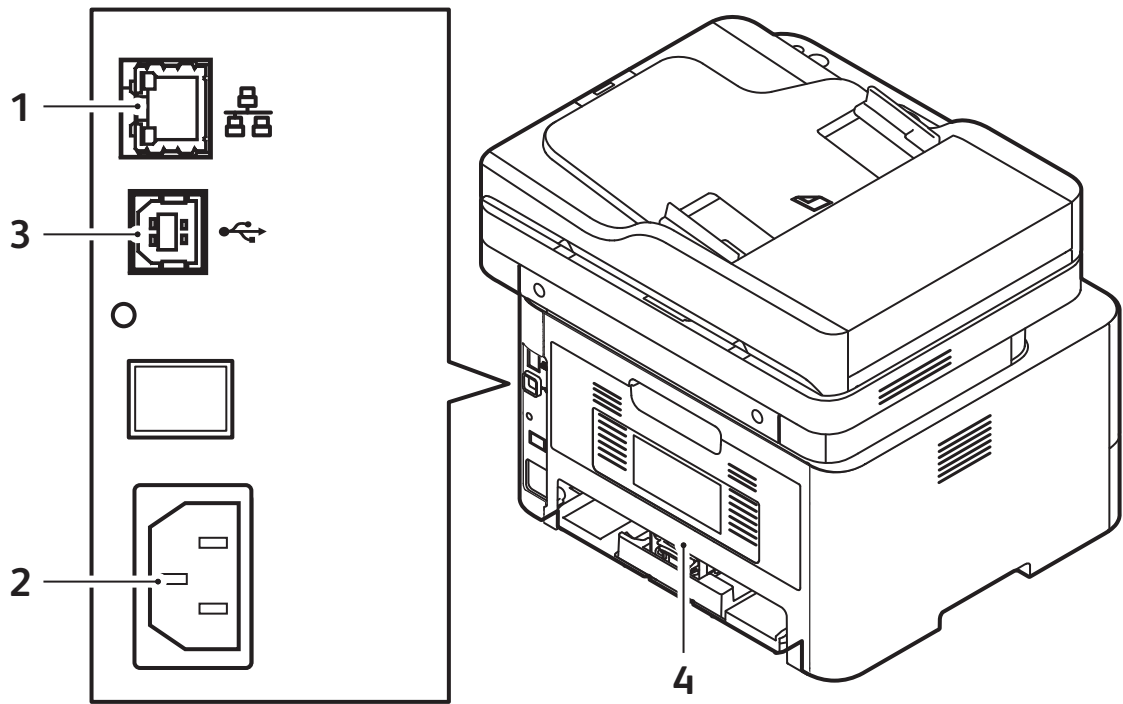
1	Network Port	3	USB Port
2	Power Receptacle	4	Rear Cover

Control Panel Overview

The control panel consists of a display, and buttons you press to control the functions available on the printer. The control panel:

- Displays the current operating status of the printer.
- Provides access to copy, print, and scan.
- Provides access to information pages.
- Prompts you to load paper, replace supplies, and clear jams.
- Displays errors and warnings.

.
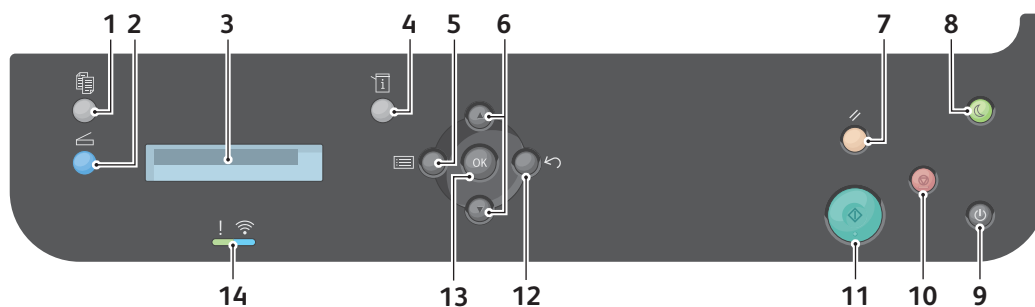
Number	Button	Description
1		**Copy**: Activates Copy mode.
2		**Scan**: Activates Scan mode. Provides access to Scan to Network, Scan to PC, Scan to Email and Scan to USB options.
3		**Display Screen**: Displays all the available programming features, plus general printer information.
4		**Machine Status**: Use this button to access the System Menus to view printer status information and the printer serial number, and to update printer settings.

Number	Button	Description
5-6 12-13		**Menu**: Enters Menu mode and enables you to access options and settings. **Arrows**: The up and down arrows are used to scroll through the options available in the selected menu, and to increase or decrease values. **Back**: Sends the user back to the higher menu level. **OK**: Confirms the selection on the screen.
7		**Clear All:** Clears the last selections made.
8		**Power Saver:** Sends the printer into Power Saver mode and provides access to the Power Down option.
9		**Power**: Powers the printer on or off.
10		**Stop:** Pressing the **Stop** button stops the job in progress. Pressing **Stop** also exits the Menu Mode.
11		**Start:** Activates a job.
14		**Status / Wireless LED:** The color of the LEDs indicates the current status of the printer.

Power Options

Powering On the Printer

The Power On/Off button is a single multifunction button on the control panel. The power cable socket is located at the rear of the printer.

1. Connect the AC power cord to the printer and a power outlet. The power cord must be plugged into a grounded power socket.
2. Press the **Power On/Off** button on the control panel.

   The printer powers on.
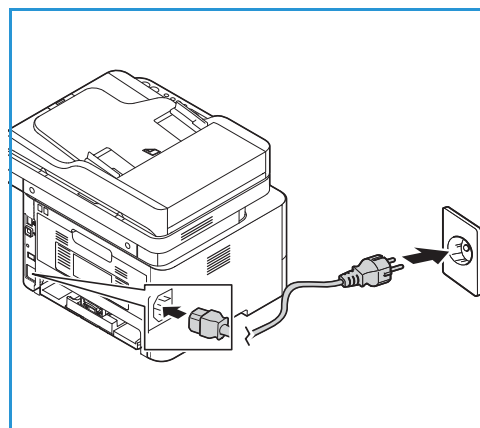
Power Saver Mode

This device contains advanced energy conservation technology that reduces power consumption when it is not in active use. When the printer does not receive data for an extended period of time, the Power Saver mode becomes active and power consumption is automatically lowered.

To enter Power Saver mode:

1. Press the **Power Saver** button.
2. Use the **Up/Down** arrow buttons to select **Power Saver**, then press **OK**.

Powering Off the Printer

There are two ways to power off the printer:

- Press the **Power On/Off** button.
- Press the **Power Saver** button. Use the **Up/Down** arrow buttons to select **Power Down**, then press **OK**.

⚠ **CAUTION:** Do not unplug the power cord while the printer powers down.

Introduction to Services

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, for more information refer to Setting Up the Services.

The following services are available on your device:.

Service	Description
Copy	Use Copy to make copies of original documents loaded in the automatic document feeder or on the platen glass. The device scans your original documents and temporarily stores the images. The documents are printed based on the options selected.
Scan	There are several methods for scanning and storing an original document.
	Scan to PC enables you to scan an image and send it to a folder setup on your computer desktop.
	If the printer is connected to a network, you can use Scan to Network to select a network destination for the scanned image at the printer.
	Use the Scan to Email option to scan images and attach them to emails. You can specify the file name and format of the attachment.
	Use the Scan to USB feature to scan and store images on a USB drive. Print jobs already stored on a USB drive can also be printed.
USB	Insert a USB drive into the USB Port to print jobs already stored on a USB drive. Jobs in a print-ready format, such as PDF, TIFF, or JPEG, can be printed.

To configure services for your device, refer to Installation and Setup.

For more information about using the services and the options available, refer to Using the Services.

System Menus

Overview

The control panel provides access to various system and feature menus. These menus can be accessed by pressing the appropriate button, such as Copy, Scan, Menu, or Machine Status. The menu options available are as follows:

Copy Feature Menu	Scan Feature Menu	System Menus
• Original Size • Reduce/Enlarge • Lighten/Darken • Original Type • Collation • Layout • Adjust Bkgd.	• Scan to USB • Scan to PC • Scan to Email • Scan to Network • Scan to WSD	• Information Pages • Feature Default • Print Setup • System Setup • Network

Note: Some menu options may be unavailable depending on your printer configuration and whether the printer is in the Ready state. Also, for some services such as Scan, additional selections or setups may be required before the **Menu** options can be accessed.

System Menus

Use the Machine Status button to access the System Menus. These menus provide access to printer information and setups. After your printer is installed, it is recommended that you change the settings for various feature options within the print environment to meet your preferences and needs.

The following table shows the available options for each system menu item.

Information Pages	Feature Defaults	Print Setup	System Setup	Network
• Configuration • Error Msg • Adj Info • Supplies Info. • Usage Counter • PCL Font • Supplies Usage	• Copy Defaults • Email Defaults • USB Default	• Orientation • Resolution • Line Term. • Skip Blank Pages • Emulation	• Machine Setup • Paper Setup • Maintenance	• TCP/IP (IPv4) • TCP/IP (IPv6) • Ethernet • 802.1x • Wi-Fi • Protocol Mgr. • Clear Settings

Note: Some menu options may be unavailable depending on your printer configuration and whether the printer is in the Ready state.

Information Pages

Your printer has a set of Information Pages that you can print. These pages include system information, supplies status information, fonts information and more.

The following reports are available on your printer:

Report	Description
Configuration	This report provides information about your device setup, including the serial number, IP Address and the software version.
Error Msg.	The Error Messages Report provides a record of errors, including fault and alert codes.
Adj. Info.	Provides information about the print, copy and scan area adjustment settings configured for the printer.
Supplies Info.	Provides information about each of the supplies used in the printer.
Usage Counter	The Usage Counter report shows a count for each type of device usage.
PCL Font	Prints the PCL font list.
Supplies Usage	The Supplies Usage Report provides print coverage information.

Printing Information Pages

Various reports can be printed to provide information about your device.

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **Info. Pages** and press **OK**.
3. Press the **Up/Down** arrows until the report you require displays, then select **OK**.
4. Press the **Up/Down** arrows to select **Print? Yes** and press **OK**.
   The device prints the report.

Printing a Configuration Report Using the Control Panel

The Configuration Report lists printer information such as default settings, installed options, network settings including IP address, and font settings. Use the information on the configuration page to help you configure network settings for your printer, and to view page counts and system settings.

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **Info. Pages** and press **OK**.
3. Press the **Up/Down** arrows to scroll to **Configuration**, then select **OK**.
4. Press the **Up/Down** arrows to select **Print? Yes** and press **OK**.
   The device prints the report.

Printing Reports using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:

    • To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

    • To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

2. Click **Properties → Services → Printing**.

    Note: If you are prompted to enter the Administrator account user name and password, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. Click **Reports**.

4. To print a report, for the required report, click **Print**.

5. Click **OK**.

Xerox® CentreWare® Internet Services

Xerox® CentreWare® Internet Services is the administration and configuration software installed on the embedded webpages in the printer. Xerox® CentreWare® Internet Services allows you to configure, manage and use the printer from a Web browser or from a Macintosh print driver.

Xerox® CentreWare® Internet Services requires:

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

Many features in Xerox® CentreWare® Internet Services require an administrator user name and password. For security purposes, the default system administrator password is set to the unique device serial number of your printer. For network printers, when you first access Xerox® CentreWare® Internet Services after printer installation, the system prompts you to change the default system administrator password. Once the system administrator password is successfully set, you can access all features and functions in Xerox® CentreWare® Internet Services.

For information about changing the default password the first time you access Xerox® CentreWare® Internet Services, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

For printers connected using a USB connection, use Xerox Easy Printer manager to configure, manage and use your printer from a computer. For more information, refer to Xerox Easy Printer Manager.

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings.

Accessing Xerox® CentreWare® Internet Services

You can access Xerox® CentreWare® Internet Services from a Web browser or from a Macintosh print driver:

- To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

- To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

  Note: If you are prompted to change the default password for the Administrator Account, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

Finding the IP Address of Your Printer

To install the print driver for a network-connected printer, it is often necessary to know the IP address of your printer. Also, the IP address is used to access the settings of your printer through Xerox® CentreWare® Internet Services. You can obtain the IP address of your printer from the Configuration Report.

Obtaining the Printer IP Address from the Configuration Report

The Configuration report provides information about your device setup, including the serial number, IP address, installed settings and the software version.

To obtain the printer IP address from the Configuration Report:

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **Info. Pages** and press **OK**.
3. Press the **Up/Down** arrows to scroll to **Configuration**, then select **OK**.
4. Press the **Up/Down** arrows to select **Print? Yes** and press **OK**.

   The IP address appears in the Network Setup section of the Configuration Report.

Certificates for Xerox® CentreWare® Internet Services

Your device includes a self-signed HTTPS certificate. The device generates the certificate automatically during device installation. The HTTPS certificate is used to encrypt communications between your computer and the Xerox device.

Notes:

- Xerox® CentreWare® Internet Services page for your Xerox device can display an error message that the security certificate is not trusted. This configuration does not lessen the security of the communications between your computer and the Xerox device.

- To eliminate the connection warning in your Web browser, you can replace the self-signed certificate with a signed certificate from a Certificate Authority. For information on obtaining a certificate from a Certificate Authority, contact your Internet Service Provider.

For information on obtaining, installing, and enabling certificates, refer to Security Certificates.

Using Xerox® CentreWare® Internet Services

You can access Xerox® CentreWare® Internet Services from a Web browser or from a Macintosh print driver. For instructions, refer to .Accessing Xerox® CentreWare® Internet Services.

To use Xerox® CentreWare® Internet Services, click the tab required:

- **Status**: This page provides a description of the printer and current notifications, the status of the paper trays, and supplies and billing information.

- **Jobs**: The Jobs page enables you to manage active jobs on the printer. You can also view and download a list of completed jobs.

- **Print**: This page enables you to submit print-ready files to the printer for printing. You can select options for print jobs using this page. Only print-ready files can be submitted, for example PDF, PS, and PCL file formats.

- **Address Book**: Use the Address Book page to create a Device Address Book containing contacts for use with the email, and scanning services.

- **Properties**: You can use the Properties tab to access and configure settings for your device. System administrator login credentials are required to change most settings.

- **Support**: This page provides access to general support information and telephone numbers. You can use the Support page to send diagnostic information to Xerox.

- **Index**: Use the Index option to find a particular feature or setting in Xerox® CentreWare® Internet Services. The Index tab displays a list of options available, with links that go directly to each option. The Contents tab displays a table of contents for Xerox® CentreWare® Internet Services.

- **Help**: Use this option to go directly to the Xerox website for additional help and information.

Xerox Easy Printer Manager

Xerox Easy Printer Manager is available for Windows and Macintosh operating systems. Xerox Easy Printer Manager conveniently provides access to device settings as well as functions such as scanning and printing. The Xerox Easy Printer Manger allows you to view the status and manage your device at your computer.

For Windows operating systems, Xerox Easy Printer Manager installs automatically during driver installation. For details about installing printer software, refer to Installing Printer Software.

For information about using Xerox Easy Printer Manager, select the **? Help** button in the application.

> Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings.

Xerox Easy Document Creator

The Easy Document Creator is available for Windows and Macintosh operating systems. It is used to adjust scan settings and start the scanning process directly from your computer.

If the Scan option is selected from the Xerox Easy Printer Manager, the Easy Document Creator opens to enable you to scan images using the device.

The Scan window allows you to view the scanned image and make adjustments as necessary. Preferred settings can be saved as favorites and added to a pre-defined list.

For information about using Easy Document Creator, select the **? Help** button in the application.

Installing Software

After you have set up your device and connected it to your computer, you must install the printer and scanner software. The software required for Windows is supplied on the Software and Documentation CD delivered with your device, additional software, and Macintosh and Linux drivers can be downloaded from www.xerox.com/office/B205support.

The follow software is available:

CD	Operating System	Contents
Printer Software	Windows	• **Print Driver:** Use the print driver to take full advantage of your printer's features. PCL5e, PCL6, Postscript and XPS drivers are provided. • **Scanner Driver:** TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your device. • **OCR**: Optical Character Recognition (OCR) saves time by automatically extracting data from scanned images and then making the data available for electronic processing. • **Xerox Easy Document Creator:** Used to adjust scan settings and start the scanning process directly from your computer. The preview window allows you to view the scan and make adjustments as necessary and preferred settings can be preserved as favorites and added to a pre-defined list. • **Xerox Easy Printer Manager (EPM):** Conveniently combines access to device settings, printing/scanning environments, settings/actions, Scan to PC and launching applications such as Xerox Scan Assistant and Xerox® CentreWare® Internet Services in one location. Note: Login is required to change Printer Settings. • **Xerox Easy Wireless Setup**: When installing the printer you can use the wireless setup program that was automatically installed with the print driver to configure the wireless settings.
Printer Software	Linux	• **Print Driver:** Use this driver to take full advantage of your printer's features. • **Scanner Driver:** A SANE driver is available for scanning documents on your device. Note: Xerox driver software for Linux is only available at www.xerox.com/office/B205drivers.

CD	Operating System	Contents
Printer Software	Macintosh	• **Print Driver:** Use this driver to take full advantage of your printer's features. • **Scanner Driver:** A TWAIN driver is available for scanning documents on your device. • **Xerox Easy Printer Manager (EPM):** Conveniently combines access to device settings, printing/scanning environments, settings/actions, Scan to PC, Fax to PC, and launching applications such as Easy Document Creator and Xerox® CentreWare® Internet Services in one location. Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings. • **Xerox Easy Document Creator:** Used to adjust scan settings and start the scanning process directly from your Macintosh. The preview window allows you to view the scan and make adjustments as necessary and preferred settings can be preserved as favorites and added to a pre-defined list. • **Scan Manager:** This utility allows you to configure MFP Scan settings. Note: Xerox driver software for Macintosh is only available at www.xerox.com/office/B205drivers.

More Information

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

Resource	Location
Installation Guide	Packaged with the printer and can be downloaded at www.xerox.com/office/B205docs
Other documentation for your printer	www.xerox.com/office/B205docs
Technical support information for your printer, including online technical support, Online Support Assistant and print driver downloads	www.xerox.com/office/B205support
Information Pages	Print reports from the control panel or using Xerox® CentreWare® Internet Services. For details, refer to Information Pages.
Order supplies for your printer	www.xerox.com/office/B205supplies
Local Sales and Support Center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Business Resource Center	www.xerox.com/office/businessresourcecenter

Installation and Setup

3

This chapter includes:

Installation and Setup Overview

Before you print, ensure that your computer and the printer are plugged in, powered on, and connected.

For instructions on unpacking and installing your printer, refer to the Installation Guide packaged with your printer. You can also access the Online Support Assistant at www.xerox.com/office/B205support.

When you configure the printer for the first time, complete the following tasks:

1. Connect your printer to a network using a wired or wireless connection, or to a computer using a USB cable connection.

    For a network installation, confirm that your network recognizes your printer. By default, the printer receives an IP address from a DHCP server over a TCP/IP network. If you have a different type of network, or want to assign a static IP address, refer to TCP/IP.
2. Complete the Installation Wizard that launches automatically the first time the printer powers on. The installation wizard helps you configure basic printer settings such as your location and time zone.
3. To view the new IP address and ensure that the connection is successful, print a Configuration Report. For details, refer to Printing the Configuration Report.
4. Configure settings for your printer installation:
    *   For information about configuring General Setups, refer to General Setup.
    *   For information about configuring Network Connectivity settings, refer to Network Connectivity.
    *   For information about configuring Security settings, refer to Security.
    *   For information about configuring services such as Print, Copy, Email, USB and Scan to Network, Scan to PC and Scan to WSD, refer to Setting Up the Services.
5. Install the print driver software and utilities on your computer. For details, refer to Installing Printer Software.

    Note: If the Software and Documentation disc is not available, download the latest drivers at www.xerox.com/office/B205drivers.

Xerox® CentreWare® Internet Services

Xerox® CentreWare® Internet Services is the administration and configuration software installed on the Embedded Web Server in the printer. Xerox® CentreWare® Internet Services software allows you to configure and administer the printer from a Web browser or from a Macintosh print driver.

Xerox® CentreWare® Internet Services requires:

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

Many features in Xerox® CentreWare® Internet Services require an administrator user name and password. For security purposes, the default system administrator password is set to the unique device serial number of your printer. For network printers, when you first access Xerox® CentreWare® Internet Services after printer installation, the system prompts you to change the default system administrator password. Once the system administrator password is successfully set, you can access all features and functions in Xerox® CentreWare® Internet Services.

For information about changing the default password the first time you access Xerox® CentreWare® Internet Services, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

Note: The serial number is located on the data label at the rear of the printer.

Finding the IP Address of Your Printer

To install the print driver for a network-connected printer, it is often necessary to know the IP address of your printer. Also, the IP address is used to access the settings of your printer through Xerox® CentreWare® Internet Services. You can obtain the IP address of your printer from the Configuration Report.

Obtaining the Printer IP Address from the Configuration Report

To obtain the printer IP address from the Configuration Report:

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **Info. Pages** and press **OK**.
3. Press the **Up/Down** arrows to scroll to **Configuration**, then select **OK**.
4. Press the **Up/Down** arrows to select **Print? Yes** and press **OK**.

    The IP address appears in the Network Setup section of the Configuration Report.

Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password

For network printers, when you first access Xerox® CentreWare® Internet Services after printer installation, the system prompts you to change the default system administrator password.

The initial default password is the printer serial number. The printer serial number is located on the data label on the rear cover, and is printed on the Configuration report.

> Note: For printers connected using a USB connection only, you do not need to perform this procedure.

To access Xerox® CentreWare® Internet Services for the first time and change the default system administrator password:

1. Access Xerox® CentreWare® Internet Services:

   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

   A message appears that prompts you to change the Administrator Settings.

2. To enter the default password, in the **Password** field, type the printer serial number.

3. To enter a new password, in the New **Password** field, type the new password.

   Passwords can contain between 4 and 32 characters and the following characters can be used:

   - Letters: a - z, A - Z
   - Numbers: 0 - 9
   - Special Characters: @ / . ' & + - # * , _ % ( ) !

4. To verify the password, enter the password again in the **Verify Password** field.

5. To save the new password, click **Save**.

   The Administrator Account password is updated and access to Xerox® CentreWare® Internet Services is granted.

Accessing the Xerox® CentreWare® Internet Services Administrator Account

Many features in Xerox® CentreWare® Internet Services require an administrator user name and password. When updating Security options, you are prompted to enter the Administrator Account login details.

To access the Xerox® CentreWare® Internet Services Administrator Account:

1. Access Xerox® CentreWare® Internet Services:
   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

   Note: If you are accessing Xerox® CentreWare® Internet Services for the first time after printer installation, you are prompted to change the Administrator Account password. For instructions, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

2. Click **Properties**, then configure the settings required.

   When you select an option which requires Administrator Account access, a security login window appears.

3. For User Name, enter **Admin**. For Password, enter the administrator account password that was set during initial access to Xerox® CentreWare® Internet Services. Click **OK**.

   You are now able to configure and save settings.

Changing the System Administrator Password

To prevent unauthorized changes to printer settings, ensure the Administrator Account password is changed regularly. Be sure to store the password in a secure location.

> Note: If you are accessing Xerox® CentreWare® Internet Services for the first time after printer installation, you are prompted to change the Administrator Account password. For instructions, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

1. In Xerox® CentreWare® Internet Services, click **Properties**.
2. Click **Maintenance**.
3. Click **Administrator Password**.
4. To change the Administrator Account password, enter a new password in the **Password** field.

   Passwords can contain between 4 and 32 characters and the following characters can be used:
   - Letters: a - z, A - Z
   - Numbers: 0 - 9
   - Special Characters: @ / . ' & + - # * , _ % ( ) !
5. To verify the password, enter the password again in the **Verify Password** field.
6. To save the new password, select the **Select to save a new password** check box.
7. Click **Save**.

Initial Setup

Physically Connecting the Printer

You can connect to your printer directly 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 and switches, modems, Ethernet cables, and USB cables are not included with your printer and must be purchased separately.

> Note: Network features are not available when the printer is connected using a USB cable connection.

1. For Network installations, connect one end of an Ethernet cable to the Ethernet port on the back of the printer, connect the other end of the cable to a correctly configured network port.

   For USB installations, connect the one end of the USB AB cable to the USB B port on the back of the printer, connect the other end to a standard USB A connection on your computer.
2. Connect the power cord to the printer, then plug the power cord into an electrical outlet.

Assigning a Network Address

The printer acquires a network address automatically from a DHCP server by default. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings, refer to TCP/IP.

Accessing Administration and Configuration Settings

You can access the administration and configuration settings from the printer control panel, from Xerox® CentreWare® Internet Services, or from the Xerox Easy Printer Manager.

- To change settings using the printer control panel, using the System Menus accessed by pressing the Machine Status button. The System Menus also give you access to information about your printer, including the serial number and model. You can view the status of the paper trays, billing and supplies information, and print Information Pages. For information about the System Menus, refer to System Menus.
- The administrator password is required when accessing locked settings in Xerox® CentreWare® Internet Services. The first time you access Xerox® CentreWare® Internet Services, you are prompted to change the Administrator Account password. For information about accessing the Xerox® CentreWare® Internet Services and changing the default Administrator password, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

- Xerox Easy Printer Manager is available for Windows and Macintosh operating systems and conveniently provides access to device settings as well as functions. To change settings using Xerox Easy Printer Manager, at your computer, open Easy Printer Manager. Select the printer, then click Advanced Setting or Machine Settings and configure the settings required. For Windows operating systems, Xerox Easy Printer Manager installs automatically during driver installation. For details about installing printer software, refer to Installing Printer Software.

  Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings.

Network Connection Settings

You can configure wired and wireless network connections for your device. For all connectivity settings, refer to Network Connectivity.

Configuring Ethernet Settings

The Ethernet interface on the printer detects the speed of your network automatically.

Any auto-sensing devices that are connected to the network, such as a hub, do not always detect the correct speed. If the device does not recognize your network speed, the device can prevent a connection to the network, and your switch or router can report errors.

If the device does not recognize your network speed, set the rated speed. The rated speed is the maximum speed at which you expect your network to operate.

To verify that the printer detects the correct network speed, refer to the Configuration Report. For details, refer to Printing the Configuration Report.

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Physical Connections.**
2. Click **Ethernet**.
3. For **Rated Speed**, select the ethernet speed.
4. For MAC address, the unique Media Access Control address is shown.
5. Click **Apply**.

   Note: For the new settings to take effect, restart your printer.

USB Direct Connection

If your printer is connected to your computer directly, using a USB AB cable, configure settings using Xerox Easy Printer Manager.

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings.

1. Connect the one end of the USB AB cable to the USB B port on the back of the printer. Connect the other end to a standard USB A connection on your computer.
2. At your computer, open **Easy Printer Manager**.
3. Click **Printer**, then select the USB connected printer.
4. Click **Advanced Setting** or **Machine Settings**.
5. Configure the device and network settings required. Click **Save**.

Installation Wizard

The Installation wizard starts the first time you power on the printer. The wizard prompts you with a series of questions to help you configure basic printer settings.

When the installation wizard appears, follow the on screen instructions.

Note: After the initial setup, to change any printer configuration settings, or to configure other printer settings, refer to Accessing Administration and Configuration Settings.

General Setup

General Setup Using the Printer Control Panel

Machine Setup

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **System Setup** and press **OK**.
3. Press the **Up/Down** arrows to select **Machine Setup** and press **OK**.

   The following Machine Setup options and settings are available:

Option	Description	Settings
Language	Use this option to set the message display language.	• English • List of Available Languages
Power Saver Timers	Use this option to set the time the printer waits before entering Low Power Save or Very Low Power Save. Enter between 0 - 119 minutes.	• Low Power Save • Very Low Power Save
Wakeup Event	Use this option to enable the printer to wake-up when a job is received or a button is pressed.	• On • Off
System Timeout	Sets the elapsed time before the printer reverts to default settings.	• On • Off
Config. Page	Enables a report detailing all the settings to be printed.	• On • Off
Altitude Adj.	Atmospheric pressure, determined by altitude, can affect print quality. If the printer is at an elevation greater than 1000 m (3280 ft.), to improve print quality, you can use Altitude Adjustment.	• Normal: Below 1000 m (3280 ft.) • High 1: 1000–2000 m (3280–6561 ft) • High 2: 2000–3000 m (6561–9842 ft) • High 3: 3000–4000 m (9842–13123 ft) • High 4: 4000–5000 m (13,123 – 16,404 ft).
Auto Continue	Determines whether or not the printer continues printing when it detects the paper does not match the paper settings.	• After 30 Sec • Off • After 0 Sec

Option	Description	Settings
Paper Substitution	Automatically substitutes the printer driver's paper size to prevent the paper mismatch between Letter and A4. For example, if you have A4 paper in the tray and you select Letter in the printer driver, the device prints on A4 paper.	• On • Off

4. Press the **Up/Down** arrows to select the option required and press **OK**.
5. Press the **Up/Down** arrows to select the setting required and press **OK**.

Paper Setup

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **System Setup** and press **OK**.
3. Press the **Up/Down** arrows to select **Paper Setup** and press **OK**.
    The following Paper Setup options and settings are available:

Option	Description	Settings
Paper Size	This is the most common paper size that will be used in the printer and is the size the printer will feed if a specific size is not selected.	• Tray 1 • Manual Feeder
Paper Type	Sets the type of paper in the tray.	• Tray 1 • Manual Feeder
Margin	Use this setting to configure printing margins.	• Common Margin • Manual Feeder • Tray 1 • Emulation

4. Press the **Up/Down** arrows to select the option required and press **OK**.
5. Press the **Up/Down** arrows to select the setting required and press **OK**.

General Setup Using Xerox® CentreWare® Internet Services

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Assigning a Printer Name and Location

You can use the Xerox® CentreWare® Internet Services Description page to assign a name and location for the printer. The Description page displays the printer model information and product code or serial number. Asset tags let you enter unique identifiers for inventory management.

1. In Xerox® CentreWare® Internet Services, click **Properties → Description**.
2. In the Identification area:
    a. For **Machine Name**, type a name for the printer.
    b. For **Location**, type the location of the printer.
    c. For **Xerox Asset Tag Number** and **Customer Asset Tag Number**, type unique identifiers as needed.
3. In the Geographic Location area, for **Latitude** and **Longitude**, type coordinates in decimal form.
4. Click **Apply**.

Printing the Configuration Report

The Configuration Report lists all current settings of the printer. A configuration report prints at startup by default.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → Reports**.
3. For **Configuration Report**, click **Print**.
4. Click **OK**.

Using the Configuration Page

The Configuration page provides current detailed configuration information about the device. You can refer to this page to view information such as device profile, printer setup and network setup information. You can print the page for reference.

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup → Configuration**.
2. To print the configuration report, click **Print System Data List**.
3. Click **OK**.

Configuring Alert Notifications

There are several ways to set the printer to send out notifications when alerts occur. Possible alert types include low supply status, paper supply status, and paper jams.

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup**.
2. Click **Alert Notification**.
3. For **Alert Preferences**, enable options as needed.
4. For **Alert Recipient Email Address**, enter the recipient email addresses.
5. For **Toner Cartridge Reorder Notification**, enter the percentage of toner life remaining that triggers a reorder alert.
6. To display the reorder message on the control panel, select **Display Low Toner Reorder Message**.
7. For **Drum Cartridge Reorder Notification**, enter the percentage of life remaining that triggers an alert.
8. To display the status on the control panel, select **Drum Cartridge Status**.
9. Click **Apply**.

Monitoring Alerts

The Active Alerts page displays printer information, such as printer name and location, as well as a list of any current alerts. You can view alert information, such as the status code, description of the issue, and the suggested skill level required to resolve the problem.

To view alerts:

1. In Xerox® CentreWare® Internet Services, click **Status → Alerts**.
2. To update the page, click **Refresh**.

Power Management Settings

The amount of electricity the printer consumes depends on the way it is used. This device is designed and configured to enable you to reduce your electricity usage.

Power Saver modes are enabled on your device by default to reduce energy consumption. If the printer is not used for a specified period, it transitions to Low Power mode, then to Very Low Power mode. In these modes, to enable reduced-power consumption, only essential functions remain active.

Note: Changing the default Power Saver activation times can result in an overall higher energy consumption of the printer. Before you switch off Power Saver modes or set a longer activation times, consider the increase in printer power consumption.

You can also enable the printer to power off automatically, either after a specific amount of time, or when no activity is detected by the printer.

Note: The Auto Power Off feature is not enabled at the factory due to network activity, it is provided as an option and can be configured at any time. For instructions, refer to Configuring Auto Power Off.

Configuring the Power Saver Mode Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup**.
2. Click **Power Management**.
3. Select the Power Saver Mode 1 and Power Save Mode 2 settings required:
    - **Power Saver Mode 1 Timer**: Specify the time the printer remains idle before it goes from ready mode to Low Power Save mode.
    - **Power Saver Mode 2 Timer**: Specify how long the printer remains in Low Power Save mode before it goes into Very Low Power Save mode.

    Note: The sum of the two timers cannot exceed 119 minutes.
4. Click **Apply**.
5. Click **OK**.

Configuring Auto Power Off

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup**.
2. Click **Power Management**.
3. Select the **Auto Power Off Timeout** settings required:
    - **Enable:** Use this option to enable the printer to power off automatically after the specified time period. Click **Enable**, then specify the time the printer remains idle before it powers off automatically. You can enter between 5 and 240 minutes.
    - **Disable**: Use this option to switch off the **Auto Power Off** function.
    - **Auto Detect**: To set the printer to power off automatically when no activity is detected, click **Auto Detect**.
4. Click **Apply**.
5. Click **OK**.

Tray Settings

The Tray Settings determine how the printer manages the paper trays. There are two modes:

- **Bypass mode**: This option ignores the tray attributes for printing a job. The print job will use the media in the tray.
- **Static mode**: This option designates a tray as available for all jobs that use the type of paper in the tray, and for print jobs that do not specify a tray.

Configuring Tray Settings

1. In Xerox® CentreWare® Internet Services, click **Properties** → **General Setup**.
2. Click **Tray Settings**.
3. For **Manual Feed Slot**:
    a. Select a Mode.
    b. To enable the tray confirmation screen, click **Enable**.
4. For **Tray 1**, to enable the tray confirmation screen, click **Enable**.
5. Click **Apply**.
6. Click **OK**.

Billing and Counters

Billing Information

The Billing Information page displays the printer serial number and the total number of impressions made.

1. In Xerox® CentreWare® Internet Services, click **Properties** → **General Setup** → **Billing & Counters**.
2. Click **Billing Information**.
3. To update the page, click **Refresh**.

Usage Counters

The Usage Counters page displays the total number of pages printed or generated by the printer. You can see usage amounts for impressions made, sheets, images used, and images printed and copied.

1. In Xerox® CentreWare® Internet Services, click **Properties** → **General Setup** → **Billing & Counters.**
2. Click **Usage Counters**.
3. To update the page, click **Refresh**.

Resetting the Printer to Network Factory Default

To restore network settings back to the factory default values, use the Network Factory Default option.

⚠️ **CAUTION:** Performing this procedure will delete all network settings and network connection to the printer will be lost immediately.

1. In Xerox® CentreWare® Internet Services, click **Status → General**.
2. Click **Network Factory Default**.
   A warning message is displayed.
3. To confirm, click **OK**.

Support Information

The Support page in Xerox® CentreWare® Internet Services displays contact information for service and supplies and for your system administrator. You can customize this information to display your company details for device users.

To add your own custom information:

1. In Xerox® CentreWare® Internet Services, click **Support**.
2. Click **Edit Settings**.
3. Update the fields with your information, then click **Apply**.
4. Click **OK**.

Network Settings

You may set up the network using the printer display screen. Before doing that, you must have the relevant information concerning the type of network protocols and computer system you use.

To configure Network Connectivity settings Using Xerox® CentreWare® Internet Services, refer to Network Connectivity.

Configuring Network Settings Using the Printer Control Panel

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **Network** and press **OK**.

   The following Network options and settings are available:

Option	Description	Settings
TCP/IP (IPv4)	Select appropriate protocol and configure parameters to use the network environment.	• DHCP • BOOTP • Static
TCP/IP (IPv6	Select appropriate protocol and configure parameters to use the network environment.	• IPv6 Protocol
		• DHCPv6 Config - Router - Always Use - Never Use
Ethernet Speed	Configure the network transmission speed.	• Ethernet Port Speed - On - Off - Automatic - 10 mbps Half - 10 mbps Full - 100 mbps Half - 100 mbps Full
802.1x	Use to configure 802.1x.	• Off • On

Option	Description	Settings
Wi-Fi	Use to enable the printer to be configured on a wireless network connection.	• Wi-Fi

		• Wi-Fi Settings
		  - Wizard
		  - Custom

		• WPS
		  - PBC
		  - PIN

		• Wi-Fi Direct
		• W-Fi Signal
		• Wi-Fi Default - Restore
Protocol Mgr.	Select appropriate protocol and configure the parameters required.	• HTTP • WINS • SNMPv1/v2 • mDNS • SetIP • SLP
Clear Settings	Reverts the network settings to the default values.	• Yes • No

3. Press the **Up/Down** arrows to select the option required and press **OK**.
4. Press the **Up/Down** arrows to select the setting required and press **OK**.

Network Connectivity

TCP/IP

Computers and printers primarily use TCP/IP protocols to communicate over an Ethernet network. Bonjour is a discovery protocol that allows devices on a TCP/IP network to discover each other without knowledge of specific IP addresses. Bonjour is built in to Macintosh operating systems. You can install Bonjour on Windows devices.

With TCP/IP protocols, each printer and computer requires a unique IP address. Many networks, and cable and DSL routers have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically assigns an IP address 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.

> Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

To configure TCP/IP settings using the printer control panel, refer to Network Settings.

Configuring TCP/IP Settings Using Xerox® CentreWare® Internet Services

If your printer has a valid network address, you can configure TCP/IP settings in Xerox® CentreWare® Internet Services. For details, refer to Assigning a Network Address.

Configuring IPv4

You can use IPv4 or IPv6 in addition to or in place of the other.

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols.**
2. Click **TCP/IP**.
3. For **Protocol**, select **Enabled**.
4. For Host Name, type a unique name for your printer.
5. For IP Address Resolution, select an option. Fields that appear depend on the option that you select.
   - **STATIC**: This option disables dynamic addressing and allows you to type a static IP address. Type the Machine IP Address, Subnet Mask, and Gateway Address.
   - **BOOTP**: This option allows the printer to obtain an IP address from a BOOTP server that does not respond to DHCP requests.
   - **DHCP**: This option allows your DHCP server to assign an IP address to the printer. Dynamic DNS Registration is enabled.
6. For **Domain Name**, type the fully qualified domain name of your authentication server.
7. For **DNS Configuration**, type the IP address for up to three servers.

8. To send a release request to the DHCP and DNS servers, for **Dynamic DNS Registration**, select **Enabled**. If the servers grant the request, when the printer is powered off, the current IP address and dynamic DNS name are released.

9. For Zero-Configuration Networking, perform the following steps.

    • To configure the printer to assign itself an address if a DHCP server does not provide one, for **Self-Assigned Address**, select **Enabled**.

    • To allow users to see and connect to the printer using Bonjour, for **Multicast DNS**, select **Enabled**.

10. Click **Apply**.

Configuring IPv6

IPv6 hosts can automatically configure themselves when connected to a routed IPv6 network using the Internet Control Message Protocol Version 6 (ICMPv6). ICMPv6 performs error reporting for IP along with other diagnostic functions. When first connected to a network, a host sends a link-local multicast router solicitation request for configuration parameters. If suitably configured, routers respond to this request with a router advertisement packet containing network-layer configuration parameters.

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols.**

2. Click **TCP/IP**.

3. To enable TCP/IPv6, for **Protocol**, select **Enabled**.

4. For **Default Dynamic Host Configuration Protocol,** select how DHCP operates forIPv6.

5. To specify an address manually, perform the following steps.

    • For **Manual Address**, select **Enabled**.

    • Select a **Router Prefix** from the menu, or to populate the prefix for manual entry address, click **Add**.

6. To configure DNSv6, perform the following steps.

    • Enter a valid IPv6 Domain Name.

    • For **Primary DNSv6 Server Address**, enter an IP address.

    • For **Secondary DNSv6 Server Address**, enter an IP address.

    • To enable **Dynamic DNSv6 Registration**, select **Enable**.

7. Click **Apply**.

SLP

Printers use Service Location Protocol (SLP) to announce and look up services on a local network without prior configuration. When SLP is enabled, the printer becomes a Service Agent (SA) and announces its services to User Agents (UA) on the network using SLP.

Directory Agents (DA) are components that cache services. They are used in larger networks to reduce the amount of traffic. DAs are optional. If a DA is present, then User Agents (UAs) and System Agents (SAs) are required to use it instead of communicating directly with the printer.

> Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

To configure SLP settings using the printer control panel, refer to Network Settings.

Configuring SLP Settings Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **SLP**.
3. For **Protocol**, select **Enable**.
4. For **Directory Agent**, type the IP address for the Directory Agent (DA) as needed.
   - To group services, under Scope 1, 2, and 3, type a name as needed. Printers cannot recognize services that are in different scopes.
   - For **Message Type**, select an option.
     - **Multicast**: This option routes multicast packets between subnets for service discovery.
     - **Broadcast**: If your network does not support multicast routing, select this option.
5. For **Multicast Radius**, type a value from 0 through 255.
6. For **Maximum Transmission Unit (MTU)**, type a value from 484 through 32768.
7. For **Registration Lifetime**, type a value in hours. From 1 through 24.
8. Click **Apply**.

SNMP

Simple Network Management Protocol (SNMP) is a set of network protocols designed to allow you to manage and monitor devices on your network.

You can use the SNMP configuration pages in Xerox® CentreWare® Internet Services to:

- Enable or disable Authentication Failure Generic Traps.
- Enable SNMPv3 to create an encrypted channel for secure printer management.
- Assign privacy, authentication protocols, and keys to Administrative and key user accounts.
- Assign read and write access to User accounts.

- Limit SNMP access to the printer using hosts.

  Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

To configure SNMP settings using the printer control panel, refer to Network Settings.

Enabling SNMP Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **SNMP**.
3. For **Protocol**, select **Enable**.
4. To configure the SNMP properties, for **Edit SNMP Properties**, click **Edit**.
5. For **Community Names**, enter the GET and SET community names.
6. For **Default TRAP Community Name**, type a name.
7. For **Authentication Failure Generic Traps**, to generate a trap for every SNMP request received by the printer which contains an invalid community name, click **Enable**.
8. Click **Apply**.

Configuring SNMP Trap Destination Address Using Xerox® CentreWare® Internet Services

You can add, edit, or delete IP addresses for Network Management workstations that receive traps from the device.

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **SNMP**.
3. In the Trap Destination Address section, click **Add IP Address**.
4. For **IP Trap Destination Address**, type the IP address of the host running the SNMP manager that receives traps.
5. Type the **UDP Port Number**.
6. To add the traps, perform the following steps.
   - For **TRAP Community Name**, type a name.
   - For **Traps to be Received**, select the type of traps that the SNMP manager receives.
7. Click **Apply**.

SNMPv3

SNMPv3 is the current standard version of SNMP defined by the Internet Engineering Task Force (IETF). It provides three important security features:

- Message integrity to ensure that a packet has not been tampered with in transit
- Authentication to verify that the message is from a valid source
- Encryption of packets to prevent unauthorized access

  Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring SNMPv1/v2c with SNMPv3 Using Xerox® CentreWare® Internet Services

SNMP version 1 (SNMPv1) is the initial implementation of the SNMP protocol. SNMPv1 operates over protocols such as User Datagram Protocol (UDP).

SNMPv2c includes improvements in performance, confidentiality, and manager-to-manager communications over SNMPv1, however it uses the simple-community based security scheme of SNMPv1.

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **SNMPv3**.
3. For Allow SNMPv3 with SNMPv1/v2c, select **Enable**.
4. For SNMPv3, select **Enable**.

    Note: Some options become editable after you enable SNMPv3.

5. For User Name, type the administrative user name for SNMPv3 authentication.
6. For Authentication Password, type a password. The Authentication Password is used to generate a key used for authentication.
7. For Algorithm, select an encryption checksum algorithm.
8. For Privacy Password, type a password. The Privacy Password is used for encryption of SNMPv3 data. The passphrase used to encrypt the data must match the passphrase on the Server.

    Note: Ensure that the passwords are at least eight characters in length. You can include any characters except control characters.

9. Click **Apply**.

WINS

When running WINS, the printer registers its IP address and NetBIOS Host Name with a WINS server. WINS allows the printer to communicate using host name only. Using Microsoft Networking removes significant overhead for systems administrators.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

To configure WINS settings using the printer control panel, refer to Network Settings.

Configuring WINS Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **WINS**.
3. For **Protocol**, select **Enable**.
4. For **Primary Server IP Address**, type the IP address for your primary server.
5. For **Secondary Server IP Address**, enter the IP Address as needed.

    Note: If DHCP is configured, WINS IP addresses are overridden.
6. Click **Apply**.

LPR/LPD

The Line Printer Daemon (LPD) and Line Printer Remote (LPR) protocols provide printer spooling and network print server functionality for UNIX-based systems, such as HP-UX, Linux, and Macintosh.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring LPR/LPD Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **LPR/LPD**.
3. For **Protocol**, select **Enable**.
4. Type an LPR/LPD Port Number or use the default port number of 515.
5. Click **Apply**.

Raw TCP/IP Printing

Raw TCP/IP is used to open a TCP socket-level connection over Port 9100, and stream a print-ready file to the printer input buffer. It then closes the connection either after sensing an End Of Job character in the PDL or after expiration of a preset timeout value. Port 9100 does not require an LPR request from the computer or the use of an LPD running on the printer. Raw TCP/IP printing is selected in Windows as the Standard TCP/IP port.

> Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring Raw TCP/IP Settings Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **Raw TCP/IP Printing**.
3. For **Protocol**, select **Enable**.
4. Ensure that Port Number is set to 9100.
5. Click **Apply**.

IPP

Internet Printing Protocol (IPP) is a standard network protocol that allows you to print and manage jobs remotely.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring IPP Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **IPP**.
3. For **Protocol**, select **Enable**.
4. Enter additional information as needed.
5. For Secure IPP Connection with SSL/TLS, select **Enable**.
6. Click **Apply**.

HTTP

Hypertext Transfer Protocol (HTTP) is a request-response standard protocol between clients and servers. Clients that make HTTP requests are called User Agents (UAs). Servers that respond to these requests for resources, such as HTML pages, are called Origin Servers. There can be any number of intermediaries, such as tunnels, proxies, or gateways between User Agents and Origin Servers.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

To configure HTTP settings using the printer control panel, refer to Network Settings.

Configuring HTTP Settings Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **HTTP**.
3. To enable the protocol, for **Protocol**, click **Enable**.
4. For Keep Alive Timeout, enter the time that the printer waits for a response from a connected user before it terminates the connection.

    Note: Increasing the Keep Alive Timeout can cause connections to slow down.
5. Change the Port Number as needed.

    Note: If a Machine Digital Certificate is configured, you can edit the following fields.
6. For HTTP Security Mode, select a security option.

    Note: To allow connections to the Xerox device using HTTPS only, select **Require HTTPS**.
7. To enable one or more TLS versions, for TLSv 1.0, TLSv 1.1, or TLSv 1.2, select **Enable**.
8. Click **Apply**.

Google Cloud Print

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

Before you begin:

- Set up a Google email account.
- Configure the printer to use IPv4.
- Configure Proxy Server settings as needed.

    Note: Verify that the security configuration of your firewall supports Google Cloud Print.

To register the printer to Google Cloud Print Web printing service:

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.

    Note: Locate your printer IP address using the Configuration Report. For details, refer to Printing the Configuration Report.

2. Click **Properties → Connectivity → Protocols → Google Cloud Print**.

3. To enable Google Cloud Print, for Google Cloud Print, click **Enable**. Enable other services as needed.

    - To allow discovery and printing for local network devices, for each function that you want to allow, select **Enable**.

    - To allow format conversion for jobs that are in a format not supported by the printer, for Enable conversion printing, select **Enable**.

    Note: Cloud Job Conversion uses both Google Cloud Printing and Local Printing. Currently, only specialized third-party apps require conversion. Xerox recommends that you leave Cloud Job Conversion disabled unless you use an app that requires it.

    - To allow Printer Working Group (PWG) printing, for Enable PWG, select **Enable**.

    - To set a minimum time period before the Extensible Messaging and Presence Protocol (XMPP) times out, in the XMPP timeout field, type a number.

4. Review the information in the Anonymous Registration section. Modify settings as necessary.

5. To change the proxy server settings, click **Proxy Setting**.

6. To test the connection to the Google Cloud Print service, click **GCP Connection Test**.

7. To be redirected to the Google website, in the Anonymous Registration area, for Registration Status, click **Register**. At the prompt, click **OK**.

    a. Log in to your Google email account.

    b. To register the printer with Google Cloud Print, follow the on screen instructions.

    c. To complete the printer registration and return to Xerox® CentreWare® Internet Services, click **Finish Registration**.

    Local discovery and local printing are enabled during printer registration. To disable either feature, for the feature, clear the **Enable** check box.

8. From the Google Cloud Print window in Xerox® CentreWare® Internet Services, click **Apply**.

9. To update the Registration Status displayed in your Web browser, refresh the Xerox® CentreWare® Internet Services Web page.

10. To access the Google Cloud Print feature, in your Google account, click **Manage Your Printer**. The default printer name appears in this format: **Model name (MAC address)**.

Proxy Server

A proxy server acts as a go-between for clients seeking services and servers that provide them. The proxy server filters client requests and if the requests meet the proxy server filtering rules, it grants the request and allows the connection.

A proxy server has two main purposes:

- To keep any devices behind it anonymous for security purposes.
- To cache content from resources, such as Web pages from a Web server, to increase resource access time.

   Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring the Proxy Server Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **Proxy Server**.
3. To configure the printer to detect proxy settings automatically, for Auto Detect Proxy Settings, select **Enabled**.

   Note: If Auto Detect Proxy Settings is enabled, you cannot edit the fields for HTTP Proxy Server, Name or IP Address, and IPV4 Address and Port.

4. For HTTP Proxy Server, select **Enabled**.
5. Select the Name or IP Address type.
6. Type the appropriately formatted address and port number.
7. If your proxy server requires authentication, for Authentication, select **Enabled**.

8. If authentication is enabled, for Login Name, type the login name for the proxy server.

9. Type the password, then type the password again to verify.

10. To save the new password, click **Select to save new password**.

11. To add a proxy exception list, for Exception List, type the URL.

12. To use the configured default proxy settings script, for Use automatic configuration script, type the URL.

13. Click **Apply**.

Connecting to a Wireless Network

A wireless local area network (WLAN) provides the means to connect two or more devices in a local area network (LAN) without a physical connection. The printer can connect to a wireless LAN that includes a wireless router or wireless access point. Before connecting the printer to a wireless network, ensure that the wireless router is configured with a service set identifier (SSID), a passphrase, and security protocols.

You can use the Wireless Wizard to connect to a wireless network at the printer control panel. If the device is connected to a wired network, you can configure wireless settings using Xerox® CentreWare® Internet Services.

Note: For networked devices, the printer uses either the wireless or the wired network connection. Activating one network connection deactivates the other network connection.

Note: Advanced enterprise networks require certificates loading prior to setup. For details, refer to Security Certificates.

Connecting to a Wireless Network Manually

When connecting to a wireless network that does not include a WPS-compliant router, set up and configure the printer manually. Before starting, you must get the setup and configuration information, such as name and passphrase, from the router. After you collect the network information, you can set up the printer from the printer control panel or from Xerox® CentreWare® Internet Services. For the easiest manual connection, use Xerox® CentreWare® Internet Services.

Before you begin:

- The wireless router must be connected and properly configured for the network before you install the printer. For details, see your router documentation.

- Use the instructions provided with your wireless router or access point to record the following information:
  - Name (SSID)
  - Security Options (Encryption Type)
  - Passphrase

  Note: The network name and passphrase are case sensitive.

Configuring the Printer for Shared Key or WPA/WPA2-Personal

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **Wireless Setup**.
3. Click **Edit Settings**.
4. For **Network Name SSID**, select an option:
    - To search for an SSID, click **Search Available** and click the drop-down menu. Select an SSID from the list.

   Note: To refresh the list of available networks, click **Refresh**.

    - To enter the SSID, click **Enter SSID**, then in the field, type the SSID.
5. For **Security Type**, select **Shared Key** or **WPA/WPA2-Personal**.
6. For **Encryption Type**, select an option.
7. For **Security Key** or **Passphrase**, type the passphrase.
8. For **Address Acquisition**, select a protocol option. If you select STATIC, you can change the **IPAddress**, **Subnet Mask**, and **Gateway Mask**, as needed.
9. Click **Apply**.

Configuring the Printer for an Open System

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **Wireless Setup**.
3. Click **Edit Settings**.
4. For **Network Name SSID**, select an option:
    - To search for an SSID, click **Search Available** and click the drop-down menu. Select an SSID from the list.

   Note: To refresh the list of available networks, click **Refresh**.

    - To enter the SSID, click **Enter SSID**, then in the field, type the SSID.
5. For **Security Type**, select **Open System**.
6. For **Address Acquisition**, select a protocol option. If you select **Static**, you can change the **IP Address**, **Subnet Mask**, and **Gateway Mask**, as needed.
7. Click **Apply**.

Configuring the Printer for Wireless LAN WPA-Enterprise

Note: Advanced enterprise networks require certificates loading prior to setup. For details, refer to Security Certificates.

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **Wireless Setup**.
3. Click **Edit Settings**.
4. For **Network Name SSID**, select an option:
   - To search for an SSID, click **Search Available** and click the drop-down menu. Select an SSID from the list.

   Note: To refresh the list of available networks, click **Refresh**.

   - To enter the SSID, click **Enter SSID**, then in the field, type the SSID.
5. For Security Type, select **WPA/WPA2-Enterprise**.
6. For Encryption Type, select an option.
7. For 802.1x Authentication, select the authentication method that your wireless network uses.
   - If you select **PEAP**, the **e**nter the required details in the Identity Name, Username and User Password fields.
8. For **Root Certificate Setup**, to upload a root certificate, do the following steps.
   a. For **Upload Root Certificate**, to locate and select the file, click **Browse**.
   b. Select the certificate required, then click **Open**.
   c. Click **Download**.
9. For **Address Acquisition**, select a protocol option. If you select **Static**, you can change the **IP Address**, **Subnet Mask**, and **Gateway Mask**, as needed.
10. Click **Apply**.

Wi-Fi Direct™

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

Note:

- Wi-Fi Direct is disabled by default.
- When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

To configure Wi-Fi Direct settings using the printer control panel, refer to Network Settings.

Configuring Wi-Fi Direct Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **Wi-Fi Direct™**.
3. For **Wi-Fi Direct**, select **On**.
4. For Device Name, type a name to appear in a list of available wireless networks and devices.
5. For IP Address, use the default or type a new IP Address.
6. To set the printer as Group Owner for a Wi-Fi Direct group, similar to a wireless access point, select **Activate**.
7. Enter a Network Key or use the default value.
8. To hide the Network Key, select the check box.
9. Click **Apply**.

WSD

Web Services for Devices (WSD) is technology from Microsoft that provides a standard method for discovering and using network connected devices. It is supported in Windows Vista, Windows Server 2008, and newer operating systems. WSD is one of several supported communication protocols.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Enabling WSD Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **WSD**.
3. For **WSD Protocol**, select **Enable**.
4. Click **Apply**.

AirPrint

AirPrint is a software feature that allows for driverless printing from Apple iOS-based mobile devices and Macintosh OS-based devices. AirPrint-enabled printers let you print directly from a Macintosh or from an iPhone, iPad, or iPod touch.

Note:

- AirPrint and all of required protocols are enabled by default.
- Not all iOS applications support printing using AirPrint.
- Wireless devices must join the same wireless network as the printer. A system administrator can connect the printer by its wired network interface.
- The device that submits the AirPrint job must be on the same subnet as the printer. To allow devices to print from different subnets, configure your network to pass multicast DNS traffic across subnets.
- AirPrint-enabled printers work with all models of iPad, iPhone (3GS or later), and iPod touch (3rd generation or later), running the latest version of iOS.
- When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring AirPrint Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **AirPrint**.
3. To configure HTTP settings, for **HTTP**, click **Edit**. For details, refer to HTTP.
4. To configure IPP settings, for **IPP**, click **Edit**. For details, refer to IPP.
5. To configure **Multicast DNS (Bonjour)**, click **Edit**. For details, refer to TCP/IP.
6. To change the software upgrade setting, for **Software Upgrades**, click **Details**.
7. To add a device certificate, for **Machine Digital Certificate**, click **Details**.
8. To configure Protocol Settings, for **Protocol**, select **Enabled**. Configure the settings required:
   a. For **Bonjour Friendly name**, click **Edit**. Enter required information in the filed provided, click **Apply**.
   b. For **Device Location**, click **Edit**. Enter required information in the filed provided, click **Apply**.
   c. For **Geographic Location Name**, click **Edit**. Enter required information in the filed provided, click **Apply**.
9. In the Optional Information area, to check consumables, click **Supplies Details**.
10. Click **Apply**.

SNTP

Simple Network Time Protocol (SNTP) synchronizes the internal clocks of computers over a network connection.

> Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring SNTP Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **SNTP**.
3. For **Protocol**, select **Enable**.
4. For **Name or IP Address**, select an option.
5. Type the appropriately formatted IP address or hostname.
6. For **Enable SNTP Broadcast**, select the check box.
7. Click **Apply**.

Mopria

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

Note:

- Only Mopria-enabled devices support Mopria printing.
- Ensure that you have the latest version of the Mopria Print Service installed on your mobile device. You can obtain a free download from the Google Play Store.
- Wireless devices must join the same wireless network as the printer. A system administrator can connect the printer by its wired network interface.
- Ensure that the device that submits the Mopria job is on the same subnet as the printer. To allow devices to print from different subnets, configure your network to pass multicast DNS traffic across subnets.
- The name and location of your printer appears in a list of Mopria-enabled printers on connected devices.
- When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring Mopria Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **Mopria**.
3. For **Protocol**, select **Enable**.
4. Click **Apply**.

Installing Printer Software

The printer supports the following operating systems:

Platform	Operating Systems
Windows®	• Windows® 7 - 10 • Windows® Server 2008, 2008 R2, 2012, 2012 R2, 2016, 2019
Macintosh®	• Printer Driver - Mac OS X 10.9 - 11 Big Sur
Linux	• Fedora 15 - 26 • OpenSuSE® 11.2, 11.4, 12.1, 12.2, 12.3, 13.1, 13.2, 42.1, 15.2 • Ubuntu 11.10, 12.04, 12.10, 13.04, 13.10, 14.04, 14.10, 15.04, 15.10, 16.04, 16.10, 17.04, 17.10, 18.04, 18.10 • Debian 6, 7, 8, 9 • Redhat® Enterprise Linux 5, 6, 7 • SuSE Linux Enterprise Desktop 10, 11, 12 • Mint 15, 16, 17, 17.1

After you have configured your device and connected it to your computer, you must install the printer and scanner software.

The software required for Windows is supplied on the CD delivered with your device, additional software, and Macintosh and Linux drivers can be downloaded from www.xerox.com/office/B205drivers.

Installing Windows Drivers

A printer driver is software that lets your computer communicate with your printer. The procedure to install drivers may differ depending on the operating system you are using. All applications should be closed on your PC before beginning installation.

You can install the printer software for a local, networked or wireless printer using the recommended or custom method.

Installing Drivers and Connecting to a Local Printer

A local printer is a printer directly attached to your computer using a printer cable, such as a USB cable. If your printer is attached to a network, refer to Installing Drivers and Connecting to a Networked Printer.

> Note: If the New Hardware Wizard window appears during the installation procedure, select **Close** or **Cancel**.

1. Make sure that the printer is connected to your computer and powered on.
2. 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.
3. Select **Yes** in the User Account Control window.
4. Select **Install Software**. A Printer Connection Type window displays.
5. Select **USB connection**, then select **Next.**
6. Select the software to install, or select a setup type using the menu:
    *   **Recommended**: This is the default install type and is recommended for most users. All components necessary for printer operations are installed.
    *   **Minimum**: With this option, only the drivers are installed.
    *   **Custom**: If you select Custom, you can choose individual components to install.

    Note: When you select an option, a description of that option displays at the bottom of the screen.
7. Select **Advanced Options** if you would like to do any of the following:
    *   Change the printer name
    *   Change the default printer
    *   Share the printer with other users on the network
    *   Change the destination path where driver files and user guide files will be copied to. Select **Browse** to change the path.
8. Select **Next** and follow the wizard instruction to select and install the printer.
9. After the installation is finished, the Setup Completed window displays.
10. Select **Print a test page** and select **Finish**.

If your printer is connected to the computer, a *Test Print* page will be printed. If the *Test Print* operation is successful, refer to the Printing chapter of this guide. If the print operation failed, refer to the Troubleshooting chapter of this guide.

Installing Drivers and Connecting to a Networked Printer

When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network.

1. Make sure that the printer is connected to your computer and powered on.
2. 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.
3. Select **Yes** in the User Account Control window.
4. Select **Install Software**. A Printer Connection Type window displays.
5. Select **Network connection**, then select **Next.**
6. Select the software to install, or select a setup type using the menu:

   - **Recommended**: This is the default install type and is recommended for most users. All components necessary for printer operations are installed.
   - **Minimum**: With this option, only the drivers are installed.
   - **Custom**: If you select Custom, you can choose individual components to install.

   Note: When you select an option, a description of that option displays at the bottom of the screen.
7. Select **Advanced Options** if you would like to do any of the following:

   - Change the printer name
   - Change the default printer
   - Share the printer with other users on the network
   - Change the destination path where driver files and user guide files will be copied to. Select **Browse** to change the path.
8. Select **Next** and follow the wizard instruction to select and install the printer.
9. Select **OK** to continue, then select **Next**. The Copying Files window displays, and then the Installing Software window.
10. After the installation is finished, the Setup Completed window displays.
11. Select **Print a test page** and select **Finish**.

If you have successfully connected to the printer on the network, a *Test Print* page prints. If the *Test Print* operation is successful, refer to the Printing chapter of this guide. If the print operation failed, refer to the Troubleshooting chapter of this guide.

Installing Drivers and Connecting to a Wireless Networked Printer

When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network.

To install the printer software and connect to a printer on a wireless network using the Xerox Easy Wireless Setup program, refer to Using the Xerox Easy Wireless Setup Program.

1. Make sure that the printer is connected to your computer and powered on.
2. 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.
3. Select **Yes** in the User Account Control window.
4. Select **Install Software**. A Printer Connection Type window displays.
5. Select **Wireless network connection,** then select **Next.**
6. Select the software to install, or select a setup type using the menu:

    *   **Recommended**: This is the default install type and is recommended for most users. All components necessary for printer operations are installed.
    *   **Minimum**: With this option, only the drivers are installed.
    *   **Custom**: If you select Custom, you can choose individual components to install.

    Note: When you select an option, a description of that option displays at the bottom of the screen.
7. Select **Advanced Options** if you would like to do any of the following:

    *   Change the printer name
    *   Change the default printer
    *   Share the printer with other users on the network
    *   Change the destination path where driver files and user guide files will be copied to. Select **Browse** to change the path.
8. Select **Next** and follow the wizard instruction to select and install the printer.
9. Select **OK** to continue, then select **Next**. The Copying Files window displays, and then the Installing Software window.
10. After the installation is finished, the Setup Completed window displays.
11. Select **Print a test page** and select **Finish**.

If you have successfully connected to the printer on the wireless network, a *Test Print* page prints. If the *Test Print* operation is successful, refer to the Printing chapter of this guide. If the print operation failed, refer to the Troubleshooting chapter of this guide.

Using the Xerox Easy Wireless Setup Program

When installing the printer, you can use the Xerox Easy Wireless Setup program that was automatically installed with the printer driver to configure the wireless settings.

> Note: Make sure the Xerox Easy Wireless Setup Program is installed on your computer, for instructions, refer to Installing Drivers and Connecting to a Local Printer.

1. At the computer, click search and type **Xerox Easy Wireless Setup.**
2. Connect the printer to your computer using the USB cable.

   > Note: During installation, the printer needs to be temporarily connected using the USB cable.

   > Note: You cannot use your printer on a wired and wireless network at the same time. If your printer is currently connected to the network with an Ethernet cable, unplug the cable.

3. Select **Next.**
4. Once the printer is connected to the computer with the USB cable, the program searches for WLAN data.
5. When the search is complete, the Select Wireless Network window displays. Select your network from the list.
6. Follow the wizard instruction to install the printer.
   The Wireless Network Security screen displays.
7. Enter your **Network Password** and select **Next**.
8. When the Wireless Network Setup Complete page displays, select **Finish**.

Uninstalling the Windows Drivers

1. From the **Start** menu, select **Xerox Printers → Uninstall Xerox Printer Software.** The Uninstall Xerox Printer Software window displays.
2. Select **Next**. The Select Software window displays.
3. Select the components you want to remove and then select **Next**.
4. When your computer asks you to confirm your selection, select **Yes**.
5. After the software is removed, select **Finish**.

Installing Macintosh Drivers

You need to download the Macintosh software package from www.xerox.com/office/B205drivers to install the printer software. A TWAIN driver is also provided for scanning on a Macintosh computer.

Note: Instructions may vary depending on your operating system version.

Installing Macintosh Drivers

1. Make sure that the printer is connected to your computer and powered on.
2. From the Xerox web site, download the required driver .dmg package to your computer.

   Note: Print and Scan drivers are available.
3. To extract the files and the MAC_Installer folder, double-click the driver .dmg package.
4. Open the MAC_Installer folder, then navigate to the **Mac_Printer** folder for the driver package.
5. To install the driver, double-click the driver package.

   The **Installer** window opens.
6. Select **Continue**. To change the destination for the installed files, click **Change Install Location.** Select a file location, then click **Continue**.
7. Select **Install**.
8. Select **User Password**, then enter your password and click **Install Software**.
9. Read the Energy Consumption Information, then click **Continue**.
10. Click **Add Printer**. Select the printer from the list, then click **Add**.
11. Select **Continue**.

    Follow the instructions on the Installer wizard to install the drivers.
12. After the installation is complete, select **Close**.
13. To configure printer options, select the **Applications** folder → **System Preferences** → **Printers & Scanners**.
14. If required, select the **+** sign on the Printer list and select the printer or enter the IP Address for the printer. Select **Add**.

Uninstalling the Macintosh Drivers

If the printer driver does not work properly, uninstall the driver and reinstall it. Follow the steps below to uninstall the driver for Macintosh.

1. Make sure that the printer is connected to your computer and powered on.
2. Select the **Applications** folder.
3. Select the **Xerox** folder.
4. Select **Printer Software Uninstaller**.
5. Select the programs you want to uninstall and select **Uninstall**.
6. Enter your password, then select **OK**.
7. Select **Close**.

Installing Linux Drivers

To print from a Linux workstation, install either a Xerox print driver for Linux or a CUPS (Common UNIX Printing System) print driver. Xerox recommends that you install the Unified Linux Driver for your printer.

The printer driver software required for Linux can be downloaded from www.xerox.com/office/B205drivers.

Installing Linux Drivers

1. Make sure that the printer is connected to your computer and powered on.

   You must log in as a sup*er user* (root) to install the printer software. If you are not a *super user*, ask your system administrator.
2. When the **Administrator Login** window appears, type in **root** in the **Login** field and enter the *system password*.
3. From the Xerox web site, download the Unified Linux Driver package zip file to your computer.
4. Select the **Unified Linux Driver** package and extract the package.
5. Copy the **Unified Linux Driver** (uld Directory) onto the Desktop
6. Open a terminal window, then navigate to the uld directory.
7. To install the printer driver, type: **sudo ./install-printer.sh**, then press **Enter**.
8. To install the scanner driver, type: **sudo ./install-scanner.sh**, then press **Enter**.

   Note: The printer and scanner drivers can be installed together by typing **sudo ./install.sh.**
9. To access printing options and properties, navigate to **Settings → Devices → Printers**. Select the printer and configure the settings required.

Uninstalling the Linux Drivers

1. Open a terminal window, then navigate to the uld directory.
2. To uninstall the printer, type: **sudo ./uninstall-printer.sh**, then press **Enter**.
3. To uninstall the scanner, type: **sudo ./uninstall-scanner.sh**, then press **Enter**.

   Note: The printer and scanner can be uninstalled together by typing **sudo ./uninstall.sh.**

Setting Up the Services

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.

Note: When configuring settings in Properties, you are prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Printing Settings

Configuring Printing Settings Using Xerox® CentreWare® Internet Services

Enabling the Device Startup Page

The Startup page provides basic printer configuration and network information.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → Device Start-Up Page**.
3. To enable the Startup page, for **Device Start-Up Page**, select **Enabled**.
4. Click **Apply**.

Managing Banner Page Printing

You can set the printer to print a banner page with each print job. The banner page contains information identifying the user and job name. You can set this option in the print driver, in Xerox® CentreWare® Internet Services or at the control panel.

Note: Enable banner page printing in the print driver and at the control panel or in Xerox® CentreWare® Internet Services. Otherwise, a banner page does not print.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → Banner Page**.
3. For **Banner Page Settings**, to print a banner page, select **Enabled**. To switch off banner pages, select **Disabled**.
4. Click **Apply**.

Enabling Error Page Printing

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → Error Page**.
3. To print an error page when a print job fails, for Error Page Settings, select **Enabled**.
4. Click **Apply**.

Configuring General Print Settings

The printer uses the default print settings for all print jobs unless you change them for an individual job. You can modify the default print settings.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → General**.
3. For **PCL Menu**, for each option, select the required settings:
    *   Font Number
    *   Symbol Set
    *   Font Pitch
    *   Font Height
    *   Lines Per Form
    *   Line Termination
    *   Wide A4
    *   Suppress Blank Pages
    *   User Paper Size in Print Stream:
        *   **Manual Feed Slot**
        *   **Tray 1**
4. For **Tray Menu**, for each option, select the required settings:
    *   Tray 1 Paper Size
    *   Tray 1 Paper Type
    *   Manual Feed Slot Paper Size
    *   Manual Feed Slot Paper Type
5. For **Configuration Menu**, for each option, select the required settings:
    *   Orientation
    *   Personality
    *   I/O Timeout
6. For **Defaults & Polices**, for each option, select the required settings:
    *   Default Paper Types
    *   Default Paper Size
    *   Paper Substitution
7. Click **Apply**.

Printing Reports

Your printer has a printable set of reports. These include configuration and font information, supplies status and more.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → Reports**.

    Note: If you are prompted to enter the Administrator account user name and password, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

    The following Report Options are shown:
    - Configuration Report
    - Supplies Usage Report
    - Postscript Font List
    - PCL Font List
    - Print All Reports
3. To print a report, next to the report name, click **Print**.

Configuring Printing Settings Using the Printer Control Panel

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **Print Setup** and press **OK**.

    The following Print Setup options and settings are available:

Option	Description	Settings
Orientation	Use to specify the orientation of the original document being scanned.	• Portrait • Landscape
Resolution	Affects the appearance of the printed image. A higher resolution produces a better quality print.	• High Resolution • Standard Resolution

Line Term	Sets the default line termination.	• Auto CR
		  - LF+CR
		  - LF

SkipBlankPages	With this option selected, the printer will not print pages without text or images.	• On • Off

Option	Description	Settings

Emulation	Sets the emulation type and option.	• Emulation Type
		  - Auto
		  - PCL
		  - PostScript
		  - PDF

		• Setup
		  - PCL
		  - PostScript
		  - PDF

3. Press the **Up/Down** arrows to select the option required and press **OK**.

4. Press the **Up/Down** arrows to select the setting required and press **OK**.

Copy Settings

If your printer is connected to your computer through a wired or wireless network connection, use Xerox® CentreWare® Internet Services to configure the settings.

If your printer is connected to your computer using a USB cable connection, configure settings at the device or using Xerox Easy Printer Manager.

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure copy settings, use Xerox® CentreWare® Internet Services or the printer control panel settings.

Configuring Copy Settings Using Xerox® CentreWare® Internet Services

Changing the Default Copy Settings

The printer uses the default copy settings on all copy jobs unless you change them for an individual job. You can modify the default copy settings.

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Services**.
2. Click **Copy**.
3. For **Defaults**, click the **Pencil** icon.
4. Select the appropriate tab:
   - To modify copy settings, select the **Copy Settings** tab.
   - To modify the input settings, select the **Input Settings** tab.
   - To modify the output settings, select the **Output Settings** tab.
5. In the Default column, click **Edit**.
6. Modify the settings as needed.
7. Click **Save**.
8. Click **Close**.

Configuring Copy Settings Using the Printer Control Panel

Changing the Default Copy Settings

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **Feature Defaults** and press **OK**.
3. Press the **Up/Down** arrows to select **Copy** and press **OK**.

   The following Copy Default options and settings are available:

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	• Letter • Legal • Executive • Folio • A4 • A5 • B5 (JIS)
Copies	Use this option to enter the default copy quantity.	• 1 - 99
Reduce/Enlarge	Originals can be reduced or enlarged between 25 % and 400 %.	• 100 % (Org.) • Auto Fit • Presets • Custom
Lighten/Darken	Adjusts the lightness or darkness of the output.	• Normal • Darken +1 to +2 • Lighten +1 to +2
Original Type	Used to improve the image quality by selecting the document type for the originals.	• Text/Photo • Photo • Text
Collation	Places printed pages in order.	• On • Off

4. Press the **Up/Down** arrows to select the option required and press **OK**.
5. Press the **Up/Down** arrows to select the setting required and press **OK**.

Email Settings

Email settings apply to all services that use SMTP, including Internet and Scan to Email.

Before you begin:

- Create an email account for the printer. The printer uses this address as the default text in the From: field of the email.
- Ensure you have connection information for your email service provider - server address and port number.
- Ensure you have login information for the email account - username or email address and password.
- Identity security requirements, such as TLS and Encryption.

Configuring Email Settings Using Xerox® CentreWare® Internet Services

If your printer is connected to your computer through a wired or wireless network connection, use Xerox® CentreWare® Internet Services to configure the Email settings.

Note: If your printer is connected to your computer using a USB cable connection, the Email service is not available.

Configuring the Server to Send Emails (SMTP) Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Email**.
3. To access SMTP server settings, for **Server to Send Emails (SMTP)**, click the **Pencil** icon.
4. For SMTP Server Information, complete the following steps.
   a. To set auto discovery, for **Auto Discover SMTP Server**, select the check box or enter the SMTP server domain.

   Note: Before selecting this option, check your if the feature is supported by your network.

   b. Select the Name or IP Address type.
   c. Type the appropriately formatted address or host name of your server and change the default port number as needed.
   d. For Device Email Address, type the email address of the printer.
5. If the SMTP server requires authentication, for SMTP Authentication, complete the following steps.
   a. For Server Requires SMTP Authentication, select the check box.
   b. Type the Login Name and Password used to access the server. To update the password for an existing Login Name, for Select to save new password, select the check box.

6. For Connection Encryption, select a protocol that your server supports, then for Validate Server Certificate, select **Enable**.

7. To define a maximum message size for emails with attachments, for Maximum Email Size (Message and Attachment), select a size.

8. Click **Apply**.

9. If prompted, enter your password, then click **OK**.

Configuring Email Receipts

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.

2. Click **Email**.

3. For **Email Receipts**, to edit a setting, click the **Pencil** icon.

4. For read and delivery settings required, click **Enabled**.

5. Click **Save**.

Configuring Message Body/Signature Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.

2. Click **Email**.

3. For Message Body/Signature, to edit a setting, click the **Pencil** icon.

4. To allow users to modify the email message body text, click **Always**.

5. To change the message body text, edit the text shown in the **Message Body** box.

6. To add signature text, type the text in the **Signature** box.

7. Click **Save**.

Configuring Email Defaults

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.

2. Click **Email**.

3. For **Defaults**, click the **Pencil** icon.

4. Select the appropriate tab:
   - To modify email settings, select the **Email Settings** tab.
   - To modify the input settings, select the **Input Settings** tab.
   - To modify the output settings, select the **Output Settings** tab.

5. In the Default column, click **Edit**.

6. Modify the settings as needed.

7. Click **Save**. A modification confirmation window is displayed, click **OK**.

8. Click **Close**.

Configuring Email Security

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Email**.
3. To edit security settings, for **Security**, click the **Pencil** icon.
4. For **Auto Send to Self**, select **Enable**.
5. Click **Save**.

Configuring PDF Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Email**.
3. For **PDF Settings**, to edit a setting, click the **Pencil** icon.
4. To use **Flate Compression Capability**, click **Enable**.
5. Click **Save**.

Configuring Email Settings Using the Printer Control Panel

Email Default Settings

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **Feature Defaults** and press **OK**.
3. Press the **Up/Down** arrows to select **Email** and press **OK**.

   The following Email Default options and settings are available:.

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	• Letter • Legal • Executive • Folio • A4 • A5 • B5 (JIS)
Original Type	Used to improve the image quality by selecting the document type for the originals.	• Text/Photo • Photo • Text
Adjust Bkdg.	This feature reduces or eliminates the dark background resulting from scanning colored paper or newspaper originals.	• Auto • Enhance Lev 1 - 2 • Erase Lev. 1 - 4 • Off

Feature	Description	Options
Resolution	Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	• 300 dpi • 400 dpi • 600 dpi • 72 dpi • 100 dpi • 200 dpi
Output Color	Select to produce black and white, grayscale or color output.	• Black & White • Color • Grayscale
File Format	Determines the type of file created and can be temporarily changed for the current job.	• PDF (Portable Document Format) • Single-TIFF (Tagged Image File Format) • Multi-TIFF
Lighten/Darken	Adjusts the lightness or darkness of the output.	• Normal • Darken +1 to +2 • Lighten +1 to +2
Email Confirmation	Prints a report with details about the email transmission and any errors that may have occurred.	• On Error • On • Off

4. Press the **Up/Down** arrows to select the option required and press **OK**.
5. Press the **Up/Down** arrows to select the setting required and press **OK**.

Scan to Network Settings

The Scan To Destination feature allows you to associate scan destinations with address book contacts. Users can select these contacts when scanning using the Scan To Network feature.

Before You Begin

- Add at least one contact to the Device Address Book.
- Add scan destinations to address book contacts. To **Add Contact with Scan Path**, click **Edit** in **Required Settings**. For details, refer to Address Book.

If your printer is connected to your computer through a wired or wireless network connection, use Xerox® CentreWare® Internet Services to configure the Scan to Network settings.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

If your printer is connected to your computer using a USB cable connection, configure Scan to Network settings at the device or using Xerox Easy Printer Manager.

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure Scan to Network settings, use Xerox® CentreWare® Internet Services or the printer control panel settings.

Configuring Scan to Network Settings Using Xerox® CentreWare® Internet Services

Adding a Scan Path to an Address Book Contact

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Scan To Network**.
3. To add a scan pathway to an address book contact, for **Add Contact with Scan Path**, click the Pencil icon.

   The address book is displayed.
4. Select the contact, then click **Edit**.
5. Click the **Scan To Destination** plus 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.
   - **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.
   - **Password**: Enter your computer login password.

- **Retype Password**: Enter your login password again.

Note: If authentication is required for scan locations, enter a valid login name and password.

7. To save the new password, click **Select to save new password**.
8. Click **Save**.

Configuring Address Book Policies

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Scan to Network**.
3. For **Address Book Policies**, to edit a setting, click the **Pencil** icon.
4. To configure the Address Book settings stored in the printer, for **Device Address Book**, click **Edit**.
5. To set permissions for the Device Address Book, select **Permissions** from the address book menu. To allow users to create or edit contacts in the Device Address Book from the printer control panel, select **Open to All Users**.
6. To allow users to locate email addresses in the Device Address Book, for **Use Device Address Book**, select **Yes**. To hide the address book from users, select **No**.
7. Click **Save**.

Configuring Scan to Network Defaults

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Scan to Network**.
3. For **Defaults**, click the **Pencil** icon.
4. Select the appropriate tab:
    - To modify the input settings, select the **Input Settings** tab.
    - To modify the output settings, select the **Output Settings** tab.
5. In the Default column, click **Edit**.
6. Modify the settings as needed.
7. Click **Save**. A modification confirmation window is displayed, click **OK**.
8. Click **Close**.

Configuring Confirmation Report

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Scan to Network.**
3. For **Confirmation Report**, to edit a setting, click the **Pencil** icon.
4. For Confirmation Report, select an option:
    - On
    - Off
    - Error Only
5. Click **Save**. A modification confirmation window is displayed, click **OK**.

Configuring PDF Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Scan to Network**.
3. For **PDF Settings**, to edit a setting, click the **Pencil** icon.
4. For PDF Settings, select an option:
5. For Confirmation Report, select an option:
   - Optimize for Fast Web Viewing
   - Flate Compression Capability
6. Click **Save**. A modification confirmation window is displayed, click **OK**.

Configuring Scan to Network Security

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**
2. Click **Scan to Network**.
3. For **Security** to edit a setting, click the **Pencil** icon.
4. To clear the recipient list after sending the scanned images, for **Clear Recipient List After Job Complete**s, click **Yes**.
5. Click **Save**. A modification confirmation window is displayed, click **OK**.

USB Settings

The Scan to USB feature allows you to scan a document and store the scanned file on a USB Flash drive. The Print from USB feature allows you to print a file that is stored on a USB Flash drive.

To use the USB feature, enable USB ports. For details, refer to USB Port Security.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring USB Settings Using Xerox® CentreWare® Internet Services

Configuring Scan to USB Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **USB**.
3. To configure Scan to USB Settings, for Defaults, click the **Pencil** icon.
4. Select the appropriate tab:
   - To modify the input settings, select the **Scan to USB Input Settings** option.
   - To modify the output settings, select the **Scan to USB Output Settings** option.
5. In the Default column, click **Edit**.
6. Modify the settings as needed.
7. Click **Save**. A modification confirmation window is displayed, click **OK**.
8. Click **Close**.

Configuring USB Settings Using the Printer Control Panel

USB Default Settings

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **Feature Defaults** and press **OK**.
3. Press the **Up/Down** arrows to select **USB** and press **OK**.

   The following USB Default options and settings are available:

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	• Letter • Legal • Executive • Folio • A4 • A5 • B5 (JIS)
Original Type	Used to improve the image quality by selecting the document type for the originals.	• Text/Photo • Photo • Text
Adjust Bkdg.	This feature reduces or eliminates the dark background resulting from scanning colored paper or newspaper originals.	• Auto • Enhance Lev 1 - 2 • Erase Lev. 1 - 4 • Off
Resolution	Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	• 300 dpi • 400 dpi • 600 dpi • 72 dpi • 100 dpi • 200 dpi
Output Color	Select to produce black and white, grayscale or color output.	• Black & White • Color • Grayscale
File Format	Determines the type of file created and can be temporarily changed for the current job.	• PDF (Portable Document Format) • Single-TIFF (Tagged Image File Format) • Multi-TIFF:
Lighten/Darken	Adjusts the lightness or darkness of the output.	• Normal • Darken +1 to +2 • Lighten +1 to +2

Using the Services

4

This chapter includes:

Overview

Xerox 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.

For information about the setting up the Services, refer to Setting Up the Services.

Copy

Copy Overview

Use Copy to make copies of original documents loaded in the automatic document feeder or on the platen glass. The device scans your original documents and temporarily stores the images. The documents are printed based on the options selected.

You can adjust the default settings for Copy jobs. For information about customizing the Copy service, refer to Copy Settings.

Making a Copy

1. At the printer control panel, press the **Copy** button.
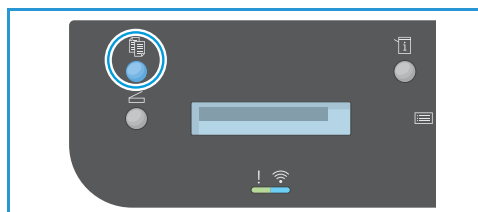
2. Load your original documents:
   - Use the platen glass for single pages or paper that cannot be fed using the automatic document feeder. Lift the document feeder, then place the original document face down in the upper-left corner of the platen glass.

   - For single or multiple pages, use the automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.
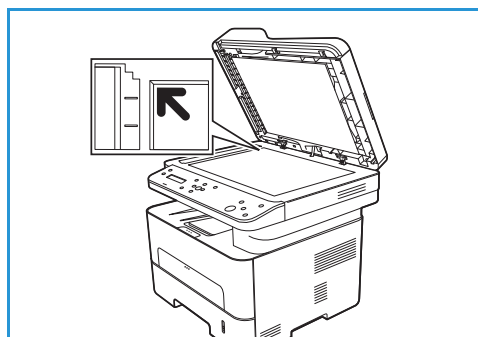
3. Use the **up/down** arrows on the control panel to enter the number of copies required. The maximum copy quantity is 99. The number entered is displayed in the lower right-hand corner of the display.
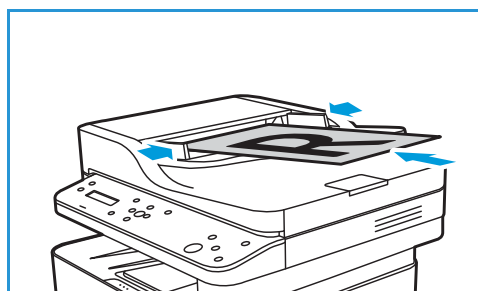
   Note: To cancel an incorrect entry, press **Clear All** and enter the correct quantity.

4. The paper tray is the default paper supply. Open the manual feed slot to feed individual types of stock, for example letterhead or labels for one-off jobs. For more information, refer to Paper and Media.

5. Adjust copy settings as needed:

   a. Press **Menu** on the control panel.

   b. Press the **up/down** arrows to display the required feature and press **OK**.

   c. Press the **up/down** arrows to display the required option and press **OK** to save your selections. For more information about programming options, refer to Copy Options.

   d. Press **Back** to return to the top level menu.

6. Press **Start**. Each document is scanned only once.

   The images are scanned and the copy job is printed.

Using the Layout Options

This option is used to copy multiple documents onto one sheet of paper.

2 Up or 4 Up Copying

This feature is used to copy two or more documents, in a reduced size, onto one sheet of paper. It is ideal for creating handouts, storyboards, or documents used for archival purposes.

> Note: Originals must be loaded in the automatic document feeder when using this feature.

1. At the printer control panel, press the **Copy** button.

2. Load your original documents in the automatic document feeder.

3. Press **Menu** on the control panel.

4. Press the **up/down** arrows to display **Layout** and press **OK**.

5. Select the option required:

   - **Normal:** Copies an original onto one sheet of paper.
   - **2-Up:** Copies two separate originals onto one sheet of paper.
   - **4-Up:** Copies four separate originals onto one sheet of paper.

   Note: For landscape originals, place the top of the document at the back of the feeder. For portrait originals, place the top of the document to the left.

6. Select **OK** to save your selections, then press **Back** to return to the top level menu.

7. Press **Start**. Each document is scanned only once.

The device prints multiple images on one sheet of paper.
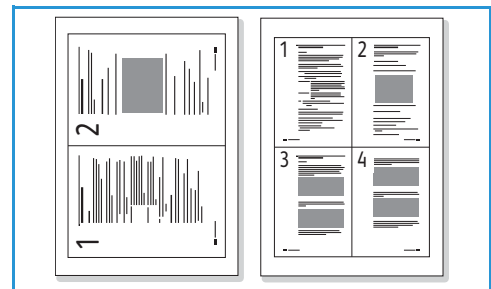
ID Copy

The device prints one side of the original on the upper half of the paper and the other side on the lower half, without reducing the size of the original. This feature is helpful for copying a small-sized item, such as an identification or business card.

> Note: This Copy feature is available only when you place originals on the platen glass. If the original is larger than the printable area, some portions may not be printed.
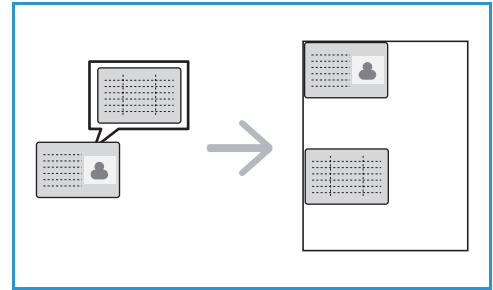
Your device can print 2 sided originals on one sheet of A4, Letter, Legal, Folio, Executive, B5, A5, or A6 paper.

1. At the printer control panel, press the **Copy** button.

2. Press **Menu** on the control panel.

3. Press the **up/down** arrows to display **Layout** and press **OK**.

4. Press the **up/down** arrows to select **ID Copy** and press **OK**.

5. Press **Back** to return to the top level menu.

6. Place the front side of the original face down on the platen glass, aligned with the tip of the registration arrow and close the automatic document feeder.

7. Press **Start**.

8. **Place Front Side and Press [Start]** appears on the display. Press **Start** on the control panel.

   Your device begins scanning the front side.
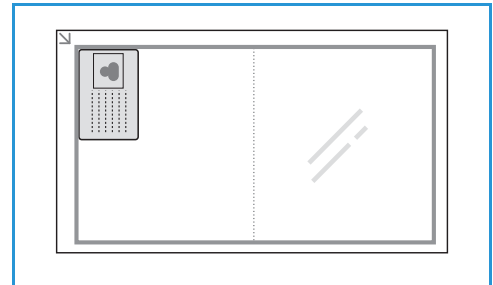
9. **Place Back Side and Press [Start]** appears on the display. Turn over the original and place the rear side of the original face down on the platen glass and close the automatic document feeder.

10. Press **Start** on the control panel to begin scanning the second side of the original.
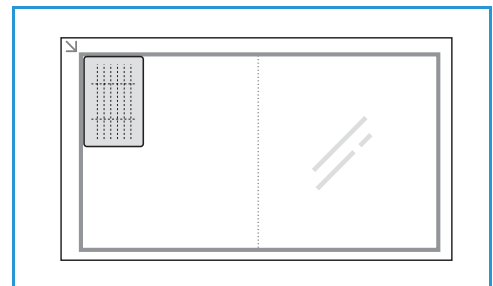
The device prints both sides of the original on one side of the paper.

Copy Options

Your device provides the following options to customize your Copy jobs. For information about changing the default Copy settings, refer to Copy Settings.

Note: Some options may be unavailable depending on your printer setup.

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	• **Letter** • **Legal** (available only when an original is in the ADF) • **Executive** • **Folio** (available only when an original is in the ADF) • **A4** • **A5** • **B5 (JIS)**
Reduce/Enlarge	Originals can be reduced or enlarged between 25 % and 400 %.	• **100 % (Org.)**: Produces an image on the copies the same size as the image on the original. • **Auto Fit:** Reduces or enlarges the image on the copies based on the size of the original and the size of the selected output paper. • **Presets:** The 9 most commonly used reduce/enlarge percentages have been provided as preset options. These preset options can be customized by your System or Printer Administrator to meet individual needs. • **Custom**. Use the up/down arrows to enter the percentage required.
Lighten/Darken	Adjusts the lightness or darkness of the output.	• **Normal**: Works well with standard typed or printed originals. • **Darken +1 to +2:** Darkens the original in increments to the darkest setting of Darken +2; works well with light print. • **Lighten +1 to +2:** Lightens the image in increments to the lightest setting of Lighten +2; works well with dark print.
Original Type	The Original Type setting is used to improve the image quality by selecting the document type for the originals.	• **Text/Photo**: Use for originals with mixed text and photographs. • **Photo**: Use when the originals are photographs. • **Text**: Use for originals containing mostly text.
Collation	Places printed pages in order.	• **On**: Defines the page sequence for printing. • **Off**: Select if collation is not required.

Feature	Description	Options
Layout	This option is used to copy multiple documents onto one sheet of paper.	• **Normal**: Select this option to match the layout of the originals. • **2-Up**: This feature is used to copy two documents, in a reduced size, onto one sheet of paper. • **4-Up**: This feature is used to copy four documents, in a reduced size, onto one sheet of paper. • **ID Copy**: This feature prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original.
Adjust Bkgd.	Use to print an image without its background. This feature reduces or eliminates the dark background resulting from scanning colored paper or newspaper originals.	• **Off**: Select if background adjustment is not required. • **Auto**: Select to optimize the background. • **Enhance Lev 1 - 2**: Select a higher number for a more vivid background. • **Erase Lev. 1 - 4**: Select a higher number for a lighter background.

Email

Email Overview

You can use the Email feature to scan images and attach them to an email. You can specify the format of the attachment and images can be scanned in color, grayscale, or black and white.

Scanned images can be sent to an individual email address or a predefined group of email address. Individual and group email addresses are set up in the Address Book prior to using the Scan to Email function. For details about using and editing the Address Book, refer to Address Book.

Before using Email, set up and configure the Email feature on the printer. For details, refer to Email Settings.

Sending a Scanned Image in an Email

1. At the printer control panel, press the **Scan** button.
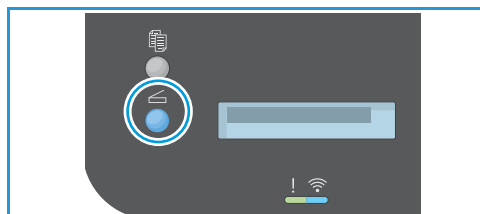
2. Load your original documents:
   - Use the platen glass for single pages or paper that cannot be fed using the automatic document feeder. Lift the document feeder, then place the original document face down in the upper-left corner of the platen glass.
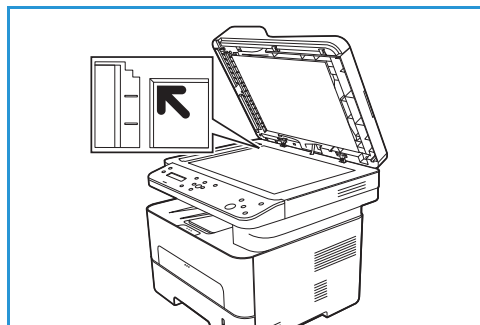
   - For single or multiple pages, use the automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.
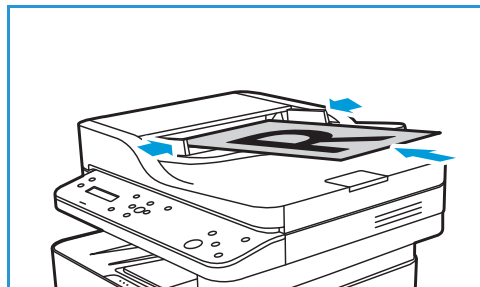
3. Press the **up/down** arrows to display **Scan to Email** and press **OK**.

    The option to search the address book appears.

4. To select a local or group email recipient, press **OK**, then select the option required:

    - To select a local email recipient, press the **up/down** arrows to display **Local Email** and press **OK**. To select an email address, press the **up/down** arrows to display the recipient email address and press **OK**.

    - To select a predefined group, press the **up/down** arrows to display **Group Email** and press **OK**. To select a group, press the **up/down** arrows to display the group required and press **OK**.

    For details about using and editing the Address Book, refer to Address Book.

5. If the **Send to Myself?** option appears, to receive a copy of the email, press the **up/down** arrows to display **Yes** and press **OK**.

6. Adjust email settings as needed:

    a. Press the **up/down** arrows to display the required feature and press **OK**.

    b. Press the **up/down** arrows to display the required option and press **OK** to save your selections. For more information about programming options, refer to Email Options.

    c. Press **Back** to return to the top level menu.

7. Press **Start**.

    The device begins scanning the original and then asks if you want to scan another page.

8. To scan another page, press the **up/down** arrows to select **Yes** and press **OK**.

    Load an original and press **OK**. Otherwise, select **No** and press **OK**.

The images are scanned and sent to the destination selected in the job.

Email Options

Your device provides the following options to customize your Email jobs. For information about changing the default Email settings, refer to Email Settings.

> Note: Some options may be unavailable depending on your printer setup.

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	• **A4** • **A5** • **B5 (JIS)** • **Letter** • **Executive** • **Folio** (available only when an original is in the ADF) • **Legal** (available only when an original is in the ADF)
Original Type	Used to improve the image quality by selecting the document type for the originals.	• **Text/Photo**: Use for originals with mixed text and photographs. • **Photo**: Use when the originals are photographs. • **Text**: Use for originals containing mostly text.

| Feature	Description	Options
Resolution	Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	• **72 dpi**: This setting is for on screen viewing only. If you print the image, it can appear grainy. • **100 dpi**: Recommended for lower quality text documents or if a smaller file size is required. • **200 dpi:** Recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics. • **300 dpi:** Recommended for high quality text documents that are to pass through OCR (Optical Character Recognition) applications. Also recommended for high quality line art or medium quality photos and graphics. • **400 dpi**: Recommended for original documents that have thin lines, small font sizes, or for image enlargement. • **600 dpi**: Intended for commercial-quality printing. This option will produce a large file size and can take longer to transmit over a network.
Output Color	Select to produce black and white, grayscale or color output.	• **Black & White**: Use to select black and white output regardless of the color of your original. • **Color**: Use to select color output from your original. • **Grayscale**: Use if output is to be in shades of gray.
File Format	Determines the type of file created and can be temporarily changed for the current job.	• **PDF (Portable Document Format):** Allows recipients with the right software to view, print or edit the electronic file, no matter what their computer platform. • **Single-TIFF (Tagged Image File Format):** Produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned. • **Multi-TIFF**: Produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format.
Adjust Bkdg.	This feature reduces or eliminates the dark background resulting from scanning colored paper or newspaper originals.	• **Auto**: Select to optimize the background. • **Enhance Lev 1 - 2**: Select a higher number for a more vivid background. • **Erase Lev. 1 - 4**: Select a higher number for a lighter background. • **Off**: Select if background adjustment is not required.

Feature	Description	Options
Confirmation Sheet	Prints a report with details about the email transmission and any errors that may have occurred. Note: This option may not be enabled. For details, refer to Email Settings.	• **On Error**: Prints a confirmation sheet only if errors occur. • **On**: Prints a confirmation sheet for every transmission. • **Off**: Confirmation sheet feature is disabled.
Lighten/Darken	Adjusts the lightness or darkness of the output.	• **Normal**: Works well with standard typed or printed originals. • **Darken +1 to +5:** Darkens the original in increments to the darkest setting of Darken +5; works well with light print. • **Lighten +1 to +5:** Lightens the image in increments to the lightest setting of Lighten +5; works well with dark print.

Scan

Scanning Overview

The Scan option enables users to create a digital version of a hard copy document which can be sent to a computer over the network or through a USB connection. The original documents can be scanned in color, grayscale, or black and white, and the digital file can then be sent to a specified destination.

Before you begin the scan process, ensure that your device has been set up for the scan function at install. For instructions on setting up and configuring the Scan function, refer to Scan to Network Settings.

The Scan To services can be configured to scan to destinations in Windows, Macintosh, or Linux operating system environments. For information about configuring the scanning settings, refer to Installation and Setup.

The following options are available from the Scan button on the control panel:

- **Scan to PC: You can** scan a document to a PC connected to the device in one of two ways:
  - **Local PC:** For scanning to a PC connected directly to the printer using a USB cable connection. To scan to a local PC, refer to Scan to Local PC.
  - **Network PC:** Use this option to scan data to a networked PC. To scan to a networked PC, refer to Scan to Network PC.
- **Scan to WSD (Web Services for Devices):** The Scan to WSD feature enables users to create a digital version of a hard copy document which can be sent to applications or computers that support Microsoft's Web Services for Devices. The WSD process initiates a scan and forwards it to an address designated by the Windows event, from your PC or from the printer. To scan to WSD, refer to Scan to WSD.
- **Scan to Network**: Use this option to scan an image and send it to shared folder on an SMB server, or an FTP server. The destination pathway is added as a Scan To Destination for a contact in the Address Book. To scan to a shared SMB folder or an FTP, refer to Scan to Network.
- **Scan to Email**: Use this option to scan images and attach them to an email. Scanned images can be sent to an individual email address or a predefined group of email address. For information about using Scan to Email, refer to Email.
- **Scan to USB**: Using this option, you can scan an image to a USB Memory Device inserted into the USB Memory Device port. For information about using Scan to USB, refer to USB.

  Note: Some options may be unavailable depending on your printer configuration.

You can adjust the default settings for Scan jobs. For information about customizing the Scan settings, refer to Scan to Network Settings.

Scan Process

The basic procedure for scanning using a computer connected to your printer is:

At your computer:

- Ensure that the scan function is enabled at the device and has established a connection with your computer.

At the printer:

- Load the documents.

At the printer or at your computer

- Select the scan connection type: Network, Local PC, Network PC, or WSD (Windows only).
- Select the scan destination.
- Select the scan job features.
- Start the job.

Scanning Methods

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

- **TWAIN**: TWAIN drivers handle the communication between computer software and the scanning device. This feature can be used via a local connection or a network connection in various operating systems.
- **WIA** (Windows Image Acquisition): To use this feature your computer must be connected to the printer via a USB cable and running Windows Vista or Windows 7, 8 or 10.

For information about scanning using TWAIN and WIA, refer to Scan Using TWAIN and WIA.

Windows Scanning

Process Checklist

- Ensure the Scan function has been set up for your printer. For instructions, refer to Scan to Network Settings.
- Ensure Xerox Easy Printer Manager application is installed. This application is provided with the device. Easy Printer Manager is an easy way to choose scan settings and manage device operations.
- Once you have enabled the Scan function and set up your Scan settings, any scan job can be initiated from your computer or the printer once the original is placed in the automatic document feeder or on the platen glass.

Enable Scan to PC

1. At your computer, open **Easy Printer Manager**.
2. Click the **Printer** menu, then from the list, select the printer required.
3. At the top of the Xerox Easy Printer Manager window, select **Advanced Setting**.
4. Click **Scan to PC Settings**. The Scan to PC Settings screen appears.
5. For **Scan activation**, select **Enable.**
6. Select the scan features required:
   - **Color Mode**: Select to produce black and white, grayscale or color output.
   - **Resolution**: Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.
   - **Scan Size:** Allows you to specify the size of the image to be scanned.
   - **Original Type:** Used to improve the image quality by selecting the document type for the originals.
   - **Darkness**: Adjusts the lightness or darkness of the output.
7. Select your File Settings:
   - **Save to**: Browse to the location where you want your scanned file to be saved.
   - **File Format**: Determines the type of file created.
   - **OCR Language**: If scanning to a format compatible with OCR, select OCR settings.
8. For **Actions after Saving** select an option.
9. Click **Save** at the bottom of screen to save your scan and file settings.

   Note: You can also select Default to set the device to scan using the default settings.

Load Documents

Documents can be loaded either into the automatic document feeder or onto the platen glass:

- Use the platen glass for single pages or paper that cannot be fed using the automatic document feeder. Lift the document feeder, then place the original document face down in the upper-left corner of the platen glass.
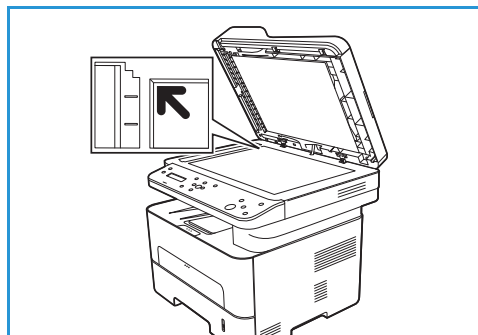
- For single or multiple pages, use the automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.
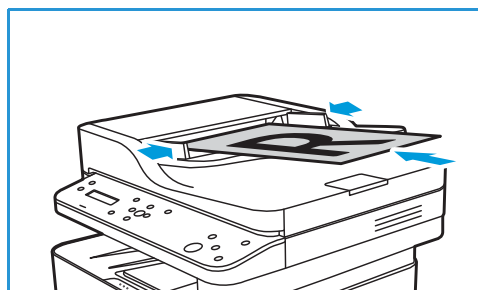
Select the Scan Destination

Scan to Local PC

To use Scan to Local PC, the printer must be connected to your PC or workstation using a USB cable connection. When you select Scan to PC, you must choose the type of connection: to a **Local or Network**.

Note: If a computer is not connected to the printer using a USB cable connect, the Scan to Local PC option will not appear in the display. Once you connect a computer to the printer using a USB connection, that option for scanning will appear.

Note: If you have not set up scan in Easy Printer Manager from your PC, your PC will not appear as a destination in the Scan menu at the printer.

The scan driver must be installed on your computer prior to use, for details refer to Installing Software.

1. At the printer control panel, press the **Scan** button.
2. Press the **up/down** arrows to display **Scan to PC** and press **OK**.
3. Press the **up/down** arrows to display **Local PC** and press **OK**.

   Note: If you see the **Not Available** message, check the connection and settings.
4. Press the **up/down** arrows to display the scan destination you want and press **OK**.
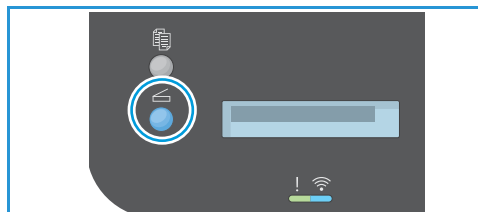
Scan to Network PC

Make sure that your printer is connected to a network. Make sure the scan driver has been installed and scan has been enabled. For instructions, refer to Installation and Setup.

1. At the printer control panel, press the **Scan** button.
2. Press the **up/down** arrows to display **Scan to PC** and press **OK**.
3. Press the **up/down** arrows to display **Network PC** and press **OK**.

   Note: If you see the **Not Available** message, check the connection and settings.

4. In the Destination List that appears, press the **up/down** arrows to find the name of the computer that you want to receive the scan and press **OK**.
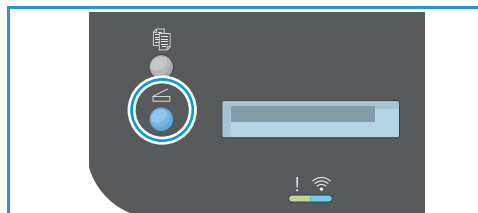
Scan to WSD

Using this option you can scan to applications or computers that support Microsoft's Web Services for Devices. Make sure the WSD scan settings have been configured. For instructions, refer to Installation and Setup.

1. At the printer control panel, press the **Scan** button.
2. Press the **up/down** arrows to display **Scan to WSD** and press **OK**.
3. Press the **up/down** arrows to display the scan destination you want and press **OK**.
4. In the Destination List that appears, press the **up/down** arrows to find the name of the computer that you want to receive the scan and press **OK**.
5. At the **Profile List** prompt, which is confirming where you want your scan file stored on your computer, press the **up/down** arrows to select the correct location/event profile and press **OK**.
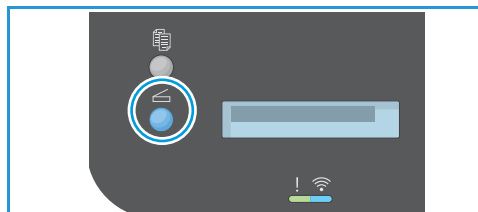
Scan to Network

Use this option to scan an image and send it to shared folder on an SMB server, or an FTP server. The destination pathway must be added as a Scan To Destination for a contact in the Address Book. Make sure the shared folder or FTP location is configured and the settings included in the Address Book contact For details about using and editing the Address Book, refer to Address Book.

1. At the printer control panel, press the **Scan** button.
2. Press the **up/down** arrows to display **Scan to Network** and press **OK**.
3. Press the **up/down** arrows to find the name of the contact you want to receive the scanned images and press **OK**.
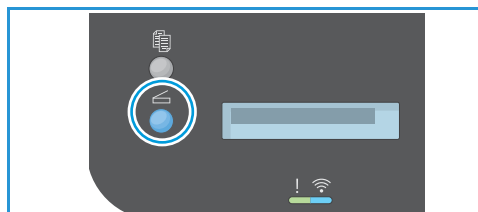
Select the Scan Options

Once you have selected the mode of connection, you can select the features needed for your scan job. Scan features are available at the device and also in your computer's Scan interface.

1. At the printer, press the **up/down** arrows to display the feature you want, and press **OK**.
2. Press the **up/down** arrows to display the setting you want, and press **OK**.

   Note: Some of the following options may be unavailable depending on your scanning settings and the scan method selected.

Feature	Description	Options
File Format	Determines the type of file created.	Multi-page PDF, Single-page PDF, Multi-page TIFF, and Single-page TIFF.
Color Mode	Select to produce black and white, grayscale or color output.	Color, Grayscale, or Black and White.
Resolution	Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	72, dpi 100 dpi, 200 dpi, 300 dpi, 400 dpi or 600 dpi. A higher resolution increases the file size.
Original Size	Allows you to specify the size of the image to be scanned.	A4 (210x297mm), A5 (148x210mm), B5 (182x257mm), Legal (8.5x14"), Letter (8.5x11"), Executive (7.25x10.5") and Folio (8.5x13"). Note: Legal and Folio are only available when original documents are loaded in the ADF.

Start the Job

Once you have loaded the originals for scanning and chosen the job features, you can initiate the scan at the printer or at your computer.

1. Press the **Start** button at the printer or the **Scan** option at your computer.
   The device begins scanning the original.
2. If scanning from the document glass, to scan another page, press the up/down arrows to select **Yes** and press **OK**. Load an original and press **Scan**. Otherwise, select **No** and press **OK**.
   The images are scanned and sent to the destination selected in the job.

Stop the Job

To cancel an active Scan job, press the **Stop** button on the control panel. The printer stops scanning and deletes the file and the job.

Scan Using the Windows Web Services on Devices (WSD) Application

On your computer, ensure that the printer is installed using WSD and is available for use on the network. For details, refer to Installation and Setup. On your printer, ensure that WSD is enabled. For details, refer to Scan to Network Settings.

1. At the printer, load originals face up into the automatic document feeder, or place a single original face down on the document glass.
2. On your computer, open the **Windows Fax and Scan** application.
3. Click **File**, then select **New**, then **Scan**.
4. To select your device for scanning, for **Scanner**, click **Change**. From the list, select your printer.
5. In the **New Scan** window, click the **Profile** list. Depending on the type of documents that you are scanning, choose an option.
    - For text-based documents or documents containing line art, choose **Documents**.
    - For documents containing graphic images, or for photographs, choose **Photo**.

    The default settings for scanning a document or photo appear automatically.
6. Adjust scanning options as needed.
7. To view how your document appears when scanned, click **Preview**.
8. To scan the original document, click **Scan**.

    The scanned image is stored in the default Documents folder, in the Scanned Documents subfolder.
9. You can forward scanned images to an email address or a network folder automatically. To choose a forwarding option, click **Tools**, then click **Scan Routing**. Select your preferred option, enter the destination details, then click **Save**.

The scanned images are forwarded to the specified destination.

Scan Using TWAIN and WIA

TWAIN and Windows Image Acquisition (WIA) scanner drivers are provided for your device for scanning images. You can import images from the scanner into a folder on your computer using a USB cable connection, through your scanning software application.

The TWAIN and WIA scanner drivers for Windows are supplied on the CD delivered with your device, additional software, and Macintosh and Linux drivers can be downloaded from www.xerox.com/office/B205support.

1. Make sure that the printer is connected to your computer and powered on.
2. Install the TWAIN/WIA scanner drivers. For details, refer to Installing Printer Software.
3. At the printer, load originals face up into the automatic document feeder, or place a single original face down on the document glass.
4. At your computer, open the application where you want to scan the image.
5. In the application, ensure that your printer is set as the active scanning device. To acquire the image, select the appropriate menu item for initiating a new scan.
6. From the scanning source menu, select an option:
    *   For the document glass, select **Flatbed**.
    *   For the automatic document feeder, select **Document Feeder**.
7. Select other scan driver settings as needed.
8. To preview the document, or to select a portion of the document to scan, select **Preview**.

    The printer scans a preview of the image.

    Note: The preview feature is available only for documents loaded on the document glass.
9. To resize the frame, select the corner points, then move them.
10. For most scanning applications, to begin scanning, click **Scan**.

The printer scans your original documents and saves the images to the output destination specified in the software application.

Note: Different software applications have different default settings for the output. For details, refer to the documentation provided with your application.

Macintosh Scanning

This section describes the procedure for scanning using applications on a Macintosh computer running Mac OS X 10.9 or later.

For Macintosh scanning, the Xerox Easy Printer Manager, Printer Driver with the Printers & Scanners program, or an application such as Image Capture must be installed. Printer drivers for Macintosh can be downloaded from www.xerox.com/office/B205support.

> Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, for scanning, use the Printers & Scanners program, or an application such as Image Capture.

Process Checklist

- Ensure the Scan function has been set up for your device. For details, refer to Installation and Setup.
- Install Xerox Easy Printer Manager, this application is provided with the device. Easy Printer Manager is an easy way to choose scan settings and manage device operations.
- Ensure the applications required are loaded on your Macintosh computer and ready to use.

Use TWAIN-compliant software to apply more scan options. You can also scan using TWAIN-compliant software, such as Adobe Photoshop. For information about using the TWAIN driver, refer to Scan Using TWAIN and WIA.

Enable Scan to PC

1. At your computer, open **Easy Printer Manager**.
2. Click the **Printer** menu, then from the list, select the printer required.
3. At the top of the Xerox Easy Printer Manager window, select **Machine Settings**.
4. Click **Scan to PC Settings**. The Scan to PC Settings screen appears.
5. For **Scan activation**, select **Enable.**
6. Select the scan features required:
   - **Output Color**: Select to produce black and white, grayscale or color output.
   - **Resolution**: Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.
   - **Original Size:** Allows you to specify the size of the image to be scanned.
   - **Original Type:** Used to improve the image quality by selecting the document type for the originals.
   - **Lighten/Darken**: Adjusts the lightness or darkness of the output.
7. Select your File Settings:
   - **Save to**: Browse to the location where you want your scanned file to be saved.
   - **Format**: Determines the type of file created.
8. For **Actions after Saving** select an option.

9. Click **Save** at the bottom of screen to save your scan and file settings.

   Note: You can also select Default to set the device to scan using the default settings.

Scanning Using the Printers and Scanners Program

Make sure that the printer is powered on and connected to your computer using a USB cable, or installed on the network. Download and install the scan driver, refer to Installing Printer Software.

1. At the printer, load originals face up into the automatic document feeder, or place a single original face down on the document glass.
2. At your Macintosh computer, open **System Preferences**, then select **Printers & Scanners**.
3. From the list of printers, select the printer required.
4. Select **Scan**, then click **Open Scanner**.
5. Select the features for the scan job.

   For information about the scan options, refer to Macintosh Scan Options.
6. Click **Scan**.

   The original document is scanned and saved to the specified folder.

Scanning Using the Image Capture Application

Make sure that the printer is powered on and connected to your computer using a USB cable, or installed on the network. Download and install the scan driver, refer to Installing Printer Software.

1. At the printer, load originals face up into the automatic document feeder, or place a single original face down on the document glass.
2. At your Macintosh computer, open the **Applications** folder and click **Image Capture**.
3. From the list of Devices, select the printer required.

   Note: Network devices are listed as SHARED devices.
4. Select the features for the scan job.

   For information about the scan options, refer to Macintosh Scan Options.
5. Click **Scan**.

   The original document is scanned and saved to the specified folder.

   Note: If scanning does not operate in Image Capture, update Mac OS to the latest version. Image Capture operates correctly in Mac OS X 10.3.9 or higher, and Mac OS X 10.4.7 or higher.

Macintosh Scan Options

Feature	Description	Option
Scan Mode	Use this option to select the scanning input area.	• Flatbed: From the platen glass • Document Feeder
Kind	Select to produce black and white, grayscale or color output.	• Text • Black and White • Color
Resolution	Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	• 75 dpi - 600 dpi
Size	Allows you to specify the size of the image to be scanned. Use Custom Size to enter non-standard size.	• A4, Letter, Legal • Use Custom Size
Orientation	Use to specify the orientation of the original document being scanned.	• Portrait • Landscape • Reversed Portrait • Reversed Landscape
Scan To	Use to specify the destination for the file being scanned.	• A list of available folders is displayed. • Use **Other** to select additional folders.
Name	Use to create a name for the scanned document.	Enter a name for the scanned file. The file name is appended with a number for subsequent scans.
Format	Determines the type of file created.	JPEG, TIFF, PNG, JPEG 2000, GIF, BMP, PDF
Image Correction	Use to adjust the image quality settings used when scanning the original documents.	• None • Manual: Brightness, Tint, Temperature

Linux Scanning

This section describes the procedure for scanning using applications on a Linux computer. For information about the supported Linux Operating Systems, refer to System Requirements.

For Linux scanning, the Unified Linux Driver with a scanning application such as Simple Scan, or GIMP must be installed. Printer drivers for Linux Operating Systems can be downloaded from www.xerox.com/office/B205support.

Before you begin:

- Ensure the Scan function has been set up for your device. For details, refer to Installation and Setup.
- Ensure the applications required are loaded on your Linux computer and ready to use.

Scanning Using Simple Scan

Make sure that the printer is powered on and connected to your computer using a USB cable, or installed on the network. Download and install the Unified Linux Driver, refer to Installing Printer Software.

1. At the printer, load originals face up into the automatic document feeder, or place a single original face down on the document glass.
2. Open the **Simple Scan** application.
3. To select the scanner, click the menu icon and select **Preferences**. From the **Scanner** list, select the printer.
4. To select additional scanning preferences, choose options from the **Scanning** and **Quality** tabs, then click **X**.
5. From the **Scan** menu, select scan options required:

Feature	Description
Single Page	Use this option to scan a single page from the document glass.
All Pages From Feeder	Use this option to scan multiple pages loaded into the Automatic Document Feeder.
Multiple Pages From Flatbed	Use this option to scan a multi-page job using the document glass. Load original documents one at a time.
Text or Photo	Use this option to select the type of originals being scanned.

6. To scan the original document, click **Scan**.
7. Click the button to switch to **Scanners Configuration**.

   The Simple Scan preview window displays the scanned image.

8. Adjust the image as required:

- To rotate the image, use the **Arrow** icons.
- To crop the image use the **Scissor** icon.
- To delete the image, use the **Trash** icon.

9. To save the file, click the **Download** icon, then navigate to the file location required.

10. To select a different file type, choose the file type required from the **File Format** menu.

11. To change the file name, type the file name required, then click **Save**.

USB

USB Overview

Use the USB feature to print jobs already stored on a USB drive. Jobs in a print-ready format, such as PDF, TIFF, or JPEG, can be printed. Images can also be scanned at the device and stored on the USB drive.

To create a print-ready file, select the Print to File option when you print your documents from programs such as Microsoft Word. From advanced publishing programs, there may be several methods to create print-ready files.

Printing from a USB Flash Drive

You can print a file stored on a USB Flash drive. The USB port is on the front of the printer.

Note:

- If the device is in Power Saver mode, before proceeding with the Print job, to wake the device, press the Power On button.
- Only USB Flash drives formatted to the typical FAT32 file system are supported.

1. At the printer control panel, press the **Scan** button.
2. Insert the USB Flash drive into the USB memory port on the printer.
3. Press the **up/down** arrows to select **USB Print** and press **OK**.
4. Press the **up/down** arrows to select the folder or file required. Press **OK** to access a selected folder. When the file required for printing is displayed, press **OK**.
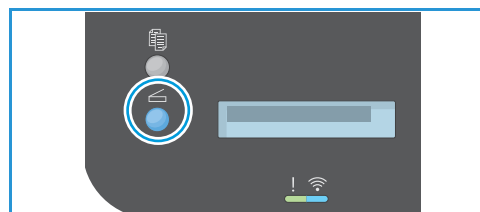
   The file size is displayed.
5. Press the **up/down** arrows to select the number of copies required and press **OK**.

   The device prints the selected file.
6. When you are finished, remove the USB Flash drive.

Scanning to a USB Drive

You can scan a document and store the scanned file on a USB Flash drive. The Scan to USB function produces scans in .jpg, .pdf, .pdf (a), .xps, and .tif file formats.

Note:

- If the device is in Power Saver mode, before proceeding with the USB scan, to wake the device, press the Power On button.
- Only USB Flash drives formatted to the typical FAT32 file system are supported.

To scan to a USB Flash drive:

1. Insert the USB Flash drive into the USB memory port on the printer.
2. At the printer control panel, press the **Scan** button.
3. Press the **up/down** arrows to display **Scan to USB** and press **OK**.

   The available space on the USB drive is displayed.
4. The device begins scanning the original, and then asks if you want to scan another page.

   To scan another page, press the **up/down** arrows to select **Yes** and press **OK**. Load an original and press **OK**. Otherwise, select **No** and press **OK**.

   The images are scanned and saved on the USB drive.
5. When you are finished, remove the USB Flash drive.
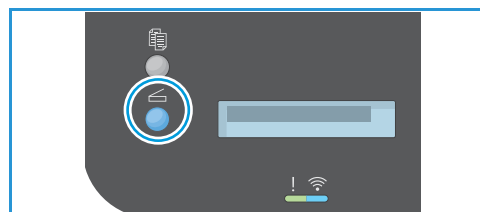
Address Book

Address Book Overview

Use the Address Book to store addresses for all your Scan and Email jobs. Once the Address Book has been setup during installation and setup, you can enter individual addresses and create groups and store them in your Address Book for repeated use.

You can create and save contact information for individual contacts or groups. You can manage address book contacts using Xerox® CentreWare® Internet Services. For details about using the address book, refer to Address Book.

Adding or Editing Contacts in the Address Book Using Xerox® CentreWare® Internet Services

Adding Contacts in the Address Book Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. Click the **Add** button.
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.
    - **Email**: Type the email address for the address book contact.
5. Click the **Scan To Destination** plus 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.
    - **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.

- **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. To add another contact, click **Add Another Contact After Saving**.
9. Click **Save**.

Adding Groups in the Address Book Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. Click **Groups**.
4. Click the **Add Group** button.
5. In the **Group Name** field, type the group name.
6. To add contacts to the group:
   - To add individual members to the group, click each contact required. Each contact selected is added to the Group Members list.
   - To add all contacts to the group, click **Add All.**
7. To remove contacts from the group:
   - To remove individual members from the group, click each contact requiring removal. Each contact selected is removed from the Group Members list.
   - To remove all contacts from the group, click **Remove All.**
8. Click **Save**.

Editing or Deleting Contacts in the Address Book Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. Select the contact requiring editing or deleting.
4. Edit or delete the contact:
   - 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**.

Editing or Deleting Groups in the Address Book Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. Select the group requiring editing or deleting.
4. Edit or delete the group:
   - To edit the selected group name or members, click **Edit Group.** Edit the information as needed. To save the changes, click **Save**.
   - To delete the selected group from the Address Book, click **Delete Group**. At the prompt, click **OK**.

Importing Contacts into the Address Book Using Xerox® CentreWare® Internet Services

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

   Note: You can import only .csv files.
5. For **Record Delimiter**, from the drop-down menu, select the delimiter used in the file.
6. For **Remove Bracket**, to remove brackets from the file, select the check box.
7. For **Existing Content Management**, click **Add new contacts to the existing Device Address Book** or **Replace existing Device Address Book with the new contacts**.
8. Click **Upload File**.
9. Verify the information in the address book fields.
10. Click **Import**.

Exporting Contacts from the Address Book Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. From the drop-down menu, click **Export**.
4. For **Delimiter**, from the drop-down menu, select the delimiter required.
5. For **Export in Legacy Mode**, to display name and email information only, select the check box.
6. Click **Export**, then save the file to the location required.

The address book information is exported to a .csv file.

Managing Jobs

In Xerox® CentreWare® Internet Services, you can view a list of active and completed print jobs. For more information, refer to Managing Jobs Using Xerox® CentreWare® Internet Services.

A print job can be held by the printer when it is unable to complete a print job. For example, when the printer needs attention, paper, or supplies. When the condition is resolved, the printer automatically resumes printing.

Cancelling Jobs at the Control Panel

1. Press the **Stop** button on the control panel.

   The job stops and a cancelling job message appears.
2. Remove all originals and prints from the input and output areas.

Managing Jobs Using Xerox® CentreWare® Internet Services

You can view a list of active jobs and delete print jobs from the Active Jobs list in Xerox® CentreWare® Internet Services. You can use Xerox® CentreWare® Internet Services to submit jobs for printing at the device. You can print pdf, .ps, .pcl, .prn, .xps, .jpg, .tif and .txt files directly from Xerox® CentreWare® Internet Services without opening another application or the print driver. The files can be stored on a local computer hard drive, mass storage device, or network drive.

1. Access Xerox® CentreWare® Internet Services:

   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Select **Jobs**.
3. Click the job name.
4. Do one of the following:

   - To pause the print job, click **Pause**. To resume the print job, click **Resume**.
   - To delete the print job, click **Delete**. At the prompt, click **Delete**.

Submitting Jobs for Printing Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:

   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

2. Select **Print**.
3. Select the print options required.
4. To select a file to print, click Browse. Browse to the file required, click the file and select **Open**.
5. Click the **Submit Job**.

Printing

<div style="text-align: right">5</div>

This chapter includes:

Printing Overview

This product produces high quality prints from electronic documents. You can access the printer from your computer by installing the appropriate print driver. To access the many print drivers which can be used with your printer, refer to the Software and Documentation CD delivered with your printer, or download the latest versions from www.xerox.com/office/B205drivers.

Printing Using Windows

The following provides an overview of the print procedure and features available when printing using Windows.

Note:

- Some options may be unavailable depending on your printer model and configuration.
- Images are representative only.

Print Procedure

Documents can be printed from your computer using the print drivers supplied. The print driver must be loaded on each PC which uses the device for printing.

Note: When you select an option in Printing Properties or Preferences, you may see a warning mark ⊗ or ⚠. A ⚠ mark means you can select that certain option but it is not recommended, and a ⊗ mark means you cannot select that option due to the device setting or environment.

1. Select **Print** in your application.
2. From the **Printer** drop- down menu, select your printer.
3. Select **Printer Properties** or **Preferences** to make your print selections on the individual tabs. For more information refer to the following:
   - Favorites Tab
   - Basic Tab
   - Paper Tab
   - Graphics Tab
   - Advanced Tab
   - Xerox Tab
4. Select **OK** to confirm your selections.
5. Select **Print** or **OK** to print your document.

Print Options

Paper, Device and Printer Status

Additional options are available on some tabs which provide information about your device.

Paper Tab

The **Paper** tab, in the right panel, is visible on each main tab except for the Favorites and Xerox tabs. It displays a graphical summary of your selections.

Device Tab

The **Device** tab, in the right panel, is visible on each main tab except for the Favorites and Xerox tabs. It displays a summary of the device settings.

Printer Status

> Note: The Printer Status window and its contents shown in this user guide may differ depending on the printer or operating system in use.

The **Printer Status** option, which is visible on each tab, monitors and informs you of the device status. The Xerox Printer Status dialog includes the following options:

- **Toner Level**: You can view the level of toner remaining in the toner cartridge.
- **Option**: You can set printing job alert related settings.
- **Order Supplies**: You can order replacement supplies online.
- **User's Guide**: Use this option to access the User Guide when an error occurs. You can then open the troubleshooting section in the user guide.

Favorites Tab

The **Favorites** tab lists default favorites and user-generated favorites.

The Favorites option, which is visible on each tab except for the Xerox tab, allows you to save the current preferences for future use.

To save a Favorites item, follow these steps:

1. Change the settings as needed on each tab.
2. Click **Save**.
3. Enter a name and a description, and then select the desired icon.
4. Click **OK**. When you save Favorites, all current driver settings are saved.

To use a saved setting, select it in the **Favorites** tab. The printer is now set to print according to the settings you have selected.

To delete a saved setting, select it in the Favorites tab and click **Delete**.

> Note: Only user-generated favorites can be deleted.

Default Favorites

The printer provides a set of regularly used favorites.

- **Last Used Setting**: This favorite enables you to print with the last used settings.
- **Normal Printing**: This favorite enables you to print with all factory default settings.
- **2-in-1 Printing**: This favorite enables you to save paper by printing 2 pages on one side of a sheet.
- **Booklet Printing**: This favorite reduces the original document images to fit two images on each side of the printed page. Page images are reordered to enable you to fold the paper after printing to make a booklet.

Preview Tab

The Preview tab, in the right panel, is visible only on the Favorites tab. It displays a graphical summary of your selections.

Details Tab

The Details tab, in the right panel, is visible only on the Favorites tab. It displays a summary of the selected Favorite and notes incompatible options.

Basic Tab

The Basic tab provides selections for the print mode to use and options to adjust how the document appears on the printed page. These options include orientation settings, layout options, and manual 2-sided printing settings.

> Note: Some options may be unavailable depending on your printer model and configuration.

Orientation

Orientation allows you to select the direction in which information is printed on a page.

- **Portrait:** Prints across the width of the page, letter style.
- **Landscape:** Prints across the length of the page, spreadsheet style.
- **Rotate 180 Degrees:** Allows you to rotate the page 180 degrees.

Layout Options

Layout Options allow you to select a different layout for your output. You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify.

- **Single Page Per Side:** Use this option if the layout does not require changing.
- **Multiple Pages Per Side:** Use this option to print multiple pages on each page. You can print up to 16 pages on one sheet. Select the number of images required on each side, the page order and if borders are required.
- **Poster Printing:** Use this option to divide a single-page document onto 4, 9 or 16 segments. Each segment will be printed on a single sheet of paper for the purpose of pasting the sheets together to form one poster-size document. Select **Poster 2x2** for 4 pages, **Poster 3x3** for 9 pages, or **Poster 4x4** for 16 pages. Then choose the overlap amount in mm or inches.
- **Booklet Printing:** This option reduces the original document images to fit two images on each side of the printed page. Page images are reordered to enable you to fold the paper after printing to make a booklet. When prompted, reload the paper to print the second sides.

Page Border: Use this option to select from a variety of borders for your output.

2-Sided Printing (Manual)

You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented. When prompted, reload the paper for printing the second sides.

- **None:** The document is printed single-sided.
- **Long Edge:** This is the conventional layout used in book binding.
- **Short Edge:** This is the type often used with calendars. The second side images are rotated 180 degrees.

Paper Tab

Use the **Paper Tab** options to set the basic paper handling specifications when you access the printer properties.

Copies

This allows you to choose the number of copies to be printed. You can select 1 to 999 copies.

Collate

Select this check box to collate multi-page jobs automatically to produce output in sets.

Paper Options

Select the Paper or Envelope tab and choose the settings required for your job:

- **Original Size**: This allows you to set the size of the original you are printing.

  If the required size is not listed in the Size box, select **Edit**. When the Custom Paper Size Settings window appears, enter a custom paper size name, then set the paper size. Select **OK**. The custom setting appears in the list so that you can select it.

- **Output Size**: This allows you to set the size of paper required for printing.

- **Percentage:** Use this option to change the contents of a page to appear larger or smaller on the printed page. Enter the scaling rate in the **Percentage** input box.

- **Source:** Use this option to select the paper tray required. Use **Manual Feed Slot** when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.

- **Type:** Set **Type** to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If printing **Envelopes**, ensure the Envelope tab is selected, then select **Envelope** type.

- **Advanced:** The advanced paper options allow you to select a different paper source for the first page of your document.

  - To have the first page printed on a different paper type from the rest of the document select the paper tray containing the paper required from the Source drop-down menu.

  - Use **Manual Feed Slot** when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.

  - Select **OK** to confirm your **Advanced** selections and return to the **Paper** tab.

Graphics Tab

Use the following options to adjust the print quality for your specific printing needs.

Quality

This option allows you to select **Standard** or **High Resolution** graphics.

Font/Text

- **Clear Text:** Select this option to darken the text. Choose **Minimum**, **Medium** or **Maximum** to select the level of darkness required.
- **All Text Black:** Select this check box to have all text in your document print in solid black, regardless of the color it appears on the screen.
- **Advanced:** Use this option to set font options. True Type fonts can be downloaded as Outline or Bitmap Images or printed as Graphics. Select the **Use Printer Fonts** option if the fonts do not require downloading and the printer fonts should be used. Select **OK** to save your selections.

Graphic Controller

- **Edge Enhancement**: Use this option to improve image definition.
- **Advanced**: Use this option to adjust the brightness and contrast levels. Select **OK** to save your selections.

Toner Saver

- Select **On** to save toner.

Advanced Tab

You can select **Advanced** output options for your document, such as watermarks or overlay text.

Watermark

This option allows you to print text over an existing document. There are several predefined watermarks that come with the printer which can be modified, or you can add new ones to the list.

- **Using an Existing Watermark**: Select the required watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.
- **Creating a New Watermark**:
  a. Select **Edit** from the Watermark drop-down list. The **Edit Watermarks** window appears.
  b. Enter a text message in the Watermark Message box. You can enter up to 40 characters. The message displays in the preview window. When the **First Page Only** box is checked, the watermark prints on the first page only.
  c. Select the watermark options. You can select the font name, style, size, or shade from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.
  d. Click **Add** to add the new watermark to the list.
  e. When you have finished editing, click **OK**.
- **Editing a Watermark:**
  a. Select **Edit** from the Watermark drop-down list. The **Edit Watermarks** window appears.
  b. Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message options.
  c. Click **Update** to save the changes.
  d. When you have finished editing, click **OK**.
- **Deleting a Watermark**:
  a. Select **Edit** from the Watermark drop-down list. The **Edit Watermarks** window appears.
  b. Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**. Click **Yes** to confirm the deletion.
  c. Click **OK**.

Overlay

An overlay is text and/or images stored on the computer hard disk drive as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper.

Note: This option is only available when you use the PCL6 Print Driver.

- **Creating a New Page Overlay**: To use a page overlay, you must first create one containing your logo or another image.
  a. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you want them to appear when printed as an overlay.
  b. Select **Edit** from the Overlay drop-down list. The **Edit Overlay** window appears.
  c. Select **Create** and type a name in the File name box. Select the destination path, if necessary.
  d. Click **Save**. The name appears in the **Overlay List** box.
  e. Click **OK**.
  f. The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.
  g. Click **OK** on the **Advanced** tab page.
  h. Click **Print** or **OK** in the main **Print** window.
  i. An Are you Sure? message displays. Click **Yes** to confirm.
- Using a **Page Overlay**:
  a. Select the required overlay from the **Overlay** drop-down list box. If the overlay file you want does not appear in the overlay list, select the **Edit** button and **Load Overlay**, and select the **Overlay file**. If you have stored the overlay file you want to use in an external source, you can also load the file when you access the Load Overlay window.
  b. After you select the file, click **Open**. The file appears in the Overlay List box and is available for printing. Select the overlay from the Overlay List box.
  c. If necessary, click **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.
  d. If this box is not checked and an overlay has been selected, the overlay automatically prints with your document.
  e. Click **OK**.
- Deleting a **Page Overlay**:
  a. Select **Edit** from the Overlay drop-down list. The **Edit Overlay** window appears.
  b. Select the Overlay you want to delete from the **Overlay List** box.
  c. Click **Delete**. When a confirming message window appears, click **Yes**.
  d. Click **OK**.

Output Options

Select the required Print order from the drop-down list box:

- **Normal:** All pages are printed.
- **Reverse All Pages:** Your printer prints all pages from the last page to the first page.
- **Print Odd Pages:** Your printer prints only the odd numbered pages of the document.
- **Print Even Pages:** Your printer prints only the even numbered pages of the document.

Select the **Skip Blank Pages** check box if you do not want blank pages to be printed.

To add a binding margin, select the **Manual Margin** check box and select **Details** to select the margin position and width.

Xerox Tab

This tab provides version and copyright information as well as links to drivers and downloads, supplies ordering, and the Xerox website.

Xerox Easy Printer Manager

Xerox Easy Printer Manager is available for Windows and Macintosh operating systems. Xerox Easy Printer Manager conveniently provides access to device settings as well as functions such as scanning and printing. The Xerox Easy Printer Manger allows you to view the status and manage your device at your computer.

For Windows operating systems, Xerox Easy Printer Manager installs automatically during driver installation. For details about installing printer software, refer to Installing Printer Software.

For information about using Xerox Easy Printer Manager, select the **? Help** button in the application.

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings.

Printing Using Macintosh

This section explains how to print using a Macintosh. You need to download and install the print drivers and configure the printer before printing. For information about installing Macintosh print drivers, refer to Installing Macintosh Drivers.

Print Procedure

When you print with a Macintosh, you need to check the print driver setting in each application you use. Follow the steps below to print from a Macintosh.

1. Open the document you want to print.
2. Select **Print** in your application.
3. From the **Printer** drop-down menu, select your printer.
4. If you have stored preset options you wish to use, from the **Presets** drop-down menu, select the preset settings.
5. From the **Copies & Pages** options, choose the number of copies you want and indicate which pages you want to print.

   To select additional print options, choose the print options page required from the drop-down menu, then select the settings. For information about print options, refer to Print Options.
6. To save the file in a different print format, from the drop-down menu, choose the format required.
7. Click **Print**.

Print Options

The following features are provided by your printer.

> Note: The setting options may differ depending on the application being used and the Macintosh OS version.

Copies & Pages

The **Copies & Page** page provides selections for basic job options.

- **Copies**: This allows you to choose the number of copies to be printed. You can select 1 to 999 copies.
- **Pages**: Select the pages or range of pages to print.
- **Show Quick Preview**: Select this option to display a graphical summary of your selections.

Media & Quality

Use the Media & Quality page to choose the paper source and paper type required for the print job.

- **Feed from:** Use this option to select the paper tray required. Use **Manual Feed** when printing on special materials like envelopes and transparencies. If **Auto Select** is selected, the printer automatically selects the paper source based on the requested size.
- **Media Type:** Set this option to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If **Auto Select** is selected, the printer automatically selects the media type based on the available paper types.

Layout

The **Layout** page options allow you to select a different layout for your output. You can select the number of pages to print on a single sheet of paper and the layout direction. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify.

- **Pages per Sheet:** Use this option to print multiple pages on each page. You can print up to 16 pages on one sheet. Select the number of images required on each side.
- **Layout Direction**: Select the order to print the images on the page.
- **Border**: Use this option to add a border around each page image. Choose the style of border required.
- **Two-Sided (Manual)**: You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented. When prompted, reload the paper for printing the second sides. To print 2-Sided output, select **On**, then choose an option:
  - **Long-Edge binding:** This is the conventional layout used in book binding.
  - **Short Edge binding:** This is the type often used with calendars. The second side images are rotated 180 degrees.
  - **Booklet:** This option reduces the original document images to fit two images on each side of the printed page. Page images are reordered to enable you to fold the paper after printing to make a booklet.
  - **Reverse page orientation:** Your printer prints all pages from the last page to the first page.
  - **Flip horizontally:** Use this option to rotate all pages 180 degrees.

Paper Handling

Use the **Paper Handling** options to set the basic paper handling specifications when you access the printer properties.

- **Pages to Print**: Use this option to choose the pages to print:
  - **All page:** All pages are printed.
  - **Odd only:** Your printer prints only the odd numbered pages of the document.
  - **Even only:** Your printer prints only the even numbered pages of the document.
- **Page Order**: Use this option to choose the order to print the pages.
  - **Automatic:** Select this option to choose the default settings.
  - **Normal**: All pages are printed in the order they appear in the source file.
  - **Reverse:** Your printer prints all pages from the last page to the first page.
- **Scale to fit paper size**: Select this option to reduce or enlarge the image to fit on the paper size selected.
- **Destination Paper Size**: This allows you to set the size of paper required for printing.
- **Scale down only**: Select this option to reduce images to fit on the paper size selected.

Cover Page

The Cover Page options allow you to print a cover page before or after the document.

- **Print Cover Page**: This option allows you to print a cover page before or after the document
- **Cover Page Type**: Use this option to select a classification stamp for the cover page.

Using AirPrint

AirPrint is a software feature that allows for driverless printing from Apple iOS-based mobile devices and Macintosh OS-based devices. AirPrint-enabled printers let you print directly from a Macintosh or from an iPhone, iPad, or iPod touch. For more information, refer to AirPrint.

Using Google Cloud Print

Google Cloud Print is a service that allows you to print to a printer using your smart phone, tablet, or any other web-connected devices. For more information, refer to Google Cloud Print.

Printing Using Linux

To print from a Linux workstation, install either a Xerox print driver for Linux or a CUPS (Common UNIX Printing System) print driver. Xerox recommends that you install the Unified Linux Driver for your printer.

For information about installing the Unified Linux Driver, refer to Installing Linux Drivers.

Printing from Linux Applications

Make sure you have configured your device, connected it to your computer, and installed the Unified Linux Driver software.

To print from an application:

1. Open an application, and select **Print** from the **File** menu.
2. In the Print window, select the device from the printer list and select **Properties**.
3. Select the print options required.
   - **Paper**: This option allows you to change the paper size, orientation and the paper tray.
   - **Device**: This option allows you to specify the media type, print quality modes and scaling options. You can also select the printer language type, color settings and color depth.
4. Click **OK** to apply the changes and close the **Properties** window.
5. Click **OK** to start printing.
   The Printing window appears, allowing you to monitor the status of your print job.

Printing with CUPS

You can print many different file types on your printer using the standard CUPS utility, directly from the command line interface. CUPS supports the use of both the System V (lp) and Berkeley (lpr) printing commands.

If you use CUPS, ensure that CUPS is installed and running on your workstation. The instructions for installing and building CUPS are contained in the CUPS Software Administrators Manual, written and copyrighted by Easy Software Products. For complete information on CUPS printing capabilities, refer to the CUPS Software Users Manual available from www.cups.org/documentation.php.

To print any document file:

1. To print to a specific printer in System V, type **lp -dprinter filename**, then press **Enter**.
2. To print to a specific printer in Berkeley, type **lpr -Pprinter filename**, then press **Enter**.

Printer Options

Using the Printers utility, you can change the various print options for your printer. Printer Properties can be configured using the Additional Printers Settings option.

1. To access and configure printer settings, navigate to **Settings → Devices → Printers**.
2. From the list of printers, select your printer, then select the **Settings** icon.
3. From the menu, select **Printing Options**.

   The **Page Setup** and **Advanced** printing options are displayed.
4. Set the **Page Setup** options:
   - **Pages per side**: You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size.
   - **Two-sided (Manual)**: You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented. When prompted, reload the paper for printing the second sides. Use **Short Edge (Flip)** to rotate the pages on the second side.
   - **Orientation**: Allows you to select the direction in which information is printed on a page.
   - **Media Size**: This allows you to set the size of paper required for printing.
   - **Paper Source**: Use this option to select the paper tray required. Use **Manual** when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.
   - **Paper Type**: Set this option to correspond to the paper loaded in the tray selected. This will provide the best quality printout.
5. Set the **Advanced** options:
   - **Print Quality**: Choose draft to lighten the image and reduce the amount of toner used. Use Normal for higher quality prints.
6. To set printer properties, select **Additional Printer Settings**, then select the printer. The **Printer Properties** window opens.

   The following printer properties are available for configuration:
   - **Settings:** This option allows you to change the printer name and location. The name entered in this tab displays on the printer list in Printers configuration. You can also change the Device URL, print a test page and view status information.
   - **Policies**: This tab provides access to the printing policies for the device. You can set sharing options, Error and Operation policies. Use the Banner options to configure the printer banner sheet.
   - **Access Control**: Use this tab to configure access settings.
   - **Printer Options**: Use this tab to set color, quality, paper source and paper size options. Use the toner save option to reduce toner consumption. Additional options such as Edge Enhancement and Two-sided printing can be set.
   - **Job Options:** This tab provides access to the options required to program your print job. Enter the number of copies required, orientation settings, layout options and image quality settings. You can also increase or decrease the margins, and set scaling options.

- **Ink/Toner Levels:** This option provides status information about the printer. Click **Refresh** to update the page.
- **Jobs:** This option shows the list of Print jobs. Select **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.

7. Click **OK** to apply the changes and close the Printer Properties window.

Printing Using Xerox® CentreWare® Internet Services

You can print .pdf, .ps, .pcl, and .xps files directly from Xerox® CentreWare® Internet Services without having to open another application or the print driver. The files can be stored on a local computer hard drive, mass storage device, or network drive.

Print Procedure

1. Access Xerox® CentreWare® Internet Services:

    *   To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

    Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

    *   To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

2. Click **Print**.
3. Select the **Printing**, **Paper** and **Delivery** options required for the job.
4. Select the print job file using the **Browse** button. Locate the file required, then click **Open**.

    Note: Only print ready files (*.pdf, *.ps, *.pcl, *.txt, *.prn, *.tif, *.tiff, *.jpg, *.jpeg.) may be submitted to the device from this page.

5. To submit a job, click **Submit Job**.

    Note: To ensure the job is printed, wait for the Job Submission confirmation window before navigating to another page.

Print Options

Job Submission provides selections for the print mode to use and options to adjust how the document appears on the printed page.

Printing

Use the Printing options to select the number of copies and orientation options.

- **Copies**: This allows you to choose the number of copies to be printed. You can select 1 to 9999 copies. To use the default setting for number of copies, select the **Auto** button.
- **Orientation:** This allows you to select the direction in which information is printed on a page.
  - **Auto**: Selects the default orientation setting.
  - **Portrait:** Prints across the width of the page, letter style.
  - **Landscape:** Prints across the length of the page, spreadsheet style.

Paper

You can print on custom paper sizes that are within the minimum and maximum size range supported by the printer.

- **Paper Size**: This allows you to set the size of paper required for printing. Select the paper size required from the list. If the paper size is set to **Auto**, the printer automatically selects the paper size based on the original document.
- **Paper Type:** Set this option to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If printing **Envelopes**, ensure the Envelope type is selected. If the paper type is set to **Auto**, the printer automatically selects the paper type based on the printer settings.

Delivery

To print the job now, click the **Immediate print** option.

To restore the default values of any print job, click the **Restore Default Values** button.

Paper and Media

6

This chapter contains information about the different types of stock and stock sizes that can be used on your printer, available paper trays, and the types of stock and sizes supported by each tray.

This chapter includes:

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/B205supplies.

General Paper Loading Guidelines

- Do not overfill the paper trays. When loading paper, do not fill above the Maximum Fill line indicated by the symbol ▽▽ .
- Adjust the paper guides to fit the paper size.
- Fan paper before loading it in the paper tray.
- If excessive jams occur, use paper or other approved media from a new package.
- Use only paper envelopes. Print envelopes 1-sided only.
- Always use paper and other media that conforms to the specifications.
- Only use the special media recommended for use in laser printers.
- To prevent special media such as transparencies and label sheets from sticking together, remove them from the exit tray as they are printed.
- Place transparencies on a flat surface after removing them from the printer.
- Do not leave special media in the manual feed slot for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle transparencies carefully.
- To avoid fading, do not expose the printed transparencies to prolonged sunlight.
- Verify that your labels' adhesive material can tolerate fusing temperature of $200°C$ ($392°F$) for 0.1 second.
- Ensure that there is no exposed adhesive material between labels.

⚠ **CAUTION:** Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to printer components.

- Do not feed a sheet of labels through the printer more than once. The adhesive backing is designed for one pass only through the printer.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

Paper That Can Damage Your Printer

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

- Rough or porous paper
- Inkjet paper
- Non-laser glossy or coated paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with embossed lettering, perforations, or texture that is too smooth or too rough
- Stapled paper
- Envelopes with windows, clasps and snaps, side seams, coated lining, self-adhesive seals, or other synthetic materials
- Damaged or poorly made envelopes
- Padded envelopes
- Plastic media

⚠ **CAUTION:** The Xerox Warranty or Service Agreement does not cover damage caused by using unsupported paper or specialty media. Coverage could vary outside these areas. Please contact your local representative for details.

Paper Storage Guidelines

Storing your paper and other media properly contributes to optimum print quality.

- 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 particularly damaging to paper.
- Reduce the exposure of paper to strong lights for long periods of time.
- Maintain constant temperatures and relative humidity. Store unused media at temperatures between 59°F and 86°F (15°C to 30°C). The relative humidity should be between 10 % and 70 % .
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture. Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- 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 it. Keep unused media in the bag and reseal it for protection.

Supported Standard Paper Sizes

Note: Some features may not be available on your model. Check your printer type in Getting Started.

The table below shows the paper sizes supported for each tray for each service:

Name	Paper Size	Copy	Print
A4	8.27 x 11.69 inches (210 x 297 mm)	O	O
Letter	8.5 x 11.0 inches (216 x 279 mm)	O	O
Legal	8.5 x 14.0 inches (216 x 355 mm)	O	O
Oficio	8.5 x 13.5 inches (216 x 343 mm)	O	O
Folio	8.5 x 13.0 inches (216 x 330 mm)	O	O
JIS B5	7.17 x 10.12 inches (182 x 257 mm)	X	O
ISO B5	6.93 x 9.84 inches (176 x 250 mm)	X	O
Executive	7.25 x 10.50 inches (184.2 x 266.7 mm)	X	O
A5	5.85 x 8.27 inches (148.5 x 210 mm)	X	O
A6	4.13 x 5.85 inches (105 x 148.5 mm)	X	O
A4	4 x 6 inches (101.6 x 152.4 mm)	X	O
Letter	3.88 x 7.5 inches (98.4 x 190.5 mm)	X	O
Legal	4.33 x 8.66 inches (110 x 220 mm)	X	O
Oficio	6.38 x 9.02 inches (162.0 x 229 mm)	X	O
Folio	4.49 x 6.38 inches (114 x 162 mm)	X	O
JIS B5	4.12 x 9.5 inches (105 x 241 mm)	X	O

Key:

O   Supported   **X**   Not Supported

Supported Paper Types and Weights

The table below shows the paper types and weights supported for each tray:

Types	Supported Weights	Tray 1	Manual Feed Slot
Plain	19 to 24 lb (70 to 90 g/m²)	O	O
Heavy weight	24 to 28 lb (91 to 105 g/m²)	O	O
Extra Heavy weight	43 to 58 lb (164 to 220 g/m²)	X	O
Light weight	16 to 18 lb (60 to 70 g/m²)	O	O
Cotton	20 to 24 lb (75 to 90 g/m²)	X	O
Colored	20 to 24 lb (75 to 90 g/m²)	X	O
Preprinted	20 to 24 lb (75 to 90 g/m²)	X	O
Recycled	19 to 24 lb (70 to 90 g/m²)	O	O
Transparency (A4 / Letter only)	37 to 39 lb (138 to 146 g/m²)	X	O
Labels	32 to 40 lb (120 to 150 g/m²)	X	O
Card Stock	32 to 43 lb (121 to 163 g/m²)	O	O
Bond	28 to 32 lb (105 to 120 g/m²)	O	O
Archive	28 to 32 lb (105 to 120 g/m²) if you need to keep the print-out for a long period time, such as archives, select this option	O	O
Postcard	32 to 43 lb (121 to 163 g/m²) card stock	X	O
Envelopes	20 to 24 lb (75 to 90 g/m²)	X	O

Key:

O Supported   **X** Not Supported

Loading Paper

One paper tray and a manual feed slot are standard on your printer.

Various media sizes and types can be used in the tray. For more media specifications, refer to Supported Paper.

Paper Tray Status Information

You can check the status of paper trays using Xerox® CentreWare® Internet Services, or using Xerox Easy Printer Manager.

Checking the Paper Tray Status Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:
   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Select **Status**.
3. Select **Trays**.

   Paper tray status information is displayed.

Checking the Supplies Status Using Xerox Easy Printer Manager

1. At your computer, open **Xerox Easy Printer Manager**.
2. Select the printer.
3. Select the **Home** page.

   Device status, Supplies information and Paper information is displayed.

Preparing Paper for Loading

Before loading paper into the tray, flex or fan the edges of the paper stack. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

> Note: To avoid unnecessary paper jams and misfeeds, do not remove paper from its packaging until required.
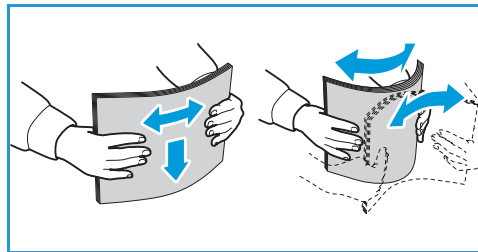
Loading Tray 1

The paper level indicator on the front of tray 1 shows the amount of paper currently left in the tray. When the tray is empty, the indicator is completely lowered as shown in the illustration: **1** shows full, **2** shows empty.

Using the instructions provided below, load paper into the printer. Tray 1 holds up to 250 sheets of 20 lb (80 g/m²) paper, A4 and letter only. It holds fewer sheets of other media sizes. For more media specifications, refer to Supported Paper.
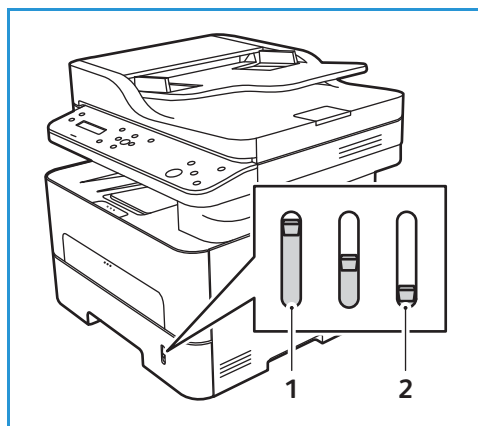
1. Pull out tray 1 and load paper into the tray, print side down. Do not fill above the Maximum Fill line indicated by the symbol $\nabla\!\nabla\!\nabla$.
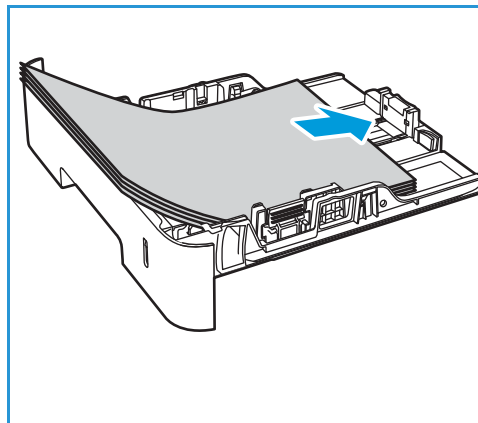
2. To accommodate longer paper, press the paper tray extender lever (1) and slide the lever to the desired position. Press and slide the paper length guide (2) until it lightly touches the end of the paper stack.

3. Position the width guide by pressing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack.
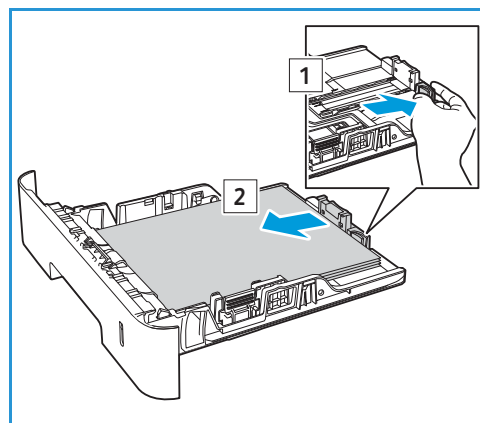
4. Insert the paper tray into the printer.

5. After loading paper, if prompted, verify the paper size and type settings on the screen. To keep the same settings, press **OK**. To change the settings, press the down arrow, then press **OK** and adjust the settings:

   - To select a paper size, press the up/down arrows to select **Paper Size**, then press **OK**. Press the up/down arrows to select the paper size you want, then press **OK**.

   - To select a paper type, press the up/down arrows to select **Paper Type**, then press **OK**. Press the up/down arrows to select the paper type you want, then press **OK**.

6. When printing from your computer, ensure you select the **Paper** option in the print driver to specify the correct paper size and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to Setting Paper Size and Type.
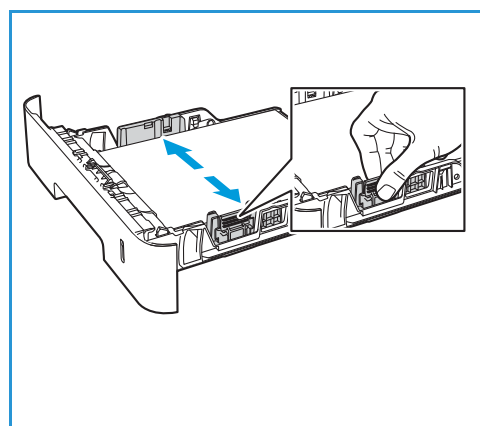
   Note: The settings made from the print driver on your computer override the settings on the control panel.

Using the Manual Feed Slot

The manual feed slot is located on the front of your printer. It can be closed when not in use, making the product more compact. Use the manual feed slot to print transparencies, labels, envelopes, or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper tray.

When using the manual feed slot for special media it may be necessary to use the rear cover for the output. For further information, refer to Media Output Locations.

Acceptable print media is plain paper from 3.0 x 5.0 inches to 8.5 x 14 inches Legal (76 mm x 127 mm to 216 mm x 356 mm) and weighing between 16 lb and 58 lb (60 g/m² and 220 g/m²). For more media specifications, refer to Supported Paper.

Loading the Manual Feed Slot

1. Press to open the manual feed slot, located on the front of the printer.
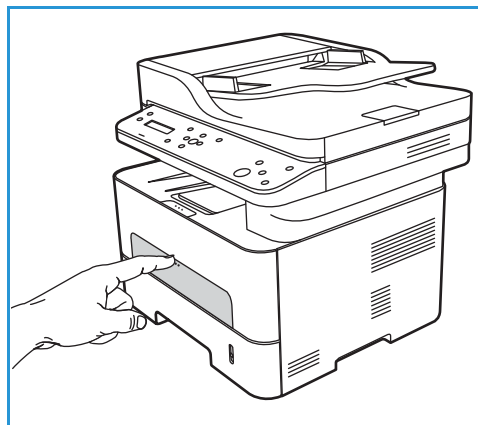
    Note: The manual feed slot holds 1 sheet of the following media: 20 lb (80 g/m²) plain paper, transparency, label, envelope, or cardstock.
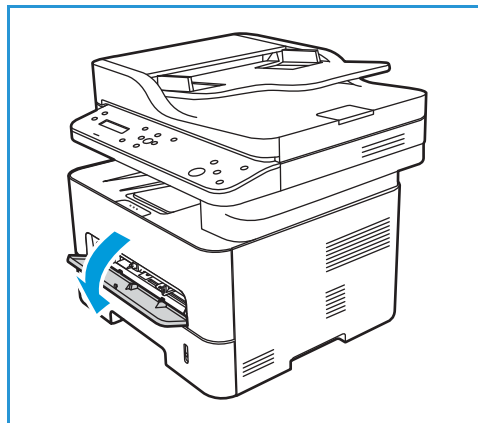
2. Load the print material between the width guides with the print side facing up.

   Note: Hold a transparency by the edge and avoid touching the print side.

3. Adjust the paper guide to the width of the print material.

   Note: If the media prints with curl, wrinkles, a crease, or black bold lines, open the rear cover and print again.

4. After loading paper, if prompted, verify the paper size and type settings on the screen. To keep the same settings, press **OK**. To change the settings, press the down arrow, then press **OK** and adjust the settings:

   - To select a paper size, press the up/down arrows to select **Paper Size**, then press **OK**. Press the up/down arrows to select the paper size you want, then press **OK**.

   - To select a paper type, press the up/down arrows to select **Paper Type**, then press **OK**. Press the up/down arrows to select the paper type you want, then press **OK**.

5. When printing from your computer, ensure you select the **Paper** option in the print driver to specify the correct paper size and type. For the source, you must select **Manual Feed Slot.** Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to Setting Paper Size and Type.

   Note: The settings made from the print driver on your computer override the settings on the control panel.

Envelope Mode

1. Press to open the manual feed slot, located on the front of the printer.
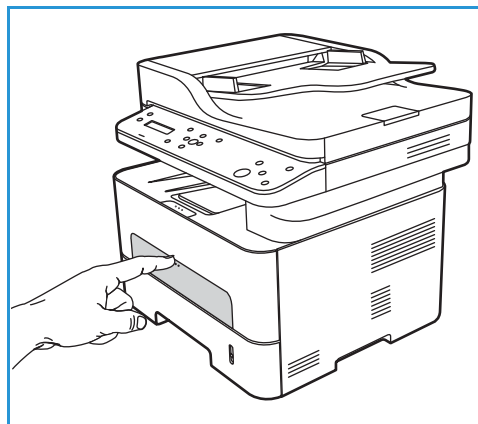
2. Remove any curl on the envelope before loading it into the manual feed slot.

   Note: For more information on media specifications, refer to Supported Paper.
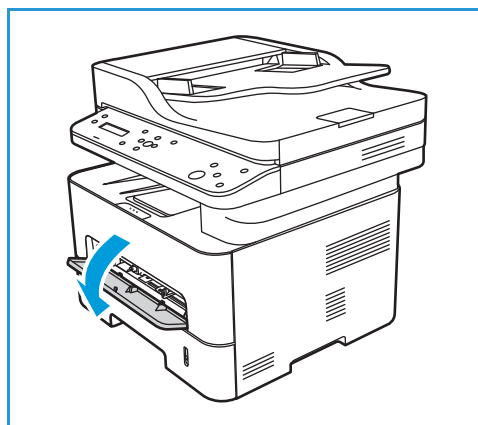
3. Load the envelope short edge feed and with the flap facing down as shown in the illustration.

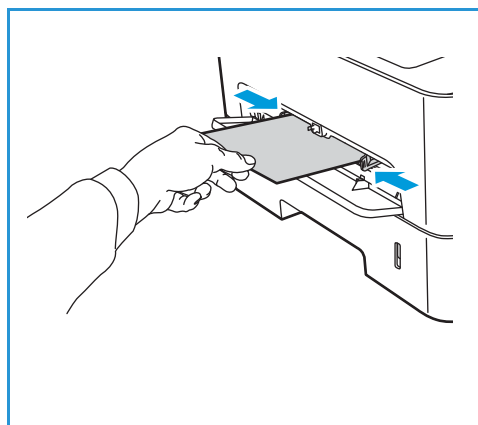4. Adjust the paper guide to the width of the print material.

   Note: If the media prints with curl, wrinkles, a crease, or black bold lines, open the rear cover and print again.

5. After loading paper, if prompted, verify the paper size and type settings on the screen. To keep the same settings, press **OK**. To change the settings, press the down arrow, then press **OK** and adjust the settings:

   - To select a paper size, press the up/down arrows to select **Paper Size**, then press **OK**. Press the up/down arrows to select the paper size you want, then press **OK**.

   - To select a paper type, press the up/down arrows to select **Paper Type**, then press **OK**. Press the up/down arrows to select the paper type you want, then press **OK**.

6. When printing from your computer, ensure you select the **Paper** option in the print driver to specify the correct paper size and type. For the source, you must select **Manual Feed Slot.** Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to Setting Paper Size and Type.

   Note: The settings made from the print driver on your computer override the settings on the control panel.

Setting Paper Size and Type

After loading paper in the paper tray, set the paper size and type using the control panel. These settings will apply to Copy mode.

To change the paper tray settings on your computer, use Xerox Easy Printer Manager or Xerox® CentreWare® Internet Services. For details, refer to Changing Tray Settings at the Computer.

Alternatively, when printing, select the paper size and type in the application program you use on your computer. The settings made from the print driver on your computer override the settings on the control panel.

Setting the Paper Size at the Control Panel

1. Press **System Status** on the control panel.
2. Press the up/down arrows to select **System Setup** and press **OK**.
3. Press the up/down arrows to select **Paper Setup** and press **OK**.
4. Press the up/down arrows to select **Paper Size** and press **OK**.
5. Press the up/down arrows to select the paper tray you want and press **OK**.
6. Press the up/down arrows to select the paper size you want.
7. Press **OK** to save the selection.
8. Press **Back** until you return to Ready mode.

If you want to use special sized paper, select a custom paper size in the print driver.

Setting the Paper Type at the Control Panel

1. Press **System Status** on the control panel.
2. Press the up/down arrows to select **System Setup** and press **OK**. If necessary, enter the using the keypad.
3. Press the up/down arrows to select **Paper Setup** and press **OK**.
4. Press the up/down arrows to select **Paper Type** and press **OK**.
5. Press the up/down arrows to select the paper tray you want and press **OK**.
6. Press the up/down arrows to select the paper type you want.
7. Press **OK** to save the selection.
8. Press **Back** until you return to Ready mode.

Changing Tray Settings at the Computer

To change tray settings at your computer, use Xerox® CentreWare® Internet Services, or Xerox Easy Printer Manager.

Changing Tray Settings Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:
   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Click **Properties → General Setup**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.
3. Click **Tray Settings**, then configure the tray mode and prompt settings:
   - **Manual Feed Slot:**

     Select **Static** or **Bypass** mode.
     - **Bypass mode**: This option ignores the tray attributes for printing a job. The print job will use the media in the tray.
     - **Static mode**: This option designates a tray as available for all jobs that use the type of paper in the tray, and for print jobs that do not specify a tray.

     To display a message at the control panel to prompt users to change paper settings, click **Enable**.
   - **Tray 1:** To display a message at the control panel to prompt users to change paper settings, click **Enable**.
4. Click **Apply**.
5. Click **Services → Printing → General.**
6. Scroll to the **Tray Menu** settings, then configure the paper size and type settings:
   - **Tray 1**: Select a paper size and paper type from the drop-down menus.
   - **Manual Feed Slot**: Select a paper size and paper type from the drop-down menus.
7. Click **Apply**.

Changing Tray Settings Using Xerox Easy Printer Manager

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to change tray settings, use Xerox® CentreWare® Internet Services or the printer control panel.

1. At your computer, open **Xerox Easy Printer Manager**.
2. Select the printer.
3. Click **Advanced Setting** or **Machine Settings.**
4. If using Windows, click **Device Settings**.

   Note: If your device is Ethernet or Wireless connected, device settings are configured using Xerox® CentreWare® Internet Services. Refer to Changing Tray Settings Using Xerox® CentreWare® Internet Services.

5. Select **Input Tray** and change the settings for each paper source:
   - Set the **Tray 1** paper size and type.
   - Set the **Manual Feed Slot** paper size and type.
6. If available, for **Tray Settings**, select the options required.
7. Click **Save**.

Media Output Locations

The device has two output locations:

- Output tray, face down, up to a maximum of 120 sheets of 20 lb (80 g/m²) paper.
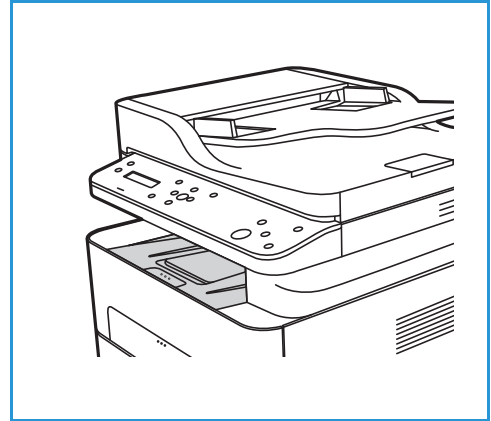
- Rear cover, face up, one sheet at a time.
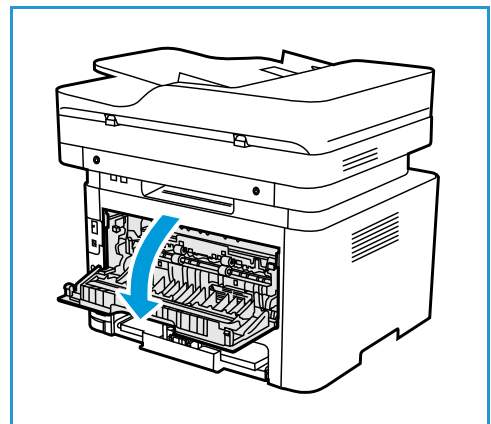
The device sends output to the output tray by default. If special media, such as envelopes, print out with wrinkles, curl, creases, or black bold lines, the rear cover should be used for the output. Open the rear cover and keep it open while printing one sheet at a time.

Using the Output Tray

The output tray collects printed paper face down, in the order in which the sheets were printed. The output tray should be used for most jobs. When the output tray is full, a message displays on the control panel.

To use the output tray, make sure that the rear cover is closed.

Notes:

- If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear cover.
- To reduce paper jams, do not open or close the rear cover while the printer is printing.

Using the Rear Cover

When using the rear cover, paper comes out of the device face up. Printing from the manual feed slot to the rear cover provides a straight paper path and might improve the output quality when printing on envelopes or special media. Whenever the rear cover is open, the output is delivered there.

⚠ **CAUTION:** The fuser area inside the rear cover of your device becomes very hot when in use. Take care when you access this area.

Maintenance

7
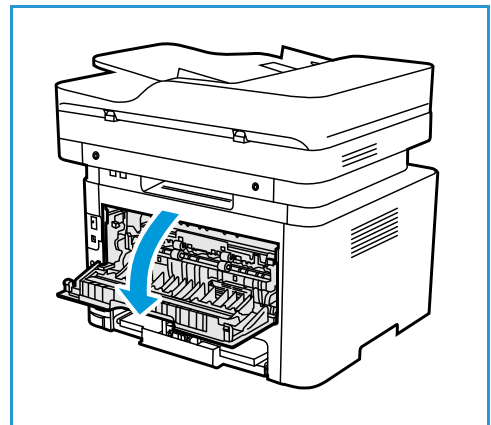
This chapter includes:

General Precautions

⚠️ **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.

⚠️ **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.

⚠️ **WARNING:** 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 leave the covers and doors open for any length of time, especially in well-lit places. Light exposure can damage the drum cartridge.
- 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 any parts removed during cleaning are replaced before you plug in the printer.

Cleaning the Printer

⚠ **WARNING:** When cleaning the printer do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

⚠ **WARNING:** Do not use pressurized air-spray cleaning aids on or in this equipment. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

Cleaning the Exterior

Cleaning the Document Glass and Constant Velocity Transport Glass

To ensure optimum print quality at all times, clean the glass areas of your printer regularly.

When you use the automatic document feeder, your documents pass over the scanner and constant velocity transport (CVT) glass. Any dirt or marks on these pieces of glass may:

- Cause lines, streaks, smears and other spots on your copies or scanned images.
- Show through the document and appear on your scanned images.

To clean the glass areas of your printer:

1. Slightly dampen a soft, lint-free cloth with water.
2. Remove any paper or other media from the output tray.
3. Open the automatic document feeder.
4. Wipe the surfaces of the platen glass and Constant Velocity Transport (CVT) glass until they are clean and dry.

   Note: For best results, to remove marks and streaks, use Xerox® Glass Cleaner.
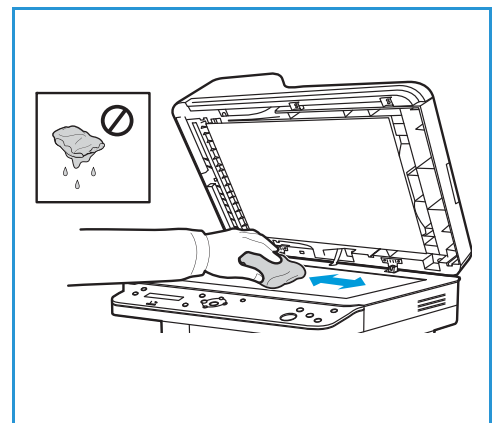
5. Wipe the white underside of the automatic document feeder until it is clean and dry.

6. Close the automatic document feeder.
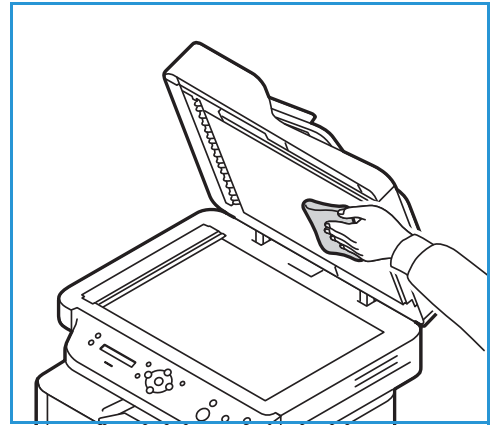
Cleaning the Automatic Document Feeder Rollers

Ensure that you clean the automatic document feeder rollers when you clean the scanner.

1. Open the top cover of the automatic document feeder.
2. With a clean, lint-free cloth that is moistened with water, wipe the feed rollers until they are clean.
3. Close the automatic document feeder top cover.
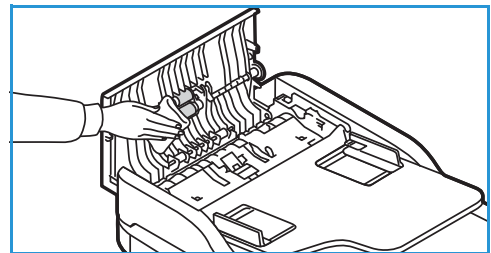
Control Panel, Automatic Document Feeder, and Output Tray

Regular cleaning keeps the display, control panel, and other printer areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the control panel, including the display.
3. Wipe clean the automatic document feeder, output tray, paper tray, and other outside areas of your printer.
4. Remove any residue with a clean cloth or paper towel.

Cleaning the Interior

During the printing process, paper, toner, and dust particles can accumulate inside the printer. This can cause print quality problems, such as toner specks or smearing. Cleaning inside the printer clears and reduces these problems.

1. Power off the printer and unplug the power cord. Wait for the printer to cool down.
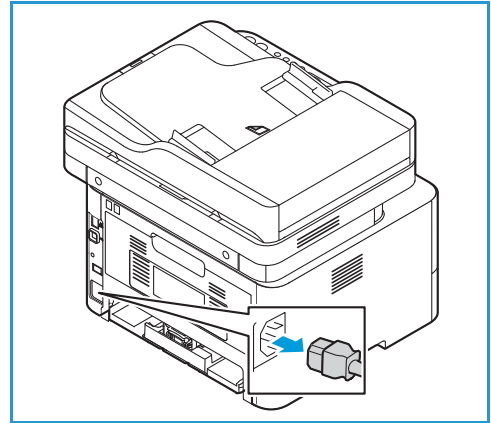
2. Open the front cover of the printer.
3. Pull the toner cartridge out and place it on a clean flat surface. Then remove the drum cartridge and place it on a clean flat surface.

⚠ **CAUTION:**

- To prevent damage to the drum cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.

- Do not touch the green surface on the underside of the cartridge. Use the handle on the cartridge to avoid touching this area.
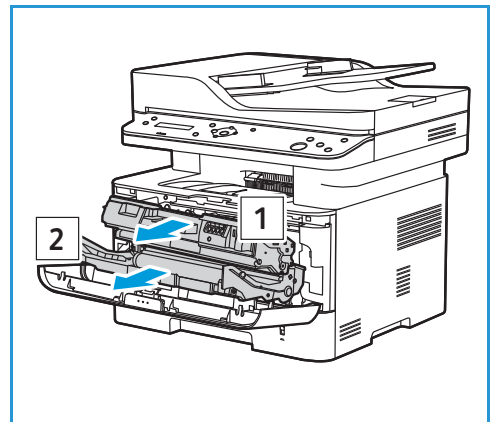
4. With a dry, lint-free cloth, wipe away any dust and spilled toner from the cartridge area inside the printer.

⚠ **CAUTION:** While cleaning the inside of the printer, be careful not to damage any inside parts. Do not use solvents such as benzene or thinner to clean. Printing quality problems can occur and damage can be caused to the printer.
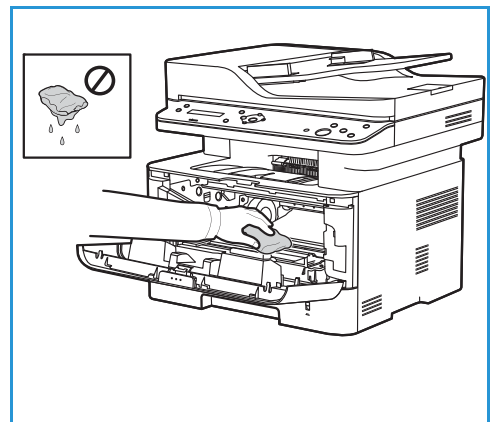
5. Re-install the drum cartridge and then the toner cartridge. Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until each locks into place.

6. Close the front cover.
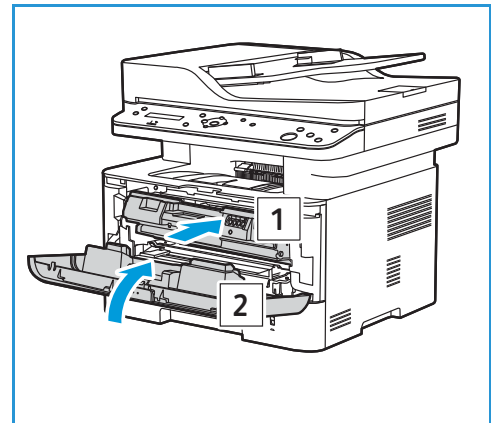
7. Plug in the power cord and power on the printer. When the green system status light is solid, the printer is ready.
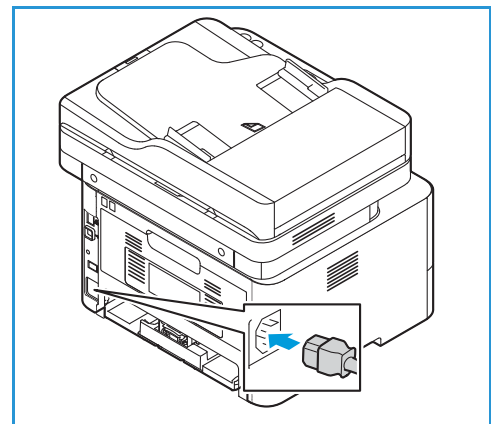
Supplies

Consumables

Consumables are printer supplies that get depleted during the operation of the printer. Consumable items for this printer include the following:

- Toner Cartridge
- Drum Cartridge

Install only new cartridges in your printer. If a used toner cartridge is installed, then the toner remaining amount displayed could be inaccurate. To ensure print quality, the toner cartridge has been designed to cease functioning at a predetermined point.

Each new consumable includes installation instructions.

Follow the guidelines below for storing and handling consumables:

- Always store cartridges unopened and inside their original package.
- Store the correct side up in a horizontal position (not standing on end).
- Do not store consumables in:
  - Temperatures greater than 40˚C (104˚F).
  - Humidity range less than 30 % and not greater than 80 %.
  - An environment with extreme changes in humidity or temperature.
  - Direct sunlight or room light.
  - Dusty places.
  - A vehicle for a long period of time.
  - An environment where corrosive gases are present.
  - An environment with salty air.
- Do not store consumables directly on the floor.

⚠ **CAUTION:** The toner and drum cartridges contain components that are sensitive to light, temperature, and humidity. Follow the recommendations provided to ensure the optimum performance, highest quality, and longest life from your new cartridge.

⚠ **CAUTION:** 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 specific use with this printer.

Ordering Supplies

A warning appears on the control panel when supplies near their replacement time. Verify that you have replacements on hand. It is important to order these items when the messages first appear to avoid interruptions to your printing. An error message appears on the control panel when supplies must be replaced.

⚠ **CAUTION:** Use of non-Xerox supplies is not recommended. The Xerox Warranty or Service Agreement 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.

Xerox supplies for your printer can be ordered in several ways:

- Contact your local Xerox Representative or reseller. Provide your company name, product number and the printer serial number.

  For details about your printer model and serial number, print a Configuration Report. For instructions, refer to Printing Reports.

  Note: The printer's serial number is located on the data plate on the rear cover, and is printed on the Configuration report.

- Order supplies online at www.xerox.com/office/B205supplies.

  For information about the consumables available for your printer, and the remaining life of consumables, print a Supplies Usage Report. For instructions, refer to Printing Reports.

- Access the Xerox webpage from Xerox Easy Printer Manager:
  a. At your computer, open **Easy Printer Manager**.
  a. Select the printer for which you want to order supplies.
  b. Select the **Order Supplies** button.
  c. When another window pops up, select **Order Supplies**. When the Xerox webpage for ordering supplies appears, place your order.

- Access the Xerox webpage from Xerox® CentreWare® Internet Services:
  a. You can access Xerox® CentreWare® Internet Services from a Web browser or from a Macintosh print driver:
     - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

  Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

     - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
  b. Click **Support**.
  c. Click the link to go to the Xerox website to order supplies online, or use the Supplies contact details shown to place a telephone order.

Supply Status Information

You can check the status and percentage of life remaining for your printer supplies at the control panel, using Xerox® CentreWare® Internet Services, or using Xerox Easy Printer Manager. When printer supplies near their replacement time, warning alerts appear on the control panel. You can customize alerts and configure email alert notifications.

For information about configuring alert notifications, refer to Configuring Alert Notifications.

Printing Supplies Reports at the Control Panel

Supplies Information Report

The Supplies Information report provides coverage information and part numbers for reordering supplies.

To print the Supplies Information report:

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the up/down arrows to select **Information Pages** and press **OK**.
3. Press the up/down arrows to select **Supplies Information** and press **OK**.
4. Press the up/down arrows to select **Print? Yes** and press **OK**.
   The device prints the Supplies Information report.

Supplies Usage Report

The Supplies Usage report provides a visual representation of the remaining life of each of the consumables.

To print the Supplies Information report:

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the up/down arrows to select **Information Pages** and press **OK**.
3. Press the up/down arrows to select **Supplies Usage** and press **OK**.
4. Press the up/down arrows to select **Print? Yes** and press **OK**.
   The device prints the Supplies Usage report.

Checking the Supplies Status Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:

   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

2. Select **Status**.

3. Select **Consumables**.

   Toner Cartridge and Drum Cartridge status information is shown.

Checking the Supplies Status Using Xerox Easy Printer Manager

1. At your computer, open **Easy Printer Manager**.

2. Select the printer.

3. Select the **Home** page.

   Device status, Supplies information and Paper information is shown.

Checking the Supplies Status Using the Macintosh Print Driver

1. At your computer, select **System Preferences → Printers & Scanners → Options & Supplies**.

2. Select **Supply Levels**.

   Supply level information is displayed.

3. To view additional supplies information, select **More Info...**.

Toner Cartridge

General Precautions

⚠️ **WARNING:**

- When replacing the 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.

Redistributing Toner

When the toner cartridge is near the end of its life:

- White streaks on prints or light printing occurs.
- The low toner status indicator appears if the Low Toner Alert feature was enabled in Xerox® CentreWare® Internet Services. An error message will also appear on the user interface.

If either condition occurs, you can temporarily improve print quality by redistributing the remaining toner in the cartridge. In some cases, white streaks or light printing will still occur even after you have redistributed the toner.

Follow these steps to redistribute the toner in your cartridge and temporarily improve print quality.

1. Open the front cover.
2. Pull the toner cartridge out.
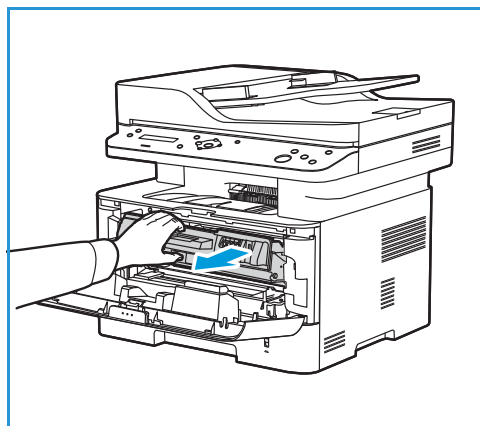
3. Slowly shake the cartridge five or six times to distribute the toner evenly inside the cartridge.

   Note: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.
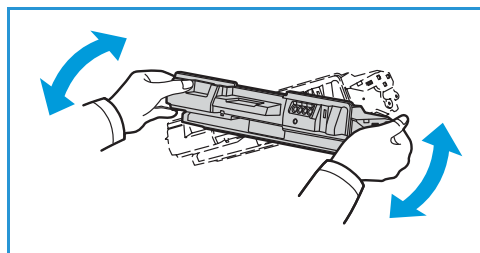
4. Re-install the toner cartridge by inserting it slowly into the printer.
5. Close the front cover. Make sure that the door is securely closed. When the green system status light is solid, the printer is ready.
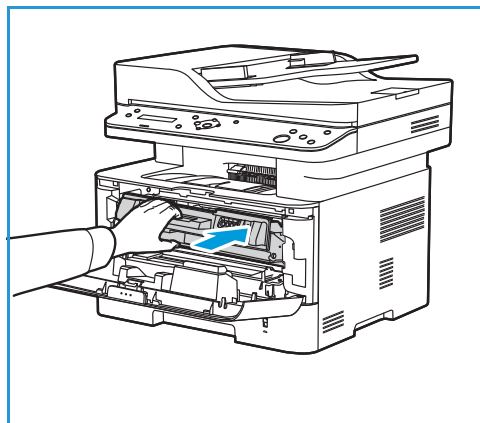
Replacing the Toner Cartridge

Replace the toner cartridge using the following instructions.

1. Open the front cover.
2. Pull out the toner cartridge.
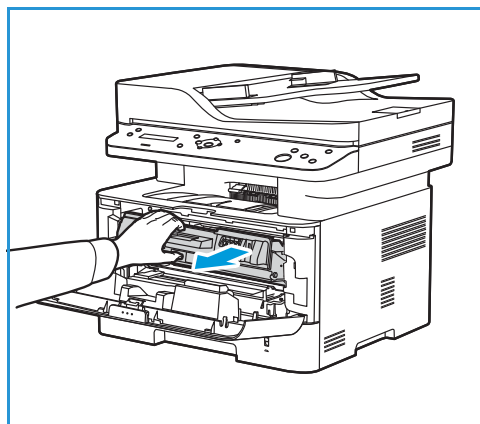
3. Remove the new toner cartridge from the packaging. Remove the protective materials from the cartridge as directed in the packaging labels.
4. Slowly shake the new cartridge five or six times to distribute the toner evenly inside the cartridge.

   Note: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.
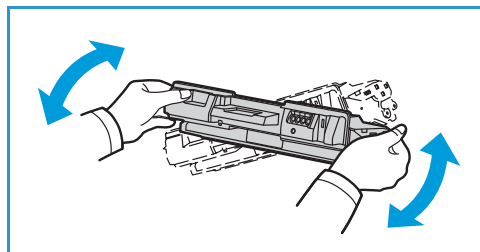
5. Hold the cartridge by the handle. Slowly insert the cartridge into the opening in the printer. Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until it locks into place.

6. Close the front cover. Make sure that the door is securely closed. When the green system status light is solid, the printer is ready.
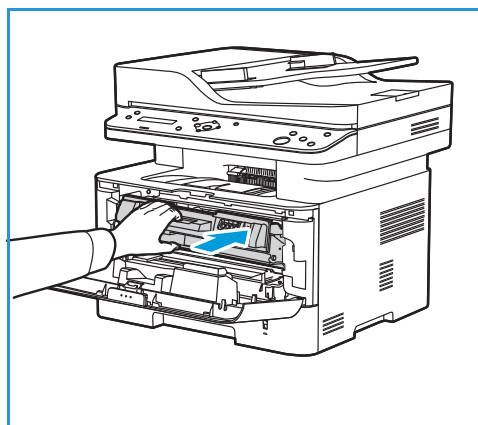
Drum Cartridge

General Precautions

⚠ **WARNING:**

- Keep drum cartridges out of the reach of children.
- Never throw a drum cartridge into an open flame.
- Do not touch the surface of the photosensitive drum in the drum cartridge.
- Do not expose the cartridge to unnecessary vibrations or shock.
- Never manually rotate the drum in the drum cartridge, especially in the reverse direction; this can cause internal damage.
- To prevent damage to the drum cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.

Replacing the Drum Cartridge

1. Open the front cover.
2. Pull the toner cartridge out and place it on a clean flat surface.
3. Pull the drum cartridge out slowly.
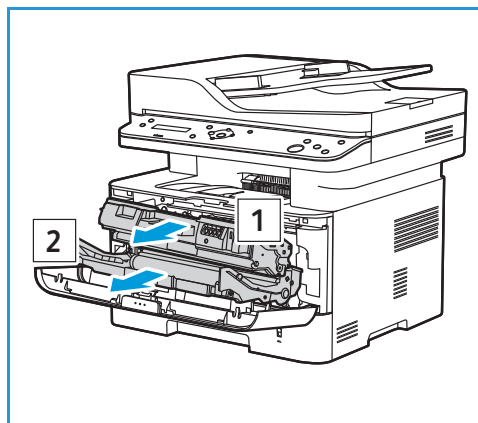
4. Remove the new drum cartridge from the packaging. Follow directions on the packaging to remove the tape and appropriate packaging pieces from the new cartridge. Use the handle on the cartridge to avoid touching sensitive parts that can be easily damaged.

⚠ **CAUTIONS:**

- To prevent damage to the drum cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green surface on the underside of the cartridge. Use the handle on the cartridge to avoid touching this area.

5. Hold the drum cartridge by the handle and insert it into the printer until it locks into place.

6. Re-install the toner cartridge.

7. Close the front cover. Make sure that the door is securely closed. When the green system status light is solid, the printer is ready.
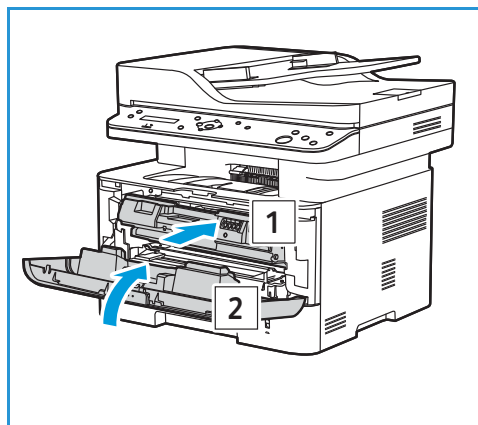
Recycling Supplies

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

Managing the Printer

Billing Meter Information

You can view billing meter information at the control panel or from Xerox® CentreWare® Internet Services. The billing meter displays the total number of impressions that the printer generated or printed during its lifetime. You cannot reset the counters. A page is counted as one side of a sheet of paper. For example, a sheet of paper that is printed on two sides counts as two impressions.

Viewing Billing Information at the Control Panel

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the up/down arrows to select **System Setup** and press **OK**.
3. Press the up/down arrows to select **Maintenance** and press **OK**.
4. Press the up/down arrows to select **Supplies Life** and press **OK**.
5. Press the up/down arrows to select **Total** and press **OK**.

   The device displays the total number of impressions.

Viewing Billing Information Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:
   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Select **Properties**.
3. Select **General Setup**.
4. Select the **Billing & Counters**.
5. To view the printer serial number and total impressions, select **Billing Information**. To update the page, select the **Refresh** option.
6. To view the count for each type of device usage, select **Usage Counters**. To update the page, select the **Refresh** option.

Usage Counter Report

The Usage Counter report shows a count for each type of device usage.

To print the Usage Counter report:

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the up/down arrows to select **Information Pages** and press **OK**.
3. Press the up/down arrows to select **Usage Counter** and press **OK**.
4. Press the up/down arrows to select **Print? Yes** and press **OK**.
   The device prints the Usage Counter report.

The Supplies Information report also shows billing meter information. To print the report, refer to Toner Cartridge.

Maintenance Options

When you install your device, you can set up parameters for managing maintenance features.

To set the Maintenance options:

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the up/down arrows to select **System Setup** and press **OK**.
3. Press the up/down arrows to select **Maintenance** and press **OK**.
4. Scroll through the options and setup the maintenance features required:
   - **Supplies Life**: Use this option to display or print status information for consumables and parts used by the device. Some parts listed are replaced by Xerox Service Representatives.
   - **Image Manager**: Use this option to control the density of all the images that are printed. Select **Custom Color**, then set the density for each print from -10 to 10. To reset the settings, use the **Default** option.
   - **Toner Low Alert**: On or Off. When On is selected, the printer will notify users that the toner is low using several methods: the status light is displayed on the control panel, a message is displayed at a user's PC, an email notification is sent.
   - **ImgU. Low Alert**: On or Off. When On is selected, the printer will notify users that the drum cartridge needs replacing. The printer will stop printing if the cartridge is not replaced.
   - **Serial Number**: When this is selected, the Serial Number will be visible on the control panel.
5. Press the **Up/Down** arrows to select the option required and press **OK**.
6. Press the **Up/Down** arrows to select the setting required and press **OK**.

Software Updates

Xerox is continually seeking to improve its products. A software revision may become available to improve the functionality of your printer. The Software Upgrade feature allows the customer to upgrade the printer software without needing a Customer Service Representative to be present.

The software can be upgraded over a network connection using Xerox® CentreWare® Internet Services.

Before starting please ensure that the following tasks have been performed:

- Any jobs in the printer queue must be allowed to complete or be deleted before initiating a software upgrade. The software upgrade procedure will prevent further jobs from being received until the upgrade has completed.

- Obtain the new software upgrade file for your printer from www.xerox.com/office/B205drivers. Select the correct upgrade file for your printer model. The upgrade file will have an extension of **.hd**. Download the upgrade file to a local or network drive. You will be able to delete the file after the upgrade procedure.

- TCP/IP and HTTP protocols must be enabled on the printer so that the printer web browser can be accessed.

All configured network settings and installed options will be retained by the printer after the software upgrade process.

Updating the Software

1. Access Xerox® CentreWare® Internet Services:

   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

2. Select **Properties**.

3. Select **Maintenance**.

4. Select **Upgrade Management**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

5. Select the **Upgrades** enable check box.

6. Select **Firmware Upgrade**.

7. Select **Browse** or **Choose File**. Locate and select the software upgrade **.hd** file obtained earlier, then select **Open**.

8. Select **Install Software.**

   The firmware will now be verified and display information about processing the upgrade file.

9. Select **OK**.

   The upgrade should take less than 10 minutes unless there are network issues.

Once the printer has completed the upgrade it will reboot automatically. The configuration report will print (if enabled). Check the configuration report to verify that the software level has changed.

Moving the Printer

⚠ WARNING:

- To lift the printer, always use the hand holds on each side of the printer.
- When moving the printer, do not tilt or turn it upside down as the inside of the printer may become contaminated with toner, which can cause damage to the printer or adversely affect print quality.
- To prevent you from dropping the printer or injury, lift the printer firmly by gripping the recessed areas on both sides of the printer. Never lift the printer by gripping any other areas.

Follow these instructions when moving the printer:

1. Power off the printer, then disconnect the power cord and other cables from the back of 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 damage it, which can lead to fire or electric shock.

2. Remove any paper or other media from the output tray. If the output tray extension is open, close it.
3. Remove any paper from the paper tray. Keep the paper wrapped and away from humidity and dirt.
4. Lift the printer firmly by gripping the recessed areas on both sides of the printer, then move it to the required location.

   Notes:

   - When moving the printer, do not tilt it more than 10 degrees in any direction. Tilting the printer more than 10 degrees can cause toner spillage.
   - When moving the printer over a long distance, remove the drum cartridge and toner cartridge to prevent toner from spilling.

⚠ CAUTION: Failure to repackage the printer properly for shipment can result in damage not covered by the Xerox Warranty or Service Agreement. The Xerox Warranty or Service Agreement do not cover damage to the printer caused by improper moving.

After moving the printer:

1. Reinstall any parts that you removed.
2. Reconnect the printer to the cables and power cord.
3. Plug in and power on the printer.

Troubleshooting

<div style="text-align: right; font-size: 3em;">8</div>

This chapter includes:

Overview

This section provides information on what to do if a problem occurs with your printer. If a problem occurs, messages appear on the control panel display to indicate the error.

Problem Solving Procedure

Perform the following problem solving procedure:

1. Check the display message to see what kind of error has occurred.

   If several messages appear, press the up/down arrows to select the message you want to solve.
2. Use the information provided in this chapter to resolve the problem.
3. Press **OK** on the control panel. If **an error message** still appears, repeat the procedure.
4. If the problem cannot be resolved, power off and on, and try the job again.

If the problem persists, call for service. When you call for service, provide the service representative with the device serial number, IP address, and the contents of the display message.

For information about locating the printer serial number, refer to Locating the Serial Number.

Status Indicators

The color of the Status and Wireless LED on the control panel indicates the printer's current status in several areas of operation. The table below describes the various indicators.

Color	Status	Description
None	Off	The printer is offline
Green	On	The printer is on-line and ready to be used.
	Blinking	• Blinking slowly: The printer is receiving and printing data. • Blinking rapidly: the printer is printing data.
Red	Blinking	A minor error has occurred and the printer is waiting for the error to be cleared. When it clears, the printer resumes.
	On	• A cover is open. Close the cover. • There is no paper in the tray. Load paper in the tray, refer to Loading Paper. • The printer has stopped due to a major error. Reboot the power and try the print job again. If the problem persists, call for service. • The drum cartridge has almost reached its estimated life. It is recommended to replace the drum cartridge now, refer to Replacing the Drum Cartridge.

Color	Status	Description
Orange	Blinking	Small amount of toner is left in the toner cartridge. Prepare a new cartridge for replacement. You may temporarily increase the printing quality by redistributing the toner, refer to Redistributing Toner.
	On	The toner cartridge has almost reached its estimated cartridge life. It is recommended to replace the toner cartridge, refer to Replacing the Toner Cartridge.
Blue	Blinking	The printer is connecting to a wireless network.
	On	The printer is connected to a wireless network
	Off	The printer is not connected to a wireless network.

Error Messages

Use the following information to solve problems on the printer.

Message	Meaning	Suggested Solutions
Door open Close it	The device front cover is open.	Close the device front cover.
Bypass Empty	The manual feed slot is out of paper.	Add paper to the manual feed slot.
Tray 1 Empty	Tray 1 is out of paper.	1. Open tray 1. 2. Add paper to tray 1. 3. Ensure that the paper guides touch the edges of the loaded paper. 4. Close the tray.
All trays empty	The device is out of paper.	1. Open tray 1. 2. Add paper to tray 1. 3. Ensure that the paper guides touch the edges of the loaded paper. 4. Close the tray. 5. Add paper to the manual feed slot.
Output Bin Full. Remove paper	The device output bin is full.	Remove all paper from the output tray.
Please check the printer and add toner	The toner cartridge is empty. Replace the toner cartridge.	To replace the toner cartridge, follow the instructions included with the toner cartridge packaging, or refer to Replacing the Toner Cartridge. •
Drum is low. Order Drum Cart.	The drum cartridge is nearing end of life.	• Reorder a new drum cartridge now. • Do not replace the drum cartridge until the message is displayed to replace it.

Message	Meaning	Suggested Solutions
Replace Drum Cart.	The drum cartridge has reached end of life. Replace the drum cartridge.	To replace the drum cartridge, follow the instructions included with the drum cartridge packaging, or refer to Replacing the Drum Cartridge.
Toner is low. Order Print Cart.	The toner cartridge is nearing end of life.	• Reorder a new toner cartridge now. • Do not replace the toner cartridge until the message is displayed to replace it. • You may temporarily increase the printing quality by redistributing the toner. For details, refer to Redistributing Toner.
Replace Print Cart.	The toner cartridge is empty. Replace the toner cartridge.	To replace the toner cartridge, follow the instructions included with the toner cartridge packaging, or refer to Replacing the Toner Cartridge.
Install Print Cart.	The toner cartridge is not installed correctly, check the toner cartridge position.	1. Open the front cover. 2. Pull out the toner cartridge, then reinsert. 3. Close the front cover. For further information, refer to Replacing the Toner Cartridge.
Install Drum Cart.	The drum cartridge is not installed correctly, check the drum cartridge position.	1. Open the front cover. 2. Pull out the toner cartridge. 3. Pull out the drum cartridge. 4. Insert the drum cartridge. 5. Insert the toner cartridge 6. Close the front cover. For further information, refer to Replacing the Drum Cartridge.
Invalid Print Cart.	An incompatible toner cartridge has been detected.	1. Open the front cover. 2. Remove the toner cartridge. 3. Insert the correct toner cartridge. 4. Close the door. For further information, refer to Replacing the Toner Cartridge.
Invalid Drum Cart.	An incompatible toner cartridge has been detected.	1. Open the front cover. 2. Remove the toner cartridge. 3. Remove the drum cartridge. 4. Insert the correct drum cartridge. 5. Insert the toner cartridge. 6. Close the door. For further information, refer to Replacing the Drum Cartridge.

Message	Meaning	Suggested Solutions
Open Fuser error	During operation, the fuser is not reaching operational temperature.	• Power off the device, then power on the again. • If the problem persists, call for Service.
Low Heat error		
Over Heat error	The fuser temperature is too high.	
Motor error Turn off then on	A device error has occurred.	• Power off the device, then power on the again. • If the problem persists, call for Service.
LSU Motor error		
LSU Hsync Error		
UI Error	A communication error has occurred.	• Power off the device, then power on the again. • If the problem persists, call for Service.
Tray 1 Paper Mismatch	There is a mismatch with the settings and the paper loaded in the in tray 1.	Ensure that the correct Paper Size, Type and Color is loaded in tray 1.
Manual Paper Mismatch	There is a mismatch with the settings and the paper loaded in the in the manual feed slot.	Ensure that the correct Paper Size, Type and Color is loaded in the manual feed slot.
Invalid USB device	An incompatible USB device has been detected.	Remove the USB device and install a compatible USB device.
USB Memory is Full	The memory is full in the USB drive inserted into the device.	• Check the amount of USB memory. • Delete files to increase the available memory.
Paper Jam in Bypass	There is a jam in the manual feed slot.	1. Remove the jammed sheets from the manual feed slot. 2. Remove and reload the remaining stack of paper in the manual feed slot. For further information, refer to Clearing Paper Jams at the Manual Feed Slot.
Paper Jam in Tray1	There is a jam in tray 1.	1. Open tray 1. 2. Remove jammed paper. 3. Close the tray For further information, refer to Clearing Paper Jams from Tray 1.
Jam inside machine	Jam in the device	1. Open the front cover. 2. Remove any paper. 3. Close the door. For further information, refer to Clearing Paper Jams from Inside the Printer.

Message	Meaning	Suggested Solutions
Wrap Jam Call for Service Jam at duplex path	A jam has occurred in the rear exit area of the device.	• Open the rear door, remove any paper, then close the door. For instructions, refer to Clearing Paper Jams from the Rear Exit Area. • If you are unable to clear the jam, call for service.
Jam at document feeder	A jam has occurred in the automatic document feeder.	1. Open the document feeder top left cover. 2. Remove the jammed original document. 3. Close the document feeder top left cover. For further instructions, refer to Clearing Paper Jams from the Automatic Document Feeder.
Document feeder cover open	The automatic document feeder top left cover is open, or a jam has occurred in the document feeder.	1. Raise the automatic document feeder. 2. Remove the jammed sheet. 3. Lower the automatic document feeder. For further instructions, refer to Clearing Paper Jams from the Automatic Document Feeder.
Network Problem: IP Conflict	There is an IP address conflict.	• Input a new IP address. • If the problem persists, contact your System Administrator.
Network Problem: Disconnect	There is a network connection error	Reconnect the network cable.
Network Problem: Wi-Fi Connection	There is a network communication error	• Power off the device, then power on the again. • If the problem persists, call for Service.
DHCP problem DHCP problem: Auto IP Run	There is a DHCP server error.	• Input a new static IP address. • If the problem persists, contact your System Administrator.
Connection error Operation error	The server connection has failed.	• The device cancels the job. Check the connection then try the job again. • If the problem persists, contact your System Administrator.
Login error	Incorrect login information.	• The device cancels the job. Check the correct login credentials have been setup, then try the job again. • If the problem persists, contact your System Administrator.
Access denied	File access has been denied	• The device cancels the job. Check the device has access to the file location, and the correct credentials are setup, then try the job again. • If the problem persists, contact your System Administrator.

Message	Meaning	Suggested Solutions
Lock is exist	The folder already exists in the file location.	• The device cancels the job. Change the settings for the job, then try the job again. • If the problem persists, contact your System Administrator.
Filename is too long	The filename is too long and file access has been denied.	• The device cancels the job. Change the settings for the job, then try the job again. • If the problem persists, contact your System Administrator.
Scan file is exist	A duplicate filename exists.	• The device cancels the job. Change the settings for the job, then try the job again. • If the problem persists, contact your System Administrator.
BOOTP problem Auto IP Run BOOTP problem	A BOOPT server error has occurred.	• Input a new static IP address. • If the problem persists, contact your System Administrator.
802.1x Network Error	There is an 802.1X authentication error	Ensure that the 802.1X EAP Type, Username and Password, Authentication Switch and Authentication Server for the Device are compatible.
Upgrade Error Reset Printer	There is a problem with the firmware upgrade.	Install the correct firmware. For further information, refer to Software Updates.

General Troubleshooting

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

Restarting the Printer

To restart the printer, refer to Power Options.

> 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 power switch is not switched on.	At the printer control panel, press the **Power On/Off** button. For details, refer to Powering On the Printer.
The power cord is not plugged into the outlet correctly.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer.
The printer requires a full reset.	Power off the printer, then unplug the power cord and wait 30 seconds. Plug the power cord into the outlet securely, then press the **Power On/Off** button.
Something is wrong with the outlet connected to the printer.	• Plug another electrical appliance into the outlet and check if it operates properly. • Try a different outlet.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications.

Printer Resets or Powers Off Frequently

Probable Causes	Solutions
The power cord is not plugged into the outlet correctly.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer.
A system error occurred.	Power off the printer, then power on again. If the error persists, contact a service representative.
The printer is connected to an un interruptible 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 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
An application and print driver have conflicting tray selections.	1. In the print driver, ensure that you have selected the correct tray. 2. Access the application from which you are printing, then go to the page setup or printer settings. 3. Set the paper source to match the tray selected in the print driver, or set the paper source to **Auto Select**.

Paper Tray Fails to Close

Probable Causes	Solutions
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 is set to print on Heavy weight 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.
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, refer to Information Pages. If the page prints at the rated speed of the printer, check for a network or printer installation issue.
The job is complex.	Wait for the document to finish printing.
The print-quality mode in the print driver is set to High Resolution.	In the print driver, change the print-quality mode to Standard.

Print Job Fails to Print

Probable Causes	Solutions
The printer has an error.	• To clear the error, power off the printer, then power it on again. • If the error persists, contact a service representative.
The printer is out of paper.	Load paper into the tray. For details, refer to Loading Paper.
The toner cartridge is empty.	Replace the empty toner cartridge. For details, refer to Replacing the Toner Cartridge.
The power cord is not plugged into the outlet correctly.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer.

Probable Causes	Solutions
The printer is busy.	• Determine if a previous print job is the problem. If necessary, delete the previous print job. • Load paper in the tray. • At the printer control panel, press the Job Status 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. • At the printer control panel, press the Job Status 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.
The printer cable is disconnected.	• At the printer control panel, press the **Job Status** 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. • At the printer control panel, press the **Job Status** 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.
The toner cartridge is empty.	Check supplies status, for details refer to Supply Status Information. If the toner cartridge is empty, open the front cover, then replace the toner cartridge. For instructions, refer to Replacing the Toner Cartridge.
The drum cartridge has reached end of life.	Check supplies status, for details refer to Supply Status Information. If the drum cartridge has reached end of life, open the front cover, then replace the drum cartridge. For instructions, refer to Replacing the Drum Cartridge.

Printer Makes Unusual Noises

Probable Causes	Solutions
There is an obstruction or debris inside the printer.	1. Power off the printer. 2. Remove the obstruction or debris. Note: If you cannot remove the obstruction or debris, contact a service representative

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.	• Before operating the printer, allow it to acclimate for several hours. • Allow the printer to operate for several hours at room temperature.
The relative humidity of the room is too high.	• Reduce the humidity in the room. • Move the printer to a location where the temperature and relative humidity are within the operating specifications. For details, refer to Environmental Specifications.

Paper Curl

If your printed output has more than 20 mm curl, or wrinkling occurs when printing envelopes, use the rear exit.

1. Open the rear cover.
2. Leave the rear cover open. Prints will be delivered face up.

   Note: The rear cover output can only be used for jobs one sheet at a time.
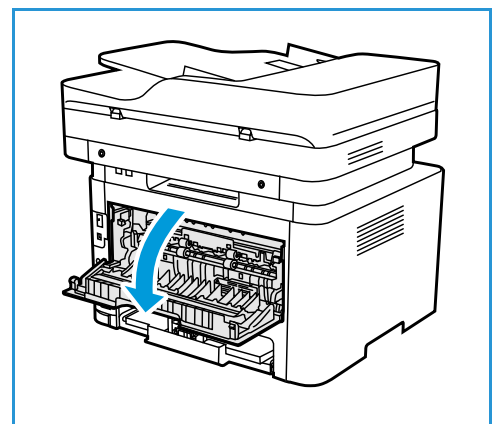
Paper Jams

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, creased, damp or highly curly paper.
- Using unsupported paper.
- Loading paper incorrectly.
- Overfilling the tray.
- Adjusting the paper guides improperly.

Most paper 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 you insert paper in a tray, adjust the paper guides in the tray. 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 that is designed specially for ink jet printers.
- Removing paper from the tray while your printer is printing.
- Loading more than one type, size, or weight of paper in a tray at the same time.
- 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 a service 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 where paper jams can occur:
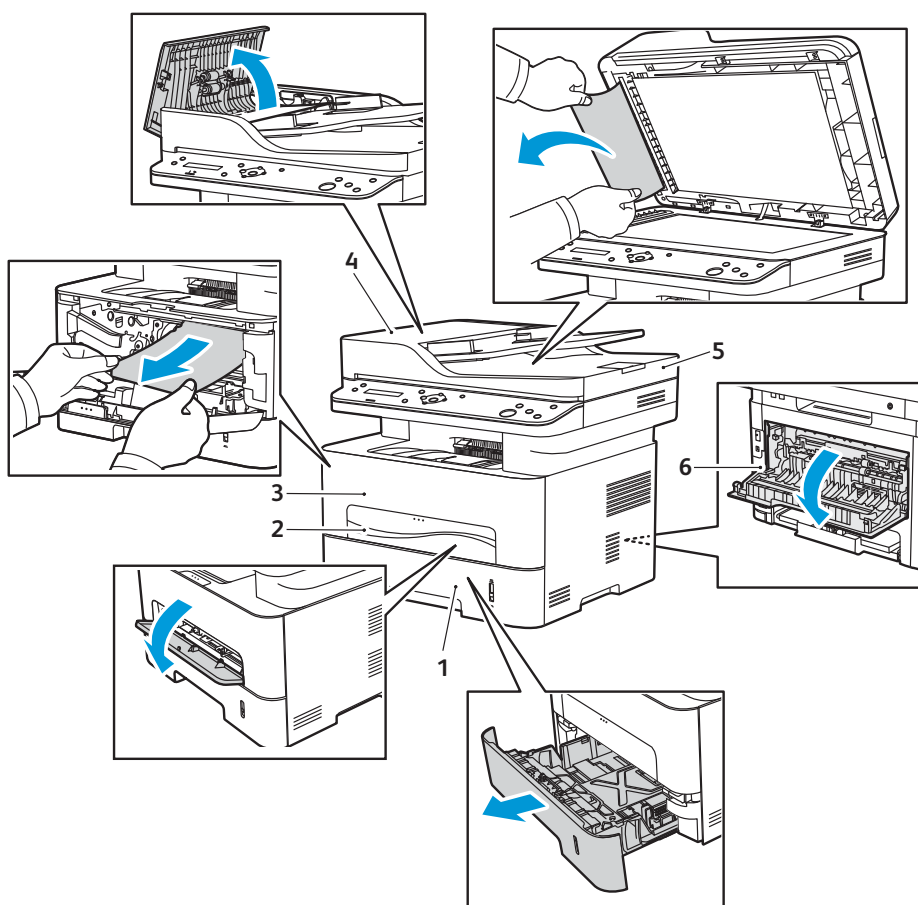
1. Paper Tray 1
2. Manual Feed Slot
3. Inside the Printer
4. Automatic Document Feeder
5. Platen Glass
6. Rear Exit Area

Clearing Paper Jams

Clearing Paper Jams from the Automatic Document Feeder

To resolve the error that appears on the control panel, clear all paper from the automatic document feeder areas.

> Note: To prevent document jams, use the platen glass for heavy weight, light weight, or mixed paper type originals.

1. Remove any remaining originals from the automatic document feeder.
2. Open the automatic document feeder cover.
3. Gently remove the jammed paper from the automatic document feeder. If you do not see paper in this area, go to the next step.

⚠ **CAUTION:** To avoid tearing the document, remove the jammed document slowly and gently.

4. Close the cover.
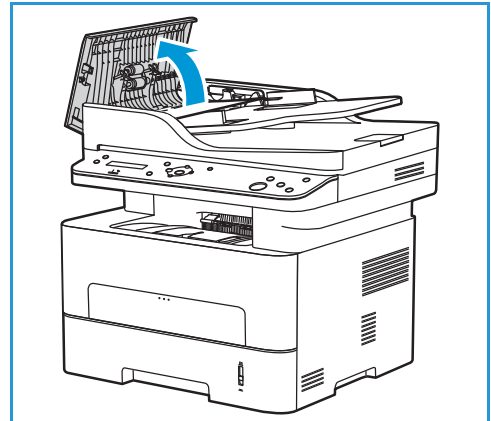
5. Lift the automatic document feeder and gently pull out any jammed original. Close the automatic document feeder.
6. Reload the originals into the automatic document feeder and press **Start** to resume the job.
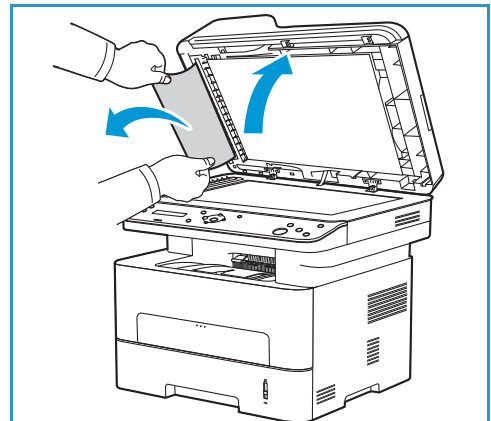
Clearing Paper Jams from Tray 1

To resolve the error that appears on the control panel, clear all 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. Pull out the paper tray.
2. Remove any jammed paper by gently pulling it straight out.
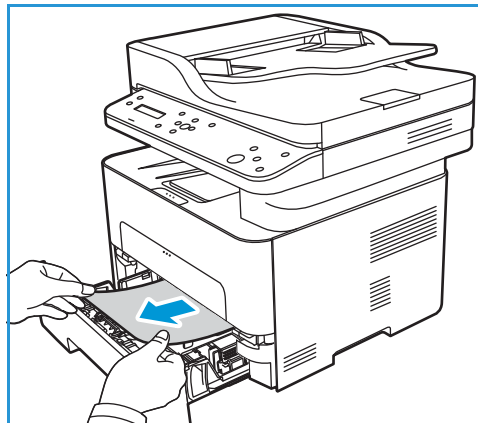
3. Release the two green latches positioned above where the paper tray sits.
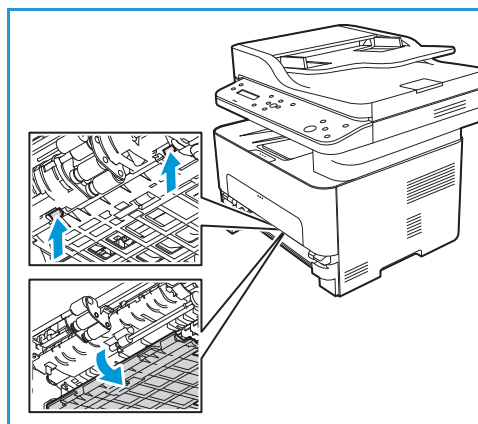
4. When the baffle drops down, remove any paper from that area of the paper path.
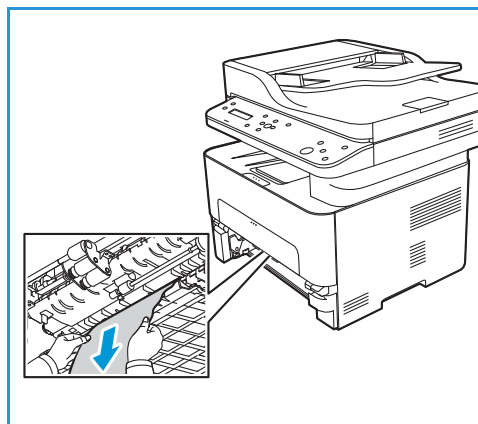
5. Push the baffle back up in place until the two latches click.

6. Ensure the paper is loaded correctly. Insert the tray back into the printer until it snaps into place. Printing automatically resumes.
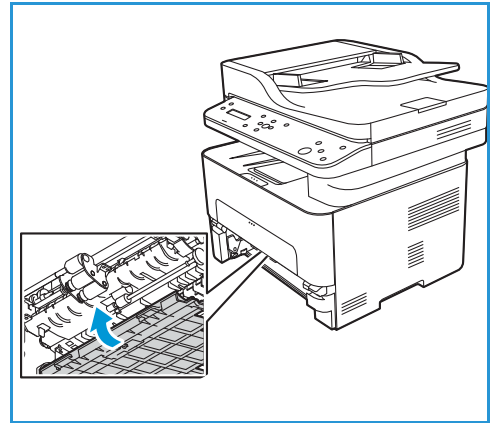
Clearing Paper Jams at the Manual Feed Slot

To resolve the error that appears on the control panel, clear all paper from the manual feed slot.

1. If the paper is not feeding properly, pull the paper out of the printer.
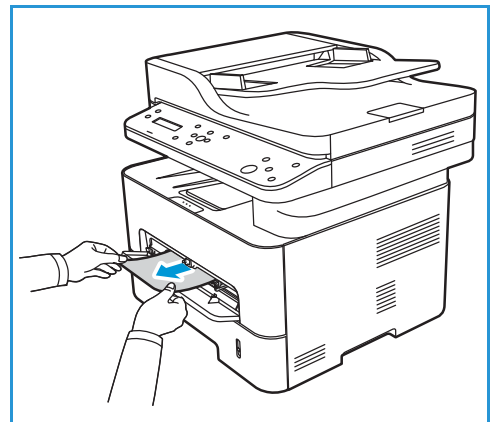
2. Close the manual feed slot cover.
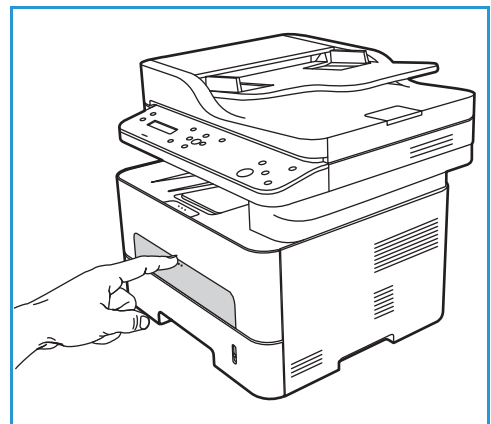
3. Open the printer front cover and then close it.
4. Re-load the paper in the manual feed slot to resume printing.
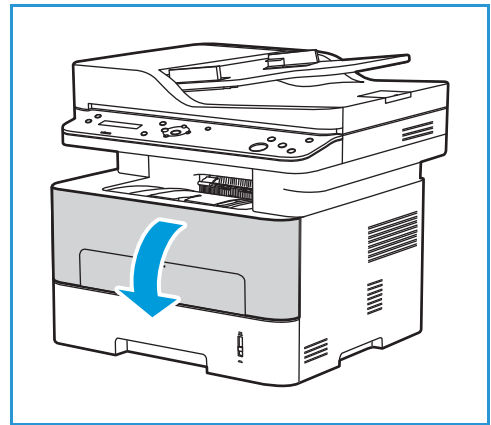
Clearing Paper Jams from Inside the Printer

To resolve the error that appears on the control panel, clear all paper from inside the printer.

⚠️ **CAUTION:** Some areas of the printer are hot. Take care when removing paper from the printer.

1. Open the front cover. Pull the toner cartridge out.
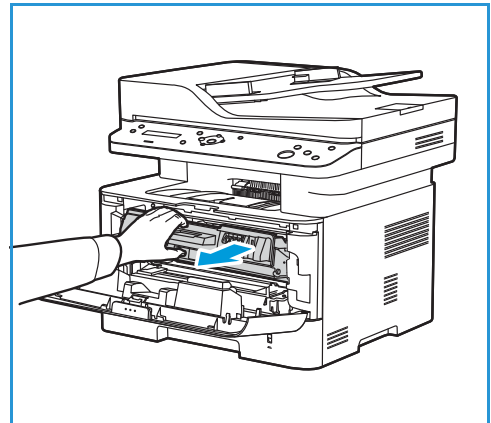
2. Remove the jammed paper by gently pulling it straight out.
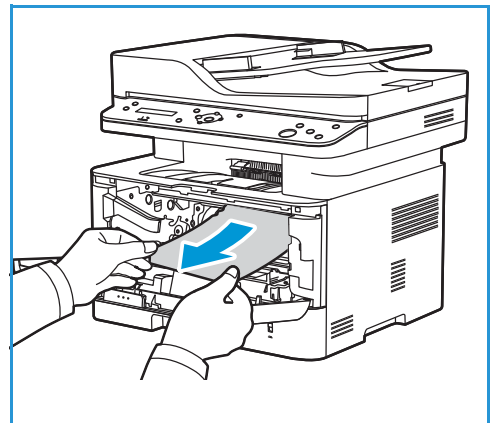
3. Re-install the toner cartridge by inserting it slowly into the printer.
4. Close the printer cover. Printing automatically resumes.
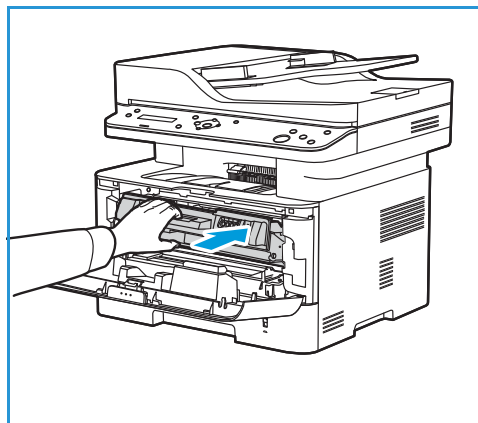
Clearing Paper Jams from the Rear Exit Area

To resolve the error that appears on the control panel, clear all paper from the rear exit area.

1. Open the rear cover of the printer.
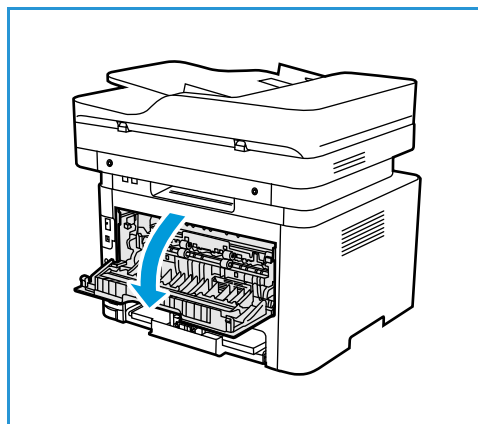
2. Press down and pull out the green latches and attached baffle on either side of opening.
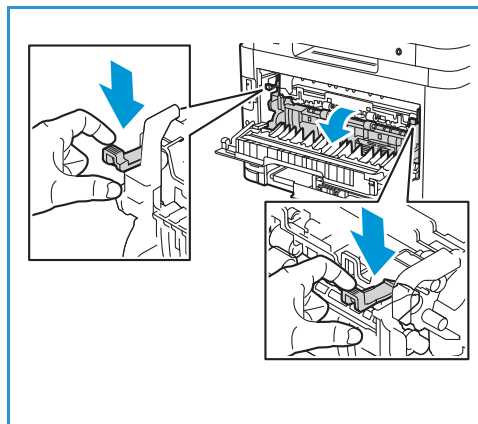
3. Remove any paper you see, working slowly so that you don't tear any pieces or damage printer parts.
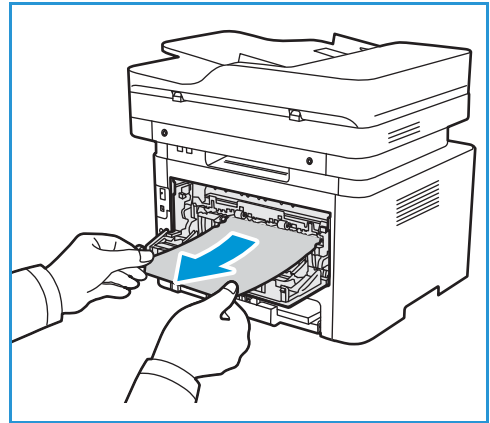
4. After removing the paper you see, pull the baffle up until the latches click into place.
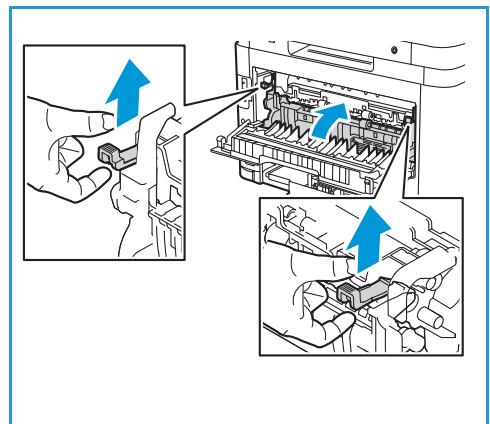
5. Close the rear cover. Printing will resume automatically.
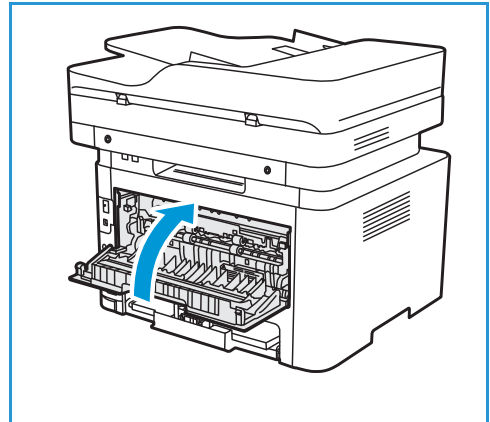
Troubleshooting Paper Jams

The following charts list some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, call for service.

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 Supported Paper.

Paper Misfeeds

Probable Causes	Solutions
The originals keep jamming in the automatic document feeder.	If an original does not feed into the printer, the automatic document feeder rubber pad may need to be replaced. Contact a service representative.
The paper is not positioned correctly in the tray.	• Remove the misfed paper, then reposition it in the tray. • Adjust the paper guides in the tray to match the size of the paper.
The paper tray is too full.	Remove some of the paper. Do not load paper above the fill line.
The paper guides are not adjusted correctly 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 Supported Paper.
Paper does not feed into the printer correctly.	• Remove any obstructions from inside the printer. • Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. • There is too much paper in the tray. Remove excess paper from the tray. • The paper is too thick. Use only paper that meets the specifications required by the printer. For details, refer to Supported Paper. • If you are printing on special media, use the manual feed slot.
Paper sticks together.	• Remove paper from the tray and flex or fan the paper. • Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight.
Transparencies stick together in the paper exit.	Use only transparencies specifically designed for laser printers. Remove each transparency as it exits from the printer.
Envelopes skew or fail to feed correctly.	• Ensure that the paper guides are against both sides of the envelopes. • Feed envelopes one at a time through the manual feed slot.

Printing Problems

If your printer is not printing correctly, refer to the following tables.

Symptoms	Causes	Solutions
The printer does not print.	The printer is not receiving power.	• Check the power cord connections. • Check the power switch and the power source.
	The printer is not selected as the default printer.	Select your printer as your default printer in Windows.
	Check the printer for the following: • The front cover is not closed. Close the front cover. • Paper is jammed. Clear the paper jam. Refer to Paper Jams. • No paper is loaded. Load paper. • The toner or drum cartridge is not installed. Install the toner or drum cartridge. If a system error occurs, contact your service representative.	
	The connection cable between the computer and the printer is not connected properly.	Disconnect the printer cable and reconnect it.
	The connection cable between the computer and the printer is defective.	If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different printer cable.
	The port setting is incorrect.	Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the printer is attached to the correct one.
	The printer may be configured incorrectly.	Check the print driver options to ensure that all of the print settings are correct.
	The print driver may be incorrectly installed.	Reinstall the printer software. Refer to Installing Printer Software.
	The printer is malfunctioning.	Check the display message on the control panel to see if the printer is indicating a system error. Contact a service representative.
A print job is extremely slow.	The job may be very complex.	Reduce the complexity of the page or try adjusting the print quality settings.
		After 100 consecutive prints the device print speed will slow down until the current job completes. The next job will return to rated speed.

Symptoms	Causes	Solutions
Half the page is blank.	The page orientation setting may be incorrect.	Change the page orientation in your application. See the print driver help screen.
	The paper size and the paper size settings do not match.	• Ensure that the paper size in the print driver settings matches the paper in the tray. • Or, ensure that the paper size in the print driver settings matches the paper selection in the software application settings you use.
The printer prints, but the text is wrong, garbled, or incomplete.	The printer cable is loose or defective.	• Disconnect the printer cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the printer to another computer that you know works and try a print job. • Try a new printer cable.
	The wrong print driver was selected.	Check the application's printer selection menu to ensure that your printer is selected.
	The software application is malfunctioning.	Try printing a job from another application.
	The operating system is malfunctioning.	Exit applications and reboot the computer. Switch the printer off and then on again.
Pages print, but they are blank.	The toner cartridge is defective or out of toner.	• Redistribute the toner. • If necessary, replace the toner cartridge.
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
The printer does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	Printing the PDF file as an image may enable the file to print. Switch on **Print As Image** from the Acrobat printing options. It will take longer to print when you print a PDF file as an image.
The print quality of photos is not good. Images are not clear.	The resolution of the photo is very low.	Reduce the photo size. If you increase the photo size in the software application, the resolution will be reduced.

Symptoms	Causes	Solutions
Before printing, the printer emits vapor near the output tray.	Using damp paper can cause vapor during printing.	- Load a new batch of paper. - To avoid the paper absorbing too much moisture, do not open packages of paper until required.
The printer does not print special- sized paper, such as billing paper.	Paper size and paper size setting do not match.	Set the correct paper size in the Custom Paper Size Settings in the Print Options. For more information, refer to Paper Tab.

Common PostScript Problems

The following situations are PS language specific and may occur when several printer languages are used.

Symptoms	Causes	Solutions
PostScript file cannot be printed.	The PostScript driver may not be installed correctly.	- Install the PostScript driver. Refer to Installing Printer Software. - Print a configuration page and verify that the PS version is available for printing. - If the problem persists, contact a service representative.
"Limit Check Error" report prints.	The print job was too complex.	You might need to reduce the complexity of the page.
A PostScript error page prints.	The print job may not be PostScript.	Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the printer.

Common Windows Problems

Messages	Solutions
"File in Use" message appears during installation.	Exit all software applications. Remove all software from the printer's startup group, then restart Windows. Re-install the print driver, refer to Installing Printer Software.
"General Protection Fault", "Exception OE", "Spool 32", or "Illegal Operation" messages appear.	Close all other applications, reboot Windows and try printing again.
"Fail To Print", "A printer timeout error occurred" messages appear.	These messages may appear during printing. Wait until the printer finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.

Note: Refer to the Microsoft Windows User Guide supplied with your computer for further information on Windows error messages.

Common Linux Problems

Symptoms	Solutions
The printer does not print.	• Check if the print driver is installed on your system. • Make sure that your printer is displayed in the **Printers** list. If not, open the **Add new printer wizard** to set up your printer. • Check if the printer is started. Open the **Printers configuration** window and select your printer from the printer list. Look at the description in the **Selected printer** pane. If its status contains **Stopped**, press the **Start** button. Normal operation of the printer should be restored. The "stopped" status might be activated if problems in printing occurred. For instance, this could be an attempt to print a document when the port is being used by a scanning application. • Ensure the port is not busy. Since functional components of the printer (printer and scanner) share the same I/O interface (port), simultaneous access of different "consumer" applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the printer. The other "consumer" will encounter a "device busy" response. You should open the **Ports Configuration** window and select the port assigned to your printer. In the **Selected port** pane you can see if the port is occupied by some other application. If this is the case, you should either wait for completion of the current job or press the **Release port** button. • Check if your application has a special print option such as "-oraw". If "-oraw" is specified in the command line parameter, then remove it to print properly. For Gimp front-end, select the "print" -> "Setup printer" and edit command line parameters in the command item.
The printer does not print whole pages, and output is printed on half the page.	It is a known problem that occurs on version 8.51 or earlier of Ghostscript, 64-bit Linux OS.The problem is solved in AFPL Ghostscript v. 8.52 or above. Download the latest version of AFPL Ghostscript from *http://sourceforge.net/projects/ghostscript/* and install it to solve this problem.
Cannot scan via Gimp Front-end.	• Check if the Gimp Front-end has **Xsane: Device dialog**. on the **Acquire** menu. If not, you should install the Xsane plug-in for Gimp on the your computer. You can find the Xsane plug-in package for Gimp on the Linux distribution CD or the Gimp home page. For detailed information, refer to the 'Help for Linux' distribution CD or the Gimp Front-end application. • If you wish to use another kind of scan application, refer to the application's Help files.

Symptoms	Solutions
Error message "Cannot open port device file" displays when printing a document.	Avoid changing print job parameters while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks the port while printing, the abrupt termination of the driver keeps the port locked and unavailable for subsequent Print jobs. If this situation occurs, try to release the port by selecting **Release port** in **Port configuration** window.
The printer does not appear on the scanners list.	• Ensure your printer is attached to your computer, connected properly via the USB port, and is turned on. • Ensure the scanner driver for your printer is installed on your system. • Make sure that a driver with a name corresponding to your printer's name is listed in the window. • Ensure the port is not busy. Since functional components of the printer (printer and scanner) share the same I/O interface (port), simultaneous access of different "consumer" applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the printer. The other "consumer" will encounter "device busy" response. This usually happens when starting a scan procedure. An appropriate message box appears. • To identify the source of the problem, open the **Ports configuration** and select the port assigned to your scanner, port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1, and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the **Selected port** pane, you can see if the port is occupied by another application. If this is the case, you should either wait for completion of the current job or press the **Release port** button.
The printer does not scan.	Ensure a document is loaded into the printer, ensure your printer is connected to the computer.

Note: Refer to the Linux User Guide supplied with your computer for further information on Linux error messages.

Common Macintosh Problems

Symptoms	Solutions
Xerox Easy Printer Manager does not operate correctly.	Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings.
The printer does not print PDF files correctly. Some parts of graphics, text, or illustrations are missing.	• Printing the PDF file as an image may enable the file to print. Switch on **Print As Image** from the Acrobat printing options. • It will take longer to print when you print a PDF file as an image.
The document has printed, but the print job has not disappeared from the spooler in Mac OS X10.3.2.	Update your MAC OS to OS X 10.9 or higher.
Some letters are not displayed normally during the cover page printing.	Mac OS cannot create the font during the cover page printing. The English alphabet and numbers are displayed normally on the cover page.

Note: Refer to the Macintosh User Guide supplied with your computer for further information on Macintosh error messages.

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/B205support.

⚠ **CAUTION:** The Xerox® Warranty or Service Agreement does not cover damage caused by using unsupported paper or specialty media.

Note: To ensure consistent print quality, the toner cartridge and drum cartridge are designed to cease functioning at a predetermined point.

Controlling Print Quality
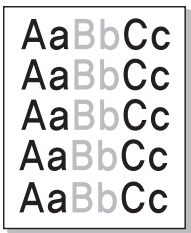
Various factors can affect the quality of the output of your printer. For consistent and optimum print quality, use paper designed for your printer, and set the paper type correctly. To maintain optimum print quality, follow the guidelines in this section.
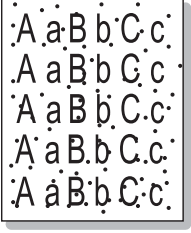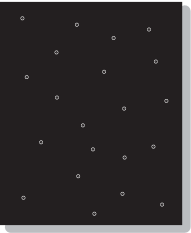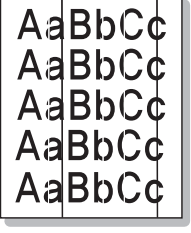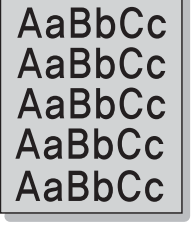
Temperature and humidity affect the quality of the printed output. The guaranteed range for optimal print quality is 10–50 °C (50–122 °F) and 30–80 % relative humidity.
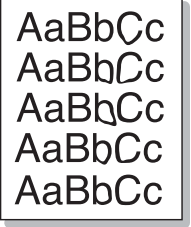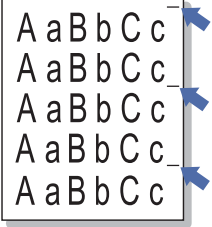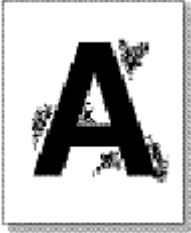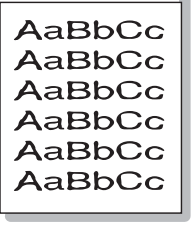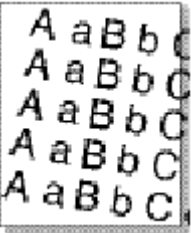
Solving Print-Quality Problems
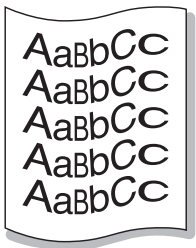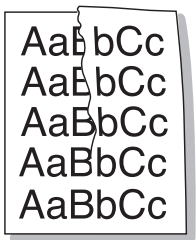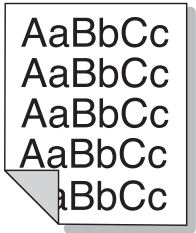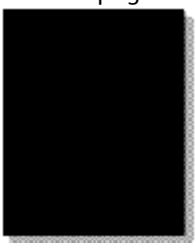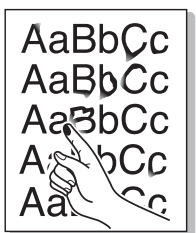
When the print quality is poor, select the closest symptom from the following table, then refer to the corresponding solution. If the print quality does not improve after completing the appropriate action, contact a service representative.
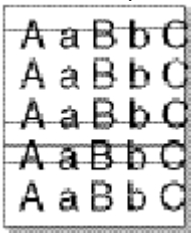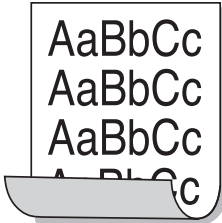
Note: To maintain print quality, when toner is low, a warning message appears on the control panel. When the toner cartridge is empty, the printer stops printing, and a warning message appears that prompts you to replace the toner cartridge. The printer stops printing until you install a new toner cartridge.

Symptoms	Solutions
Light or faded print AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• If a vertical white streak or faded area appears on the page, the toner supply is low. You may be able to temporarily extend the toner cartridge life. For details, refer to Redistributing Toner. If this does not improve the toner quality, install a new toner cartridge. • The paper may not meet paper specifications; for example, the paper may be too moist or rough. For details, refer to Supported Paper. • If the entire page is light, the print resolution setting is too low or the toner save mode is on. Adjust the print resolution and turn the Toner Save mode off. See the help screen of the print driver. • A combination of faded or smeared defects may indicate that the toner cartridge needs replacing. For details, refer to Replacing the Toner Cartridge.

Symptoms	Solutions
Toner specks	• The paper may not meet specifications; for example, the paper may be too moist or rough. For details, refer to Supported Paper. • The transfer roller may be dirty. Clean the inside of your printer, refer to Cleaning the Printer. • The paper path may need cleaning, refer to Cleaning the Printer.
Dropouts	If faded areas, generally rounded, occur randomly on the page: • A single sheet of paper may be defective. Try reprinting the job. • The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. For details, refer to Supported Paper. • The paper is damaged. The manufacturing processes can cause some areas to reject toner. Try a new ream or brand of paper. • Set the correct paper type option. For details, refer to Paper Tab. • If these steps do not correct the problem, contact a service representative.
White Spots	If white spots appear on the page: • The paper is too rough and dirt from the paper falls to the inner areas of the printer on to the transfer roller. Clean the inside of your printer, refer to Cleaning the Interior. • The paper path may need cleaning, refer to Cleaning the Printer.
Vertical lines	If black vertical streaks appear on the page, isolate the problem to copying, printing or scanning and perform the following: • If copying or scanning, check the CVT glass and platen glass and if necessary clean using a lint-free cloth. For instructions, refer to Cleaning the Document Glass and Constant Velocity Transport Glass. • If copying or printing, the drum cartridge inside the printer has probably been scratched. Remove the drum cartridge and install a new one, refer to Replacing the Drum Cartridge.
Background	If the amount of background shading becomes unacceptable: • Change to a lighter weight paper. For details, refer to Supported Paper. • Check the environmental conditions: very dry conditions or a high level of humidity (higher than 80 % RH) can increase the amount of background shading. • Remove the old toner cartridge and install a new one, refer to Replacing the Toner Cartridge.

Symptoms	Solutions
Toner smear	If toner smears on the page: • Clean the inside of the printer, refer to Cleaning the Printer. • Check the paper type and quality. For details, refer to Supported Paper. • Remove the toner cartridge and install a new one, refer to Replacing the Toner Cartridge.
Vertical repetitive defects	If marks repeatedly appear on the printed side of the page at even intervals: • The toner cartridge may be damaged. Run a few prints through the printer and if you still have the problem, remove the toner cartridge and install a new one. For details, refer Replacing the Toner Cartridge. • Parts of the printer may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages. • The fusing assembly may be damaged. Contact a service representative.
Background scatter	Background scatter results from bits of toner randomly distributed on the printed page. • The paper may be too damp. Load a new batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. • If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. • If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or using the print driver options.
Misformed characters	• If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try different paper. For details, refer to Supported Paper. • If characters are improperly formed and producing a wavy effect, the scanner unit may need service. Contact a service representative.
Page skew	• Ensure that the paper is loaded properly. • Check the paper type and quality. For details, refer to Supported Paper. • Ensure that the guides are not too tight or too loose against the paper stack, refer to Loading Paper.

Symptoms	Solutions
Curl or wave	• Ensure that the paper is loaded properly. • Check the paper type and quality. Both high temperature and humidity can cause paper curl. For details, refer to Supported Paper. • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray. • Change the printer option and try again. Go to **Printing Preferences**, click **Paper** tab, and set type to **Light weight**. • If job is simplex, leave the rear cover open. Prints will be delivered face up. Note: The rear cover output can only be used for simplex jobs one sheet at a time.
Wrinkles or creases	• Ensure that the paper is loaded properly. • Check the paper type and quality. For details, refer to Supported Paper. • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray.
Back of printouts are dirty	Check for leaking toner. Clean the inside of the printer, refer to Cleaning the Printer.
Solid Black pages	• The toner cartridge may not be installed properly. Remove the cartridge and reinsert it. • The toner cartridge may be defective. Remove the toner cartridge and install a new one. • The printer may require repair. Contact a service representative.
Loose toner	• Clean the inside of the printer. • Check the paper type and quality. For details, refer to Supported Paper. • Remove the toner cartridge and install a new one, refer to Replacing the Toner Cartridge. • The printer may require repair. Contact a service representative.

Symptoms	Solutions
Character Voids 	Character voids are white areas within parts of characters that should be solid black: • If you are using transparencies, try another type of transparency. Because of the composition of transparencies, some character voids are normal. • You may be printing on the wrong surface of the paper. Remove the paper and turn it around. • The paper may not meet paper specifications.
Horizontal stripes 	If horizontally aligned black lines, stripes, streaks or smears appear: • The toner cartridge may be installed improperly. Remove the cartridge and reinsert it. • The toner cartridge may be defective. Remove the toner cartridge and install a new one. For details, refer to Replacing the Toner Cartridge. • If the problem persists, the printer may require repair. Contact a service representative.
Curl 	If the printed paper is curled or paper does not feed into the printer: • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray. • Change the printer option and try again. Go to **Printing Preferences**, click **Paper** tab, and set type to **Light weight**.
An unknown image repetitively appears on a few sheets or loose toner, light print, or contamination occurs.	• Your printer is probably being used at an altitude of 1,500 m (4,921 ft) or above. • The high altitude may affect the print quality, such as loose toner or light imaging. Change the altitude setting for your printer. For details, refer to Machine Setup.

Copy and Scan Problems

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

Symptoms	Solutions
Copies are too light or too dark.	Use **Lighten/Darken** in the Copy service to lighten or darken the copies. For details, refer to Copy Options.
Smears, lines, marks, or spots appear on copies.	- If the defects are on the original, use **Background Suppression** in the Copy service to lighten the background of your copies. For details, refer to Copy Options. - If there are no defects on the original, clean the scanner unit. For details, refer to Cleaning the Printer. - If the defect occurs when using the automatic document feeder, clean the CVT glass using a lint-free cloth. For instructions, refer to Cleaning the Document Glass and Constant Velocity Transport Glass.
Copy image is skewed.	- Ensure that the original is face down on the platen glass and not skewed. - Ensure that the original is face up in the automatic document feeder and just touching the guides. - Check that the copy paper is loaded correctly. - The transfer roller may be dirty. Clean the inside of your printer.
Blank copies.	Ensure that the original is face down on the platen glass or face up in the automatic document feeder. If the problem continues, contact a service representative.
Image rubs off the copy easily.	- Replace the paper in the tray with paper from a new package. - In high humidity areas, do not leave paper in the printer for extended periods of time.
Frequent copy paper jams occur.	- Fan the stack of paper, then turn it over in the tray. Replace the paper in the tray with a fresh supply. Check and adjust the paper guides. - Ensure that the paper is the proper paper weight and type. - Check for copy paper or pieces of copy paper remaining in the printer after a paper jam has been cleared.
Toner cartridge produces fewer copies than expected before running out of toner.	- Your originals may contain pictures, solids, or heavy lines. For example, your originals may be forms, newsletters, books, or other documents that use more toner. - The automatic document feeder may be left open while copies are being made. - Power off the printer, and then power on.
The scanner does not work.	- Make sure that you place the original to be scanned face down on the platen glass, or face up in the automatic document feeder. - There may not be enough available memory to hold the document you want to scan. - Check that the scanner is configured correctly. - Check that the printer cable is connected properly. - Make sure that the printer cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable.

Symptoms	Solutions
The unit scans very slowly.	• If the printer is printing received data, wait to scan your document after the received data has been printed. • Keep in mind that graphics are scanned more slowly than text.

Getting Help

Your printer includes utilities and resources to help you troubleshoot printing problems.

Viewing Warning Messages on the Control Panel

When a warning condition occurs, the printer alerts you of the problem. A message appears on the control panel. Warning alerts inform you about printer conditions, such as low supplies or low paper supply that require your attention. If more than one warning condition occurs, only one warning message appears on the control panel at a time.

Information about current errors and printer status can also be viewed using Xerox® CentreWare® Internet Services.

Viewing Current Errors on the Control Panel

When an error condition occurs, a message appears on the 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.

Viewing Alerts Using Xerox® CentreWare® Internet Services

When an error condition occurs, alert messages display in Xerox® CentreWare® Internet Services to inform you of the problem. Alerts warn you about printer conditions that prevent the printer from printing or degrade printing performance.

1. Access Xerox® CentreWare® Internet Services from a Web browser or from a Macintosh print driver:
   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Click **Status → Alerts**.

   A list of active alerts and a description of the error is displayed.

Using the Integrated Troubleshooting Tools

To assist with troubleshooting, your printer has a set of Information Pages that you can print. These pages include configuration, font and error information.

Printing an Error Message Report Using the Control Panel

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the up/down arrows to select **Info. Pages** and press **OK**.
3. Press the up/down arrows to select **Error Msg.** and press **OK**.
4. Press the up/down arrows to select **Print? Yes** and press **OK**.

   The device prints the Error Message report.

Printing Reports Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services from a Web browser or from a Macintosh print driver:
   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Click **Properties → Services → Printing**.

   Note: If you are prompted to enter the Administrator account user name and password, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

   The following Report Options are shown:
   - Configuration Report
   - Supplies Usage Report
   - Postscript Font List
   - PCL Font List
   - Print All Reports
3. To print a report, next to the report name, click **Print**.
4. Click **OK**.

Helpful Information Pages

To assist with troubleshooting, your printer has a set of Information Pages that you can print. These pages include configuration, font and error information. For more information, refer to Information Pages.

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/B205support.

Locating the Serial Number

The printer's serial number is located on the data plate on the rear cover, and is printed on the Configuration report. It is also displayed on the **Machine Status → System Setup → Maintenance → Serial Number** screen.

For more information about printing the Configuration report, refer to Information Pages.

More Information

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

Resource	Location
Installation Guide	Packaged with the printer and can be downloaded at www.xerox.com/office/B205docs
Other documentation for your printer	www.xerox.com/office/B205docs
Technical support information for your printer, including online technical support, Online Support Assistant and print driver downloads	www.xerox.com/office/B205support
Information Pages	Print reports from the control panel or using Xerox® CentreWare® Internet Services. For details, refer to Information Pages.
Order supplies for your printer	www.xerox.com/office/B205supplies
Local Sales and Support Center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Business Resource Center	www.xerox.com/office/businessresourcecenter

Security

9

This chapter describes how to configure the Security features for the device.

The following topics are mentioned in this chapter:

Xerox® CentreWare® Internet Services

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

Xerox® CentreWare® Internet Services requires:

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

Many features in Xerox® CentreWare® Internet Services require an administrator user name and password. For security purposes, the default system administrator password is set to the unique device serial number of your printer. For network printers, when you first access Xerox® CentreWare® Internet Services after printer installation, the system prompts you to change the default system administrator password. Once the system administrator password is successfully set, you can access all features and functions in Xerox® CentreWare® Internet Services.

For information about changing the default password the first time you access Xerox® CentreWare® Internet Services, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

> Note: The serial number is located on the data label at the rear of the printer.

Finding the IP Address of Your Printer

To install the print driver for a network-connected printer, it is often necessary to know the IP address of your printer. Also, the IP address is used to access the settings of your printer through Xerox® CentreWare® Internet Services.

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

Obtaining the Printer IP Address from the Configuration Report

To obtain the printer IP address from the Configuration Report:

1. To access the System Menus, press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to select **Info. Pages** and press **OK**.
3. Press the **Up/Down** arrows to scroll to **Configuration**, then select **OK**.
4. Press the **Up/Down** arrows to select **Print? Yes** and press **OK**.

    The IP address appears in the Network Setup section of the Configuration Report.

To print a configuration report, refer to To access the System Menus, press the Machine Status button on the control panel..

Accessing the Xerox® CentreWare® Internet Services Administrator Account

Many features in Xerox® CentreWare® Internet Services require an administrator user name and password. When updating Security options, you are prompted to enter the Administrator Account login details.

To access the Xerox® CentreWare® Internet Services Administrator Account:

1. Access Xerox® CentreWare® Internet Services:
   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

   Note: If you are accessing Xerox® CentreWare® Internet Services for the first time after printer installation, you are prompted to change the Administrator Account password. For instructions, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

2. Click **Properties**, then configure the settings required.

   When you select an option which requires Administrator Account access, a security login window appears.

3. For User Name, enter **Admin**. For Password, enter the administrator account password that was set during initial access to Xerox® CentreWare® Internet Services. Click **OK**.

   You are now able to configure and save settings.

Changing the System Administrator Password

To prevent unauthorized changes to printer settings, ensure the Administrator Account password is changed regularly. Be sure to store the password in a secure location.

> Note: If you are accessing Xerox® CentreWare® Internet Services for the first time after printer installation, you are prompted to change the Administrator Account password. For instructions, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

1. In Xerox® CentreWare® Internet Services, click **Properties**.
2. Click **Maintenance**.
3. Click **Administrator Password**.
4. To change the Administrator Account password, enter a new password in the **Password** field.

   Passwords can contain between 4 and 32 characters and the following characters can be used:

   - Letters: a - z, A - Z
   - Numbers: 0 - 9
   - Special Characters: @ / . ' & + - # * , _ % ( ) !

5. To verify the password, enter the password again in the **Verify Password** field.
6. To save the new password, select the **Select to save a new password** check box.
7. Click **Save**.

Secure HTTP

To establish a Secure HTTP (HTTPS) connection to the printer, you can use TLS to encrypt data sent over HTTP.

You can enable TLS encryption for the following features.

- Configuring the printer in Xerox® CentreWare® Internet Services
- Printing from Xerox® CentreWare® Internet Services
- Printing using IPP

    Note: TLS encryption is protocol-independent. You can choose to use, or not to use TLS for each protocol.

Before you begin:

- Ensure that DNS is enabled and configured.
- The time that is set on the printer is used to set the start time for the Xerox Device Certificate. A Xerox Device Certificate is installed when you enable HTTP. After you enable HTTP, check the device certificate.

Enabling HTTPS

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity**.
2. Click **Protocols**.
3. Click **HTTP.**

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

4. To enable the protocol, for Protocol, select **Enable**.
5. For **Keep Alive Timeout**, enter the time that the printer waits for a response from a connected user before it terminates the connection.
6. Change the Port Number as needed.
7. If a Machine Digital Certificate is configured, you can edit the following security fields.
    - For **HTTP Security Mode**, select an HTTPS security option.
    - To allow connections to the device using HTTPS only, select **Require HTTPS**.
    - To enable one or more versions, for TLSv 1.0, TLSv 1.1, and TLSv 1.2, select **Enable** as needed.
8. Click **Apply**, then click **OK**.

IP Filtering

You can prevent unauthorized network access by creating an IP Filter to block or allow data sent from particular IP addresses.

Note: Be careful not to filter the IP address of any device used to administer the printer.

Enabling IP Filtering

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **IP Filtering**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To enable IP filtering, select I**Pv4 Filtering Enabled**, **IPv6 Filtering Enabled**, or both.
4. To permit access to the device, type the IP Address and Port or Prefix as needed.
5. Click **Apply**.

IPSec

Internet Protocol Security (IPSec) is a group of protocols used to secure Internet Protocol (IP) communications. The IPSec feature authenticates and encrypts each IP data packet.

If you select IPSec, all printer traffic uses IPSec protocols, including:

- DHCP v4/v6 (TCP and UDP)
- DNS (TCP and UDP)
- FTP (TCP)
- HTTP (Scan Out, TCP port 80)
- HTTPS (Scan Out, TCP port 443)
- HTTPS (Web Server, TCP port 443)
- ICMP v4/v6

- IPP (TCP port 631)
- LPR Print (TCP port 515)
- Port 9100 Print (TCP port 9100)
- SMTP (TCP/UDP port 25)
- SNMP (TCP/UDP port 161)
- SNMP Traps (TCP/UDP port 162)
- WS-Discovery (UDP port 3702)

Configuring IPSec

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **IPSec**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To enable the protocol, for Protocol, select **Enabled**.

   Note: To enable IPSec, enable SSL and connect to device using HTTPS.

4. To remove IPSec connections, click **Flush All IPSec Connections**.
5. For **Shared Secret**, enter the shared key value.
6. For **Verify Shared Secret**, re-enter the shared key value.
7. To save the new shared key, select S**elect to save new Shared Secret**.
8. Click **Apply**.

Security Certificates

A digital certificate is a file that contains data used to verify the identity of the client or server in a network transaction. A certificate also contains a public key used to create and verify digital signatures. One device proves its identity to another by presenting a certificate trusted by the other device. Or, the device can present a certificate signed by a trusted third party and a digital signature proving its ownership of the certificate.

A digital certificate includes the following data:

- Information about the owner of the certificate
- The certificate serial number and expiration date
- The name and digital signature of the certificate authority (CA) that issued the certificate
- A public key
- A purpose defining how the certificate and public key can be used

Creating a Machine Digital Certificate

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **Machine Digital Certificate**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. Click **Create New Certificate,** then select an option:
   - Self Signed Certificate
   - Certificate Signing Request (CSR)
4. Click **Continue**.
5. For the selected certificate type, complete the fields.
6. Click **Apply**.

Installing a Trusted Certificate Authority Certificate

If the printer uses the Xerox® Device Certificate, and a user attempts to access the printer using Xerox® CentreWare® Internet Services, an error message can appear in their Web browser. To avoid error messages, install a Trusted Certificate Authority (CA) Certificate in the Web browsers of all users.

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **Trusted Certificate Authorities**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To add a certificate, click **Add**.
   a. Click **Browse** or **Choose File**, navigate to the signed certificate in .pem or PKCS#12 format, then click **Open** or **Choose File**.
   b. Click **Apply**, then click **OK**.
4. For Installed Certificates, perform the following steps.
   - To delete a certificate, select the certificate, then click **Delete**.
   - To delete all certificates, click **Reset**.

Concealing or Showing Job Names

You can conceal job names from displaying on the control panel, and in the Active Jobs and Completed Jobs lists in Xerox® CentreWare® Internet Services.

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **Conceal Job Names**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. Select an option:
   - **Show All Job Names**: This option allows job names to appear on the control panel and in the Active Jobs and Completed Jobs lists.
   - **Conceal All Job Names**: This option prevents all job names from appearing on the control panel and in the Active Jobs and Completed Jobs lists.

4. Click **Apply**.

802.1x

802.1x is an Institute for Electrical and Electronics Engineers (IEEE) standard that defines a method for port-based network access control or authentication. In an 802.1x secured network, the printer must be authenticated by a central authority, typically a RADIUS server, before it can access the physical network.

Before you begin:

- Ensure that your 802.1x authentication server and authentication switch are available on the network.
- Determine the supported authentication method.
- Create a user name and password on your authentication server.

    Note: This procedure causes the printer to restart and be unavailable over the network for several minutes.

Configuring 802.1x

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **802.1x**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. For 802.1x, select **Enabled.**
4. For Authentication Method, select an option:
    - EAP-MD5
    - PEAP
    - EAP-MSCHAPv2
    - EAP-TLS
5. If you select **EAP-MD5**, **EAP-MSCHAPv2** or **PEAP**, the **Credentials** option appears. Enter the required details in the Username and Password fields.
6. To upload a root certificate:, do the following steps.
    a. For **Upload Root Certificate**, to locate and select the file, click **Browse** or **Choose File**.
    b. Click **Upload**.
7. To upload a client certificate, do the following steps.
    a. To locate and select the Client Certificate, for **Upload Client Certificate**, click **Browse** or **Choose File**.
    b. To assign a private password, for **Private Key Password**, type a password.
    c. Click **Upload**.

8. Click **Apply**.

Displaying or Hiding Network Settings

You can show or hide the IPv4 address or host name of the printer on the control panel.

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Security**.
2. Click **Display Network Settings**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.
3. To show network information, select **Show IPv4 Address** or **Show Host Name**. To hide network information, select **Hide Network Information**.
4. Click **Apply**.

System Timeout

You can specify how long the printer waits to log out an inactive user.

Setting System Timeout Values

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **System Timeout**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. For **Local User Interface System Timer**, enter the time that the printer waits before it resets settings to the default options and logs out inactive users from the Local User Interface.
4. For **Web System Timer**, type the amount of time the system waits before it resets settings to the default options and logs out inactive users from the Web User Interface.
5. Click **Apply**.

USB Port Security

You can prevent unauthorized access to the printer through USB ports by disabling the ports.

Note: If USB ports are disabled, you cannot update the software or print from a USB Flash drive.

Enabling or Disabling USB Ports

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **USB Port Security**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.
3. To enable a port, for the port, select the check box.
4. To disable a port, for the port, clear the check box.
5. Click **Apply**.

Restricting Access to the Web User Interface

You can lock the Web User Interface for the device. When the Web User Interface is locked, all areas of the Web User Interface are inaccessible until users logs in. When the Web User Interface is unlocked, users can access all areas of the Web User Interface, except for areas that require administrator login.

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **Security Settings**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To restrict access to the Web User Interface, for **Lock WebUI**, select the check box. To allow access to the Web interface, clear the check box.
4. Click **Apply**.

Software Verification Test

You can test the printer software to confirm that it is operating correctly. The test checks software files to confirm that they are not corrupt. If the printer software appears to function improperly, a Xerox representative can ask you to perform this test.

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **Software Verification Test**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To begin the test, click **Start Test**.
4. To interrupt and cancel the test, click **Cancel**.
5. A message displays to indicate the results of the test. Click **Close**.

   Note:

   - You can continue to use the device while the test is running.
   - If the test fails, the software files are corrupt. It is recommended that you reinstall the software. For help, contact a Xerox representative.

Specifications

<div style="text-align: right; font-size: 3em;">A</div>

This chapter includes:

Printer Specifications

Standard Configuration

Feature	Specification
Standard Functions	Print, Copy, Scan, Email, USB
Hardware Configuration	600 mHz Processor 256 MB Memory Automatic Document Feeder Main Paper Tray, Manual Feed Slot 2 Line LCD User Interface
Connectivity	Wired network Wireless Direct Connect USB
Access	From the front
Print Speed	• Up to 31 ppm on Letter (215 x 279 mm) • Up to 30 ppm on A4 (210 x 297 mm)
First Print Out Time	As fast as 8.5 seconds from Ready status
Warm Up Time	Less than 32 seconds from Sleep mode

Physical Specifications

Weights and Dimensions

Item	Specification
Width	15.8 inches (401 mm)
Depth	14.3 inches (362 mm)
Height	14.4 inches (365 mm)
Weight	24.18 lb (10.97 kg)

Clearance Requirements
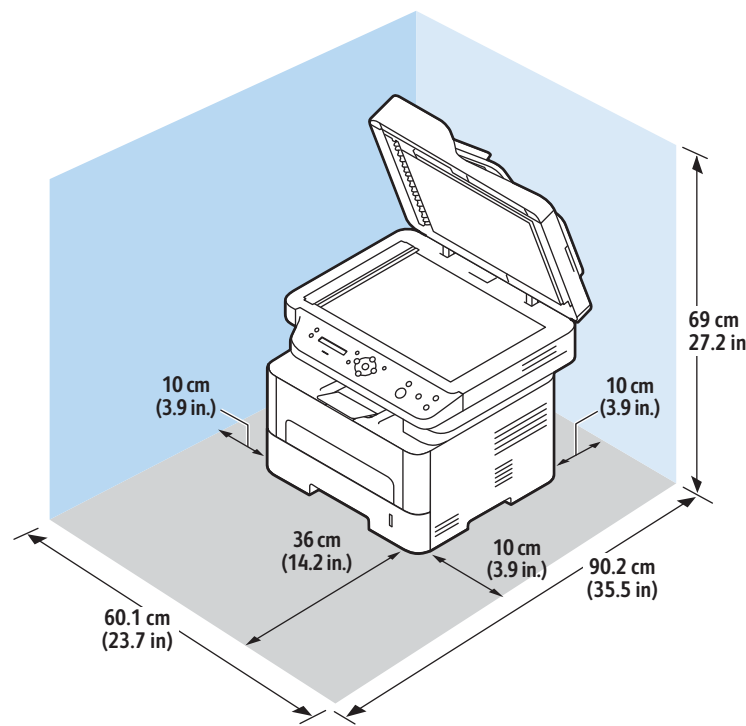
Media Specifications

Main Paper Tray 1

Feature	Specification
Capacity	250 sheets 20 lb (80 g/m²) paper
Media Types	Plain, Heavy weight, Light weight, Recycled, Cardstock, Bond, Archive
Media Weights	16 - 43 lb (60 to 163 g/m²)
Media Sizes	A4, A5, A6, Letter, Legal, Executive, Folio, Oficio, ISO B5, JIS B5

Manual Feed Slot

Feature	Specification
Capacity	1 sheet
Media Types	Plain, Heavy weight, Light weight, Cotton, Colored, Pre-Printed, Recycled, Transparency, Label, Cardstock, Bond, Archive, Thicker, Envelope
Media Weights	16 - 58 lb (60 to 220 g/m²)
Media Size Range	Standard Sizes: • A4, A5, Letter, Legal, Executive, Folio, Oficio, ISO B5, JIS B5, A6, • Envelope Monarch, Com-10, DL, C5, C6, Postcard 4 x 6 Custom Sizes: • Minimum Size: 3 x 5 inch (76 x 127 mm) • Maximum Size: 8.5 x 14 inch (216 x 356 mm)

Automatic Document Feeder

Feature	Specification
Capacity	Up to 40 sheets 20 lb (80 g/m²)
Paper Weights	16 - 28 lb (60 to 105 g/m²)
Paper Sizes	• Width: 5.8 - 8.5 inches (148 - 216 mm) • Length: 5.8 - 14.0 inches (148 - 356 mm)
Automatic Document Feeder Speed	• A4 and Letter: Up to 20 mono images per minute • A4 and Letter: Up to 6 color images per minute

Media Output

Feature	Specification
Output Tray Capacity	120 sheets of 20 lb (80 g/m²) face down
Rear Cover Capacity	1 sheet face up

Feature Specifications

Print Features

Feature	Specification
Speed	• Letter: 31 ppm • A4: 30 ppm
Maximum Print Area	8.5 x 14 inches US Legal (216 mm x 356 mm)
Maximum Print Resolution	• True: 600 x 600 dpi • Effective Output: up to 1200 x 1200 dpi
Toner Cartridge Average Yields	• Standard Toner Cartridge: 1500 standard prints Note: Not available in all regions. • High Toner Cartridge: 3000 standard prints • Starter Toner Cartridge: 1500 standard prints for 220V devices and 1000 standard prints for 110V devices
Standard Printer Memory	256 MB
Compatibility	Windows PC / MAC / Linux
PDL / PCL	PCL5e, PCL6, Postscript 3

Copy Features

Feature	Specification
First Copy Out Time	In Standby Mode: • Automatic Document Feeder: Less than 15 seconds • Document Glass: Less than 14 seconds In Power Save Mode: 42 seconds
Zoom Range	25 % to 400 %
Maximum Resolution	• Automatic Document Feeder: Up to 600 x 600 dpi • Document Glass: Up to 1200 x 1200 dpi
Multi Copy	1 - 99
Copy Speeds	Single Original, Multiple Copies: • 31 cpm Letter • 30 cpm A4 Multiple Original, Single Copy: • 21 cpm Letter • 20 cpm A4

Scan Features

Feature	Specification
Maximum Document Width	8.5 inches (216 mm)
Effective Scan Width	8.2 inches (208 mm)
Maximum Resolution	• Optical: Up to 600 x 600 dpi mono, up to 300 x 300 dpi color and grayscale. • Enhanced: Up to 4800 x 4800 dpi mono, up to 2400 x 2400 dpi color and grayscale.
Scan to PC via USB or network connection	Yes
Scan Speeds	• Black and White: Scan up to 20 images per minute for A4 and Letter • Color: Scan up to 6 images per minute for A4 and Letter
Scan Send Modes	Black and White, Grayscale, and Color
Grayscale	256 levels
Compatibility	TWAIN Standard, WIA Standard

Network Environment

Item	Specifications
Network interface	• Ethernet 10/100 Base-TX Wired LAN • 802.11b/g/n Wireless LAN
Print from USB	Yes
Apple Airprint®	Yes
Google Cloud Print®	Yes
Network operating system	• Windows® 7 - 10 • Windows® Server 2008, 2008 R2, 2012, 2012 R2, 2016, 2019 • Various Linux OS • Mac OS X 10.9 - macOS 10.15
Network protocols	• TCP/IPv4, TPC/IPv6 • DHCP, BOOTP • DNS, WINS, DDNS, Bonjour, SLP, UPnP • Standard TCP/IP Printing (RAW), LPR, IPP, WSD • SNMPv1/v2c/v3, HTTP, IPSec
Xerox Easy Printer Manager	• Windows® 7 - 10 • Windows® Server 2008, 2008 R2, 2012, 2012 R2, 2016, 2019 • Mac OS X 10.9 - macOS 10.14

System Requirements

Operating System	CPU	RAM	Free HDD Space
Windows Server® 2008 (32/64 bit)	Intel® Pentium® IV 1 GHz (Pentium IV 2 GHz)	512 MB (2 GB)	10 GB
Windows® 7 - 10 (32/64 bit)	Intel® Pentium® IV 1 GHz 32-bit or 64-bit processor or higher	1 GB (2 GB)	16 GB
	• Support for DirectX® 9 graphics with 128 MB memory (to enable the Aero theme). • DVD-R/W Drive		
Windows® Server 2008, 2008 R2, 2012, 2012 R2, 2016, 2019 (64 bit)	Intel® Pentium® IV 1 GHz (x86) or 1.4 GHz (x64) processors (2 GHz or faster)	512 MB (2 GB)	10 GB
Notes: • Internet Explorer 6.0 or higher is the minimum requirement for all Windows operating systems. • Users who have administrator rights can install the software. • Windows Terminal Services is compatible with your machine.			
Mac OS X 10.9 - macOS 10.15	Intel® processors	2 GB	4 GB
Linux • Fedora 15 - 26 • OpenSuSE® 11.2, 11.4, 12.1, 12.2, 12.3, 13.1, 13.2, 42.1, 15.2 • Ubuntu 11.10, 12.04, 12.10, 13.04, 13.10, 14.04, 14.10, 15.04, 15.10, 16.04, 16.10, 17.04, 17.10, 18.04, 18.10 • Debian 6, 7, 8, 9 • Redhat® Enterprise Linux 5, 6, 7 • SuSE Linux Enterprise Desktop 10, 11, 12 • Mint 15, 16, 17, 17.1	Pentium IV 2.4GHz (Intel Core™2)	512 MB (1 GB)	1 GB (2 GB)

Electrical Specifications

Feature	Specification
Frequency	50/60 Hz
Electrical Voltage	110 - 127 VAC & 220 - 240 VAC
Average	- Power Save mode: 1.1 Watts - Stand By mode: Less than 50 Watts - Sleep mode: 1.4 Wh - Ready mode: 55 Wh - Average Operation - Continuous Printing: less than 500 Wh

Environmental Specifications

Feature	Specification
Operating Temperature - both printer and consumables	Between 0 - 50 °C (32 - 122 °F)
Relative Humidity	Optimal humidity range: 30 - 80 % Note: Under extreme environmental conditions, such as 10 °C and 90 % relative humidity, issues can occur due to condensation.
Elevation	For optimum performance, use the printer at elevations below 3100 M (10,170 ft.).

Regulatory Information

B

This appendix contains:

Basic Regulations

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

United States FCC Regulations

This device 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 the equipment is not installed and used in accordance with these instructions, it can cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference. Users are required to correct the interference at their 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 receiver.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television 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.

Canada

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

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

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 B205 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.

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

Environmental Benefits of Duplex Printing

Most Xerox devices 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 device can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN 12281 or a similar quality standard. Lighter weight paper (60 g/m^2), 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 that a device consumes depends on the way the device is used. This device is designed and configured to enable you to reduce your electricity usage.

Power Saver modes are enabled on your device to reduce energy consumption. After the last print, the device transitions to Ready mode. In this mode, the device can print again immediately. If the device is not used for a specified period, the device transitions to Low Power mode, then to Sleep mode. In these modes, to enable reduced-power consumption, only essential functions remain active.

The device takes longer to produce the first print after it exits the Power Saver modes than it takes to print in Ready mode. This delay is the result of the system waking up and is typical of most imaging devices 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 change the Power Saver settings, refer to Power Management Settings.

> Note: Changing the default Power Saver activation times can result in an overall higher energy consumption of the device. Before you turn off Power Saver modes or set a long activation time, consider the increase in device power consumption.

To learn more about Xerox participation in sustainability initiatives, go to: www.xerox.com/environment.

Eco Certified to Office Machines CCD-035

This product is certified to EcoLogo standard for office machines, meeting all requirements for reduced environmental impact. As part of achieving certification, Xerox Corporation has proven this product meets the EcoLogo 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. EcoLogo was established in 1988 to help consumers find products and services with reduced environmental impacts. EcoLogo is a voluntary, multiattribute, 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

Germany - Blue Angel

RAL, the German Institute for Quality Assurance and Labeling, has awarded this device the Blue Angel Environmental Label. This label distinguishes it as a device that satisfies Blue Angel criteria for environmental acceptability in terms of device design, manufacture, and operation.

For more information, go to: www.blauer-engel.de.

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.

Larmemission

Maschinenlärminformatians-Verordnung3 . 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 compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur."

Eurasian Economic Community Certification

Russia, Belarus, and Kazakhstan are working to establish a common customs union, the Eurasian Economic Community, or EurAsEC. The Eurasian Economic Community members anticipate sharing a common regulatory scheme and common EurAsEC certification mark, the EAC Mark.

Regulatory information for 2.4 Ghz Wireless LAN Module

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 2014/53/EU.

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

Ozone Release

This printer produces ozone during normal operation. The amount of ozone produced is dependent on print 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 in the United States and Canada, go to www.xerox.com/environment. In other markets, please contact your local Xerox representative or go to www.xerox.com/environment_europe.

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, etc.
    *   Bonds (U.S. 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 about 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 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, Treasure, etc. (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 above 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 stature, 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.
- 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.

10. 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.

11. 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 cheques
- 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.

Safety Certification

This device is certified by the following agencies using the following safety standards.

Agency	Standard
Underwriters Laboratories Inc. (US/Canada)	UL 60950-1, 2nd Edition, 2014-10-14 CAN/CSA C22.2 No. 60950-1-07, 2nd Edition, 2014-10
Underwriters Laboratories Inc. (Europe)	IEC 60950-1:2005 + A1:2009 + A2:2013 EN 60950-1:2006 + A11:2009 + A1:2010 + A12:2011 + A2:2013

Material Safety Data

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

- North America: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe

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

Recycling and Disposal

C

This appendix contains:

All Countries

If you are managing the disposal of your Xerox product, please 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. This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply. Please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

North America

Xerox operates an equipment take-back and reuse/recycle program. Contact your Xerox representative (call 1-800-ASK-XEROX) to determine if this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment, or for local recycling and disposal information, contact your local authorities.

European Union

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

Domestic/Household Environment

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

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste. Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information. In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment

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

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures. Prior to disposal, please contact your local reseller or Xerox representative for end of life take-back information.

Collection and Disposal of Equipment and Batteries

These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste. For proper treatment, recovery, and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling. For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service, or the point of sale where you purchased the items. Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Disposal Outside of the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask 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 out by the Directive.

Battery Removal

Batteries should only be replaced by a MANUFACTURER-approved service facility.

Other Countries

Please contact your local waste management authority to request disposal guidance.