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Xerox® C235 Color Multifunction Printer

User Guide

xerox™

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Contents

Safety....11

Conventions....12
Product Statements....13
Maintenance Safety....16
Consumable Information....17

Learn About the Printer....19

Finding Information About the Printer....20
Finding the Printer Serial Number....22
Printer Configurations....23
Front View of the Printer....23
Using the Control Panel....24
Customizing the Home Screen....25
Changing the Language of the Keyboard on the Display....26
Understanding the Status of the Indicator Light....27
Selecting Paper....28
Paper Guidelines....28
Paper Characteristics....28
Unacceptable Paper....29
Selecting Preprinted Forms and Letterhead....29
Storing Paper....30
Supported Paper Sizes....30
Supported Paper Types....33
Supported Paper Weights....33

Set Up, Install, and Configure....35

Selecting a Location for the Printer....36
Attaching Cables....37
Setting up and using the home screen applications....39
Finding the IP Address of the Printer....39
Installing Optional Trays....39
Managing bookmarks....40
Setting up the Printer to Fax....42
Setting up the fax function....42
Setting up fax using a standard telephone line....43
Setting up fax in countries or regions with different telephone wall jacks and plugs....44
Connecting to a distinctive ring service....45
Setting the fax date and time....46
Configuring daylight saving time....46
Configuring the fax speaker settings....46
Configuring Device Sounds Settings....47
Configuring the Email SMTP Settings....48
Using the Email Setup Wizard in the Printer....49

Using the Settings Menu in the Printer 50
Using the Embedded Web Server 51
Email Service Providers 52
Gmail™ 52
Yahoo!® Mail 52
Outlook Live 53
AOL Mail 53
iCloud Mail 54
Comcast Mail 54
Mail.com 55
Zoho Mail 55
QQ Mail 56
NetEase Mail (mail.163.com) 56
NetEase Mail (mail.126.com) 57
NetEase Mail (mail.yeah.net) 58
Sohu Mail 58
Sina Mail 59
Loading paper and specialty media 60
Setting the Paper Size and Type 60
Configuring Universal paper settings 60
Loading the tray 60
Loading the manual feeder 63
Linking Trays 66
Installing and updating software, drivers, and firmware 67
Installing the Printer Software 67
Adding printers to a computer 67
Installing the Software 68
Updating Software 72
Exporting or importing a configuration file 72
Adding available options in the print driver 73
Xerox® Easy Assist (XEA) App 74
Prior to Installing the Printer: Initial Set Up with the Xerox® Easy Assist App 76
After Initial Installation: Connecting to the Xerox Easy Assist App for Existing Printers 78
Adding Multiple Printers to the Xerox Easy Assist App 79
Networking 80
Connecting the Printer to a Wired Ethernet Network 80
Connecting the printer to a Wi-Fi network 80
Connecting the printer to a wireless network using Wi-Fi Protected Setup (WPS) 80
Configuring Wi-Fi Direct 81
Connecting a mobile device to the printer 82
Connecting a Computer to the Printer 82
Deactivating the Wi-Fi network 83
Checking the printer connectivity 83

Secure the printer 85

Locating the Security Slot 86
Erasing printer memory 87

Restoring factory default settings 88
Statement of Volatility 89

Print 91

Printing from a computer 92
Printing from a mobile device 93
Printing from a Mobile Device Using Mopria™ Print Service 93
Printing from a Mobile Device Using AirPrint® 93
Printing from a mobile device using Wi-Fi Direct® 93
Printing from a flash drive 95
Supported flash drives and file types 96
Flash drives 96
File types 96
Configuring Confidential Jobs 97
Using the Control Panel 97
Using the Embedded Web Server 97
Printing Confidential and Other Held Jobs 98
For Windows users 98
For Macintosh Users 98
Printing a font sample list 99
Placing separator sheets between copies 100
Canceling a print job 101
From the Printer Control Panel 101
From the Computer 101
Adjusting toner darkness 102

Copy 103

Using the automatic document feeder and scanner glass 104
Making Copies 105
Copying photos 106
Copying on Letterhead 107
Copying on Both Sides of the Paper 108
Reducing or enlarging copies 109
Copying Multiple Pages onto a Single Sheet 110
Collating copies 111
Copying cards 112
Creating a copy shortcut 113

Email 115

Using the automatic document feeder and scanner glass 116
Sending an Email 117
Using the Control Panel 117
Using a Shortcut Number 117
Creating an email shortcut 118

Fax 119

Using the automatic document feeder and scanner glass 120
Sending a fax 121
Using the control panel 121
Scheduling a fax 122
Creating a fax destination shortcut 123
Changing the fax resolution 124
Adjusting the fax darkness 125
Printing a fax log 126
Blocking junk faxes 127
Holding a fax 128
Forwarding a fax 129

Scan 131

Using the automatic document feeder and scanner glass 132
Scanning to a Computer 133
For Windows Users 133
For Macintosh Users 133
Scanning to an FTP server using a shortcut 134
Scanning to a network folder using a shortcut 135
Scanning to a flash drive 136

Use printer menus 137

Menu Map 138
Device 139
Preferences 139
Eco-Mode 141
Remote Operator Panel 142
Notifications 142
Power Management 146
Restore Factory Defaults 147
Maintenance 147
Visible Home Screen Icons 152
About this Printer 152
Print 154
Layout 154
Setup 155
Quality 156
PostScript 158
PCL 158
Image 160
Paper 161
Tray Configuration 161
Media Configuration 161

Copy 164
Copy Defaults 164
Fax 167
Fax Defaults 167
E-mail 175
Email Setup 175
Email Defaults 176
FTP 181
FTP Defaults 181
USB Drive 185
Flash Drive Scan 185
Flash Drive Print 188
Network/Ports 190
Network Overview 190
Wireless 191
Wi-Fi Direct 193
AirPrint 194
Mobile Services Management 195
Ethernet 195
TCP/IP 197
SNMP 200
IPSec 202
802.1x 203
LPD Configuration 203
HTTP/FTP Settings 204
USB 205
Restrict external network access 206
Universal Print 206
Security 209
Login Methods 209
Certificate Management 211
Schedule USB Devices 211
Login Restrictions 211
Confidential Print Setup 212
Erase Temporary Data Files 213
Solutions LDAP Settings 213
Miscellaneous 213
Reports 215
Menu Settings Page 215
Device 215
Print 215
Shortcuts 215
Fax 216
Network 216
Supplies Plan 217
Plan Activation 217
Plan Conversion 217

Subscription Service 217
Troubleshooting 218

Maintain the Printer 219

Checking the Status of Supplies 220
Configuring Supply Notifications 221
Setting up email alerts 222
Viewing reports 223
Ordering Supplies 224
Using Genuine Xerox Supplies 224
Replacing Supplies 225
Replacing a print cartridge 225
Replacing the waste toner bottle 228
Replacing the tray 229
Resetting the Supply Usage Counters 229
Cleaning printer parts 230
Cleaning the printer 230
Cleaning the touch screen 230
Cleaning the Scanner 231
Saving energy and paper 233
Configuring the power save mode settings 233
Adjusting the brightness of the printer display 233
Conserving supplies 233
Moving the Printer to Another Location 234

Troubleshoot a problem 235

Print quality problems 236
Printing problems 237
Print quality is poor 237
Print jobs do not print 261
Slow printing 262
Job prints from the wrong tray or on the wrong paper 265
Confidential and other held documents do not print 265
The printer is not responding 267
Unable to read flash drive 269
Enabling the USB port 270
Network connection problems 271
Cannot open Embedded Web Server 271
Cannot connect the printer to the Wi-Fi network 272
Issues with supplies 274
Replace Cartridge Printer Region Mismatch 274
Non-Xerox Supplies 275
Clearing Jams 276
Avoiding jams 276
Identifying jam locations 277

Paper jam in the standard tray 278
Paper jam in the standard output tray 280
Paper jam in the manual feeder 280
Paper jam in door B 281
Paper jam in the automatic document feeder 283
Paper feed problems 285
Envelope seals when printing 285
Collated printing does not work 286
Tray Linking Does Not Work 287
Paper frequently jams 288
Jammed pages are not reprinted 289
E-mailing problems 290
Disabling the SMTP server not set up error message 290
Cannot send emails 290
Faxing problems 291
Caller ID is not shown 291
Cannot send or receive faxes 291
Can receive but not send faxes 294
Can send but not receive faxes 294
Poor fax print quality 295
Scanning problems 296
Cannot scan to a computer 296
Cannot scan to a network folder 297
Partial copies of document or photo 299
Scan job was not successful 300
Poor copy quality 301
Jagged image or text when scanning from the ADF 301
Vertical dark streaks on output when scanning from the ADF 302
Scanner does not close 302
Scanning takes too long or freezes the computer 303
Scanner does not respond 303
Adjusting scanner registration 304
Adjusting ADF registration 304
Color quality problems 305
Modifying the colors in printed output 305
FAQ about color printing 305
The print appears tinted 307
Contacting Customer Support 308

Regulatory Information 309

Basic Regulations 310
Noise Emission Levels 310
European Union Lot 19 Ecodesign Directive 310
Static Sensitivity Notice 310
ENERGY STAR 311
Temperature Information 311
Información de la energía de México 311

Laser Notice 311
Power 312
Telecommunication Regulatory Notices 313
Regulatory Notices for Wireless Products 316
Federal Communications Commission (FCC) Compliance Information Statement 317
Innovation, Science and Economic Development Canada Compliance Statement 318
Germany 319
Turkey RoHS Regulation 319
Ukraine RoHS Compliance 319
Copy Regulations 321
United States 321
Canada 322
Other Countries 323
Material Safety Data Sheets 324

Recycling and Disposal 325

Product Disposal and Recycling 326
North America 327
Xerox Green World Alliance 328
Waste from Electrical and Electronic Equipment (WEEE) Directive 329
India E-Waste notice 329

Safety

This chapter contains:

Conventions....12
Product Statements....13
Maintenance Safety....16
Consumable Information....17

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.

Conventions

Note: A note identifies information that could help you.

Warning: A warning identifies something that could damage the product hardware or software.

Caution: A caution indicates a potentially hazardous situation that could injure you.

Different types of statements include:

CAUTION—POTENTIAL INJURY: Indicates a risk of injury.

CAUTION—SHOCK HAZARD: Indicates a risk of electrical shock.

WARNING—HOT SURFACE: Indicates a risk of burn if touched.

CAUTION—TIPPING HAZARD: Indicates a crush hazard.

CAUTION—PINCH HAZARD: Indicates a risk of being caught between moving parts.

CAUTION—MOVING PARTS: Indicates a risk of laceration or abrasion injuries from rotating parts.

Product Statements

CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer authorized replacement.

CAUTION—POTENTIAL INJURY: Do not use this product with extension cords, multi-outlet power strips, multi-outlet extenders, or UPS devices. The power capacity of these types of accessories can be easily overloaded by a laser printer and may result in a risk of fire, property damage, or poor printer performance.

CAUTION—POTENTIAL INJURY: Do not use this product with an inline surge protector. The use of a surge protection device may result in a risk of fire, property damage, or poor printer performance.

CAUTION—POTENTIAL INJURY: To reduce the risk of fire, use only a 26 AWG or larger telecommunications RJ-11 cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not place or use this product near water or wet locations.

CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.

CAUTION—POTENTIAL INJURY: Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.

CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, ensure that all external connections, such as Ethernet and telephone system connections, are properly installed in their marked plug-in ports.

CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.

CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

CAUTION—POTENTIAL INJURY: If the printer weight is greater than 20 kg (44 lb), then it may require two or more people to lift it safely.

CAUTION—POTENTIAL INJURY: When moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Ensure that all doors and trays are closed.
- Turn off the printer, then unplug the power cord from the electrical outlet.
- Disconnect all cords and cables from the printer.
- If the printer has separate floor-standing optional trays or output options attached to it, then disconnect them before moving the printer.
- If the printer has a caster base, then carefully roll it to the new location. Use caution when passing over thresholds and breaks in flooring.
- If the printer does not have a caster base but is configured with optional trays or output options, then remove the output options and lift the printer off the trays. Do not try to lift the printer and any options at the same time.
- Always use the handholds on the printer to lift it.
- Any cart used to move the printer must have a surface able to support the full footprint of the printer.
- Any cart used to move the hardware options must have a surface able to support the dimensions of the options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.
- Ensure that your fingers are not under the printer when you set it down.
- Ensure that there is adequate clearance around the printer.

CAUTION—TIPPING HAZARD: Installing one or more options on your printer or MFP may require a caster base, furniture, or other feature to prevent instability causing possible injury. For more information on supported configurations, contact the place where you purchased the printer.

CAUTION—TIPPING HAZARD: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

WARNING—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



CAUTION—PINCH HAZARD: To avoid the risk of a pinch injury, use caution in areas marked with this label. Pinch injuries may occur around moving parts, such as gears, doors, trays, and covers.



CAUTION—MOVING PARTS: Indicates a risk of laceration or abrasion injuries from rotating parts.



CAUTION—POTENTIAL INJURY: This product uses a laser. Use of controls or adjustments or performance of procedures other than those specified in the User Guide may result in hazardous radiation exposure.



CAUTION—POTENTIAL INJURY: The lithium battery in this product is not intended to be replaced. There is a danger of explosion if a lithium battery is incorrectly replaced. Do not recharge, disassemble, or incinerate a lithium battery. Discard used lithium batteries according to the manufacturer instructions and local regulations.

This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer components. The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.

Refer service or repairs, other than those described in the user documentation, to a service representative.

This product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.

This product may produce small amounts of ozone during normal operation, and may be equipped with a filter designed to limit ozone concentrations to levels well below the recommended exposure limits. To avoid high ozone concentration levels during extensive usage, install this product in a well-ventilated area and replace the ozone and exhaust filters if instructed to do so in the product maintenance instructions. If there are no references to filters in the product maintenance instructions, then there are no filters requiring replacement for this product.

SAVE THESE INSTRUCTIONS.

Maintenance Safety

Do not carry out any maintenance on this product that is not described in the customer documentation.

> **CAUTION—POTENTIAL INJURY:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

Use supplies and cleaning materials only as directed.

Do not remove the covers or guards that are fastened with screws. Customer service items are not located behind these covers.

In case of a Dry Ink or Toner Spill, use a broom or a wet cloth to wipe off spilled dry ink or toner. Sweep slowly to minimize generation of dust during clean up. Avoid using a vacuum. If a vacuum must be used, the unit should be designed for combustible dusts, having an explosion rated motor and non-conductive hose.

> **WARNING—HOT SURFACE:** The metallic surfaces in the fuser area are hot. Use caution when you remove paper jams from this area and avoid touching any metallic surfaces.

Consumable Information

CAUTION—POTENTIAL INJURY: When handling cartridges such as ink or fuser, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact.

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 dry ink/toner, print cartridges, or dry ink/toner containers into an open flame.

For information on Xerox® supplies recycling programs, go to: https://www.xerox.com/recycling.

Learn About the Printer

This chapter contains:

Finding Information About the Printer 20
Finding the Printer Serial Number 22
Printer Configurations 23
Using the Control Panel 24
Customizing the Home Screen 25
Changing the Language of the Keyboard on the Display 26
Understanding the Status of the Indicator Light 27
Selecting Paper 28

Finding Information About the Printer

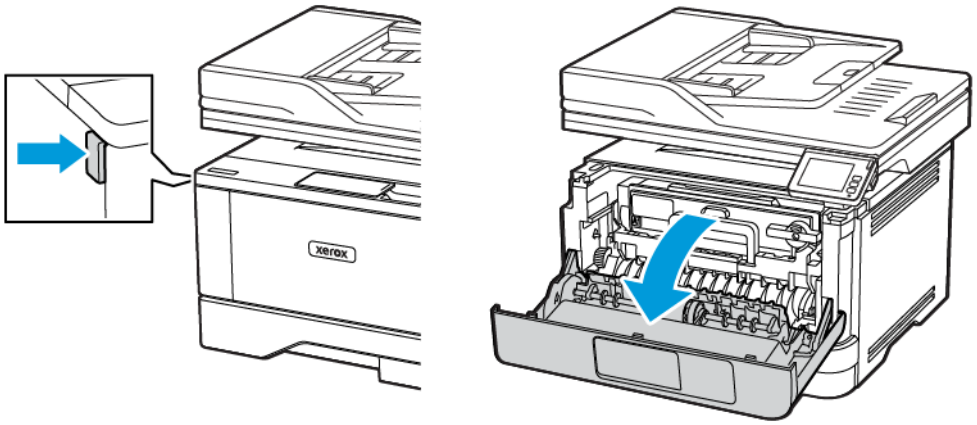
WHAT ARE YOU LOOKING FOR?	FIND IT HERE
Initial setup instructions: • Connecting the printer • Installing the printer software	See the setup documentation that came with the printer or go to www.xerox.com.
• Printer software • Print driver • Printer firmware • Utility	Go to www.xerox.com, search for your printer model, then select the driver, firmware, or utility that you need.
More setup and instructions for using the printer: • Selecting and storing paper and specialty media • Loading paper • Configuring printer settings • Viewing and printing documents and photos • Setting up and using the printer software • Configuring the printer on a network • Caring for and maintaining the printer • Troubleshooting and solving problems	Go to www.xerox.com. How-to videos: Go to www.xerox.com. Touch Screen Guide: Go to www.xerox.com.
Help using the printer software	Help for Microsoft Windows or Macintosh operating systems—Open a printer software program or application, then click **Help**. To view context-sensitive information, click the Help button. • Help is automatically installed with the printer software. • Depending on the operating system, the printer software is located in the printer program folder or on the desktop.

WHAT ARE YOU LOOKING FOR?	FIND IT HERE
The latest supplemental information, updates, and customer support: • Documentation • Driver downloads • Email support	Go to www.xerox.com. Select your country or region, then select your product to view the appropriate support site. Support contact information for your country or region can be found on the website or on the printed warranty that came with the printer. Have the following information ready when you contact customer support: • Place and date of purchase • Machine type and serial number For more information, refer to Finding the Printer Serial Number.
• Safety information • Regulatory information • Warranty information • Environmental information	Warranty information varies by country or region: • **In the U.S.**—See the Statement of Limited Warranty included with the printer, or go to www.xerox.com. • **In other countries and regions**—See the printed warranty that came with the printer.

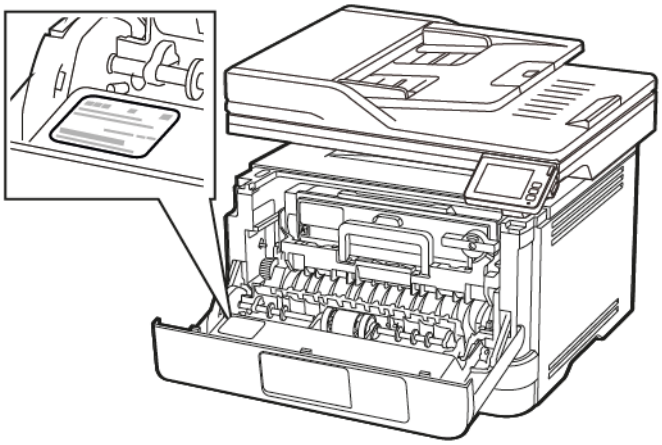
Finding the Printer Serial Number

To find the printer serial number:

1. Open Door A.

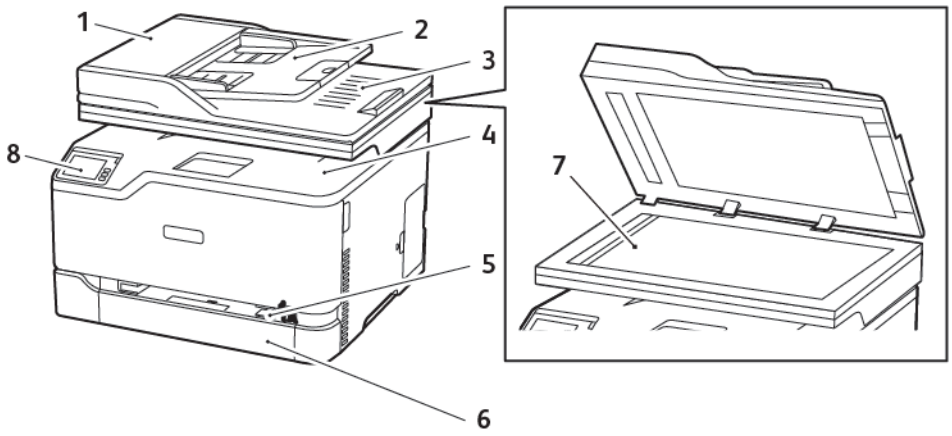


2. Locate the serial number.



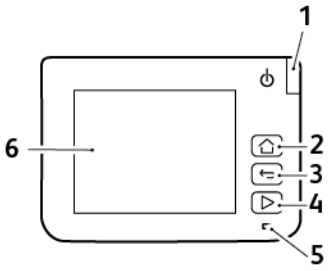
Printer Configurations

FRONT VIEW OF THE PRINTER



1. Automatic Document Feeder (ADF)
2. ADF Input Tray
3. ADF Output Tray
4. Output Tray
5. Manual Feeder
6. Standard 250-Sheet Tray
7. Document Glass
8. Control Panel

Using the Control Panel



NUMBER	CONTROL PANEL PART	FUNCTION
1	Power Button	Turn on or turn off the printer. Note: To turn off the printer, press and hold the power button for five seconds.
2	Home Button	Go to the home screen.
3	Back Button	Return to the previous screen.
4	Start Button	Start a job, depending on which mode is selected.
5	Indicator Light	Check the status of the printer.
6	Display	• View printer messages and supply status. • Set up and operate the printer.

Customizing the Home Screen

1. From the control panel, touch **Settings > Device > Visible Home Screen Icons**.
2. Select the icons that you want to appear on the home screen.
3. Apply the changes.

Changing the Language of the Keyboard on the Display

Note: You can only change the language of the keyboard in printer tasks that require alphanumeric input such as email or scan.

1. Touch the input field.
2. On the keyboard, touch and hold the language key.
3. Select a language.

Understanding the Status of the Indicator Light

INDICATOR LIGHT	PRINTER STATUS
Off	The printer is off.
Blue	The printer is on or ready.
Blinking blue	The printer is processing data.
Blinking red	The printer requires user intervention.
Amber	The printer is in Sleep mode.

Selecting Paper

PAPER GUIDELINES

Use the appropriate paper to prevent jams and help ensure trouble-free printing.

- Always use new, undamaged paper.
- Before loading paper, know the recommended printable side of the paper. This information is usually indicated on the paper package.
- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, types, or weights in the same tray; mixing results in jams.
- Do not use coated papers unless they are specifically designed for electrophotographic printing.

PAPER CHARACTERISTICS

The following paper characteristics affect print quality and reliability. Consider these factors before printing on them.

Weight

The trays can feed paper weights from 60–176 g/m^2 (16–47 lb.) grain long paper. Paper lighter than 60 g/m^2 (16 lb.) may not be stiff enough to feed properly, and may cause jams.

Curl

Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions can contribute to paper curling before printing and can cause feeding problems.

Smoothness

Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. We recommend the use of paper with 50 Sheffield points.

Moisture Content

The amount of moisture in paper affects both print quality and the printer ability to feed the paper correctly. Leave paper in its original wrapper until you use it. Exposure of paper to moisture changes can degrade its performance.

Store paper in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

Grain Direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long*, running the length of the paper, or *grain short*, running the width of the paper.

For 60–176 g/m^2 (16–47 lb.) paper, grain long paper is recommended.

Fiber Content

Most high-quality xerographic paper is made from 100 percent chemically treated pulped wood. This content provides the paper with a high degree of stability, resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton can negatively affect paper handling.

UNACCEPTABLE PAPER

The following paper types are not recommended for use with the printer:

- Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper
- Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise print location on the page) greater than ±2.3 mm (±0.9 in.), such as optical character recognition (OCR) forms

  In some cases, registration can be adjusted with a software application to successfully print on these forms
- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers, or curled papers
- Recycled papers that fail EN12281:2002 (European)
- Paper weighing less than 60 g/m^2 (16 lb.)
- Multiple-part forms or documents

SELECTING PREPRINTED FORMS AND LETTERHEAD

- Use grain long paper.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid paper with rough or heavily textured surfaces.
- Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements, latex inks might not.
- Print samples on preprinted forms and letterheads considered for use before buying large quantities. This action determines whether the ink in the preprinted form or letterhead affects print quality.
- When in doubt, contact your paper supplier.
- When printing on letterhead, load the paper in the proper orientation for your printer. For more information, refer to *Paper and Specialty Media Guide*.

STORING PAPER

Use these paper storage guidelines to help avoid jams and uneven print quality:

- Store paper in its original wrapper in the same environment as the printer for 24 to 48 hours before printing.
- Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.
- For best results, store paper where the temperature is 21° C (70° F) and the relative humidity is 40 percent.
- Most label manufacturers recommend printing in a temperature range of 18–24° C (65–75° F) with relative humidity between 40 and 60 percent.
- Store paper in cartons, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.
- Take paper out of the carton or wrapper only when you are ready to load it in the printer. The carton and wrapper help keep the paper clean, dry, and flat.

SUPPORTED PAPER SIZES

PAPER SIZE	STANDARD 250-SHEET TRAY	MANUAL FEEDER	TWO-SIDED PRINTING	ADF	SCANNER GLASS
A4 210 x 297 mm (8.27 x 11.7 in.)	✓	✓	✓	✓	✓
A5[1] 148 x 210 mm (5.83 x 8.27 in.)	✓	✓	x	✓	✓
A6 105 x 148 mm (4.13 x 5.83 in.)	✓	✓	x	✓	✓
JIS B5 182 x 257 mm (7.17 x 10.1 in.)	✓	✓	x	✓	✓
Oficio (Mexico) 215.9 x 340.4 mm (8.5 x 13.4 in.)	✓	✓	✓	✓	x

PAPER SIZE	STANDARD 250-SHEET TRAY	MANUAL FEEDER	TWO-SIDED PRINTING	ADF	SCANNER GLASS
Hagaki 100 x 148 mm (3.94 x 5.83 in.)	✓	✓	x	x	✓
Statement 139.7 x 215.9 mm (5.5 x 8.5 in.)	✓	✓	x	✓	✓
Executive 184.2 x 266.7 mm (7.25 x 10.5 in.)	✓	✓	x	✓	✓
Letter 215.9 x 279.4 mm (8.5 x 11 in.)	✓	✓	✓	✓	✓
Legal 215.9 x 355.6 mm (8.5 x 14 in.)	✓	✓	✓	✓	x
Folio 215.9 x 330.2 mm (8.5 x 13 in.)	✓	✓	✓	✓	x
Universal[2,3] 98.4 x 148–215.9 x 355.6 mm (3.86 x 5.83–8.5 x 14 in.)	✓	✓	✓	✓	✓[4]
Universal[2,3] 25.4 x 25.4–215.9 x 297 mm (1 x 1–8.5 x 11.69 in.)	x	x	x	x	✓
Universal[2,3]	x	x	x	✓	x

PAPER SIZE	STANDARD 250-SHEET TRAY	MANUAL FEEDER	TWO-SIDED PRINTING	ADF	SCANNER GLASS
105 x 148–215.9 x 355.6 mm (4.13 x 5.83–8.5 x 14 in.)					
7 ¾ Envelope 98.4 x 190.5 mm (3.875 x 7.5 in.)	✓[5]	✓	x	x	✓
9 Envelope 98.4 x 225.4 mm (3.875 x 8.9 in.)	✓[5]	✓	x	x	✓
10 Envelope 104.8 x 241.3 mm (4.12 x 9.5 in.)	✓[5]	✓	x	x	✓
DL Envelope 110 x 220 mm (4.33 x 8.66 in.)	✓[5]	✓	x	x	✓
C5 Envelope 162 x 229 mm (6.38 x 9.01 in.)	✓[5]	✓	x	x	✓
B5 Envelope 176 x 250 mm (6.93 x 9.84 in.)	✓[5]	✓	x	x	✓

PAPER SIZE	STANDARD 250-SHEET TRAY	MANUAL FEEDER	TWO-SIDED PRINTING	ADF	SCANNER GLASS
Other Envelope 98.4 x 162–176 x 250 mm (3.87 x 6.38–6.93 x 9.84 in)	✓[5]	✓	x	x	N/A

[1] The default support is long-edge feed. When running on short-edge feed, A5 is treated as narrow paper.

[2] When selected, the page is formatted for 215.90 x 355.60 mm (8.5 x 14 in.) unless specified by the software application.

[3] Load narrow paper with the short edge entering the printer first.

[4] Supports paper size only up to 216 x 297 mm (8.5 x 11.7 in.).

[5] The standard 250-sheet tray supports only up to five envelopes at a time. The optional 250-sheet tray supports up to 40 envelopes at a time.

SUPPORTED PAPER TYPES

- Labels, envelopes, and card stock always print at reduced speed.
- Labels are supported for occasional use and must be tested for acceptability.
- The ADF supports only plain paper.

PAPER TYPE	STANDARD 250-SHEET TRAY	MANUAL FEEDER	TWO-SIDED PRINTING
Plain paper	✓	✓	✓
Card stock	✓	✓	x
Labels	✓	✓	x
Envelopes	✓	✓	x

SUPPORTED PAPER WEIGHTS

Note: The ADF supports 52–90.3 g/m² (14–24 lb bond) paper.

PAPER TYPE AND WEIGHT	STANDARD 250-SHEET TRAY	MANUAL FEEDER	TWO-SIDED PRINTING
Light paper 60–74.9 g/m² grain long (16–19.9 lb. bond)	✓	✓	✓
Plain paper 75–90.3 g/m² grain long (20–24 lb. bond)	✓	✓	✓
Heavy paper 90.3–105 g/m² grain long (24.1–28 lb. bond)	✓	✓	✓
Card stock 105.1–162 g/m² grain long (28.1–43 lb. bond)	✓	✓	×
Card stock 163–200 g/m² grain long (43.1–53 lb. bond)	×	✓	×
Paper labels 131 g/m² (35 lb. bond)	✓	✓	×
Envelopes 60–105 g/m² (16–28 lb. bond)	✓	✓	×

Set Up, Install, and Configure

This chapter contains:

Selecting a Location for the Printer 36
Attaching Cables 37
Setting up and using the home screen applications 39
Setting up the Printer to Fax 42
Configuring Device Sounds Settings 47
Configuring the Email SMTP Settings 48
Using the Email Setup Wizard in the Printer 49
Using the Settings Menu in the Printer 50
Using the Embedded Web Server 51
Email Service Providers 52
Loading paper and specialty media 60
Installing and updating software, drivers, and firmware 67
Xerox® Easy Assist (XEA) App 74
Networking 80

Selecting a Location for the Printer

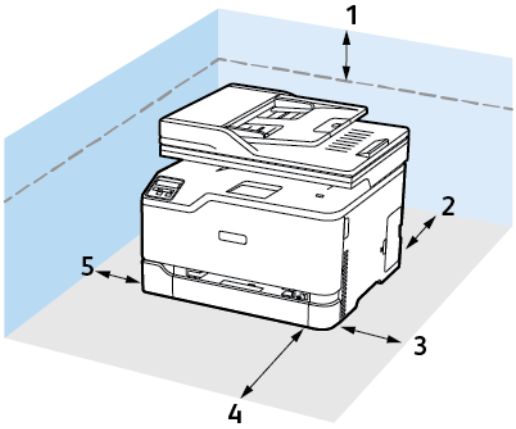
- Leave enough room to open trays, covers, and doors and to install hardware options.
- Set up the printer near an electrical outlet.

> **CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated andproperly grounded electrical outlet that is near the product and easily accessible.

> **CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not place or use this product near water or wet locations.

- Ensure that airflow in the room meets the latest revision of the ASHRAE 62 standard or the CEN Technical Committee 156 standard.
- Provide a flat, sturdy, and stable surface.
- Keep the printer:
  - Clean, dry, and free of dust
  - Away from stray staples and paper clips
  - Away from the direct airflow of air conditioners, heaters, or ventilators
  - Free from direct sunlight and humidity extremes
- Observe the temperature range.

  Operating temperature: 10 to 32.2° C (50 to 90° F)
- Allow the following recommended amount of space around the printer for proper ventilation:



1. Top: 305 mm (12 in.)
2. Rear: 102 mm (4 in.)
3. Right Side: 76 mm (3 in.)
4. Front: 76 mm (3 in.)
5. Left Side: 76 mm (3 in.)

Attaching Cables

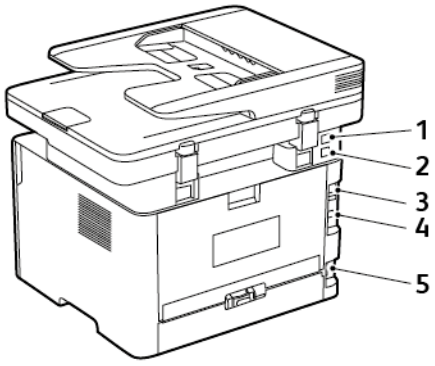
CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.

CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.

CAUTION—POTENTIAL INJURY: To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

Warning: To avoid loss of data or printer malfunction, do not touch the USB cable, any wireless network adapter, or the printer in the areas shown while actively printing.



NUMBER	PRINTER PORT	FUNCTION
1	EXT port Note: Available only in some printer models.	Connect more devices (telephone or answering machine) to the printer and the telephone line. Use this port if you do not have a dedicated fax line for the printer and if this connection method is supported in your country or region.
2	LINE port Note: Available only in some printer models.	Connect the printer to an active telephone line through a standard wall jack (RJ-11), DSL filter, or VoIP adapter, or any other adapter that allows you to access the telephone line to send and receive faxes.
3	Ethernet port	Connect the printer to a network.

NUMBER	PRINTER PORT	FUNCTION
4	USB printer port	Connect the printer to a computer.
5	Power cord socket	Connect the printer to a properly grounded electrical outlet.

Setting up and using the home screen applications

FINDING THE IP ADDRESS OF THE PRINTER

To view the IP address of the printer, open the Home Screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

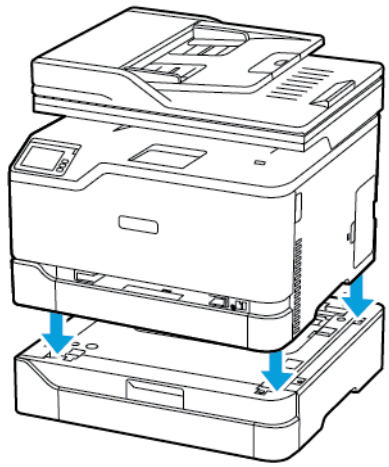
If you are using a proxy server, temporarily disable it to load the Web page correctly.

INSTALLING OPTIONAL TRAYS

CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

1. Turn off the printer.
2. Unplug the power cord from the electrical outlet, then from the printer.
3. Unpack the optional tray, then remove all packing material.
4. Align the printer with the optional tray, then lower the printer into place.

CAUTION—POTENTIAL INJURY: If the printer weight is greater than 20 kg (44 lb), then it may require two or more people to lift it safely.



5. Connect the power cord to the printer, then to the electrical outlet.

CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

6. Turn on the printer.

Add the tray in the print driver to make it available for print jobs. For more information, refer to Adding available options in the print driver.

MANAGING BOOKMARKS

Creating bookmarks

Use bookmarks to print frequently accessed documents that are stored in servers or on the web.

1. Open a web browser, and then type the printer IP address in the address field.
   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Bookmarks** > **Add Bookmark**, and then type a bookmark name.
3. Select an Address protocol type, and then do one of the following:
   - For HTTP and HTTPS, type the URL that you want to bookmark.
   - For HTTPS, ensure to use the host name instead of the IP address. For example, type myWebsite.com/sample.pdf instead of typing 123.123.123.123/sample.pdf. Ensure that the host name also matches the Common Name (CN) value in the server certificate. For more information on obtaining the CN value in the server certificate, see the help information for your web browser.
   - For FTP, type the FTP address. For example, myServer/myDirectory. Enter the FTP port. Port 21 is the default port for sending commands.
   - For SMB, type the network folder address. For example, myServer/myShare/myFile.pdf. Type the network domain name.
   - If necessary, select the Authentication type for FTP and SMB.

   To limit access to the bookmark, enter a PIN.

   Note: The application supports the following file types: PDF, JPEG, TIFF, and HTML-based web pages. Other file types such as DOCX and XLXS are supported in some printer models.
4. Click **Save**.

Creating folders

1. Open a web browser, and then type the printer IP address in the address field.
   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Bookmarks** > **Add Folder**, and then type a folder name.

   Note: To limit access to the folder, enter a PIN.
3. Click **Save**.

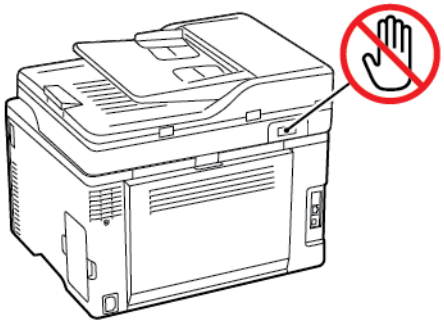
Note: You can create folders or bookmarks inside a folder. To create a bookmark, refer to Creating bookmarks.

Setting up the Printer to Fax

SETTING UP THE FAX FUNCTION

- Some connection methods are applicable only in some countries or regions.
- If the fax function is enabled and not fully set up, then the indicator light may blink red.
- If you do not have a TCP/IP environment, then use the control panel to set up fax.

> **Warning:** To avoid loss of data or printer malfunction, do not touch cables or the printer in the area shown while actively sending or receiving a fax.



Using the Fax Setup Wizard in the Printer

- This wizard appears only when analog fax is not yet set up.
- This wizard only sets up the analog fax. To setup other fax modes, go to **Settings > Fax > Fax Setup**.
- Before using the wizard, ensure that the printer firmware is updated. For more information, refer to Updating Software.

1. From the home screen, touch **Fax**.
2. Touch **Set up now**.
3. Type the fax name, and touch **Next**.
4. Enter the fax number and touch **Done**.

Using the Settings menu in the printer

1. From the home screen, touch **Settings > Fax > Fax Setup > General Fax Settings**.
2. Configure the settings.

Using the Embedded Web Server

1. Open a Web browser, then type the printer IP address in the address field.
   To view the IP address of the printer, refer to Finding the IP Address of the Printer.
2. Click **Settings > Fax > Fax Setup > General Fax Settings**.

3. Configure the settings.
4. Apply the changes.

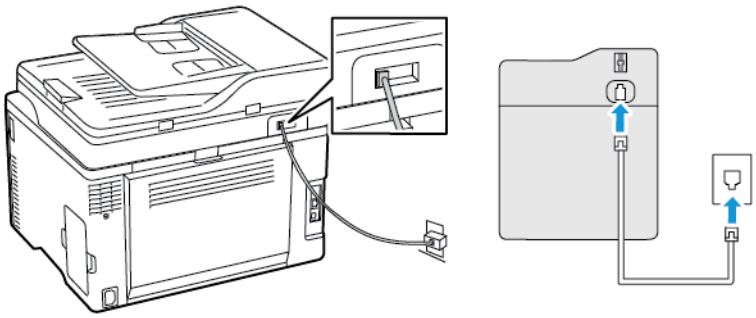
SETTING UP FAX USING A STANDARD TELEPHONE LINE

CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.

CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.

CAUTION—POTENTIAL INJURY: To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

Setup 1: Printer is connected to a dedicated fax line



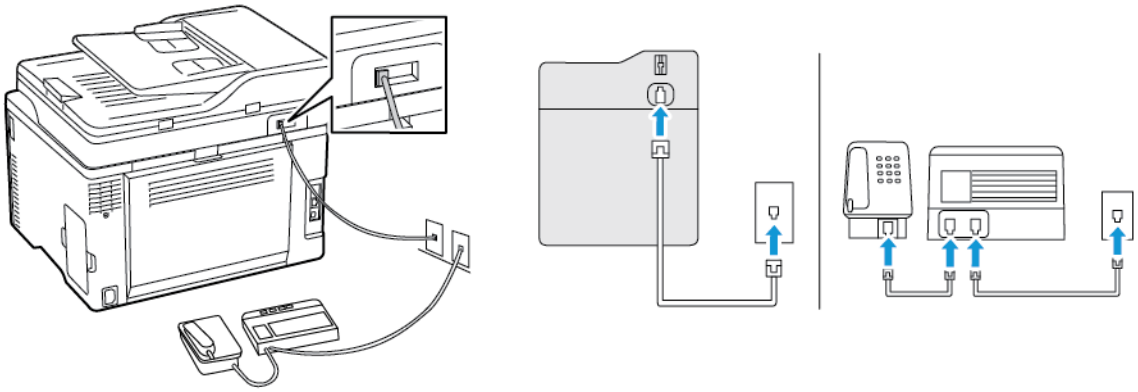
1. Connect one end of the telephone cable to the line port of the printer.
2. Connect the other end of the cable to an active analog wall jack.

- You can set the printer to receive faxes automatically (set Auto Answer to **On**) or manually (set Auto Answer to **Off**).
- If you want to receive faxes automatically, then set the printer to pick up on a specified number of rings.

Setup 2: Printer is sharing the line with an answering machine

Note: If you subscribe to a distinctive ring service, then make sure that you set the correct ring pattern for the printer. Otherwise, the printer does not receive faxes even if you have set it to receive faxes automatically.

Connected to different wall jacks



1. Connect one end of the telephone cable to the line port of the printer.
2. Connect the other end of the cable to an active analog wall jack.

- If you have only one telephone number on your line, then set the printer to receive faxes automatically.
- Set the printer to pick up calls two rings after the answering machine. For example, if the answering machine picks up calls after four rings, then set the printer Rings to Answer setting to **6**.

SETTING UP FAX IN COUNTRIES OR REGIONS WITH DIFFERENT TELEPHONE WALL JACKS AND PLUGS

CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.

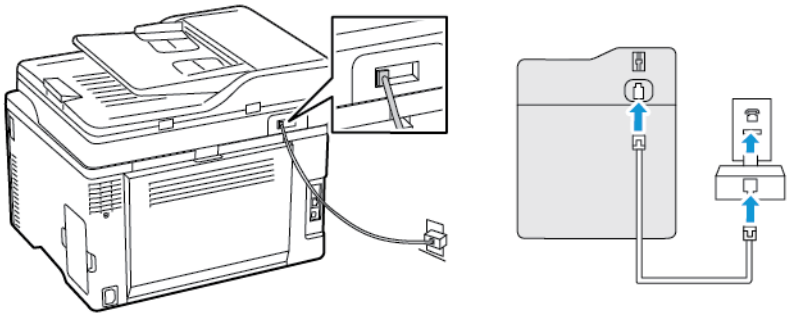
CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.

CAUTION—POTENTIAL INJURY: To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

The standard wall jack adopted by most countries or regions is RJ11. If the wall jack or equipment in your facility is not compatible with this type of connection, then use a telephone adapter. An adapter for your country or region may not come with your printer, and you may need to purchase it separately.

There may be an adapter plug installed in the telephone port of the printer. Do not remove the adapter plug from the telephone port of the printer if you are connecting to a serial or cascaded telephone system.

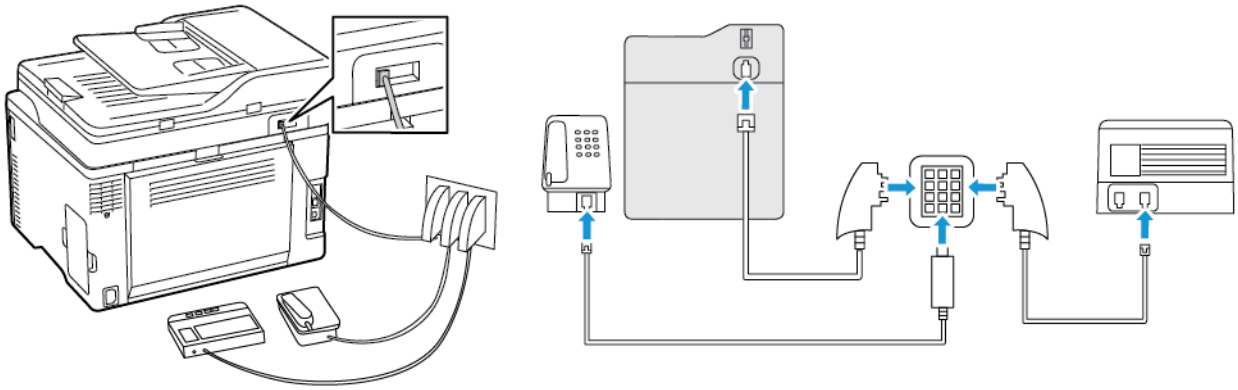
Connecting the printer to a non-RJ11 wall jack



1. Connect one end of the telephone cable to the line port of the printer.
2. Connect the other end of the cable to the RJ11 adapter, then connect the adapter to the wall jack.
3. If you want to connect another device with a non-RJ11 connector to the same wall jack, then connect it directly to the telephone adapter.

Connecting the printer to a wall jack in Germany

The German wall jack has two kinds of ports. The N ports are for fax machines, modems, and answering machines. The F port is for telephones. Connect the printer to any of the N ports.



1. Connect one end of the telephone cable to the line port of the printer.
2. Connect the other end of the cable to the RJ11 adapter, then connect the adapter to an N port.
3. If you want to connect a telephone and answering machine to the same wall jack, then connect the devices as shown.

CONNECTING TO A DISTINCTIVE RING SERVICE

A distinctive ring service lets you have multiple telephone numbers on one telephone line. Each telephone number is assigned a different ring pattern.

1. From the home screen, touch **Settings** > **Fax** > **Fax Setup** > **Fax Receive Settings** > **Admin Controls** > **Answer On**.
2. Select a ring pattern.

SETTING THE FAX DATE AND TIME

1. From the home screen, touch **Settings** > **Device** > **Preferences** > **Date and Time** > **Configure**.
2. Configure the settings.

CONFIGURING DAYLIGHT SAVING TIME

1. From the home screen, touch **Settings** > **Device** > **Preferences** > **Date and Time** > **Configure**.
2. In the Time Zone menu, touch **(UTC+user) Custom**.
3. In the Configure menu, touch **UTC Offset**.
4. Configure the settings.

CONFIGURING THE FAX SPEAKER SETTINGS

1. From the home screen, touch **Settings** > **Fax** > **Fax Setup** > **Speaker Settings**.
2. Do the following:
   - Set the Speaker Mode to **Always On**.
   - Set the Speaker Volume to **High**.
   - Activate the Ringer Volume.

Configuring Device Sounds Settings

Note: The Device Sounds icon is available only in some printer models.

1. From the control panel, touch the **Device Sounds** icon.

   The Status/Supplies screen appears.

2. At the Status/Supplies screen, touch **Device Sounds: On**.

   The Device Sounds screen appears.

3. From the Device Sounds screen, you can enable or disable the following sound settings:

   - Mute All Sounds
   - Button Feedback
   - Access Device Feedback
   - Volume
   - ADF Loaded Beep
   - Alarm Control
   - Cartridge Alarm
   - Speaker Mode
   - Ringer Volume

Configuring the Email SMTP Settings

Configure the Simple Mail Transfer Protocol (SMTP) settings to send a scanned document through email. The settings vary with each email service provider.

Before you begin, ensure that the printer is connected to a network and that the network is connected to the Internet.

Using the Email Setup Wizard in the Printer

Before using the wizard, ensure that the printer firmware is updated. For more information, refer to Updating Software.

1. From the home screen, touch **Email**.
2. Touch and type your email address.
3. Type the password.
   - Depending on your email service provider, type your account password, app password, or authentication password. For more information on the password, refer to the list of Email Service Providers, then look for Device Password.
   - If your provider is not listed, contact your provider and ask for the Primary SMTP Gateway, Primary SMTP Gateway Port, Use SSL/TLS, and SMTP Server Authentication settings.
4. Touch **OK**.

Using the Settings Menu in the Printer

1. From the home screen, touch **Settings > E-mail > E-mail Setup**.
2. Configure the settings.
   - For more information on the password, refer to the list of Email Service Providers.
   - For email service providers that are not on the list, contact your provider and ask for the settings.

Using the Embedded Web Server

1. Open a web browser, and then type the printer IP address in the address field.
   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings > Email**.
3. From the Email Setup section, configure the settings.
   - For more information on the password, refer to the list of Email Service Providers.
   - For email service providers that are not on the list, contact your provider and ask for the settings.
4. Click **Save**.

Email Service Providers

To determine the SMTP settings of your email service provider, use the following tables.

Note: For each Email Service Provider, the port number can be different according to the Primary SMTP Gateway.

GMAIL™

Note: Ensure that two-step verification is enabled on your Google account.

To enable two-step verification, go to the Google Account Security page, log in to your account, then from the Signing in to Google section, click **2-Step Verification**.

SETTING	VALUE
Primary SMTP Gateway	smtp.gmail.com
Primary SMTP Gateway Port	587 Note: The port number can be different according to the Primary SMTP Gateway. For example, it can be 25, 465 or 587.
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	App password Note: To create an app password, go to the Google Account Security page, log in to your account, and from the Signing in to Google section, click **App passwords**.

YAHOO!® MAIL

SETTING	VALUE
Primary SMTP Gateway	smtp.mail.yahoo.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled

SETTING	VALUE
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	App password Note: To create an app password, go to the Yahoo Account Security page, log in to your account, then click **Generate app password**

OUTLOOK LIVE

These settings apply to outlook.com and hotmail.com email domains.

SETTING	VALUE
Primary SMTP Gateway	smtp.office365.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Account password or app password • For accounts with two-step verification disabled, use your account password. • For accounts with two-step verification enabled, use an app password. To create an app password, go to the Outlook Live Account Managment page, then log in to your account.

AOL MAIL

SETTING	VALUE
Primary SMTP Gateway	smtp.aol.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required

SETTING	VALUE
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	App password Note: To create an app password, go to the AOL Account Security page, log in to your account, then click **Generate app password**.

ICLOUD MAIL

Note: Ensure that the two-step verification is enabled on your account.

SETTING	VALUE
Primary SMTP Gateway	smtp.mail.me.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	App password Note: To create an app password, go to the iCloud Account Management page, log in to your account, then from the Security section, click **Generate Password**.

COMCAST MAIL

SETTING	VALUE
Primary SMTP Gateway	smtp.comcast.net
Primary SMTP Gateway Port	587

SETTING	VALUE
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Account password

MAIL.COM

SETTING	VALUE
Primary SMTP Gateway	smtp.mail.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Account password

ZOHO MAIL

SETTING	VALUE
Primary SMTP Gateway	smtp.zoho.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials

SETTING	VALUE
Device UserID	Your email address
Device Password	Account password or app password • For accounts with two-step verification disabled, use your account password. • For accounts with two-step verification enabled, use an app password. To create an app password, go to the Zoho Mail Account Security page, log in to your account, then from the Application-Specific Passwords section, click **Generate New Password**.

QQ MAIL

Note: Ensure that the SMTP service is enabled on your account.

To enable the service, from the QQ Mail home page, click **Settings > Account**, then from the POP3/IMAP/SMTP/Exchange/CardDAV/CalDAV Service section, enable either **POP3/SMTP service** or **IMAP/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.qq.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Authorization code Note: To generate an authorization code, from the QQ Mail home page, click **Settings > Account**, then from the POP3/IMAP/SMTP/Exchange/CardDAV/CalDAV Service section, click **Generate authorization code**.

NETEASE MAIL (MAIL.163.COM)

Note: Ensure that the SMTP service is enabled on your account.

To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.163.com
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Authorization password Note: The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

NETEASE MAIL (MAIL.126.COM)

Note: Ensure that the SMTP service is enabled on your account.

To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.126.com
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Authorization password Note: The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

NETEASE MAIL (MAIL.YEAH.NET)

Note: Ensure that the SMTP service is enabled on your account.

To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.yeah.net
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Authorization password Note: The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

SOHU MAIL

Note: Ensure that the SMTP service is enabled on your account.

To enable the service, from the Sohu Mail home page, click **Options > Settings > POP3/SMTP/IMAP**, then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.sohu.com
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials

SETTING	VALUE
Device UserID	Your email address
Device Password	Independent password Note: The independent password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

SINA MAIL

Note: Ensure that the POP3/SMTP service is enabled on your account.

To enable the service, from the Sina Mail home page, click **Settings > More settings > User-end POP/IMAP/SMTP**, then enable **POP3/SMTP service**.

SETTING	VALUE
Primary SMTP Gateway	smtp.sina.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your email address
SMTP Server Authentication	Login/Plain
Device-Initiated Email	Use Device SMTP Credentials
Device UserID	Your email address
Device Password	Authorization code Note: To create an authorization code, from the email home page, click **Settings > More settings > User-end POP/IMAP/SMTP**, then enable **Authorization code status**.

- If you encounter errors using the settings provided, then contact your email service provider.
- For email service providers that are not on the list, contact your provider and ask for the settings.

Loading paper and specialty media

SETTING THE PAPER SIZE AND TYPE

1. From the control panel, navigate to:

   Settings > OK > Paper > OK > Tray Configuration > OK > Paper Size/Type > OK, then select a paper source.

2. Set the paper size and type.

CONFIGURING UNIVERSAL PAPER SETTINGS

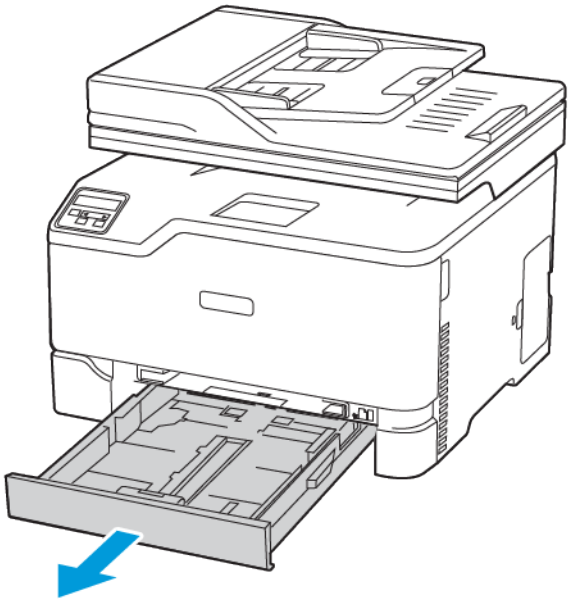
1. From the home screen, touch **Settings** > **Paper** > **Media Configuration** > **Universal Setup**.
2. Configure the settings.

LOADING THE TRAY

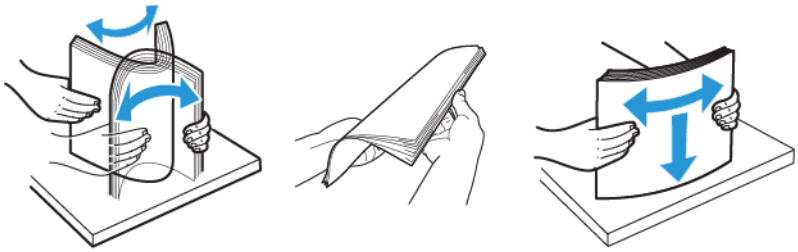
CAUTION—TIPPING HAZARD: To reduce the risk of equipment instability, keep the tray closed until needed.

1. Remove the tray.

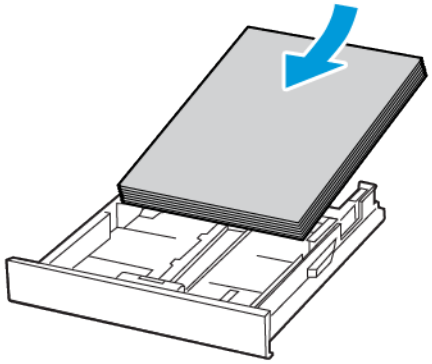
Note: To avoid paper jams, do not remove the tray while the printer is busy.



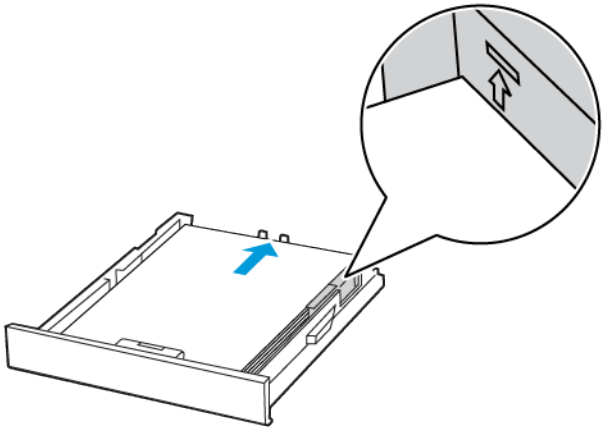
2. Flex, fan, and align the paper edges before loading.



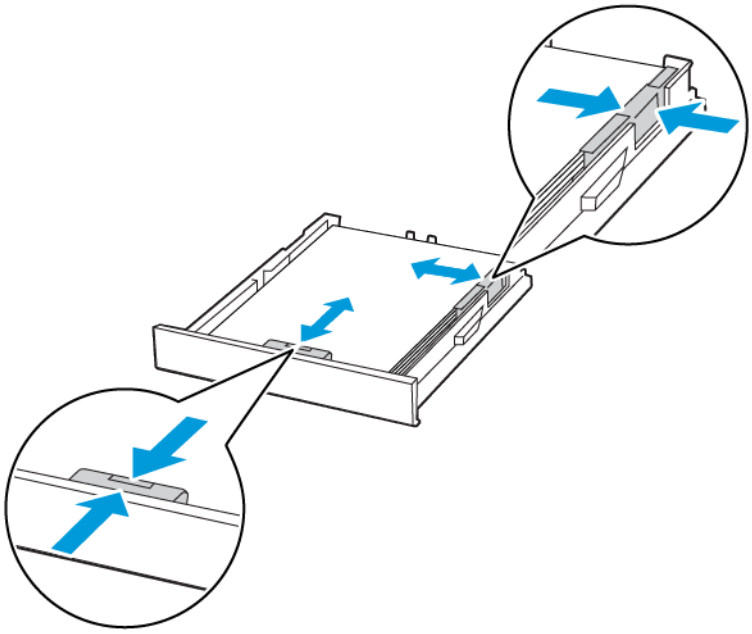
3. Load the paper stack with the printable side face-up.
   - Load letterhead face-up with the header toward the back of the tray for one-sided printing.
   - Load letterhead face-down with the header toward the front of the tray for two-sided printing.
   - Do not slide paper into the tray.



4. To avoid paper jams, ensure that the stack height is below the maximum paper fill indicator.



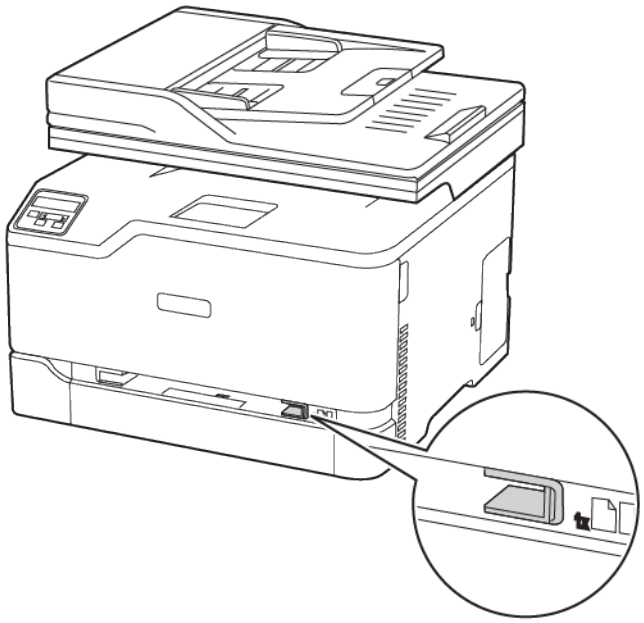
5. Adjust the guides to match the size of the paper that you are loading.



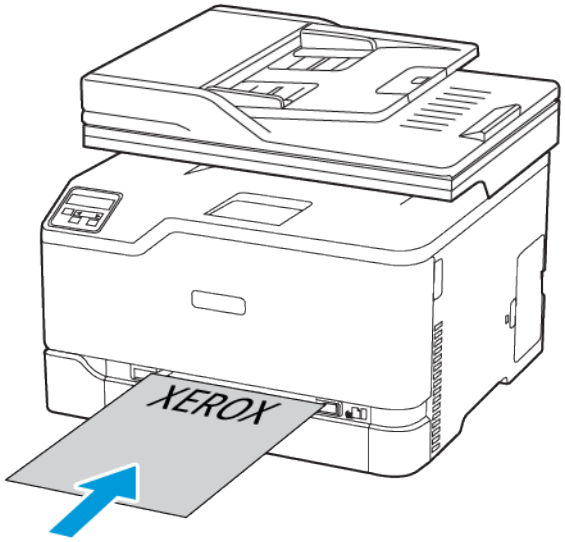
6. Insert the tray.
7. If necessary, set the paper size and paper type from the control panel to match the paper loaded.

LOADING THE MANUAL FEEDER

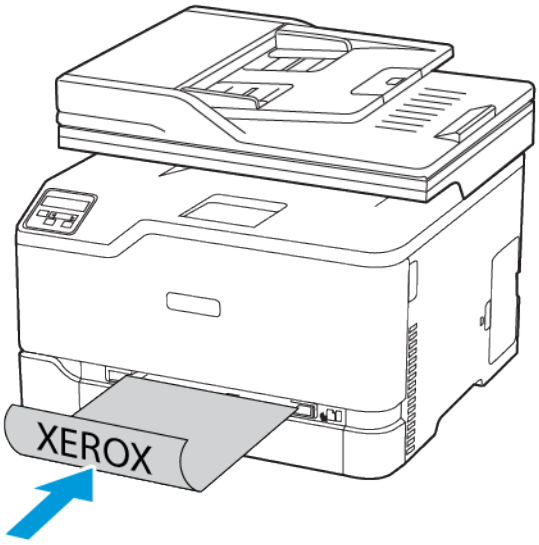
1. Adjust the guide to match the size of the paper that you are loading.



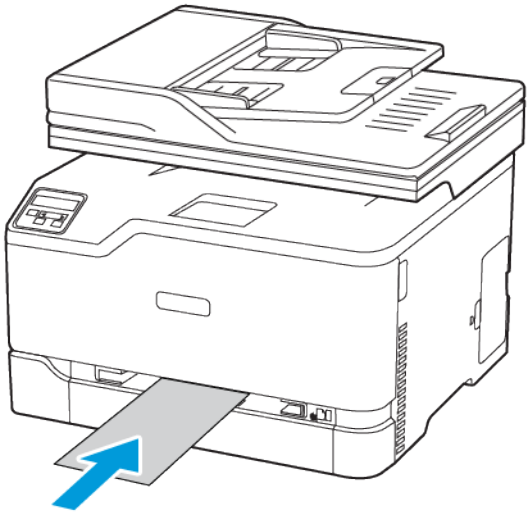
2. Load a sheet of paper with the printable side face-up.
   - Load letterhead with the printable side face-up and the top edge entering the printer first for one-sided printing.



- Load letterhead with the printable side face-down and the top edge entering the printer last for two-sided printing.



- Load envelope with the flap side down and against the right side of the paper guide.



3. Feed the paper until its leading edge gets pulled in.
   - To avoid paper jams, do not force paper into the manual feeder.
   - Before loading another sheet, wait for a message to appear on the display.

LINKING TRAYS

1. From the home screen, touch **Settings** > **Paper** > **Tray Configuration** > select a paper source.
2. Set the same paper size and paper type for the trays that you are linking.
3. From the home screen, touch **Settings** > **Device** > **Maintenance** > **Config Menu** > **Tray Configuration** > **Tray Linking**.
4. Touch **Automatic**.

To unlink trays, ensure that no trays have the same paper size and paper type settings.

> **Warning:** The temperature of the fuser varies according to the specified paper type. To avoid printing issues, match the paper type setting in the printer with the paper loaded in the tray.

Installing and updating software, drivers, and firmware

INSTALLING THE PRINTER SOFTWARE

- The print driver is included in the software installer package.
- For Macintosh computers with macOS version 10.7 or later, you do not need to install the driver to print on an AirPrint-certified printer. If you want custom printing features, then download the print driver.

1. Obtain a copy of the software installer package.
   - From the software CD that came with your printer.
   - Go to www.xerox.com/drivers.
2. Run the installer, then follow the instructions on the computer screen.

ADDING PRINTERS TO A COMPUTER

Before you begin, do one of the following:

- Connect the printer and the computer to the same network. For more information on connecting the printer to a network, refer to Connecting the printer to a Wi-Fi network.
- Connect the computer to the printer. For more information, refer to Connecting a Computer to the Printer.
- Connect the printer to the computer using a USB cable. For more information, refer to Attaching Cables.

Note: The USB cable is sold separately.

For Windows Users

1. From a computer, install the print driver.

   Note: For more information, refer to Installing the Printer Software

2. Open **Printers & scanners**, then click **Add a printer or scanner**.
3. Depending on your printer connection, do one of the following:
   - Select a printer from the list, then click **Add device**.
   - Click **Show Wi-Fi Direct printers**, select a printer, then click **Add device**.

- Click **The printer that I want isn't listed**, then from the Add Printer window, do the following:
  1. Select **Add a printer using a TCP/IP address or hostname**, then click **Next**.
  2. In the Hostname or IP address field, type the printer IP address, then click **Next**.
     - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
     - If you are using a proxy server, then temporarily disable it to load the web page correctly.
  3. Select a print driver, then click **Next**.
  4. Select **Use the print driver that is currently installed (recommended)**, then click **Next**.
  5. Type a printer name, then click **Next**.
  6. Select a printer sharing option, then click **Next**.
  7. Click **Finish**.

For Macintosh Users

1. From a computer, open **Printers & Scanners**.
2. Click the Plus icon (+), then select a printer.
3. From the Use menu, select a print driver.
   - To use the Macintosh print driver, select either **AirPrint** or **Secure AirPrint**.
   - If you want custom printing features, then select the Xerox print driver. To install the driver, refer to Installing the Printer Software.
4. Add the printer.

INSTALLING THE SOFTWARE

Before you install the print driver software, verify that the printer is plugged in, powered on, connected correctly, and has a valid IP address. The IP address usually appears in the upper right corner of the control panel.

To view the IP address of the printer, refer to Finding the IP Address of the Printer.

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

Operating System Requirements

- Windows 7 SP1, Windows 8, Windows 8.1, Windows 10, Windows 11, Windows Server 2008 R2, Windows Server 2012, Windows Server 2016, Windows Server 2019, and Windows Server 2022.
- MacOS version 10.14 and later.
- UNIX and Linux: Your printer supports connection to various UNIX platforms through the network interface.

Installing the Print Drivers for a Windows Network Printer

1. Insert the *Software and Documentation disc* into the appropriate drive on your computer. If the installer does not start automatically, navigate to the drive, then double-click the **Setup.exe** installer file.
2. Click **Xerox Smart Start — Driver Installer (Recommended)**.
3. At the License Agreement, click **Agree**.
4. From the list of discovered printers, select your printer.
   When you install print drivers for a network printer, if your printer does not appear in the list, click **Don't See Your Printer?**, then enter the IP address for your printer.

   To view the IP address of your printer, refer to Finding the IP Address of the Printer.
5. Click **Quick Install**.

   A message appears that confirms that the installation is successful.
6. To complete the installation and close the Installer window, click **Done**.

Installing the Windows Print Driver .zip File

You can download print drivers from Xerox.com in a .zip file, then use the Windows Add Printer Wizard to install the print drivers on your computer.

To install the print driver from the .zip file:

1. Download, then extract the required .zip file to a local directory on your computer.
2. At your computer, open the **Control Panel**, then select **Devices and Printers > Add a Printer**.
3. Click **The printer that I want isn't listed**, then click **Add a local printer or network printer with manual settings**.
4. To use a previously established port, select **Use an existing port**, then from the list, select a Standard TCP/IP Port.
5. To create a Standard TCP/IP port:
   a. Select **Create a New Port**.
   b. For Type of port, select **Standard TCP/IP Port**, then click **Next**.
   c. In the Hostname or IP address field, type the printer IP address or host name.
   d. To disable the feature, clear the check box for **Query the printer and automatically select the driver to use**, then click **Next**.
6. Click **Have Disk**.
7. Click **Browse**. Browse to, then select the driver.inf file for your printer. Click **Open**.
8. Select your printer model, then click **Next**.
9. If a prompt appears because the print driver was installed previously, click **Use the driver that is currently installed (recommended)**.
10. In the Printer name field, type a name for your printer.
11. To install the print driver, click **Next**.

12. If needed, set the printer as the default printer.

    Note: Before you select **Share Printer**, contact your system administrator.

13. To send a test page to the printer, click **Print a test page**.
14. Click **Finish**.

Installing the Print Drivers for a Windows USB Printer

1. Connect the B end of a standard A/B USB 2.0 or USB 3.0 cable to the USB Port on the back of the printer.
2. Connect the A end of the USB cable to the USB port on the computer.
3. If the Windows Found New Hardware Wizard appears, click **cancel**.
4. Insert the *Software and Documentation disc* into the appropriate drive on your computer. If the installer does not start automatically, navigate to the drive, then double-click the **Setup.exe** installer file.
5. Click **Xerox Smart Start — Driver Installer (Recommended)**.
6. At the License Agreement, click **Agree**.
7. From the list of discovered printers, select your printer, then click **Quick Install**.

   A message appears that confirms that the installation is successful.

8. To complete the installation and close the Installer window, click **Done**.

Installing the Printer as a Web Service on Devices

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

Installing a WSD Printer Using the Add Device Wizard

1. At your computer, click **Start**, then select **Printers and Scanners**.
2. To add the required printer, click **Add a Printer or Scanner**.
3. In the list of available devices, select the device that you want to use, then click **Next**.

   Note: If the printer that you want to use does not appear in the list, click **Cancel**. To add the printer manually, use the IP address of the printer. For details, refer to Installing the Windows Print Driver .zip File.

4. Click **Close**.

Installing the Drivers and Utilities for MacOS

1. Download the latest print driver from https://www.xerox.com/office/drivers.
2. Open the Xerox® Print Drivers 5.xx.x.dmg or .pkg as needed for your printer.
3. To run Xerox® Print Drivers 5.xx.x.dmg or .pkg, double-click the appropriate file name.
4. When prompted, click **Continue**.
5. To accept the license agreement, click **I Agree**.

6. To accept the current installation location, click **Install**, or select another location for the installation files, then click **Install**.
7. If prompted, enter your password, then click **OK**.
8. From the list of discovered printers, select your printer, then click **Next**.
9. If your printer does not appear in the list of discovered printers:
   a. Click the **Network Printer Icon**.
   b. Type the IP address of your printer, then click **Continue**.
   c. Select your printer in the list of discovered printers, then click **Continue**.
10. If your printer was not detected, verify that the printer is powered on and that the Ethernet or USB cable is connected properly.
11. To accept the print queue message, click **OK**.
12. Select or clear the **Set Printer as Default** and **Print a Test Page** check boxes.
13. Click **Continue**, then click **Close**.

Adding the Printer for MacOS

For networking, set up your printer using Bonjour® (mDNS), or for an LPD, LPR connection, connect using the IP address of your printer. For a non-network printer, create a desktop USB connection.

For more information, go to the Online Support Assistant at: https://www.xerox.com/support.

Adding the Printer Using Bonjour

To add the printer using Bonjour®:

1. From the computer Applications folder or from the dock, open **System Preferences**.
2. Click **Printers & Scanners**.

   The list of printers appears on the left of the window.
3. For the list of printers, click the Plus icon (**+**).
4. At the top of the window, click the **Default** icon.
5. Select your printer from the list, then click **Add**.

Note: If your printer is not detected, verify that the printer is powered on and that the Ethernet cable is connected properly.

Adding the Printer by Specifying the IP Address

To add the printer by specifying the IP address:

1. From the computer Applications folder or from the dock, open **System Preferences**.
2. Click **Printers & Scanners**.

   The list of printers appears on the left of the window.
3. In the list of printers, click the Plus (**+**) icon.
4. Click **IP**.

5. From the Protocol list, select the protocol.
6. In the Address field, enter the IP address of the printer.
7. In the Name field, enter a name for the printer.
8. From the Use list, choose **Select a driver to use**.
9. From the printer software list, select the print driver for your printer model.
10. Click **Add**.

Installing Print Drivers and Utilities for UNIX and Linux

For more information on installing print drivers and utilities for UNIX and Linux, refer to https://www.xerox.com/office/drivers.

UPDATING SOFTWARE

Some applications require a minimum device software level to operate correctly.

For more information on updating the device software, contact your customer service representative.

Note: Firmware downgrades are not permitted.

1. Open a web browser, then type the printer IP address in the address field.
   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings > Device > Software Update**.
3. Choose one of the following:
   - Click **Check Now > I agree, start update**.
   - To upload the software file, perform the following steps:

   To get the latest software, go to www.xerox.com, and search for your printer model.
   1. Browse to the software file.
   2. Click **Upload > Start**.

EXPORTING OR IMPORTING A CONFIGURATION FILE

You can export the configuration settings of your printer into a text file, then import the file to apply the settings to other printers.

1. Open a Web browser, then type the printer IP address in the address field.
   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, temporarily disable it to load the Web page correctly.
2. From the Embedded Web Server, click **Export Configuration** or **Import Configuration**.
3. Follow the instructions on the screen.

4. If the printer supports applications, then do the following:
   a. Click **Apps**, select the application, then click **Configure**.
   b. Click **Export** or **Import**.

ADDING AVAILABLE OPTIONS IN THE PRINT DRIVER

For Windows Users

1. Open the printers folder.
2. Select the printer you want to update, then do either of the following:
   - For Windows 7 or later, select **Printer properties**.
   - For earlier versions, select **Properties**.
3. Navigate to the Configuration tab, then select **Update Now - Ask Printer**.
4. Apply the changes.

For Macintosh Users

1. From System Preferences in the Apple menu, navigate to your printer, then select **Options & Supplies**.
2. Navigate to the list of hardware options, then add any installed options.
3. Apply the changes.

Xerox® Easy Assist (XEA) App

Xerox Easy Assist app allows you to access and configure the printer from your smartphone. To access the printer from your smartphone, download and install the Xerox Easy Assist app on your mobile device. By installing the Xerox Easy Assist app on your smartphone, you can set up your new printer easily, manage its configuration, view alerts indicating supply requirements and order them, and get live troubleshooting support for your printer.

To install the Xerox Easy Assist app on your smartphone, you need to scan a QR Code or search the app in the Apple App Store or Google Play Store. There are two types of XEA QR Codes:

- **QR Code to acquire the XEA app**: This QR Code is for the initial installation of the app. To install the Xerox Easy Assist app for the first time, you are required to scan this QR Code using your smartphone camera. You can find this QR Code on the packaging box or the *Installation Guide* that comes with the printer.
- **QR Code to connect the mobile device to the printer**: This QR Code is to set up a wireless network connection between the smartphone and the printer. For example, connection to Wi-Fi Direct. For the printers with touchscreen User Interface or bigger than 2–line display interface, you can find this QR Code at the control panel of the printer. The QR Code provides all key information to connect your smartphone and the printer without manually entering any technical information. To connect to the printer, scan this QR Code within the Xerox Easy Assist app. For more information, refer to After Initial Installation: Connecting to the Xerox Easy Assist App for Existing Printers.

If the printer has Internet connection, then you can connect to the XEA app in your smartphone by typing the IP address of the printer.

Primary features of Xerox Easy Assist app are:

Set Up a New Printer

If you have the QR Code or IP Address available, you can set up a new Xerox printer with the help of Xerox Easy Assist app. On My Printers screen in the app, touch the **+** icon, then touch **Unbox a New Printer**. Follow the instructions from the app.

For more information, refer to Adding Multiple Printers to the Xerox Easy Assist App.

Alerts

The Xerox Easy Assist app can notify you of any errors or problems in the printer. To view the error statement, touch the **Bell** icon.

Printer Status

The status displays the printer information, such as readiness of the printer, toner level, and paper tray status for each tray. To view additional information regarding Printer Status, touch the **(i)** icon. When you have a registered supplier, to reorder a new toner, select the **Toner** icon, then touch **Reorder**.

Order Supplies

You can order parts and supplies through the Xerox Easy Assist app. If the toner level appears to be low, to order a new toner, touch **Order Supplies**. You can add and order supplies from a custom supply provider. Touch **Order Supplies**, then follow the instructions to add a custom supplier from **Device Settings > Supplier Profile**. In the Supplier Profile page, fill up the details of your supplier, such as Name, Contact Information, Phone Number, and Website URL. After you complete setting up your custom supply provider, touch **Buy**. It takes you to the web page of your supply provider.

Xerox Retail Store is your default option to order supplies. Also, in the Order Supplies page, you can view the Supplies Plan and Supplies Log of your printer.

Print

You can perform a print job through the Xerox Easy Assist app. In the app, select your printer, then touch **Print**. Select the document that you need to print from your mobile device, confirm the print settings, then touch **Print**.

Device Settings

You can view and edit your printer settings from the **Device Settings** tab. If you have not set up a password during the initial setup, to view or edit existing printer settings, you need to set up the password. The **Device Settings** tab includes the following:

- **About**
- **Language**
- **Wi-Fi Setup**
- **Measurements**
- **Date & Time**
- **Sound**
- **Power Saver**
- **Supplier Profile**
- **Fax** (if applicable)
- **Admin Password**

Support Center

You can request support and find solutions for printer-related problems through the Xerox Easy Assist app. **Support Center** includes the following services:

- **Self Serve**: To access this feature in the app, select your printer, then touch **Support Center > Self Serve**. Self Serve option takes you to a new page for CareAR Instruct. You can download, learn, and search about the printer through CareAR Instruct app.
- **Chat**: To access this feature in the app, select your printer, then touch **Support Center > Chat**. It connects you to a Live Chatbot for Xerox's Support Agent.
- **Printer's Website**: To access this feature in the app, select your printer, then touch **Support Center > Printer's Website**. You are taken to a new page of Additional Printer Settings. You can view the complete printer configuration and access the website of the printer. The Additional Printer Settings page also has an option to **Share Link**. To have the Printer IP Address and other details sent to your registered Email, touch **Share Link**.
- **Set Up My Computer**: To access this feature in the app, select your printer, then touch **Support Center > Set Up My Computer**. You can download Print and Scan Drivers for your printer through Xerox Easy Assist app. In the Email field, type your registered email address, then touch the **+** icon to add your email. To download and install the Print and Scan Drivers, the app sends a Quick Link to your email address.
- **Print Test Page**: To access this feature in the app, select your printer, then touch **Support Center > Print Test Page**. You can print a test page and confirm that all settings are correct.
- **Sustainability**: To access this feature in the app, select your printer, then touch **Support Center > Sustainability**. You are taken to a new page for Xerox Sustainability Efforts. You can view the Waste

management information, Health & Safety data and Other Initiatives. You can access Xerox Sustainability (Environmental Health & Sustainability - Xerox) web page in default browser on the mobile device.

Remove a Printer

You can remove a printer from the Xerox Easy Assist app. On your app, select a printer, then touch **Remove From My Printers**.

PRIOR TO INSTALLING THE PRINTER: INITIAL SET UP WITH THE XEROX® EASY ASSIST APP

To complete the initial setup and install the Xerox Easy Assist app for the first time, do the following:

1. For initial setup when the printer is powered on for the first time, the initial setup screens appears. On the printer control panel, do the following:
   a. Select your **Language**, then touch **Next**.

      The Xerox Easy Assist Mobile App screen appears.

   b. To use your mobile device to set up and manage your printer, touch **Yes**.

      Get the App screen appears to confirm the type of your mobile device. Choose any one option:

      - **iOS**: To install the Xerox Easy Assist app for your iPhone, select this option.
      - **Android**: To install the Xerox Easy Assist app for your Android mobile device, select this option.
      - **I have the App**: If you have installed Xerox Easy Assist app on your mobile device already, select this option.
2. If you have selected iOS or Android option, a screen appears to help you download the app. On the control panel, touch **Show QR Code** option.

   A screen appears with the QR Code. To install the app, scan the QR Code using your smartphone camera.
3. Download and install the Xerox Easy Assist app on your smartphone:
   - For Android phones: Go to Google Play Store, then search for Xerox Easy Assist app.
   - For iOS or iPhones: Go to Apple App Store, then search for Xerox Easy Assist app.
4. When you install the app for the first time on your smartphone, for End-User License Agreement (EULA), touch **I Agree**.

   Note: The Xerox Easy Assist App has instructions that help you to unpack the printer from its packaging box. To watch a helpful video on how to unpack your printer, scan the QR Code on the packaging box or the *Installation Guide* that came with your printer, using your smartphone camera. Accept the End-User License Agreement (EULA), then follow the instructions that appear on the app.
5. To set up a new printer from your smartphone XEA app, on the Add Printer screen, select **Unbox a New Printer**. Follow the instructions that appear on the app.

   Select Printer Model page appears.
6. Select your printer model from the list of valid printers.

   A Welcome screen appears for Xerox Easy Assist.

7. Choose from the following options:
   - **Help Me Unpack My Printer**: Select this option to view instructions that help you to unpack the printer from its packaging box.
   - **I've Unpacked My Printer**: Select this option to connect the XEA app to the printer.
8. In the app, touch **I've Unpacked My Printer**.
9. To connect with the printer, the following options appear in the app:
   - Manual Connection:
     - **Scan QR Code**: This option enables you to connect to the printer by scanning the QR Code. In the app, touch **Scan QR Code**, then follow the instructions that appear on the app. On the printer control panel, to connect to the app, touch **Show QR Code** option. The second or Connect-QR Code appears. Scan the QR Code through the Xerox Easy Assist app. Follow the instructions that appear on the app.

       When the connection is configured, your smartphone and the printer share the same Wireless network, temporarily.

       Important: For the printers with 2-line display interface, there is no QR Code on the control panel. To connect the printer to your mobile device, follow the instructions that appear on the control panel. When prompted, type the Wi-Fi Direct SSID Name and Password for your printer. The printer and the app are connected through Wi-Fi Direct.
     - **Enter IP Address**: This option enables you to connect to the printer by typing the IP Address of the printer. Connect the printer to a network or Internet through an Ethernet cable. Follow the instructions that appear on the app to find the IP Address of the printer. When you have located the IP Address, touch **Enter IP Address**. Type the IP Address in the Add Printer field of the XEA app, then touch **OK**.
   - Quick Connection – Search for Devices: When the printer is connected to Internet through Quick Connection, XEA app searches for nearby printers.
10. With the support of Xerox Easy Assist app, complete the general settings and register the printer on the network.
    General settings include Admin Password, Connectivity, Measurements, Date and Time, Sound, Power Saver settings, and more.

    Note: Ensure that your smartphone is connected to the same Wireless or wired network as the printer and they can communicate after the setup is complete.
11. To complete the initial setup in the app, type the necessary information for your printer, then touch **Complete Setup**.

    The Welcome screen appears.

When the initial setup is complete, with the Xerox Easy Assist app, you can perform the following:

- Setting up a new printer
- Checking the printer status
- Ordering supplies
- Downloading Print and Scan Drivers
- Printing
- Getting troubleshooting support

- Accessing the website of the printer
- Accessing Environment, Health, and Safety information
- Removing a printer from the XEA app My Printers list

For Xerox Easy Assist app features, refer to Xerox® Easy Assist (XEA) App.

AFTER INITIAL INSTALLATION: CONNECTING TO THE XEROX EASY ASSIST APP FOR EXISTING PRINTERS

To install and use the Xerox Easy Assist (XEA) app for a printer that does not require initial installation setup, you can find the QR Code from the control panel **Notification Center > Connected to Network > Connect to Xerox Easy Assist App > Show QR Code**. Scan the QR Code, then follow the instructions that appear on the control panel and your mobile device:

- Based on your smartphone, to install the app for the first time, you are prompted to download the app from Apple App Store or Google Play Store.
- If you have the app installed already, to access Xerox Easy Assist features, connect to the printer with your smartphone.

Important: For the printers with 2-line display interface, there is no QR Code on the control panel. To connect the printer to your mobile device, follow the instructions that appear on the control panel. When prompted, type the Wi-Fi Direct SSID Name and Password for your printer. The printer and the app are connected through Wi-Fi Direct.

To install and use the Xerox Easy Assist (XEA) app for a printer that is already installed and connected to your network, do the following:

Connecting through QR Code:

1. Download the Xerox Easy Assist (XEA) app from Apple App Store or Google Play Store.
2. At the Add Printer page, touch **Connect to Existing Printer**.
3. Select your printer model from the list of valid printers.
4. The app searches for printers on your network. You can skip this process. To connect through QR Code, touch **Skip**, then touch **Add a Printer**.
5. From Connect to Existing Printer screen, touch **Scan QR Code**. Choose from the following options:
   - **Help Me Find the QR Code**: Select this option and follow the instructions to find the QR Code in the printer control panel.
   - **I'm Ready to Scan**: Select this option when you have found the QR Code in the printer control panel and ready to scan it through the app.
6. On the printer control panel, touch the status bar on top of the Home screen to access the Notification Center.
7. From the Notification Center, touch the QR Code icon for **Connected to Network**. A new window opens for **Connect to Xerox Easy Assist Mobile App** that displays the Connect QR Code.
8. Scan the QR Code using the XEA app. This adds your printer to My Printers list in the XEA app.

Connecting through IP Address:

1. Download the Xerox Easy Assist (XEA) app from Apple App Store or Google Play Store.
2. At the Add Printer page, touch **Connect to Existing Printer**.
3. Select your printer model from the list of valid printers.
4. The app searches for printers on your network. You can skip this process. To connect through IP Address, touch **Skip**, then touch **Add a Printer**.
5. From Connect to Existing Printer screen, touch **Enter IP Address**. Choose from the following options:
   - **Help Me Find the IP Address**: Select this option and follow the instructions to find the IP Address of the printer in the control panel.
   - **Enter IP Address**: Select this option when you have found the IP Address of the printer and ready to type it in the app.
6. On the printer control panel, refer to the IP Address in the status bar on top of the Home screen of the printer.
7. Type the IP Address in the Add Printer screen of the XEA app, then touch **OK**. This adds your printer to My Printers list in the XEA app.

ADDING MULTIPLE PRINTERS TO THE XEROX EASY ASSIST APP

If your printer is already set up on your network and the initial setup is complete, through the XEA app, you can include additional printers directly to the list of My Printers. You can see the printer status, get print drivers, and get Chatbot support. To add printers that are on the network, open the XEA app Home page in your smartphone. On the My Printers screen, touch the **+** icon or **Add** from the top of the screen. Refer to the following options:

- **Setting Up a New Printer**: To set up a new printer from your smartphone XEA app, on the Add Printer screen, select **Unbox a New Printer**. Follow the instructions that appear on the printer control panel and on your mobile device.
- **Adding an Existing Printer**: To add an existing printer that is already connected to the network, on the Add Printer screen, select **Connect to Existing Printer**. Follow the instructions that appear on the printer control panel and on your mobile device.

You can add a printer by following any one these methods:

- **QR Code**: To scan the printer QR Code with the XEA app scanner, touch **QR Code**. To find the QR Code of the printer, refer to After Initial Installation: Connecting to the Xerox Easy Assist App for Existing Printers.
- **IP Address**: To connect to the printer by typing the IP Address manually, touch **IP Address**. Type the IP Address of the printer, then touch **OK**. For more information, refer to After Initial Installation: Connecting to the Xerox Easy Assist App for Existing Printers.
- **Finding the Nearby Network Printers**: When your smartphone is connected to the same wireless or wired network as the printer, for Quick Connection, the app searches for nearby printers on your network.
  - If the app finds the printer, you can select and add the printer directly.
  - If the app is unable to find the printer you are looking for, then you can add the printer by typing its IP address.

Note: If the printer and mobile device cannot communicate, ensure that they are on the same network.

Networking

CONNECTING THE PRINTER TO A WIRED ETHERNET NETWORK

When you connect the printer to a wired Ethernet connection, the Wi-Fi connection is switched off automatically. When connected, set up an IP address at the printer Control Panel.

Before you begin, ensure that the Active Adapter is set to Auto.

1. From the home screen, touch **Settings > Network/Ports > Network Overview > Active Adapter**.
2. Connect the Ethernet cable to the printer. Ensure that the Ethernet cable has Internet connection.
3. To set up and manage your new Xerox printer, follow the instructions in the Xerox Easy Assist.

CONNECTING THE PRINTER TO A WI-FI NETWORK

Before you begin, ensure that:

- Active Adapter is set to Auto. From the home screen, touch **Settings** > **Network/Ports** > **Network Overview** > **Active Adapter**.
- The Ethernet cable is not connected to the printer.

Using the wireless setup wizard in the printer

Before using the wizard, ensure that the printer firmware is updated. For more information, refer to Updating Software.

1. From the home screen, touch **Set up now**.
2. Select a Wi-Fi network, then type the network password.
3. Touch **Done**.

Using the Settings Menu in the Printer

1. From the home screen, touch **Settings > Network/Ports > Wireless > Setup On Printer Panel > Choose Network**.
2. Select a Wi-Fi network, then type the network password.

Note: For Wi-Fi-network-ready printer models, a prompt to set up the Wi-Fi network appears during initial setup.

CONNECTING THE PRINTER TO A WIRELESS NETWORK USING WI-FI PROTECTED SETUP (WPS)

Before you begin, make sure that:

- The access point (wireless router) is WPS-certified or WPS-compatible. For more information, see the documentation that came with your access point.
- A wireless network adapter is installed in your printer. For more information, see the instructions that came with the adapter.

- Active Adapter is set to Auto. From the home screen, touch **Settings** > **Network/Ports** > **Network Overview** > **Active Adapter**.

Using the Push Button method

1. From the home screen, touch **Settings** > **Network/Ports** > **Wireless** > **Wi-Fi Protected Setup** > **Start Push Button Method**.
2. Follow the instructions on the display.

Using the personal identification number (PIN) method

1. From the home screen, touch **Settings** > **Network/Ports** > **Wireless** > **Wi-Fi Protected Setup** > **Start PIN Method**.
2. Copy the eight-digit WPS PIN.
3. Open a web browser, then type the IP address of your access point in the address field.
   - To know the IP address, see the documentation that came with your access point.
   - If you are using a proxy server, then temporarily disable it to load the web page correctly.
4. Access the WPS settings. For more information, see the documentation that came with your access point.
5. Enter the eight-digit PIN, then save the changes.

CONFIGURING WI-FI DIRECT

Wi-Fi Direct is a Wi-Fi-based peer-to-peer technology that allows wireless devices to connect directly to a Wi-Fi Direct-enabled printer without using an access point (wireless router).

1. From the home screen, touch **Settings > Network/Ports > Wi-Fi Direct**.
2. Configure the settings.
   - **Enable Wi-Fi Direct**: Enables the printer to broadcast its own Wi-Fi Direct network.
   - **Wi-Fi Direct Name**: Assigns a name for the Wi-Fi Direct network.
   - **Wi-Fi Direct Password**: Assigns the password for negotiating the wireless security when using the peer-to-peer connection.
   - **Show Password on Setup Page**: Shows the password on the Network Setup Page.
   - **Auto-Accept Push Button Requests**: Lets the printer accept connection requests automatically.

Note: Accepting push-button requests automatically is not secured.

- By default, the Wi-Fi Direct network password is not visible on the printer display. To show the password, enable the password peek icon. From the home screen, touch **Settings > Security > Miscellaneous > Enable Password/PIN Reveal**.
- To know the password of the Wi-Fi Direct network without showing it on the printer display, from the home screen touch **Settings > Reports > Network > Network Setup Page**.

CONNECTING A MOBILE DEVICE TO THE PRINTER

Before connecting your mobile device, ensure that Wi-Fi Direct has been configured. For more information, refer to Configuring Wi-Fi Direct.

Connecting Using Wi-Fi Direct

Note: These instructions apply only to Android mobile devices.

1. From the mobile device, go to the settings menu.
2. Enable **Wi-Fi**, then tap **Wi-Fi Direct**.
3. Select the printer Wi-Fi Direct name.
4. Confirm the connection on the printer control panel.

Connecting Using Wi-Fi

1. From the mobile device, go to the settings menu.
2. Tap **Wi-Fi**, then select the printer Wi-Fi Direct name.

Note: The string DIRECT-xy (where x and y are two random characters) is added before the Wi-Fi Direct name.

3. Enter the Wi-Fi Direct password.

CONNECTING A COMPUTER TO THE PRINTER

Before connecting your computer, ensure that Wi-Fi Direct has been configured. For more information, refer to Configuring Wi-Fi Direct.

For Windows Users

1. Open the printers folder.
2. Select the printer you want to update, then do either of the following:
   - For Windows 7 or later, select **Printer properties**.
   - For earlier versions, select **Properties**.
3. Navigate to the Configuration tab, then select **Update Now - Ask Printer**.
4. Apply the changes.

For Macintosh Users

1. From System Preferences in the Apple menu, navigate to your printer, then select **Options & Supplies**.
2. Navigate to the list of hardware options, then add any installed options.
3. Apply the changes.

DEACTIVATING THE WI-FI NETWORK

1. From the home screen, touch **Settings** > **Network/Ports** > **Network Overview** > **Active Adapter** > **Standard Network**.
2. Follow the instructions on the display.

CHECKING THE PRINTER CONNECTIVITY

1. From the home screen, touch **Settings** > **Reports** > **Network** > **Network Setup Page**.
2. Check the first section of the network setup page, and confirm that the status is connected.

   If the status is not connected, then the LAN drop may be inactive, or the network cable may be malfunctioning. Contact your administrator for assistance.

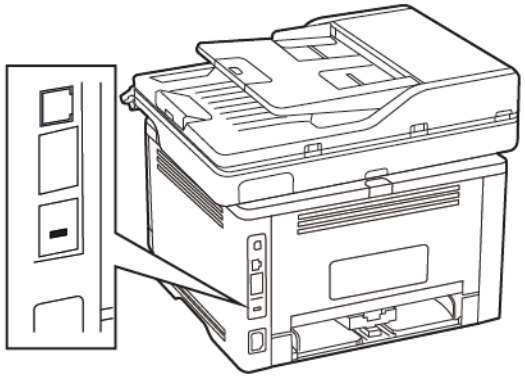
Secure the printer

This chapter contains:

Locating the Security Slot 86
Erasing printer memory 87
Restoring factory default settings 88
Statement of Volatility 89

Locating the Security Slot

The printer is equipped with a security lock feature. Attach a security lock compatible with most laptop computers in the location shown to secure the printer in place.



Erasing printer memory

To erase volatile memory or buffered data in your printer, turn off the printer.

To erase non-volatile memory or individual settings, device and network settings, security settings, and embedded solutions, do the following:

1. From the home screen, touch **Settings** > **Device** > **Maintenance** > **Out of Service Erase**.
2. Select the **Sanitize all information on nonvolatile memory** check box, and then touch **OK**.
3. Select either **Start initial setup** or **Leave printer offline**, and then touch **OK**.

Restoring factory default settings

1. From the home screen, touch **Settings** > **Device** > **Restore Factory Defaults**.
2. In the Restore Settings menu, select the settings that you want to restore.
3. Touch **RESTORE**.
4. Follow the instructions on the display.

Statement of Volatility

Your printer contains various types of memory that can store device and network settings, and user data.

TYPE OF MEMORY	DESCRIPTION
Volatile memory	Your printer uses standard *random access memory* (RAM) to temporarily buffer user data during simple print jobs.
Non-volatile memory	Your printer may use two forms of non-volatile memory: EEPROM and NAND (flash memory). Both types are used to store operating system, device settings, and network information.

Erase the content of any installed printer memory in the following circumstances:

- The printer is being decommissioned.
- The printer is being moved to a different department or location.
- The printer is being serviced by someone from outside your organization.
- The printer is being removed from your premises for service.
- The printer is being sold to another organization.

Print

This chapter contains:

Printing from a computer 92
Printing from a mobile device 93
Printing from a flash drive 95
Supported flash drives and file types 96
Configuring Confidential Jobs 97
Printing Confidential and Other Held Jobs 98
Printing a font sample list 99
Placing separator sheets between copies 100
Canceling a print job 101
Adjusting toner darkness 102

Printing from a computer

Note: For labels, card stock, and envelopes, set the paper size and type in the printer before printing the document.

1. From the document that you are trying to print, open the Print dialog.
2. If necessary, adjust the settings.
3. Print the document.

Printing from a mobile device

PRINTING FROM A MOBILE DEVICE USING MOPRIA™ PRINT SERVICE

Mopria™ Print Service is a mobile printing solution for mobile devices running on Android version 10.0 or later. It allows you to print directly to any Mopria-certified printer.

Note: Ensure that you download the Mopria™ Print Service application from the Google Play store and enable it in the mobile device.

1. From your Android mobile device, launch a compatible application or select a document from your file manager.
2. Tap **More Options > Print**.
3. Select a printer, then adjust the settings, if necessary.
4. Tap **Print**.

PRINTING FROM A MOBILE DEVICE USING AIRPRINT®

The AirPrint software feature is a mobile printing solution that allows you to print directly from Apple devices to an AirPrint-certified printer.

- Ensure that the Apple device and the printer are connected to the same network. If the network has multiple wireless hubs, then ensure that both devices are connected to the same subnet.
- This application is supported only in some Apple devices.

1. From your mobile device, select a document from your file manager or launch a compatible application.
2. Tap **Share/Upload > Print**.
3. Select a printer, and then adjust the settings, if necessary.
4. Print the document.

PRINTING FROM A MOBILE DEVICE USING WI-FI DIRECT®

Wi-Fi Direct is a printing service that lets you print to any Wi-Fi Direct-ready printer.

Note: Ensure that the mobile device is connected to the printer wireless network. For more information, refer to Connecting a mobile device to the printer.

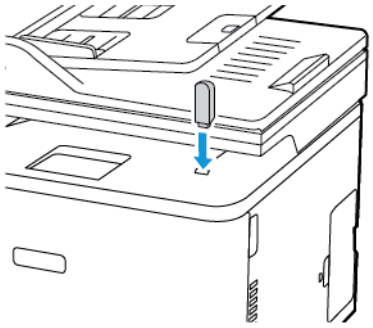
1. From your mobile device, launch a compatible application or select a document from your file manager.
2. Depending on your mobile device, do one of the following:
   - Tap ⋮ > **Print**.
   - Tap  > **Print**.
   - Tap ▪▪▪ > **Print**.
3. Select a printer, then adjust the settings, if necessary.

4. Print the document.

Printing from a flash drive

This feature is available only in some printer models.

1. Insert the flash drive.



   - If you insert the flash drive when an error message appears, then the printer ignores the flash drive.
   - If you insert the flash drive while the printer is processing other print jobs, then Busy appears on the display.

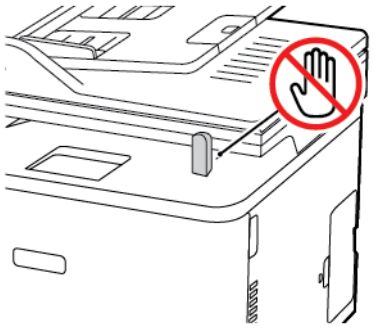
2. Select the document that you want to print.

   If necessary, configure other print settings.

3. Print the document.

   To print another document, select **USB Drive**.

> **Warning:** To avoid loss of data or printer malfunction, do not touch the flash drive or the printer in the area shown while actively printing, reading, or writing from the memory device.



Supported flash drives and file types

FLASH DRIVES

- Lexar JumpDrive S70 (16GB and 32GB)
- SanDisk Cruzer (16GB and 32GB)
- PNY Attache (16GB and 32GB)
- Notes:
  - The printer supports high-speed USB flash drives with full-speed standard.
  - USB flash drives must support the File Allocation Table (FAT) system.

FILE TYPES

DOCUMENTS	IMAGES
• PDF (version 1.7 or earlier) • Microsoft file formats (.doc, .docx, .xls, .xlsx, .ppt, . pptx)*	• .JPEG or .jpg • .TIFF or .tif* • .gif* • .bmp* • .png* • .pcx* • .dcx*

Configuring Confidential Jobs

USING THE CONTROL PANEL

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Email**, and then enter the needed information.
3. If necessary, configure the output file type settings.
4. Send the email.

USING THE EMBEDDED WEB SERVER

1. Open a web browser, then type the printer IP address in the address field.

   Note:

   - View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the web page correctly.

2. Click **Settings > Fax > Fax Setup > General Fax Settings**.
3. Configure the settings.
4. Apply the changes.

Printing Confidential and Other Held Jobs

FOR WINDOWS USERS

1. With a document open, click **File > Print**.
2. Select the printer, then click **Printer Properties > Printing Options > Job Type**.
3. Select the print job type (Secure Print, Sample Set, or Saved Job).

   If you select **Secure Print**, enter a Passcode, then click **OK**. The pin entry window disappears.
4. To close Printing Options window, click **OK**.
5. Click **Print**.

FOR MACINTOSH USERS

Using AirPrint

1. With a document open, click **File > Print**.
2. Select a printer, then from the drop-down menu following the Orientation menu, choose **PIN Printing**.
3. Enable **Print with PIN**, then enter a four-digit PIN.
4. Click **Print**.
5. From the printer home screen, release the print job. Touch **Held jobs > select your computer name > Confidential > enter the PIN > select the print job > Print**.

Using the Print Driver

1. With a document open, click **File > Print**.
2. Select a printer, then from the drop-down menu following the Orientation menu, choose **Print and Hold**.
3. Choose **Confidential Print**, then enter a four-digit PIN.
4. Click **Print**.
5. From the printer home screen, release the print job. Touch **Held jobs > select your computer name > Confidential > select the print job > enter the PIN > Print**.

Printing a font sample list

1. From the home screen, touch **Settings** > **Reports** > **Print** > **Print Fonts**.
2. Touch **PCL Fonts** or **PostScript Fonts**.

Placing separator sheets between copies

1. From the home screen, touch **Settings** > **Print** > **Layout** > **Separator Sheets** > **Between Copies**.
2. Print the document.

Canceling a print job

FROM THE PRINTER CONTROL PANEL

For touch-screen printer models, do the following:

1. From the home screen, touch **Cancel a job**.
2. Select a job to cancel.

For non-touch-screen printer models, press **Cancel**.

FROM THE COMPUTER

1. Depending on the operating system, do either of the following:
   - Open the printers folder, then select your printer.
   - From the System Preferences in the Apple menu, navigate to your printer.
2. Select the job to cancel.

Adjusting toner darkness

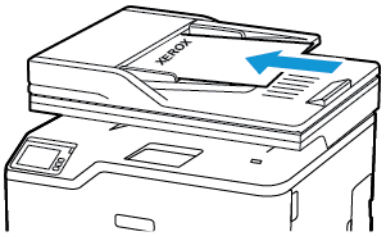
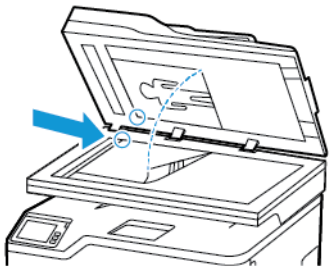
1. From the home screen, touch **Settings** > **Print** > **Quality** > **Toner Darkness**.
2. Select a setting.

Copy

This chapter contains:

Using the automatic document feeder and scanner glass 104
Making Copies 105
Copying photos 106
Copying on Letterhead 107
Copying on Both Sides of the Paper 108
Reducing or enlarging copies 109
Copying Multiple Pages onto a Single Sheet 110
Collating copies 111
Copying cards 112
Creating a copy shortcut 113

Using the automatic document feeder and scanner glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
	
• Use the ADF for multiple-page or two-sided documents. • Load an original document faceup. For multiple-page documents, ensure to align the leading edge before loading. • Ensure to adjust the ADF guides to match the width of the paper that you are loading.	• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). • Place the document facedown in the corner with the arrow.

Making Copies

1. Load an original document into the ADF tray or on the scanner glass.

   Note: To avoid a cropped image, ensure that the original document and output have the same paper size.

2. From the home screen, touch **Copy**, and then specify the number of copies.
   If necessary, adjust the copy settings.
3. Copy the document.

   Note: To make a quick copy, from the control panel, press the **Start** button.

Copying photos

1. Place a photo on the scanner glass.
2. From the home screen, touch **Copy** > **Content Type** > **Photo**.
3. Copy the document.

Copying on Letterhead

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Copy** > **Copy From** > select the size of the original document.
3. Touch **Copy To**, and then select the paper source that contains the letterhead.

   If you loaded the letterhead into the manual feeder, then navigate to: **Copy To** > **Manual Feeder** > select a paper size > **Letterhead**.
4. Copy the document.

Copying on Both Sides of the Paper

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Copy > Sides**.
3. Adjust the settings.
4. Copy the document.

Reducing or enlarging copies

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, navigate to: **Copy** > **Scale** > specify a scale value

   Note: Changing the size of the original document or output after setting Scale restores the scale value to Auto.

3. Copy the document.

Copying Multiple Pages onto a Single Sheet

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Copy > Pages per Side**.
3. Adjust the settings.
4. Copy the document.

Collating copies

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Copy** > **Collate** > **On [1,2,1,2,1,2]**.
3. Copy the document.

Copying cards

1. Load a card on the scanner glass.
2. From the control panel, navigate to: **Copy** > **ID Copy**
3. If necessary, adjust the settings.
4. Copy the document.

Creating a copy shortcut

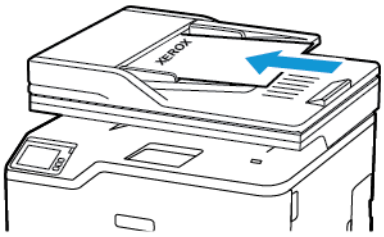
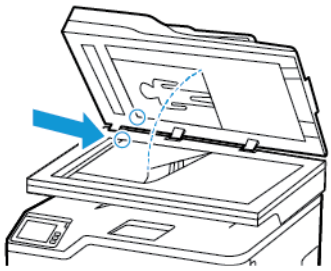
1. From the home screen, touch **Copy**.
2. Configure the settings, and then touch  .
3. Create a shortcut.

Email

This chapter contains:

Using the automatic document feeder and scanner glass 116
Sending an Email 117
Creating an email shortcut 118

Using the automatic document feeder and scanner glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
	
• Use the ADF for multiple-page or two-sided documents. • Load an original document faceup. For multiple-page documents, ensure to align the leading edge before loading. • Ensure to adjust the ADF guides to match the width of the paper that you are loading.	• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). • Place the document facedown in the corner with the arrow.

Sending an Email

Before you begin, make sure that the SMTP settings are configured. For more information, refer to Configuring the Email SMTP Settings.

USING THE CONTROL PANEL

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Email**, and then enter the needed information.
3. If necessary, configure the output file type settings.
4. Send the email.

USING A SHORTCUT NUMBER

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Shortcuts > Email**.
3. Select the shortcut number.
4. Send the email.

Creating an email shortcut

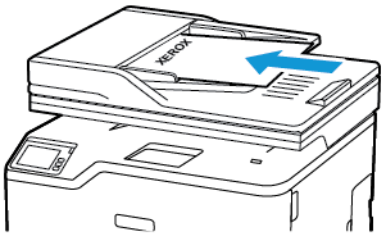
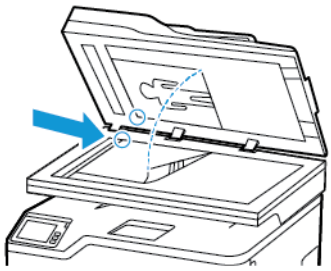
1. From the home screen, touch **Email**.
2. Configure the settings, and then touch  .
3. Create a shortcut.

Fax

This chapter contains:

Using the automatic document feeder and scanner glass 120
Sending a fax 121
Scheduling a fax 122
Creating a fax destination shortcut 123
Changing the fax resolution 124
Adjusting the fax darkness 125
Printing a fax log 126
Blocking junk faxes 127
Holding a fax 128
Forwarding a fax 129

Using the automatic document feeder and scanner glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
	
• Use the ADF for multiple-page or two-sided documents. • Load an original document faceup. For multiple-page documents, make sure to align the leading edge before loading. • Make sure to adjust the ADF guides to match the width of the paper that you are loading.	• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). • Place the document facedown in the corner with the arrow.

Sending a fax

USING THE CONTROL PANEL

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Fax**, and then enter the needed information.

   If necessary, adjust the settings.
3. Fax the document.

Scheduling a fax

1. Load the original document into the ADF tray or on the scanner glass.
2. From the home screen, navigate to: **Fax** > **To** > enter the fax number > **Done**
3. Touch **Send Time**, configure the date and time, and then touch **OK**.
4. Send the fax.

Creating a fax destination shortcut

1. From the home screen, touch **Fax** > **To**.
2. Enter the recipient number, then touch **Done**.
3. Touch  .
4. Create a shortcut.

Changing the fax resolution

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Fax**, and then enter the needed information.
3. Touch **Resolution**, and then adjust the setting.
4. Send the fax.

Adjusting the fax darkness

1. Load an original document into the ADF tray or on the scanner glass.
2. From the home screen, touch **Fax**, and then enter the needed information.
3. Touch **Darkness**, and then adjust the setting.
4. Send the fax.

Printing a fax log

1. From the home screen, touch **Settings** > **Reports** > **Fax**.
2. Touch **Fax Job Log** or **Fax Call Log**.

Blocking junk faxes

1. From the home screen, touch **Settings** > **Fax** > **Fax Setup** > **Fax Receive Settings** > **Admin Controls**.
2. Set Block No Name Fax to **On**.

Holding a fax

1. Open a web browser, and then type the printer IP address in the address field.
   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings** > **Fax** > **Fax Setup** > **Fax Receive Settings** > **Holding Faxes**.
3. Select a mode.
4. Apply the changes.

Forwarding a fax

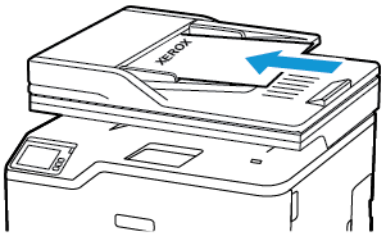
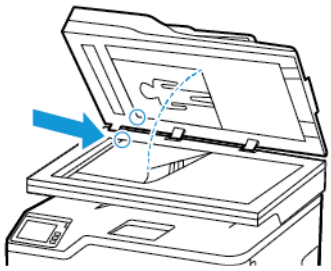
1. Create a fax destination shortcut.
   a. From the home screen, touch **Fax** > **To**.
   b. Enter the recipient number, then touch **Done**.
   c. Touch  .
   d. Create a shortcut.
2. From the home screen, touch **Settings** > **Fax** > **Fax Setup** > **Fax Receive Settings** > **Admin Controls**.
3. Touch **Fax Forwarding** > **Forward**.
4. Configure the Forward to settings.

Scan

This chapter contains:

Using the automatic document feeder and scanner glass 132
Scanning to a Computer 133
Scanning to an FTP server using a shortcut 134
Scanning to a network folder using a shortcut 135
Scanning to a flash drive 136

Using the automatic document feeder and scanner glass

AUTOMATIC DOCUMENT FEEDER (ADF)	SCANNER GLASS
	
• Use the ADF for multiple-page or two-sided documents. • Load an original document faceup. For multiple-page documents, make sure to align the leading edge before loading. • Make sure to adjust the ADF guides to match the width of the paper that you are loading.	• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). • Place the document facedown in the corner with the arrow.

Scanning to a Computer

Before you begin, ensure that:

- The printer firmware is updated. For more information, refer to Updating Software.
- The computer and the printer are connected to the same network.

FOR WINDOWS USERS

Note: Ensure that the printer is added to the computer. For more information, refer to Installing the Software.

1. Load an original document into the automatic document feeder or on the scanner glass.
2. From the computer, open **Windows Fax and Scan**.
3. From the Source menu, select a scanner source.
4. If necessary, change the scan settings.
5. Scan the document.

FOR MACINTOSH USERS

Note: Ensure that the printer is added to the computer. For more information, refer to Installing the Software.

1. Load an original document into the automatic document feeder or on the scanner glass.
2. From the computer, do either of the following:
   a. Open **Image Capture**.
   b. Open **Printers & Scanners**, and then select a printer. Click **Scan > Open Scanner**.
3. From the Scanner window, do one or more of the following:
   a. Select where you want to save the scanned document.
   b. Select the size of the original document.
   c. To scan from the ADF, select **Document Feeder** from the Scan Menu or enable **Use Document Feeder**.
   d. If necessary, configure the scan settings.
4. Click **Scan**.

Scanning to an FTP server using a shortcut

1. Create an FTP shortcut.
   a. Open a web browser, and then type the printer IP address in the address field.
      - View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
      - If you are using a proxy server, then temporarily disable it to load the web page correctly.
   b. Click **Shortcuts** > **Add Shortcut**.
   c. From the Shortcut Type menu, select **FTP**, and then configure the settings.
   d. Apply the changes.
2. Load an original document into the ADF tray or on the scanner glass.
3. From the home screen, touch **Shortcuts** > **FTP**
4. Select the shortcut.

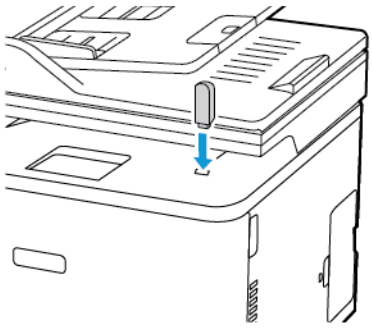
Scanning to a network folder using a shortcut

1. Create a network folder shortcut.
   a. Open a web browser, and then type the printer IP address in the address field.
      - View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
      - If you are using a proxy server, then temporarily disable it to load the web page correctly.
   b. Click **Shortcuts** > **Add Shortcut**.
   c. From the Shortcut Type menu, select **Network Folder**, and then configure the settings.
   d. Apply the changes.
2. Load an original document into the ADF tray or on the scanner glass.
3. From the home screen, touch **Shortcuts** > **Scan to Network**.
4. Select the shortcut.

Scanning to a flash drive

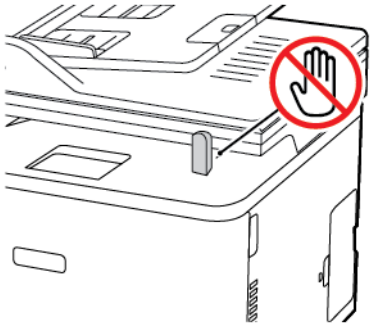
This feature is available only in some printer models.

1. Load an original document into the ADF tray or on the scanner glass.
2. Insert the flash drive.



3. Touch **Scan to USB** and adjust the settings if necessary.
   - To save the scanned document to a folder, touch **Scan to**, select a folder, and then touch **Scan Here**.
   - If the USB Drive screen does not appear, then touch **USB Drive** on the control panel.
4. Scan the document.

> **Warning:** To avoid loss of data or printer malfunction, do not touch the flash drive or the printer in the area shown while actively printing, reading, or writing from the memory device.



Use printer menus

This chapter contains:

Menu Map 138
Device 139
Print 154
Paper 161
Copy 164
Fax 167
E-mail 175
FTP 181
USB Drive 185
Network/Ports 190
Security 209
Reports 215
Supplies Plan 217
Troubleshooting 218

Menu Map

Device	• Preferences • Eco-Mode • Remote Operator Panel • Notifications • Power Management	• Restore Factory Defaults • Maintenance • Visible Home Screen Icons • About this Printer
Print	• Layout • Setup • Quality	• PostScript • PCL • Image
Paper	• Tray Configuration	• Media Configuration
Copy	Copy Defaults	
Fax	Fax Defaults	
Email	• Email Setup	• Email Defaults
FTP	FTP Defaults	
USB Drive	• Flash Drive Scan	• Flash Drive Print
Network/Ports	• Network Overview • Wireless • Wi-Fi Direct • AirPrint • Mobile Services Management • Ethernet • TCP/IP • SNMP	• IPSec • 802.1x • LPD Configuration • HTTP/FTP Settings • USB • Restrict external network access • Universal Print
Security	• Login Methods* • Certificate Management* • Schedule USB Devices • Login Restrictions	• Confidential Print Setup • Erase Temporary Data Files • Solutions LDAP Settings • Miscellaneous
Reports	• Menu Settings Page • Device • Print	• Shortcuts • Fax • Network
Supplies Plan	• Plan Activation • Plan Conversion	• Subscription Service
Troubleshooting	Print Quality Test Pages	Cleaning the Scanner
* Appears only in the Embedded Web Server.		

Device

PREFERENCES

MENU ITEM	DESCRIPTION
Display Language [List of languages]	Set the language of the text that appears on the display.
Country/Region [List of countries or regions]	Identify the country or region where the printer is configured to operate.
Run initial setup • No* • Yes	Run the setup wizard.
Keyboard Keyboard Type [List of languages]	Select a language as a keyboard type. Note: All the Keyboard Type values may not appear or may require special hardware to appear.
Displayed information • Display Text 1 (IP Address*) • Display Text 2 (Date/Time*) • Custom Text 1 • Custom Text 2	Specify the information to appear on the home screen.
Date and Time • Configure – Current Date and Time – Manually Set Date and Time – Date Format (MM-DD-YYYY*) – Time Format (12 hour A.M./P.M.*) – Time Zone (GMT*)	Configure the printer date and time.
Date and Time • Network Time Protocol – Enable NTP (On*) – NTP Server – Enable Authentication	Configure the settings for Network Time Protocol (NTP). Note: When Enable Authentication is set to MD5 key, Key ID and Password appear.
Paper Sizes • U.S.* • Metric	Specify the unit of measurement for paper sizes.

MENU ITEM	DESCRIPTION
	Note: The country or region selected in the initial setup wizard determines the initial paper size setting.
Screen Brightness 20–100 % (100*)	Adjust the brightness of the display.
Flash Drive Access • Disabled • Enabled*	Enable access to the flash drive.
One Page Flatbed Scanning • On • Off*	Set copies from the scanner glass to only one page at a time.
Device Sounds	
Mute All Sounds • Off* • On	To ignore and disabled all sound settings, set disable.
ADF Loaded Beep • On* • Off	Enable a sound when loading paper into the ADF.
Alarm Control • Off • Single* • Continuous	Set the number of times that the alarm sounds when the printer requires user intervention.
Cartridge Alarm • Off • Single* • Continuous	Set the number of times that the alarm sounds when the cartridge is low.
Speaker Mode • Always Off* • Always On • On Until Connected	Set the speaker mode.
Ringer Volume On Off*	Disable the ringer volume.

MENU ITEM	DESCRIPTION
Screen Timeout 5–300 (60*)	Set the idle time in seconds before the display shows the home screen, or before the printer logs out a user account automatically.
Note: An asterisk (*) next to a value indicates the factory default setting.	

ECO-MODE

MENU ITEM	DESCRIPTION
Print • Sides – 1-Sided* – 2-Sided	Specify whether to print on one side or two sides of the paper.
Print • Pages per Side – Off* – 2 pages per side – 3 pages per side – 4 pages per side – 6 pages per side – 9 pages per side – 12 pages per side – 16 pages per side	Print multiple page images on one side of a sheet of paper.
Print • Toner Darkness – Light – Normal* – Dark	Determine the lightness or darkness of text images.
Copy • Sides – 1 sided to 1 sided* – 1 sided to 2 sided – 2 sided to 1 sided – 2 sided to 2 sided	Specify the scanning behavior based on the original document.
Copy	Specify the scanning behavior based on the original

MENU ITEM	DESCRIPTION
• Pages per Side – Off* – 2 Portrait pages – 4 Portrait pages – 2 Landscape pages – 4 Landscape pages	document.
Copy Darkness 1–9 (5*)	Determine the darkness of the scanned text images.
Note: An asterisk (*) next to a value indicates the factory default setting.	

REMOTE OPERATOR PANEL

MENU ITEM	DESCRIPTION
External VNC Connection • Don't Allow* • Allow	Connect an external Virtual Network Computing (VNC) client to the remote control panel.
Authentication Type • None* • Standard Authentication	Set the authentication type when accessing the VNC client server.
VNC Password	Specify the password to connect to the VNC client server. Note: This menu item appears only if Authentication Type is set to Standard Authentication.
Note: An asterisk (*) next to a value indicates the factory default setting.	

NOTIFICATIONS

MENU ITEM	DESCRIPTION
ADF Loaded Beep • Off • On*	Enable a sound when loading paper into the ADF.
Alarm Control	Set the number of times that the alarm sounds when

MENU ITEM	DESCRIPTION
• Off • Single* • Continuous	the printer requires user intervention.
Supplies • Show Supply Estimates – Show estimates* – Do not show estimates	Show the estimated status of the supplies.
Supplies • Cartridge Alarm – Off – Single* – Continuous	Set the number of times that the alarm sounds when the cartridge is low.
Supplies Custom Supply Notifications	Configure notification settings when the printer requires user intervention. Note: This menu item appears only in the Embedded Web Server.
Email Alerts Setup • Email Setup – Primary SMTP Gateway	Type the IP address or host name of the primary SMTP server for sending email.
Email Alerts Setup • Email Setup – Primary SMTP Gateway 1–65535 (25*)	Enter the port number of the primary SMTP server.
Email Alerts Setup • Email Setup – Secondary SMTP Gateway	Type the server IP address or host name of your secondary or backup SMTP server.
Email Alerts Setup • Email Setup – Secondary SMTP Gateway Port 1–65535 (25*)	Enter the server port number of your secondary or backup SMTP server.
Email Alerts Setup • Email Setup – SMTP Timeout 5–30 seconds (30*)	Specify how long before the printer times out if the SMTP server does not respond.

MENU ITEM	DESCRIPTION
Email Alerts Setup • Email Setup – Reply Address	Specify a reply address in the email.
Email Alerts Setup • Email Setup – Always use SMTP default Reply Address – Off* – On	Use the SMTP default reply address.
Email Alerts Setup • Email Setup – Use SSL/TLS – Disabled* – Negotiate – Required	Send an email using an encrypted link.
Email Alerts Setup • Email Setup – Require Trusted Certificate – On* – Off	Require a trusted certificate when accessing the SMTP server.
Email Alerts Setup • Email Setup – SMTP Server Authentication – No authentication required* – Login / Plain – NTLM – CRAM-MD5 – Digest-MD5 – Kerberos 5	Set the authentication type for the SMTP server.
Email Alerts Setup • Email Setup – Device-Initiated Email – None* – Use Device SMTP Credentials	Set whether credentials are required for device-initiated emails.

MENU ITEM	DESCRIPTION
Email Alerts Setup • Email Setup – Device Userid	Specify the user ID to connect to the SMTP server.
Email Alerts Setup • Email Setup – Device Password	Specify the password to connect to the SMTP server.
Email Alerts Setup • Email Setup – NTLM Domain	Specify the domain name for the NTLM security protocol.
Error Prevention • Jam Assist – Off – On*	Set the printer to check for jammed paper automatically.
Error Prevention • Auto Continue – Disabled – Enabled* (5 seconds) • Auto Continue Time	Let the printer continue processing or printing a job automatically after clearing certain attendance conditions.
Error Prevention • Auto Reboot – Auto Reboot – Reboot when idle – Reboot always* – Reboot never	Set the printer to restart when an error occurs.
Error Prevention • Auto Reboot – Max Auto Reboots (2*)	Set the number of automatic reboots that the printer can perform.
Error Prevention • Auto Reboot – Auto Reboot Window (720*)	Set the number of seconds before the printer performs an automatic reboot.
Error Prevention • Auto Reboot – Auto Reboot Counter	Show a read-only information of the reboot counter.
Error Prevention	Set the printer to show a message when a short paper error occurs.

MENU ITEM	DESCRIPTION
• Display Short Paper Error – On – Auto-clear*	Note: Short paper refers to the size of the paper loaded.
Error Prevention • Page Protect – Off* – On	Set the printer to process the entire page into the memory before printing it.
Jam Content Recovery • Jam Recovery – Off – On – Auto*	Set the printer to reprint jammed pages.
Jam Content Recovery • Scanner Jam Recovery – Job level – Page level*	Specify how to restart a scan job after resolving a paper jam.
Note: An asterisk (*) next to a value indicates the factory default setting.	

POWER MANAGEMENT

MENU ITEM	DESCRIPTION
Sleep Mode Profile • Print from Sleep Mode – Stay awake after printing – Enter Sleep Mode after printing*	Set the printer to stay in Ready mode or return to Sleep mode after printing.
Timeouts Sleep Mode 1–120 minutes (15*)	Set the idle time before the printer begins operating in Sleep mode.
Timeouts • Hibernate Timeout – Disabled – 1 hour – 2 hours	Set the time before the printer turns off.

MENU ITEM	DESCRIPTION
– 3 hours – 6 hours – 1 day – 2 days – 3 days* – 1 week – 2 weeks – 1 month	
Timeouts • Hibernate Timeout on Connection – Hibernate – Do Not Hibernate*	Set Hibernate Timeout to turn off the printer while an active Ethernet connection exists.
Note: An asterisk (*) next to a value indicates the factory default setting.	

RESTORE FACTORY DEFAULTS

MENU ITEM	DESCRIPTION
Restore Settings • Restore all settings • Restore printer settings • Restore network settings • Restore fax settings	Restore the printer factory default settings.
Note: An asterisk (*) next to a value indicates the factory default setting.	

MAINTENANCE

Config Menu

MENU ITEM	DESCRIPTION
USB Configuration • USB PnP – 1* – 2	Change the USB driver mode of the printer to improve its compatibility with a personal computer.
USB Configuration	Set whether the USB device driver enumerates as a USB Simple device

MENU ITEM	DESCRIPTION
• USB Scan to Local – On* – Off	(single interface) or as a USB Composite device (multiple interfaces).
USB Configuration • USB Speed – Full – Auto*	Set the USB port to run at full speed and disable its high-speed capabilities.
Tray Configuration • Tray Linking – Automatic – Off*	Set the printer to link the trays that have the same paper type and paper size settings. Note: This menu item is available only in some printer models.
Tray Configuration • Show Tray Insert Message – Off – Only for unknown sizes* – Always	Display a message to select paper size and type after inserting the tray.
Tray Configuration • A5 Loading – Short Edge – Long Edge*	Specify the page orientation when loading A5 paper size.
Tray Configuration • Paper Prompts – Auto* – Manual Paper	Set the paper source that the user fills when a prompt to load paper appears.
Tray Configuration • Envelope Prompts – Auto* – Manual Envelope	Set the paper source that the user fills when a prompt to load envelope appears.
Tray Configuration • Action for Prompts – Prompt user* – Continue – Use current	Set the printer to resolve paper- or envelope-related change prompts.

MENU ITEM	DESCRIPTION
Tray Configuration Multiple Universal Sizes • Off • On	Assigns a unique dimension for multiple Universal sizes that are loaded in each paper source.
Reports • Menu Settings Page • Event Log • Event Log Summary	Print reports about printer menu settings, status, and event logs.
Printer Emulations • PS Emulation – On* – Off	Set the printer to recognize and use the PS data stream.
Printer Emulations • Emulator Security – Page Timeout 0–60 (60*)	Set the page timeout during emulation.
Printer Emulations • Emulator Security – Reset Emulator After Job – On – Off*	Reset the emulator after a print job.
Printer Emulations • Emulator Security – Disable Printer Message Access – On* – Off	Disable access to the printer message during emulation.
Fax Configuration • Fax Low Power Support – Disable Sleep – Permit Sleep – Auto*	Set fax to enter Sleep mode whenever the printer determines that it should.
Print Configuration • Black Only Mode	Print color content in grayscale.

MENU ITEM	DESCRIPTION
– Off* – On	
Print Configuration • Color Trapping – Off – 1 – 2* – 3 – 4 – 5	Enhance the printed output to compensate for misregistration in the printer.
Print Configuration Font Sharpening 0–150 (24*)	Set a text point-size value below which the high-frequency screens are used when printing font data. For example, if the value is 24, then all fonts sized 24 points or less use the high-frequency screens.
Device Operations • Quiet Mode – On – Off*	Set the printer to operate in Quiet Mode. Note: Enabling this setting slows down the printer performance.
Device Operations • Panel Menus – Enable* – Disable	Enable access to the control panel menus.
Device Operations Clear Custom Status	Erase user-defined strings for the Default or Alternate custom messages.
Device Operations Clear all remotely-installed messages	Erase messages that were remotely installed. Note: This menu item is available only in some printer models.
Toner patch sensor setup • Calibration frequency preference – Disabled – Fewest color adjustments – Fewer color adjustments – Normal*	Set the default calibration frequency.

MENU ITEM	DESCRIPTION
– Better color accuracy – Best color accuracy	
Toner patch sensor setup Full calibration	Run the full color calibration.
Toner patch sensor setup Print TPS information page	Print a diagnostic page that contains toner patch sensor calibration.
Scanner Configuration • Scanner Manual Registration – Print Quick Test	Print a Quick Test target page. Note: Ensure that the margin spacing on the target page is uniform all the way around the target. If it is not, then the printer margins may need to be reset.
Scanner Configuration • Scanner Manual Registration – Front ADF Registration – Rear ADF Registration – Flatbed Registration	Manually register the flatbed and ADF after replacing the ADF, scanner glass, or controller board.
Scanner Configuration • Edge Erase – Flatbed Edge Erase 0–6 (3*) – ADF Edge Erase 0–6 (3*)	Set the size, in millimeters, of the no-print area around an ADF or flatbed scan job.
Scanner Configuration • Disable Scanner – Enabled* – Disabled – ADF Disabled	Disable the scanner when it is not working properly.
Scanner Configuration • Tiff Byte Order – CPU Endianness* – Little Endian – Big Endian	Set the byte order of a TIFF-formatted scan output.

MENU ITEM	DESCRIPTION
Scanner Configuration • Exact Tiff Rows Per Strip – On* – Off	Set the RowsPerStrip tag value of a TIFF-formatted scan output.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Out of Service Erase

MENU ITEM	DESCRIPTION
Sanitize all information on nonvolatile memory • Erase all printer and network settings • Erase all shortcuts and shortcut settings	Clear all settings and applications that are stored in the printer.

VISIBLE HOME SCREEN ICONS

MENU ITEM	DESCRIPTION
• Copy • Email • Fax • Status/Supplies • Job Queue • Change Language • Held Jobs • USB • Scan to Computer	Specify which icons to show on the home screen.

ABOUT THIS PRINTER

MENU ITEM	DESCRIPTION
Xerox Asset Tag	The maximum length is 32 characters.
Customer Asset Tag	Describe the printer. The maximum length is 32 characters.
Printer Location	Identify the printer location. The maximum length is 63 characters.
Contact	Personalize the printer name. The maximum length is 63 characters.
Export Configuration File to USB*	Export configuration files to a flash drive.

MENU ITEM	DESCRIPTION
Export Compressed Logs to USB*	Export compressed log files to a flash drive.
* This menu item appears only in some printer models.	

Print

LAYOUT

MENU ITEM	DESCRIPTION
Sides • 1-sided* • 2-sided	Specify whether to print on one side or two sides of the paper.
Flip Style • Long Edge* • Short Edge	Determine which side of the paper (long edge or short edge) is bound when performing two-sided printing. Note: Depending on the option selected, the printer automatically offsets each printed information of the page to bind the job correctly.
Blank Pages • Print • Do Not Print*	Print blank pages that are included in a print job.
Collate • Off [1,1,1,2,2,2]* • On [1,2,1,2,1,2]	Keep the pages of a print job stacked in sequence, particularly when printing multiple copies of the job.
Separator Sheets • None* • Between Copies • Between Jobs • Between Pages	Insert blank separator sheets when printing.
Separator Sheet Source Tray [x] (1*)	Specify the paper source for the separator sheet.
Pages per Side • Off* • 2 pages per side • 3 pages per side • 4 pages per side • 6 pages per side • 9 pages per side • 12 pages per side • 16 pages per side	Print multiple page images on one side of a sheet of paper.
Pages per Side Ordering • Horizontal* • Reverse Horizontal	Specify the positioning of multiple page images when using Pages per Side.

MENU ITEM	DESCRIPTION
• Vertical • Reverse Vertical	Note: The positioning depends on the number of page images and their page orientation.
Pages per Side Orientation • Auto* • Landscape • Portrait	Specify the orientation of a multiple-page document when using Pages per Side.
Pages per Side Border • None* • Solid	Print a border around each page image when using Pages per Side.
Copies 1–9999 (1*)	Specify the number of copies for each print job.
Print Area • Normal* • Fit to Page • Whole Page	Set the printable area on a sheet of paper.
Note: An asterisk (*) next to a value indicates the factory default setting.	

SETUP

MENU ITEM	DESCRIPTION
Printer Language • PCL Emulation • PS Emulation*	Set the printer language. Note: Setting a printer language default does not prevent a software program from sending print jobs that use another printer language.
Printer Usage • Max Speed • Max Yield*	Determine how the color print cartridges operate during printing. • When set to Max Yield, the color print cartridges slow down or stop while printing groups of black-only pages. • When set to Max Speed, the color print cartridges always run while printing, whether color or black pages are being printed.
Resource Save • On • Off*	Determine what the printer does with downloaded resources, such as fonts and macros, when it receives a job that requires more than the available memory. • When set to Off, the printer retains downloaded resources only until memory is needed. Resources

MENU ITEM	DESCRIPTION
	associated with the inactive printer language are deleted. • When set to On, the printer preserves all the permanent downloaded resources across all language switches. When necessary, the printer shows memory full messages instead of deleting permanent resources.
Print All Order • Alphabetical* • Newest First • Oldest First	Specify the order in which held and confidential jobs are printed when Print All is selected.
Automatic Deletion of Suspended Print Jobs	Automatically cancels or deletes the queued print jobs that are interrupted by errors such as paper jams and missing supplies.
Time until Suspended Print Jobs are Automatically	Wait time for the printer to cancel queued print jobs that are interrupted by errors. Range 1–60 minutes. Note: This menu item appears only when Automatic Deletion of Suspended Print Jobs is enabled.
Note: An asterisk (*) next to a value indicates the factory default setting.	

QUALITY

MENU ITEM	DESCRIPTION
Print Mode • Black and White • Color*	Set the print mode.
Print Resolution 4800 CQ*	Set the resolution for the printed output. Note: 4800 CQ provides high-quality output at maximum speed.
Toner Darkness • Light • Normal* • Dark	Determine the lightness or darkness of text images.
Halftone • Normal* • Detail	Enhance the printed output to have smoother lines with sharper edges.

MENU ITEM	DESCRIPTION
RGB Brightness -6 to 6 (0*)	Adjust the brightness, contrast, and saturation for color output. Note: This setting does not affect files where CMYK color specifications are used.
RGB Contrast 0 to 5 (0*)	
RGB Saturation 0 to 5 (0*)	
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.1 Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance • Cyan -5 to 5 (0*) • Magenta -5 to 5 (0*) • Yellow -5 to 5 (0*) • Black -5 to 5 (0*) • Reset Defaults	Adjust the amount of toner that is used for each color.
Color Correction • Color Correction – Auto* – Off – Manual **Color Correction Content**	Modify the color settings used to print documents. • Off sets the printer to receive the color correction from the software. • Auto sets the printer to apply different color profiles to each object on the printed page. • Manual allows the customization of the RGB or CMYK color conversions applied to each object on the printed page. • Color Correction Content is available only when Color Correction is set to Manual.
Color Adjust	Calibrate the printer to adjust color variations in the printed output.
Note: An asterisk (*) next to a value indicates the factory default setting.	

POSTSCRIPT

MENU ITEM	DESCRIPTION
Print PS Error • On • Off*	Print a page that describes the PostScript error. Note: When an error occurs, processing of the job stops, the printer prints an error message, and the rest of the print job is flushed.
Minimum Line Width 1–30 (2*)	Set the minimum stroke width. Note: Jobs printed in 4800 CQ use half the value.
Lock PS Startup Mode • On* • Off	Disable the SysStart file. Note: The default setting varies depending on the printer model.
Image Smoothing • On • Off*	Enhance the contrast and sharpness of low-resolution images. Note: This setting has no effect on images with a resolution of 300 dpi or higher.
Wait Timeout • Disabled • Enabled*	Enable the printer to wait for more data before canceling a print job.
Wait Timeout Time 15–65535 (40*)	Set the time in seconds for the printer to wait for more data before canceling a print job. Note: This menu item appears only when Wait Timeout is enabled.
Note: An asterisk (*) next to a value indicates the factory default setting.	

PCL

MENU ITEM	DESCRIPTION
Font Name [List of available fonts] (Courier*)	Select a font from the specified font source.
Symbol Set [List of available symbol set] (10U PC-8*)	Specify the symbol set for each font name. Note: A symbol set is a set of alphabetic and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text.

MENU ITEM	DESCRIPTION
Pitch 0.08–100.00 (10.00*)	Specify the pitch for fixed or monospaced fonts. Note: Pitch refers to the number of fixed-space characters in a horizontal inch of type.
Orientation • Portrait* • Landscape • Reverse Portrait • Reverse Landscape	Specify the orientation of text and graphics on the page.
Lines per Page 1–255	Specify the number of lines of text for each page printed through the PCL data stream. • This menu item activates vertical escapement that causesthe selected number of requested lines to print between the default margins of the page. • 60 is the U.S. factory default setting. 64 is the international factory default setting.
PCL5 Minimum Line Width 1–30 (2*)	Set the initial minimum stroke width.
PCLXL Minimum Line Width 1–30 (2*)	
A4 Width • 198mm* • 203mm	Set the width of the logical page on A4-size paper. Note: Logical page is the space on the physical page where data is printed.
Auto CR after LF • On • Off*	Set the printer to perform a carriage return after a line feed control command. Note: Carriage return is a mechanism that commands the printer to move the position of the cursor to the first position on the same line.
Auto LF after CR • On • Off*	Set the printer to perform a line feed after a carriage return control command.

MENU ITEM	DESCRIPTION
Print Timeout • Disabled • Enabled*	Set the printer to end a print job after it has been idle for the specified amount of time in seconds. Note: Print Timeout Time appears only when Print Timeout is enabled.
Print Timeout Time 1–255 (90*)	
Note: An asterisk (*) next to a value indicates the factory default setting.	

IMAGE

MENU ITEM	DESCRIPTION
Auto Fit • On • Off*	Select the best available paper size and orientation setting for an image. Note: When set to On, this menu item overrides the scaling and orientation settings for the image.
Invert • Off* • On	Invert bitonal monochrome images. Note: This menu item does not apply to GIF or JPEG image formats.
Scaling • Anchor Top Left • Best Fit* • Anchor Center • Fit Height/Width • Fit Height • Fit Width	Adjust the image to fit the printable area. Note: When Auto Fit is set to On, Scaling is automatically set to Best Fit.
Orientation • Portrait* • Landscape • Reverse Portrait • Reverse Landscape	Specify the orientation of text and graphics on the page.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Paper

TRAY CONFIGURATION

MENU ITEM	DESCRIPTION
Default Source • Tray [x] (1*) • Manual Paper • Manual Envelope	Set the paper source for all print jobs.
Paper Size/Type • Tray [x] (1*) • Manual Paper • Manual Envelope	Specify the paper size or paper type loaded in each paper source.
Substitute Size • Off • Letter/A4 • All Listed*	Set the printer to substitute a specified paper size if the requested size is not loaded in any paper source. • Off prompts the user to load the required paper size. • Letter/A4 prints an A4-size document on letter when loading letter, and letter-size jobs on A4 paper size when loading A4. • All Listed substitutes Letter/A4.
Note: An asterisk (*) next to a value indicates the factory default setting.	

MEDIA CONFIGURATION

Universal Setup

MENU ITEM	DESCRIPTION
Units of Measure • Inches • Millimeters	Specify the unit of measurement for the universal paper. Note: Inches is the U.S. factory default setting. Millimeters is the international factory default setting.
Portrait Width • 3.00–14.17 in. (8.50*) • 76–360 mm (216*)	Set the portrait width of the universal paper.
Portrait Height • 3.00–14.17 in. (14*) • 76–360 mm (356*)	Set the portrait height of the universal paper.

MENU ITEM	DESCRIPTION
Feed Direction • Short Edge* • Long Edge	Set the printer to pick paper from the short edge or long edge direction. Note: Long Edge appears only when the longest edge is shorter than the maximum width supported.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Custom Scan Sizes

MENU ITEM	DESCRIPTION
Custom Scan Size [x] • Scan Size Name – Width – 1–8.50 in. (8.50*) – 25–216 mm (216*) – Height – 1–14 in. (14*) – 25–356 mm(297*) – Orientation – Portrait* – Landscape – 2 scans per side – Off* – On	Assign a scan size name and configure the scan settings.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Media Types

MENU ITEM	DESCRIPTION
• Plain Paper • Card Stock • Recycled • Glossy • Labels • Bond • Envelope • Letterhead • Preprinted • Colored Paper • Light • Heavy • Rough/Cotton • Custom Type [x]	Specify the texture, weight, and orientation of the paper loaded. Note: Custom Type is supported only in some printer models.

Copy

COPY DEFAULTS

MENU ITEM	DESCRIPTION
Content Type • Text • Text/Photo* • Photo • Graphics	Improve the output result based on the content of the original document.
Sides • 1 sided to 1 sided* • 1 sided to 2 sided • 2 sided to 1 sided • 2 sided to 2 sided	Specify the scanning behavior based on the original document. Note: 2 sided to 1 sided and 2 sided to 2 sided appears only in some printer models.
Color • Off • On* • Auto	Specify whether to print copies in color.
Pages per Side • Off* • 2 Portrait pages • 4 Portrait pages • 2 Landscape pages • 4 Landscape pages	Specify the number of page images to print on one side of a sheet of paper.
Print Page Borders • On • Off*	Place a border around each image when printing multiple pages on a single page.
Collate • Off [1,1,1,2,2,2] • On [1,2,1,2,1,2]*	Print multiple copies in sequence.
"Copy from" Size [List of paper sizes]	Set the paper size of the original document. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.
"Copy to" Source • Tray [x] (1*) • Manual Feeder • Auto Size Match	Specify the paper source for the copy job.
Darkness	Adjust the darkness of the scanned image.

MENU ITEM	DESCRIPTION
1 to 9 (5*)	
Number of Copies 1–9999 (1*)	Specify the number of copies.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.2 Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance • Cyan to Red -4 to 4 (0*) • Magenta to Green -4 to 4 (0*) • Yellow to Blue -4 to 4 (0*)	Adjust the color intensity during scanning.
Auto Color Detect • Color Sensitivity 1–9 (5*) • Area Sensitivity 1–9 (5*)	Set the amount of color that the printer detects from the original document.
Contrast • Best for Content* • 0 • 1 • 2 • 3 • 4 • 5	Specify the contrast of the output.
Background Removal Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.

MENU ITEM	DESCRIPTION
Scan Edge to Edge • On • Off*	Allow edge-to-edge scanning of the original document.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.3 Admin Controls

MENU ITEM	DESCRIPTION
Allow Color Copies • On* • Off	Print copies in color.
Allow Save as Shortcut • On* • Off	Save custom copy settings as shortcuts.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax

FAX DEFAULTS

Fax Mode

MENU ITEM	DESCRIPTION
Fax Mode • Fax* • Disabled	Select a fax mode.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Setup

General Fax settings

MENU ITEM	DESCRIPTION
Fax Name	Identify your fax machine.
Fax Number	Identify your fax number.
Fax ID • Fax Name • Fax Number*	Notify fax recipients of your fax name or fax number.
Memory Use • All receive • Mostly receive • Equal* • Mostly send • All send	Set the amount of internal printer memory allocated for faxing. Note: This menu item prevents memory buffer conditions and failed faxes.
Cancel Faxes • Allow* • Don't Allow	Cancel outgoing faxes before they are transmitted, or cancel incoming faxes before they finish printing.
Fax Number Masking • Off* • From Left • From Right	Specify the format for masking an outgoing fax number.
Digits to Mask 0–58 (0*)	Specify the number of digits to mask in an outgoing fax number.

MENU ITEM	DESCRIPTION
Enable Line Connected Detection • On* • Off	Determine whether a telephone line is connected to the printer. Note: Detection takes place when turning on the printer and before each call.
Optimize Fax Compatibility	Configure the printer fax functionality for optimal compatibility with other fax machines.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Send Settings

MENU ITEM	DESCRIPTION
Resolution • Standard* • Fine • Super Fine • Ultra Fine	Set the resolution of the scanned image. Note: A higher resolution increases fax transmission time and requires higher memory.
Original Size [List of paper sizes] (Mixed Sizes*)	Specify the size of the original document.
Orientation • Portrait* • Landscape	Specify the orientation of the original document. Note: This menu item appears only in some printer models.
Content Type • Text* • Text/Photo • Photo • Graphics	Improve the output result based on the content of the original document.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Behind a PABX • On • Off*	Set the printer to dial a fax number without waiting to recognize the dial tone. Note: Private Automated Branch Exchange (PABX) is a telephone network that allows a single access number to offer multiple lines to outside callers.

MENU ITEM	DESCRIPTION
Dial Mode • Tone* • Pulse	Specify the dial mode for incoming or outgoing faxes.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.4 Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance • Cyan - Red -4 to 4 (0*) • Magenta - Green -4 to 4 (0*) • Yellow to Blue -4 to 4 (0*)	Adjust the color intensity during scanning.
Contrast • Best for Content* • 0 • 1 • 2 • 3 • 4 • 5	Set the contrast of the output.
Background Removal Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.
Scan Edge to Edge • On • Off*	Allow edge-to-edge scanning of the original document.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.5 Admin Controls

MENU ITEM	DESCRIPTION
Automatic Redial 0–9 (5*)	Adjust the number of redial attempts based on the activity levels of recipient fax machines.
Redial Frequency 1–200 minutes (3*)	Increase the time between redial attempts to increase the chance of sending fax successfully.
Enable ECM • On* • Off	Activate Error Correction Mode (ECM) for fax jobs. Note: ECM detects and corrects errors in the fax transmission process caused by telephone line noise and poor signal strength.
Enable Fax Scans • On* • Off	Fax documents that are scanned at the printer.
Driver to Fax • On* • Off	Allow the print driver to send fax.
Allow Save as Shortcut • On* • Off	Save fax numbers as shortcuts on the printer.
Max Speed • 33600* • 14400 • 9600 • 4800 • 2400	Set the maximum speed for sending fax.
Enable Color Fax Scans • Off by Default* • On by Default • Never Use • Always Use	Enable color scans for fax.
Auto Convert Color Faxes to Mono Faxes • On* • Off	Convert all outgoing color faxes to black and white.
Confirm Fax Number • Off* • On	Ask the user to confirm the fax number.

MENU ITEM	DESCRIPTION
Dial Prefix	Set a dialing prefix.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Receive Settings

MENU ITEM	DESCRIPTION
Rings to Answer 1–25 (3*)	Set the number of rings for incoming fax.
Auto Reduction • On* • Off	Scale incoming fax to fit on the page.
Paper Source • Tray [X] • Auto*	Set the paper source for printing incoming fax.
Separator Sheets • None* • Before Job • After Job	Specify whether to insert blank separator sheets when printing.
Separator Sheet Source Tray [X] (1*)	Specify the paper source for the separator sheet.
Fax Footer • On • Off*	Print the transmission information at the bottom of each page from a received fax.
Fax Footer Time Stamp • Receive* • Print	Print the time stamp at the bottom of each page from a received fax.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.6 Admin Controls

MENU ITEM	DESCRIPTION
Enable Fax Receive • On* • Off	Set the printer to receive fax.
Enable Color Fax Receive • On*	Set the printer to receive fax in color.

MENU ITEM	DESCRIPTION
• Off	
Enable Caller ID • On • Off*	Show the number that is sending the incoming fax.
Block No Name Fax • On • Off*	Block incoming faxes sent from devices with no station ID or fax ID specified.
Answer On • All Rings* • Single Ring Only • Double Ring Only • Triple Ring Only • Single or Double Rings Only • Single or Triple Rings Only • Double or Triple Rings Only	Set a distinctive ring pattern for incoming fax.
Auto Answer • On* • Off	Set the printer to receive fax automatically.
Fax Forwarding • Print* • Print and Forward • Forward	Specify whether to forward received fax.
Forward To • Destination 1 • Destination 2	Specify where to forward received fax. Note: This menu item appears only when Fax Forwarding is set to Print and Forward or Forward.
Max Speed • 33600* • 14400 • 9600 • 4800 • 2400	Set the maximum speed for transmitting fax.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Log settings

MENU ITEM	DESCRIPTION
Transmission Log Frequency • Always* • Never • Only for Error	Specify how often the printer creates a transmission log.
Transmission Log Action • Print – Off – On* • Email – Off* – On	Print or email a log for successful fax transmission or transmission error.
Receive Error Log • Print Never* • Print on Error	Print a log for fax-receive failures.
Auto Print Logs • On* • Off	Print all fax activity.
Log Paper Source Tray [x] (1*)	Specify the paper source for printing logs.
Logs Display • Remote Fax Name* • Dialed Number	Identify the sender by remote fax name or fax number.
Enable Job Log • On* • Off	View a summary of all fax jobs.
Enable Call Log • On* • Off	View a summary of fax dialing history.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Speaker settings

MENU ITEM	DESCRIPTION
Speaker Mode • Always Off* • Always On • On until Connected	Set the fax speaker mode.
Speaker Volume • Low* • High	Adjust the fax speaker volume.
Ringer Volume • Off* • On	Enable the ringer volume.
Note: An asterisk (*) next to a value indicates the factory default setting.	

E-mail

EMAIL SETUP

MENU ITEM	DESCRIPTION
Primary SMTP Gateway	Type the IP address or host name of the primary SMTP server for sending email.
Primary SMTP Gateway Port 1–65535 (25*)	Enter the port number of the primary SMTP server.
Secondary SMTP Gateway	Type the server IP address or host name of your secondary or backup SMTP server.
Secondary SMTP Gateway Port 1–65535 (25*)	Enter the server port number of your secondary or backup SMTP server.
SMTP Timeout 5–30 seconds (30*)	Set the time before the printer times out if the SMTP server does not respond.
Reply Address	Specify a reply address in the email.
Always use SMTP default Reply Address • On • Off*	Always use the default reply address in the SMTP server.
Use SSL/TLS • Disabled* • Negotiate • Required	Specify whether to send e-mail using an encrypted link.
Require Trusted Certificate • On* • Off	Require a trusted certificate when accessing the SMTP server.
SMTP Server Authentication • No authentication required* • Login / Plain • NTLM • CRAM-MD5 • Digest-MD5	Set the authentication type for the SMTP server.
Device-Initiated E-mail • None* • Use Device SMTP Credentials	Specify whether credentials are required for device-initiated email.
Device Userid	Specify the user ID and password to connect to the SMTP server.

MENU ITEM	DESCRIPTION
Device Password	
NTLM Domain	Specify the domain name for the NTLM security protocol.

Note: An asterisk (*) next to a value indicates the factory default setting.

EMAIL DEFAULTS

MENU ITEM	DESCRIPTION
Subject	Specify the email subject and message.
Message	
File Name	Specify the filename for the scanned image.
Format • PDF (.pdf)* • TIFF (.tif) • JPEG (.jpg)	Specify the file format for the scanned image.
PDF Settings • PDF Version – 1.3 – 1.4 – 1.5* – 1.6 – 1.7 • Archival Version – A-1a* – A-1b – A-2u • Secure – Off* – On • Archival (PDF/A) – Off* – On	Set the PDF format of the scanned image. Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4 and 1.7. Note: The archival version, A-2u is only available for PDF version 1.7.
Split Job by Pages	Enter a number by which the pages are split, then sent as separate

MENU ITEM	DESCRIPTION
	emails. To disable, enter 0. Range: 1–999.
Content Type • Text • Text/Photo* • Photo • Graphics	Improve the output result based on the content of the original document.
Color • Black and White • Gray • Color* • Auto	Specify the color when scanning an image.
Resolution • 75 dpi • 150 dpi* • 200 dpi • 300 dpi • 400 dpi • 600 dpi	Set the resolution of the scanned image.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation • Portrait* • Landscape	Specify the orientation of the original document. Note: This menu item appears only in some printer models.
Original Size [List of paper sizes]	Set the paper size of the original document. Note: Mixed Sizes is the factory default setting.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.7 Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance • Cyan - Red -4 to 4 (0*) • Magenta - Green -4 to 4 (0*) • Yellow to Blue -4 to 4 (0*)	Adjust the color intensity during scanning.
Auto Color Detect • Color Sensitivity 1–9 (5*) • Area Sensitivity 1–9 (5*) • E-mail Bit Depth – 1 bit* – 8 bit • Minimum Scan Resolution – 75 dpi – 150 dpi – 200 dpi – 300 dpi*	Set the amount of color that the printer detects from the original document.
Contrast • Best for Content* • 0 • 1 • 2 • 3 • 4 • 5	Specify the contrast of the output.
Background Removal Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.

MENU ITEM	DESCRIPTION
Scan Edge to Edge • On • Off*	Allow edge-to-edge scanning of the original document.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.8 Admin Controls

MENU ITEM	DESCRIPTION
Max E-mail Size 0–65535 (0*)	Set the allowable file size for each email.
Size Error Message	Specify an error message that the printer sends when an e-mail exceeds its allowable file size. Note: You can type up to 1024 characters.
Send Me a Copy • Never appears* • On by Default • Off by Default • Always On	Send a copy of the e-mail to yourself.
Text Default 5–95 (75*)	Set the quality of text on a scanned image.
Text/Photo Default 5–95 (75*)	Set the quality of text or photo on a scanned image.
Photo Default 5–95 (50*)	Set the quality of a photo on a scanned image.
Transmission Log • Print log* • Do Not Print Log • Print Only For Error	Print a log for successful e-mail transmission.
Log Paper Source Tray [x] (1*)	Specify the paper source for printing logs.
Allow Save as Shortcut • On* • Off	Save e-mail addresses as shortcuts. Note: When set to Off, the Save As Shortcut button does not appear on the e-mail Destination screen.
Use Passive FTP	When enabled, the FTP server specifies the data port that the printer

MENU ITEM	DESCRIPTION
On Off*	will connect to.
Reset Email Information After Sending • On* • Off	Restore the default email information after sending an e-mail.
Use Passive FTP On Off*	When enabled, the FTP server specifies the data port that the printer will connect to.
Note: An asterisk (*) next to a value indicates the factory default setting.	

FTP

FTP DEFAULTS

MENU ITEM	DESCRIPTION
Format • PDF (.pdf)* • TIFF (.tif) • JPEG (.jpg)	Specify the file format for the scanned image.
PDF Settings • PDF Version – 1.3 – 1.4 – 1.5* – 1.6 – 1.7 • Archival Version – A-1a* – A-1b – A-2u • Secure – Off* – On • Archival (PDF/A) – Off* – On	Set the PDF format for the scanned image. Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4 and 1.7. Note: Archival Version and Archival (PDF/A) appear only if PDF Version is set to 1.4.
Content Type • Text • Text/Photo* • Graphics • Photo	Improve the output result based on the content of the original document.
Color • Black and White • Gray • Color* • Auto	Specify the color when scanning an image.
Resolution	Set the resolution of the scanned image.

MENU ITEM	DESCRIPTION
• 75 dpi • 150 dpi* • 200 dpi • 300 dpi • 400 dpi • 600 dpi	
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation • Portrait* • Landscape	Specify the orientation of the original document. Note: This menu item appears only in some printer models.
Original Size [List of paper sizes] (Mixed Sizes*)	Set the paper size of the original document.
Sides • Off* • Short Edge • Long Edge	Specify the orientation of the original document when scanning on both sides of the document. Note: This menu item appears only in some printer models.
File Name	Specify the file name of the scanned image.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.9 Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance • Cyan - Red -4 to 4 (0*) • Magenta - Green -4 to 4 (0*) • Yellow to Blue -4 to 4 (0*)	Adjust the color intensity during scanning.
Auto Color Detect • Color Sensitivity 1–9 (5*) • Area Sensitivity	Set the amount of color that the printer detects from the original document.

MENU ITEM	DESCRIPTION
1–9 (5*) • FTP Bit Depth – 1 bit* – 8 bit • Minimum Scan Resolution – 75 dpi – 150 dpi – 200 dpi – 300 dpi*	
Contrast • Best for Content* • 0 • 1 • 2 • 3 • 4 • 5	Specify the contrast of the output.
Background Removal Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.
Scan Edge to Edge • On • Off*	Allow edge-to-edge scanning of the original document.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.10 Admin Controls

MENU ITEM	DESCRIPTION
Text Default 5–95 (75*)	Set the quality of text on a scanned image.
Text/Photo Default 5–95 (75*)	Set the quality of text or photo image on a scanned image.
Photo Default 5–95(50*)	Set the quality of a photo image on a scanned image.

MENU ITEM	DESCRIPTION
Transmission Log • Print log* • Do Not Print Log • Print Only For Error	Print a log for successful FTP scan transmission.
Log Paper Source Tray [x] (1*)	Specify the paper source for printing FTP logs.
Note: An asterisk (*) next to a value indicates the factory default setting.	

USB Drive

FLASH DRIVE SCAN

MENU ITEM	DESCRIPTION
Format • PDF (.pdf)* • TIFF (.tif) • JPEG (.jpg)	Specify the file format for the scanned image.
PDF Settings • PDF Version – 1.3 – 1.4 – 1.5* – 1.6 – 1.7 • Archival Version – A-1a* – A-1b – A-2u • Secure – Off* – On • Archival (PDF/A) – Off* – On	Set the PDF format for the scanned image. Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4 and 1.7. Note: Archival Version and Archival (PDF/A) appear only if PDF Version is set to 1.4.
Content Type • Text • Text/Photo* • Graphics • Photo	Improve the output result based on the content of the original document.
Color • Black and White • Gray • Color* • Auto	Specify the color when scanning an image.
Resolution	Set the resolution of the scanned image.

MENU ITEM	DESCRIPTION
• 75 dpi • 150 dpi* • 200 dpi • 300 dpi • 400 dpi • 600 dpi	
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation • Portrait* • Landscape	Specify the orientation of the original document. Note: This menu item appears only in some printer models.
Original Size [List of paper sizes] (Mixed Sizes*)	Set the paper size of the original document.
File Name	Specify the file name of the scanned image.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.11 Advanced Imaging

MENU ITEM	DESCRIPTION
Color Balance • Cyan - Red -4 to 4 (0*) • Magenta - Green -4 to 4 (0*) • Yellow to Blue -4 to 4 (0*)	Adjust the color intensity during scanning.
Auto Color Detect • Color Sensitivity 1–9 (5*) • Area Sensitivity 1–9 (5*) • Scan Bit Depth	Set the amount of color that the printer detects from the original document.

MENU ITEM	DESCRIPTION
– 1 bit* – 8 bit • Minimum Scan Resolution – 75 dpi – 150 dpi – 200 dpi – 300 dpi*	
Contrast • Best for Content* • 0 • 1 • 2 • 3 • 4 • 5	Specify the contrast of the output.
Background Removal Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.
Scan Edge to Edge • On • Off*	Allow edge-to-edge scanning of the original document.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Table 10.12 Admin Controls

MENU ITEM	DESCRIPTION
Text Default 5–95 (75*)	Set the quality of text on a scanned image.
Text/Photo Default 5–95 (75*)	Set the quality of text or photo on a scanned image.
Photo Default 5–95 (50*)	Set the quality of a photo on a scanned image.
Note: An asterisk (*) next to a value indicates the factory default setting.	

FLASH DRIVE PRINT

MENU ITEM	DESCRIPTION
Number of Copies 1–9999 (1*)	Set the number of copies.
Paper Source • Tray [x] (1*) • Manual Paper • Manual Envelope	Set the paper source for the print job.
Color • Off • On*	Print the output in color.
Collate • 1,1,1 - 2,2,2 • 1,2,3 - 1,2,3*	Print multiple copies in sequence.
Sides • 1-Sided* • 2-Sided	Specify whether to print on one side or two sides of the paper.
Flip Style • Long Edge* • Short Edge	Determine which side of the paper (long edge or short edge) is bound when performing two-sided printing. Note: Depending on the option selected, the printer automatically offsets each printed information of the page to bind the job correctly.
Pages per Side • Off* • 2 pages per side • 3 pages per side • 4 pages per side • 6 pages per side • 9 pages per side • 12 pages per side • 16 pages per side	Print multiple page images on one side of a sheet of paper.
Pages per Side Ordering • Horizontal* • Reverse Horizontal • Reverse Vertical • Vertical	Specify the positioning of multiple page images when using Pages per Side. Note: The positioning depends on the number of page images and their page orientation.
Pages per Side Orientation • Auto*	Specify the orientation of a multiple-page document when using Pages per Side.

MENU ITEM	DESCRIPTION
• Landscape • Portrait	
Pages per Side Border • None* • Solid	Print a border around each page image when using Pages per Side.
Separator Sheets • Off* • Between Copies • Between Jobs • Between Pages	Specify whether to insert blank separator sheets when printing.
Separator Sheet Source Tray [x] (1*)	Specify the paper source for the separator sheet.
Blank Pages • Do Not Print* • Print	Specify whether to print blank pages in a print job.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Network/Ports

NETWORK OVERVIEW

MENU ITEM	DESCRIPTION
Active Adapter • Auto* • Standard Network • Wireless	Specify the type of the network connection.
Network Status	Show the connectivity status of the printer network.
Display Network Status on Printer • Off • On*	Show the network status on the display.
Speed, Duplex	Show the speed of the currently active network card.
IPv4	Show the IPv4 address.
All IPv6 Addresses	Show all IPv6 addresses.
Reset Print Server Start	Reset all active network connections to the printer. Note: This setting removes all network configuration settings.
Network Job Timeout • Disabled • Enabled*	Set the time before the printer cancels a network print job.
Network Job Timeout Time	Specify the timeout value (in seconds) when the Network Job Timeout setting is enabled. Note: This feature is available only in some printer models.
Banner Page • Off* • On	Print a banner page.
Scan to PC Port Range	Specify a valid port range for printers that are behind a port blocking firewall.
Enable Network Connections • Enabled* • Disabled	Enable or disable all network connections.

MENU ITEM	DESCRIPTION
Enable LLDP • Off* • On	Enable Link Layer Discovery Protocol (LLDP) in the printer.
Note: An asterisk (*) next to a value indicates the factory default setting.	

WIRELESS

Note: This menu is available only in printers connected to a Wi-Fi network or printers that have a wireless network adapter.

MENU ITEM	DESCRIPTION
Wireless Connection Setup • Network Name	Determine the wireless network that the printer connects to. Select **Choose Network** to pick from a list of discovered wireless networks. Select **Add Wi-Fi Network** to manually add a non-advertised network. When set to 802.1x-RADIUS, ensure to configure the 802.1x authentication settings to avoid network disconnection. Note: This menu item appears as Wireless Connection Setup in the Embedded Web Server.
Compatibility 802.11b/g/n (2.4GHz)*	Specify the wireless standard for the wireless network.
Wireless Security Mode • Disabled • WPA2/WPA-Personal – WPA2/WPA-PSK Encryption Mode – AES – Set Pre-Shared Key • WPA2-Personal* – WPA2-PSK Encryption Mode – AES – Set Pre-Shared Key • WPA2/WPA3 - Personal	Set the type of security for connecting the printer to wireless devices. Enable wireless security through Wi-Fi Protected Access (WPA) or through 802.1x standard. When set to WPA security mode, for the Pre-Shared Key, enter the password for the secure wireless connection. When set to 802.1x-RADIUS, ensure to configure the 802.1x authentication settings to avoid network disconnection. PMF is Protected Management Frames.

MENU ITEM	DESCRIPTION
– WPA2/WPA3 - PSK Encryption Mode – Set Pre-Shared Key • WPA3 - Personal – WPA3 - PSK Encryption Mode – Set Pre-Shared Key • 802.1x - RADIUS – 802.1x Encryption Mode – WPA + – WPA2* – WPA2 + PMF	
IPv4 • Enable DHCP – On* – Off • Set Static IP Address – IP Address – Netmask – Gateway	Enable Dynamic Host Configuration Protocol (DHCP) and configure static IP address. DHCP is a standard protocol that allows a server to distribute IP addressing and configuration information dynamically to clients.
IPv6 • Enable IPv6 – On* – Off • Enable DHCPv6 – On – Off* • Stateless Address Auto configuration – On* – Off • DNS Server Address • Manually Assigned IPv6 Address • Manually Assigned IPv6 Router • Address Prefix 0–128 (64*) • All IPv6 Addresses	Enable and configure IPv6 settings in the printer.

MENU ITEM	DESCRIPTION
• All IPv6 Router Addresses	
Network Address • UAA • LAA	View the network addresses.
PCL SmartSwitch • On* • Off	Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language. If PCL SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
PS SmartSwitch • On* • Off	Set the printer to switch automatically to PS emulation when a print job requires it, regardless of the default printer language. If PS SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
Mac Binary PS • Auto* • On • Off	Set the printer to process Macintosh binary PostScript print jobs. • On processes raw binary PostScript print jobs. • Off filters print jobs using the standard protocol.
* An asterisk next to a value indicates the factory default setting.	

WI-FI DIRECT

MENU ITEM	DESCRIPTION
Enable Wi-Fi Direct • On • Off*	Set the printer to connect directly to Wi-Fi devices.
Wi-Fi Direct Name	Specify the name of the Wi-Fi Direct network.
Wi-Fi Direct Password	Set the password to authenticate and validate users on a Wi-Fi connection.
Show Password on Setup Page • Off • On*	Show the Wi-Fi Direct Password on the Network Setup Page.
Preferred Channel Number • 1–11 • Auto*	Set the preferred channel of the Wi-Fi network.

MENU ITEM	DESCRIPTION
Group Owner IP Address	Specify the IP address of the group owner.
Auto-Accept Push Button Requests • Off* • On	Accept requests to connect to the network automatically. Note: Accepting clients automatically is not secured.
Note: An asterisk (*) next to a value indicates the factory default setting.	

AIRPRINT

MENU ITEM	DESCRIPTION
AirPrint • Enabled • Disabled	
Bonjour Name	The name to use to identify the printer on Airprint.
Organization Name	
Organizational Unit	
Printer Location	
Printer's Latitude	GPS latitude of the printer. The range is –90 to 90.
Printer's Longitude	GPS longitude of the printer. The range is –180 to 180.
Printer's Altitude	GPS altitude of the printer. The range is –100000 to 100000.
More Options	From the Embedded Web Server, navigate to **Settings > Network/Ports > AirPrint > More Options** for the following options.
Supplies Black Cartridge Cyan Cartridge Magenta Cartridge Yellow Cartridge Waste Toner Bottle Waste Toner Bottle	This menu lists the supplies status/notifications.
Printer Device Type	This menu lists the printer specifications and input/output tray status/notifications.

MENU ITEM	DESCRIPTION
Device Speed Firmware Level Tray 1 Standard Bin	
Login Methods	For more information, refer to Login Methods.
Certificate Management	For more information, refer to Certificate Management.
Confidential Print Setup	For more information, refer to Confidential Print Setup.

MOBILE SERVICES MANAGEMENT

MENU ITEM	DESCRIPTION
Enable IPP Print • On* • Off	Enable IPP Print setting in the Printer.
Enable IPP Fax • On* • Off	Enable IPP Fax setting in the Printer.
Enable IPP Over USB • On* • Off	Enable IPP Over USB setting in the Printer. Note: After changing this setting, user needs to restart the Printer.
Enable Scan • On* • Off	Enable Mobile Scan setting in the Printer.
Enable Mopria Print Discovery • On* • Off	Enable Mopria Print Discovery setting in the Printer.
Note: An asterisk (*) next to a value indicates the factory default setting.	

ETHERNET

MENU ITEM	DESCRIPTION
Network Speed	Show the speed of an active network adapter.
IPv4 • Enable DHCP	Enable Dynamic Host Configuration Protocol (DHCP).

MENU ITEM	DESCRIPTION
– On* – Off	Note: DHCP is a standard protocol that allows a server to distribute IP addressing and configuration information dynamically to clients.
IPv4 • Set Static IP Address – IP Address – Netmask – Gateway	Set the static IP address of your printer.
IPv6 • Enable IPv6 – Off – On*	Enable IPv6 in the printer.
IPv6 • Enable DHCPv6 – Off* – On	Enable DHCPv6 in the printer.
IPv6 • Stateless Address Autoconfiguration – Off – On*	Set the network adapter to accept the automatic IPv6 address configuration entries provided by a router.
IPv6 DNS Address	Specify the DNS server address.
IPv6 Manually Assigned IPV6 Address	Assign the IPv6 address. Note: This menu item appears only in some printer models.
IPv6 Manually Assigned IPV6 Router	Assign the IPv6 router address. Note: This menu item appears only in some printer models.
IPv6 Address Prefix 0–128 (64*)	Specify the address prefix.
IPv6 All IPv6 Addresses	Show all IPv6 addresses.

MENU ITEM	DESCRIPTION
IPv6 All IPv6 Router Addresses	Show all IPv6 router addresses.
Network Address • UAA • LAA	Show the printer Media Access Control (MAC) addresses: Locally Administered Address (LAA) and Universally Administered Address (UAA). Note: You can modify the printer LAA manually.
PCL SmartSwitch • Off • On*	Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language. Note: If PS Smart Switch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
PS SmartSwitch • On* • Off	Set the printer to switch automatically to PS emulation when a print job requires it, regardless of the default printer language. Note: If PCL Smart Switch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
Mac Binary PS • Auto* • On • Off	Set the printer to process Macintosh binary PostScript print jobs. • On processes raw binary PostScript print jobs. • Off filters print jobs using the standard protocol.
Energy Efficient Ethernet • Off • On • Auto*	Reduce power consumption when the printer does not receive data from the Ethernet network.
Note: An asterisk (*) next to a value indicates the factory default setting.	

TCP/IP

Note: This menu appears only in network printers or printers attached to print servers.

MENU ITEM	DESCRIPTION
Set Hostname	Set the current TCP/IP host name.
Domain Name	Set the domain name.

MENU ITEM	DESCRIPTION
Allow DHCP/BOOTP to update NTP server • On* • Off	Allow the DHCP and BOOTP clients to update the NTP settings of the printer.
Zero Configuration Name	Specify a service name for the zero configuration network.
Enable Auto IP • On* • Off	Assign an IP address automatically.
DNS Server Address	Specify the current Domain Name System (DNS) server address.
Backup DNS	Specify the backup DNS server addresses.
Backup DNS 2	
Backup DNS 3	
Domain Search Order	Specify a list of domain names to locate the printer and its resources that reside in different domains on the network.
Enable DDNS • Off* • On	Update the Dynamic DNS settings.
DDNS TTL	Specify the current DDNS settings.
Default TTL	
DDNS Refresh Time	
Enable mDNS • On* • Off	Update multicast DNS settings.
WINS Address	Specify a server address for Windows Internet Name Service (WINS).
Enable BOOTP • Off* • On	Allow the BOOTP to assign a printer IP address.
Restricted Server List	Specify an IP address for the TCP connections. • This menu item appears only in the Embedded Web Server. • Use a comma to separate each IP address. • You can add up to 50 IP addresses.
Restricted Server List Options • Block All Ports* • Block Printing Only • Block Printing and HTTP Only	Specify how the IP addresses in the list can access the printer functionality. Note: This menu item appears only in the Embedded Web Server.

MENU ITEM	DESCRIPTION
MTU	Specify a maximum transmission unit (MTU) parameter for the TCP connections.
Raw Print Port 1–65535 (9100*)	Specify a raw port number for printers connected on a network.
Outbound Traffic Maximum Speed • Disabled* • Enabled	Enable the printer maximum transfer rate.
Kilobits/second	If you select **On** for **Outbound Traffic Maximum Speed**, the Kilobits/second field appears. Select a Range between 100–1000000.
TLS Support	From the Embedded Web Server, go to **Settings > Network/Ports > TCP/IP**. Enhance printer privacy and data integrity. Note: The TLS settings pertain to the Embedded Web Server only. They do not pertain to clients using TLS. For more information, refer to the *Embedded Web Server Administrator Guide*. Note: TLSv1.3 is supported by default, and cannot be disabled. Deselecting the other TLS settings will force the EWS to use TLSv1.3 only.
Enable TLSv1.0 • On • Off*	Set the Enable TLSv1.0 protocol settings.
Enable TLSv1.1 • On • Off*	Set the Enable TLSv1.1 protocol settings.
Enable TLSv1.2 • On* • Off	Set the Enable TLSv1.2 protocol settings.
SSL Cipher List	Specify the cipher algorithms to use for the SSL or the TLS connections.
TLSv1.3 SSL Cipher List	TLS_AES_256_GCM_SHA384:TLS_AES_128_GCM_SHA256
TCP /IP Port Access [Port Names x] • On • Off	Lists all of the Ports available and their status.
Note: An asterisk (*) next to a value indicates the factory default setting.	

SNMP

Note: This menu appears only in network printers or printers attached to print servers.

MENU ITEM	DESCRIPTION
SNMP Versions 1 and 2c • Enabled – Off – On* • Allow SNMP Set – Off – On* • Enable PPM MIB – Off – On* • SNMP Community	Configure Simple Network Management Protocol (SNMP) versions 1 and 2c to install print drivers and applications.
SNMP Version 3 • Enabled – Off – On* • Set Read/Write Credentials – User Name – Privacy Password – Authentication Password • Set Read-only Credentials – User Name – Privacy Password – Authentication Password • Authentication Hash – MD5 – SHA1* • Minimum Authentication Level – No Authentication, No Privacy – Authentication, No Privacy – Authentication, Privacy* • Privacy Algorithm – DES – AES-128*	Configure SNMP version 3 to install and update the printer security.

MENU ITEM	DESCRIPTION
Note: An asterisk (*) next to a value indicates the factory default setting.	

IPSEC

Note: This menu appears only in network printers or printers attached to print servers.

MENU ITEM	DESCRIPTION
Enable IPSec • Off* • On	Enable Internet Protocol Security (IPSec).
Base Configuration • Default* • Compatibility • Secure	Set the IPSec base configuration. Note: This menu item appears only when Enable IPSec is set to On.
DH (Diffie-Hellman) Group Proposal • modp2048 (14)* • modp3072 (15) • modp4069 (16) • modp6144 (17)	Set the IPSec encryption. • DH (Diffie-Hellman) Group Proposal appears only when Base Configuration is set to Compatibility. • IKE SA Lifetime (Hours) and IPSec SA Lifetime (Hours) appear only when Base Configuration is set to Secure.
IKE SA Lifetime (Hours) • 1 • 2 • 4 • 8 • 24*	
IPSec SA Lifetime (Hours) • 1 • 2 • 4 • 8 • 24*	
Proposed Encryption Method • 3DES • AES*	Specify the encryption and authentication methods to connect to a network securely. Note: These menu items appear only when Base Configuration is set to Compatibility.
Proposed Authentication Method • SHA1 • SHA256* • SHA512	

MENU ITEM	DESCRIPTION
IPSec Device Certificate	Specify an IPSec certificate. Note: This menu item appears only when Enable IPSec is set to On.
Pre-Shared Key Authenticated Connections • Host [x] • Address • Key	Configure the authenticated connections of the printer. Note: This menu item appears only when Enable IPSec is set to On.
Certificate Authenticated Connections • Host [x] Address[/subnet] • Address[/subnet]	
Note: An asterisk (*) next to a value indicates the factory default setting.	

802.1X

Note: This menu appears only in network printers or printers attached to print servers.

MENU ITEM	DESCRIPTION
Active • Off* • On	Let the printer join networks that require authentication before allowing access.
Note: An asterisk (*) next to a value indicates the factory default setting.	

LPD CONFIGURATION

Note: This menu appears only in network printers or printers attached to print servers.

MENU ITEM	DESCRIPTION
LPD Timeout 0–65535 seconds (90*)	Set the time-out value to stop the Line Printer Daemon (LPD) server from waiting indefinitely for hung or invalid print jobs.
LPD Banner Page • Off* • On	Print a banner page for all LPD print jobs. Note: A banner page is the first page of a print job used as a separator of print jobs and to identify the originator of the print job request.
LPD Trailer Page • Off* • On	Print a trailer page for all LPD print jobs.

MENU ITEM	DESCRIPTION
	Note: A trailer page is the last page of a print job.
LPD Carriage Return Conversion • Off* • On	Enable carriage return conversion. Note: Carriage return is a mechanism that commands the printer to move the position of the cursor to the first position on the same line.
Note: An asterisk (*) next to a value indicates the factory default setting.	

HTTP/FTP SETTINGS

MENU ITEM	DESCRIPTION
Enable HTTP Server • Off • On*	Access the Embedded Web Server to monitor and manage the printer.
Enable HTTPS • Off • On*	Configure the Hypertext Transfer Protocol Secure (HTTPS) settings.
Force HTTPS Connections • On • Off*	Force the printer to use the HTTPS connections.
Enable FTP/TFTP • Off • On*	Send files using FTP.
Local Domains	Specify domain names for HTTP and FTP servers. Note: This menu item appears only in the Embedded Web Server.
HTTP Proxy IP Address	Configure the HTTP and FTP server settings.
FTP Proxy IP Address	
HTTP Default IP Port 1–65535 (80*)	
HTTPS Device Certificate	
FTP Default IP Port 1–65535 (21*)	

MENU ITEM	DESCRIPTION
Timeout for HTTP/FTP Requests 1–299 (30*)	Specify the amount of time before the server connection stops.
Retries for HTTP/FTP Requests 1–299 (3*)	Set the number of retries to connect to the HTTP/FTP server.
Note: An asterisk (*) next to a value indicates the factory default setting.	

USB

MENU ITEM	DESCRIPTION
PCL SmartSwitch • Off • On*	Set the printer to switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language. Note: If PS Smart Switch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
PS SmartSwitch • Off • On*	Set the printer to switch to PS emulation when a print job received through a USB port requires it, regardless of the default printer language. Note: If PCL Smart Switch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
Mac Binary PS • On • Auto* • Off	Set the printer to process Macintosh binary PostScript print jobs. • When set to On, the printer processes raw binary PostScript print jobs from computers using the Macintosh operating system. • When set to Auto, the printer processes print jobs from computers using either Windows or Macintosh operating systems • When set to Off, the printer filters PostScript print jobs using the standard protocol.
Enable USB Port • Disable • Enable*	Enable the standard USB port.
Note: An asterisk (*) next to a value indicates the factory default setting.	

RESTRICT EXTERNAL NETWORK ACCESS

MENU ITEM	DESCRIPTION
Restrict external network access Off* On	Restrict access to network sites.
External network address	Specify the network addresses with restricted access.
Email address for notification	Specify an email address to send a notification of logged events.
Ping frequency 1–300 (10*)	Specify the network query interval in seconds.
Subject	Specify the subject and message of the notification email.
Message	
Note: An asterisk (*) next to a value indicates the factory default setting.	

UNIVERSAL PRINT

Universal Print is a cloud-based print protocol that provides a simple and secure print solution for Microsoft® 365 users. Universal Print allows administrators to manage printers without the need for on-premises print servers. Universal Print enables users to access cloud printers without the need for print drivers.

You can use the Universal Print page to register your Xerox® device for Universal Print.

Prerequisites

- Microsoft Azure AD Account
- Windows 10 Client version 1903 or higher

MENU ITEM	DESCRIPTION
Status	Device is not currently registered with Universal Print.
Registration	User can use the Universal print page to register the Xerox® device for Universal Print.
Printer Name	The Default printer name appears. User can also update the Xerox® printer name.

MENU ITEM	DESCRIPTION
Register	To register, do the following steps: 1 Go to **Settings > Network/Ports > Universal Print**, then click **Register**. The Registration process authenticates the device with Microsoft® Azure® Active Directory. 2 The Register Device window appears. To copy the registration code, click **Copy**, then click the link https://microsoft.com/devicelogin. Note: The registration code expires after 15 minutes. The registration process needs to be completed before the code expires. 3 A Microsoft-managed webpage opens. Do the following steps: a Paste the registration code into the code field in the Enter code window, then click **Next**. b Select the appropriate Microsoft® account in the Pick an account window. Note: For registration, select an available Microsoft® account. The selected account is used solely to establish a trusted connection for the device with the Universal Print service. After registration, Universal Print does not use the account again. 4 A Xerox Universal Print window appears. Click **Continue** and close the window.

Note: For more information, refer to the *Embedded Web Server Administrator Guide*.

MENU ITEM	DESCRIPTION
Status	Device is online and registered with Universal Print.
Registration	User can use the Universal print page to deregister the Xerox® device for Universal Print.
Printer Name	Registered printer name appears.
Deregister	Use this function to deregister the device from the Universal Print Service.

Additional information for Universal Print

To add a Printer from Windows Server

1. Go to **Settings > Printer & Scanners**, then click **Add a printer or scanner**.
2. Select the printer from the printer list, then click **Add Device**. If the printer does not appear in the list, do the following steps:
   a. Go to **Search for printers in my organization**.
   b. Type the registered name on the text field, and click **Search**. Once the printer appears on the list, click **Add Device**.

Note: Windows 11 supports PIN-protected printing. For example, to protect your print, you can use a 4-digit PIN between 0 and 9.

Security

LOGIN METHODS

Public

MENU ITEM	DESCRIPTION
Manage Permissions • Function Access – Manage Shortcuts – Create Profiles – Manage Bookmarks – Flash Drive Print – Flash Drive Color Printing – Flash Drive Scan – Copy Function – Copy Color Printing – E-mail Function – FTP Function – Release Held Faxes – Held Jobs Access – User Profiles – Cancel Jobs at the Device – Change Language – Internet Printing Protocol (IPP) – Initiate Scans Remotely – B/W Print – Color Print – Network Folder - Scan	Control access to the printer functions.
Manage Permissions • Administrative Menus – Security Menu – Network/Ports Menu – Paper Menu – Reports Menu	Control access to the printer menus.

MENU ITEM	DESCRIPTION
– Function Configuration Menus – Supplies Menu – SE Menu – Device Menu	
Manage Permissions • Device Management – Remote Management – Firmware Updates – Embedded Web Server Access – Import / Export All Settings – Out of Service Erase	Control access to the printer management options.

Local Accounts

MENU ITEM	DESCRIPTION
Add User • User Name/Password • User Name • Password • PIN	Create local accounts to manage access to the printer functions.
Manage Groups/Permissions • Add Group – Import Access Controls – Function Access – Administrative Menus – Device Management • All Users – Import Access Controls – Function Access – Administrative Menus – Device Management • Admin – Function Access – Administrative Menus – Device Management	Control group or user access to the printer functions, applications, and security settings.

CERTIFICATE MANAGEMENT

MENU ITEM	DESCRIPTION
Configure Certificate Defaults • Common Name • Organization Name • Unit Name • Country/Region • Province Name • City Name • Subject Alternate Name	Set the default values for generated certificates.
Device Certificates	Generate, delete, or view device certificates.
Manage CA Certificates	Load, delete, or view Certificate Authority (CA) certificates.

SCHEDULE USB DEVICES

MENU ITEM	DESCRIPTION
Schedules Add New Schedule	Schedule access to the front USB port.

LOGIN RESTRICTIONS

MENU ITEM	DESCRIPTION
Login failures 1–10 (3*)	Specify the number of failed login attempts before the user gets locked out.
Failure time frame 1–60 minutes (5*)	Specify the time frame between failed login attempts before the user gets locked out.
Lockout time 1–60 minutes (5*)	Specify the lockout duration.
Web Login Timeout 1–120 minutes (10*)	Specify the delay for a remote login before the user is logged off automatically.
Note: An asterisk (*) next to a value indicates the factory default setting.	

CONFIDENTIAL PRINT SETUP

MENU ITEM	DESCRIPTION
Max Invalid PIN 2–10 (0*)	Set the number of times an invalid PIN can be entered. • A value of zero turns off this setting. • When the limit is reached, the print jobs for that user name and PIN are deleted.
Confidential Job Expiration • Off* • 1 Hour • 4 Hours • 24 Hours • 1 Week	Set the expiration time for confidential print jobs. • If this menu item is changed while confidential print jobs reside in the printer memory, then the expiration time for those print jobs does not change to the new default value. • If the printer is turned off, then all confidential jobs held in the printer memory are deleted.
Repeat Job Expiration • Off* • 1 Hour • 4 Hours • 24 Hours • 1 Week	Set the expiration time for a print job that you want to repeat.
Verify Job Expiration • Off* • 1 Hour • 4 Hours • 24 Hours • 1 Week	Set the expiration time that the printer prints a copy for the user to examine its quality, before printing the remaining copies.
Reserve Job Expiration • Off* • 1 Hour • 4 Hours • 24 Hours • 1 Week	Set the expiration time that the printer stores print jobs for printing later.
Require All Jobs to be Held • Off* • On	Set the printer to hold all print jobs.
Keep duplicate documents • Off* • On	Allow the storage of documents with the same file name.
Note: An asterisk (*) next to a value indicates the factory default setting.	

ERASE TEMPORARY DATA FILES

MENU ITEM	DESCRIPTION
Stored in onboard memory • Off* • On	Delete all files stored on the printer memory.
Note: An asterisk (*) next to a value indicates the factory default setting.	

SOLUTIONS LDAP SETTINGS

USE	TO
Follow LDAP Referrals Off* On	Search the different servers in the domain for the logged-in user account.
LDAP Certificate Verification No* Yes	Enable verification of LDAP certificates.
Note: An asterisk (*) next to a value indicates the factory default setting.	

MISCELLANEOUS

MENU ITEM	DESCRIPTION
Security Reset Jumper Enable "Guest" access* No Effect	Specify user access to the printer. • The jumper is located beside a lock icon on the controller board. • Enable "Guest" access gives anyone access to all aspects of the printer. • No Effect may make access to the printer impossible when the required security information is unavailable.
Reset Device Modes Allow with FAC Allow* Don't Allow	Allows device to rest the modes.
Minimum Password Length 0–32	Specify the password length.

MENU ITEM	DESCRIPTION
Enable Password/PIN Reveal	Show the password or personal identification number.

Note: An asterisk (*) next to a value indicates the factory default setting.

Reports

MENU SETTINGS PAGE

MENU ITEM	DESCRIPTION
Menu Settings Page	Print a report that contains the printer menus.

DEVICE

MENU ITEM	DESCRIPTION
Device Information	Print a report that contains information about the printer.
Device Statistics	Print a report about printer usage and supply status.
Profile List	Print a list of profiles that are stored in the printer.
Asset Report	Print a report that contains the printer serial number and model name.

PRINT

MENU ITEM	DESCRIPTION
Print Fonts PCL Fonts PostScript Fonts	Print samples and information about the fonts that are available in each printer language.
Print Demo	Print a demo page to determine print problems.

SHORTCUTS

MENU ITEM	DESCRIPTION
All Shortcuts	Print a report that lists the shortcuts that are stored in the printer.
Fax Shortcuts	
Copy Shortcuts	
E-mail Shortcuts	
FTP Shortcuts	
Network Folder Shortcuts	

FAX

MENU ITEM	DESCRIPTION
Fax Job Log	Print a report about the last 200 completed fax jobs. Note: This menu item appears only when Enable Job Log is set to On.
Fax Call Log	Print a report about the last 100 attempted, received, and blocked calls. Note: This menu item appears only when Enable Job Log is set to On.

NETWORK

MENU ITEM	DESCRIPTION
Network Setup Page	Print a page that shows the configured network and wireless settings on the printer. Note: This menu item appears only in network printers or printers connected to print servers.
Wi-Fi Direct Connected Clients	Print a page that shows the list of devices that are connected to the printer using Wi-Fi Direct. Note: This menu item appears only when Enable Wi-Fi Direct is set to On.

Supplies Plan

PLAN ACTIVATION

MENU ITEM	DESCRIPTION
• Sequence Number • Device Serial Number • Activation Code	It describes the details of the activation process for the purchased Supplies plan. Contact your Xerox representative to get a Supplies Activation Code. Subscription Service plans are not offered in all geographic locations For more information about Xerox® supplies and service plans, contact your Xerox representative.

PLAN CONVERSION

MENU ITEM	DESCRIPTION
• Current Plan • Device Serial Number • Total Impressions • Conversion Code	It describes the details of the conversion process for the existing Supplies plan. Contact your Xerox representative to get a Supplies Conversion Code. Subscription Service plans are not offered in all geographic locations For more information about Xerox® supplies and service plans, contact your Xerox representative.

SUBSCRIPTION SERVICE

MENU ITEM	DESCRIPTION
• Status	It indicates the subscription status.
• Check Subscription	To activate a Subscription Service Plan, do the following: 1 Go to **Settings > Supplies Plan > Subscription Service**. 2 For Subscription Service, click **Check Subscription**, then follow the directions provided by your Xerox representative.

Troubleshooting

MENU ITEM	DESCRIPTION
Print Quality Test Pages	Print sample pages to identify and correct print quality defects.
Cleaning the Scanner	Print instructions on how to clean the scanner.

Maintain the Printer

This chapter contains:

Checking the Status of Supplies 220
Configuring Supply Notifications 221
Setting up email alerts 222
Viewing reports 223
Ordering Supplies 224
Replacing Supplies 225
Cleaning printer parts 230
Saving energy and paper 233
Moving the Printer to Another Location 234

Checking the Status of Supplies

1. From the home screen, touch **Status/Supplies**.
2. Select the parts or supplies that you want to check.

Note: You can also access this setting by touching the top section of the home screen.

Configuring Supply Notifications

1. Open a web browser, and then type the printer IP address in the address field.
   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings > Device > Notifications**.
3. From the Supplies menu, click **Custom Supply Notifications**.
4. Select a notification for each supply item.
5. Apply the changes.

Setting up email alerts

Configure the printer to send email alerts when supplies are low, when paper modified or added, or when there is a paper jam.

1. Open a web browser, then type the printer IP address in the address field.
   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings** > **Device** > **Notifications** > **Email Alert Setup**, then configure the settings.

   Note: For more information on SMTP settings, contact your email provider.
3. Click **Setup Email Lists and Alerts**, then configure the settings.
4. Apply the changes.

Viewing reports

1. From the home screen, touch **Settings** > **Reports**.
2. Select the report that you want to view.

Ordering Supplies

To view and order supplies for your printer, go to https://www.xerox.com/supplies, then enter your product in the search field.

Note: All life estimates for printer supplies assume printing on letter or A4-size plain paper.

Warning: Failure to maintain optimum printer performance or to replace supplies can cause damage to your printer.

USING GENUINE XEROX SUPPLIES

Your Xerox printer is designed to function best with genuine Xerox supplies. Use of third-party supplies can affect the performance, reliability, or life of the printer and its imaging components. It can also affect warranty coverage. Damage caused by the use of third-party supplies is not covered by the warranty.

All life indicators are designed to function with Xerox supplies and can deliver unpredictable results if third-party supplies are used. Imaging component usage beyond the intended life can damage your Xerox printer or associated components.

Warning: Supplies without Return Program agreement terms can be reset and remanufactured. However, the manufacturer's warranty does not cover any damage caused by non-genuine supplies. Resetting counters on the supply without proper remanufacturing can cause damage to your printer. After resetting the supply counter, your printer may display an error indicating the presence of the reset item.

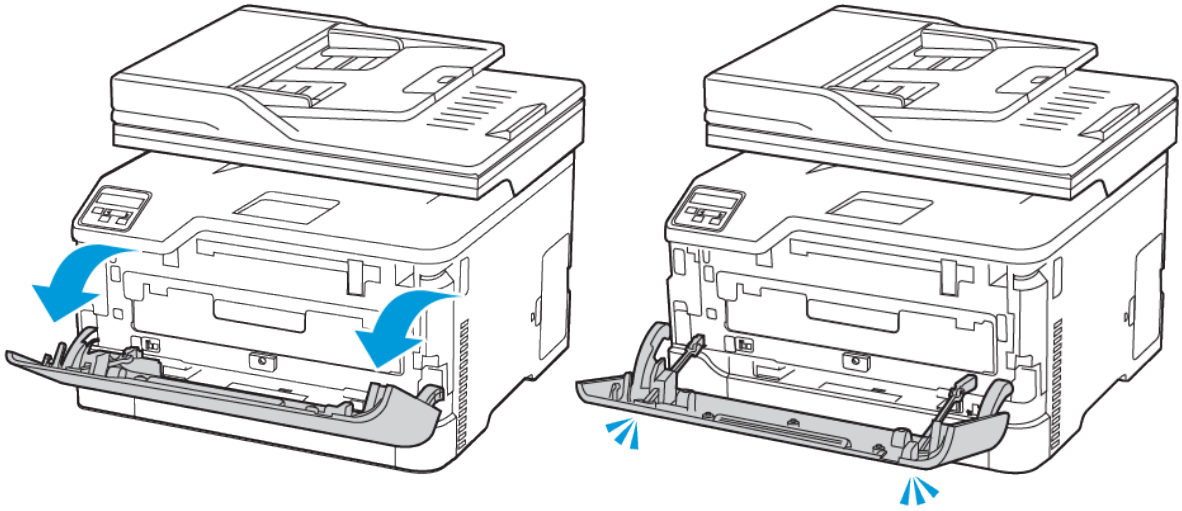
Replacing Supplies

REPLACING A PRINT CARTRIDGE

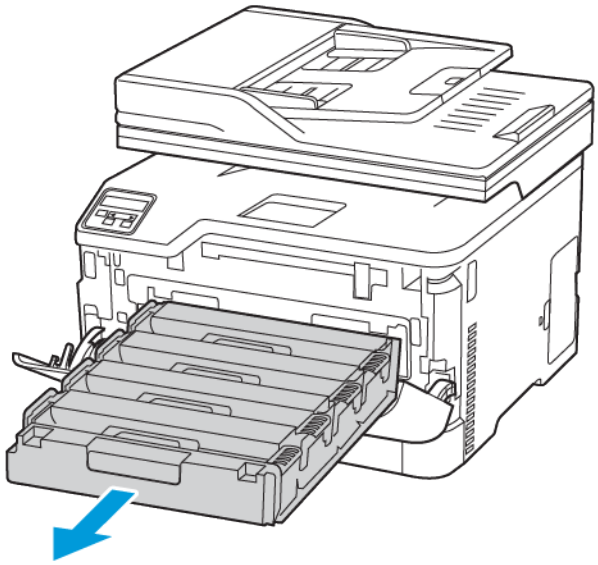
Note: For recycling details, refer to Xerox Green World Alliance.

Note: If the tray is extended, then remove it before replacing a cartridge.

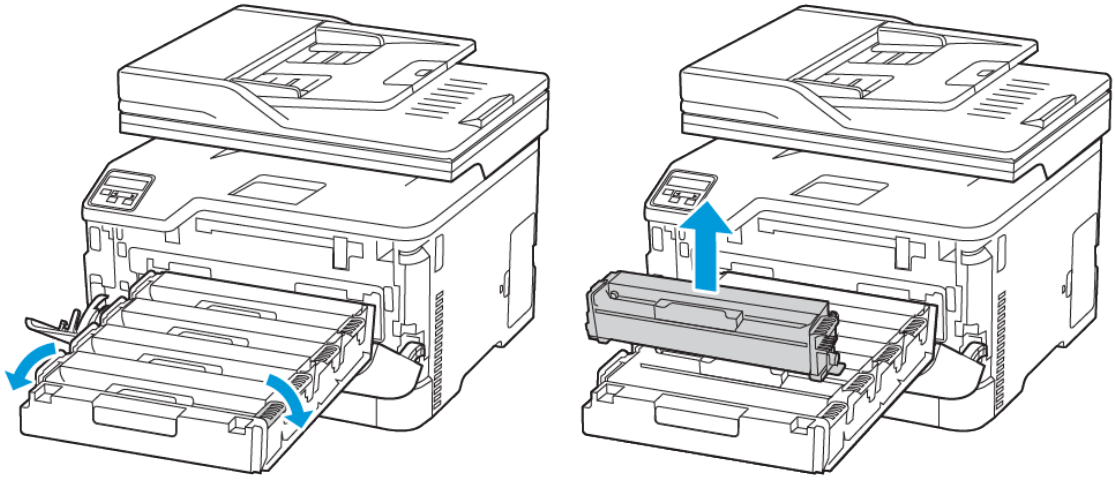
1. Open the front door, and then firmly push it down.



2. Pull out the print cartridge tray.



3. Remove the used print cartridge.



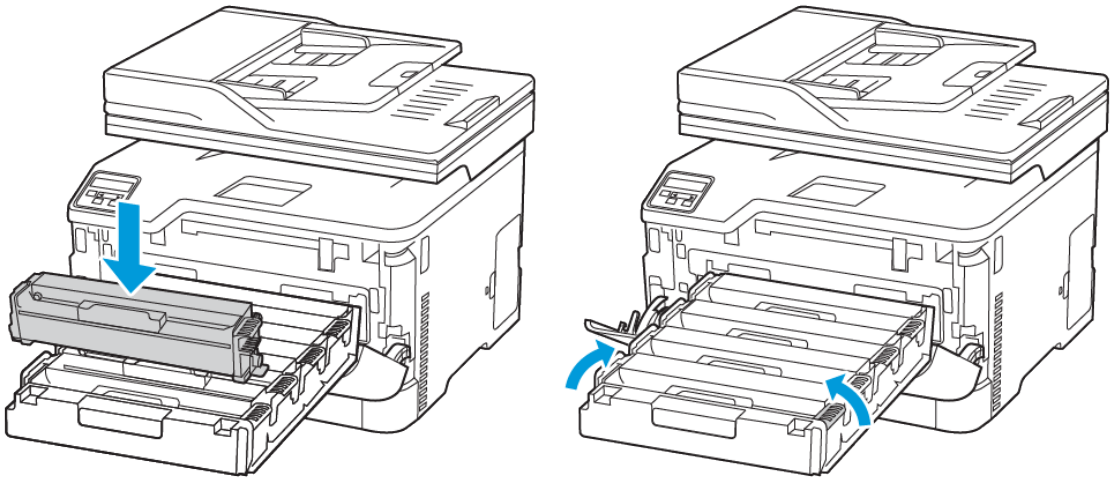
4. Unpack the new print cartridge.

> **Warning:** Do not expose the underside of the print cartridge to direct light. Extended exposure to light may cause print quality problems.

> **Warning:** Do not touch the underside of the print cartridge. Doing so may affect the quality of future print jobs.



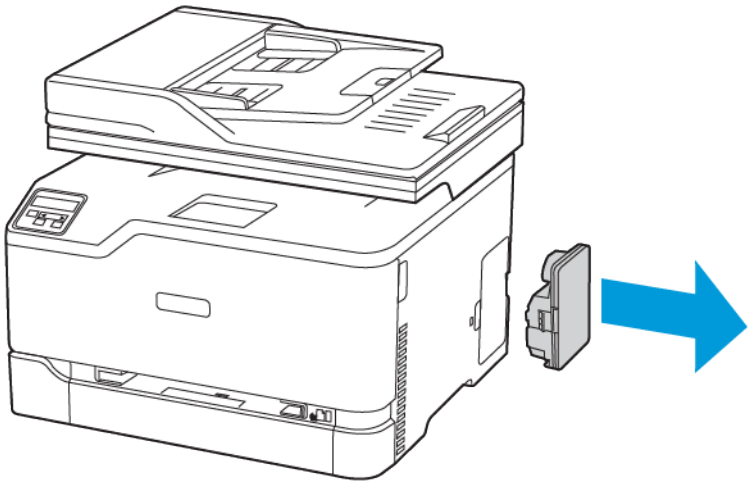
5. Insert the new print cartridge.



6. Insert the print cartridge tray, and then close the door.

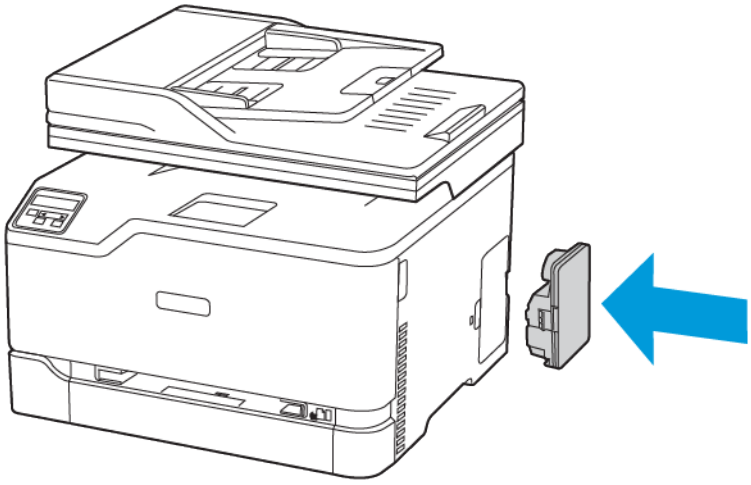
REPLACING THE WASTE TONER BOTTLE

1. Remove the used waste toner bottle.



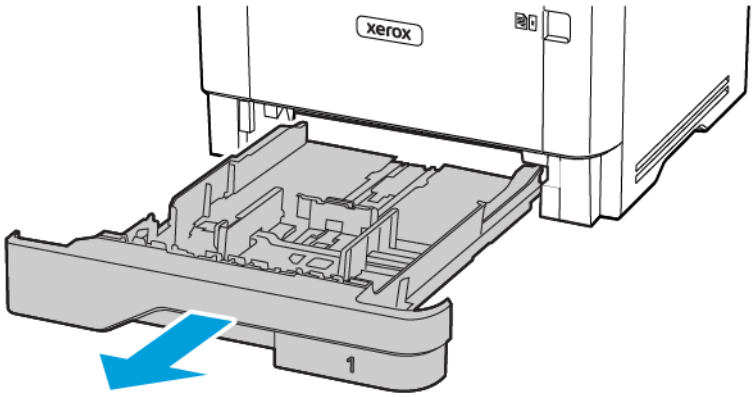
Note: To avoid spilling the toner, place the bottle in an upright position.

2. Unpack the new waste toner bottle.
3. Insert the new waste toner bottle.

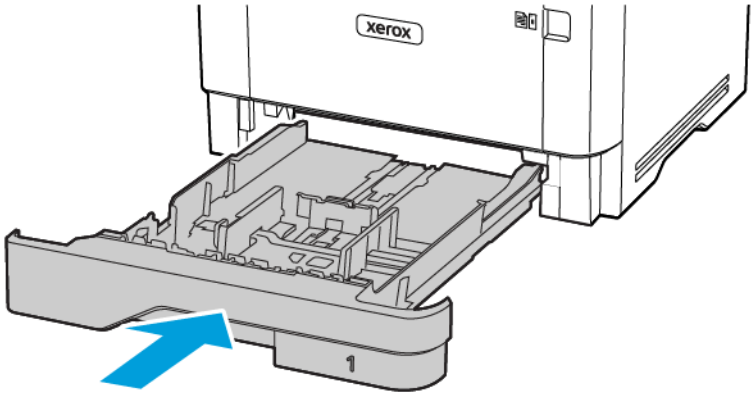


REPLACING THE TRAY

1. Remove the used tray.



2. Unpack the new tray.
3. Insert the new tray.



RESETTING THE SUPPLY USAGE COUNTERS

1. From the home screen, touch **Settings > Device > Maintenance > Configuration Menu > Supply Usage And Counters**.
2. Select the counter that you want to reset.

> **Warning:** Supplies and parts without Return Program agreement terms may be reset and remanufactured. However, the manufacturer's warranty does not cover any damage caused by non-genuine supplies or parts. Resetting counters on the supply or part without proper remanufacturing can cause damage to your printer. After resetting the supply or part counter, your printer may display an error indicating the presence of the reset item.

Cleaning printer parts

CLEANING THE PRINTER

CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

- Perform this task after every few months.
- Damage to the printer caused by improper handling is not covered by the printer warranty.

1. Turn off the printer, then unplug the power cord from the electrical outlet.
2. Remove paper from the output tray.
3. Remove any dust, lint, and pieces of paper around the printer using a soft brush or vacuum.
4. Wipe the outside of the printer with a damp, soft, lint-free cloth.
   - Do not use household cleaners or detergents, as they may damage the finish of the printer.
   - Ensure that all areas of the printer are dry after cleaning.
5. Connect the power cord to the electrical outlet, then turn on the printer.

CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

CLEANING THE TOUCH SCREEN

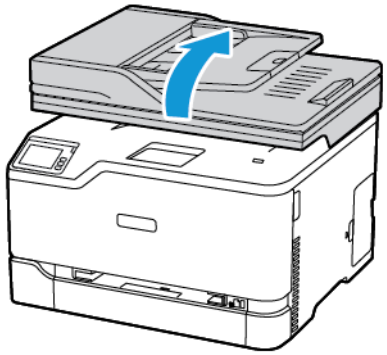
CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

1. Turn off the printer, then unplug the power cord from the electrical outlet.
2. Using a damp, soft, lint-free cloth, wipe the touch screen.
   - Do not use household cleaners or detergents, as they may damage the touch screen.
   - Ensure that the touch screen is dry after cleaning.
3. Connect the power cord to the electrical outlet, then turn on the printer.

CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

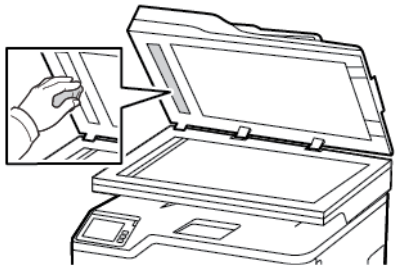
CLEANING THE SCANNER

1. Open the scanner cover.

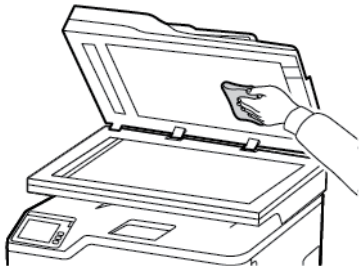


2. Using a damp, soft, lint-free cloth, wipe the following areas:
   a. ADF glass pad

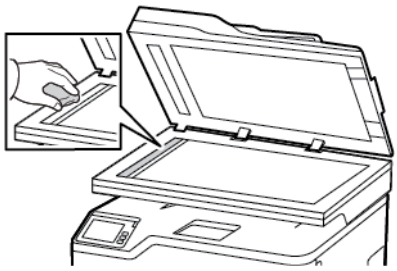
Note: In some printer models, this location has an ADF glass instead of a pad.



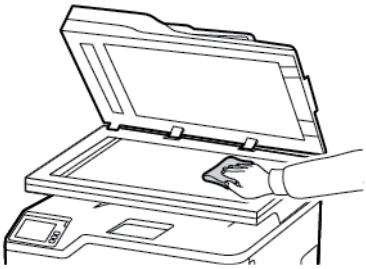
   b. Scanner glass pad



   c. ADF glass



d. Scanner glass



3. Close the scanner cover.

Saving energy and paper

CONFIGURING THE POWER SAVE MODE SETTINGS

Sleep Mode

1. From the control panel, navigate to: **Settings > Device > Power Management > Timeouts > Sleep Mode**.
2. Enter the amount of time that the printer stays idle before it enters Sleep mode.

Hibernate mode

1. From the control panel, navigate to: **Settings > Device > Power Management > Timeouts > Hibernate Mode**.
2. Select the amount of time before the printer enters Hibernate mode.
   - Ensure to wake the printer from Hibernate mode before sending a print job.
   - To wake the printer from Hibernate mode, press the power button.
   - The Embedded Web Server is disabled when the printer is in Hibernate mode.

ADJUSTING THE BRIGHTNESS OF THE PRINTER DISPLAY

1. From the home screen, touch **Settings** > **Device** > **Preferences** > **Screen Brightness**.
2. Adjust the setting.

CONSERVING SUPPLIES

- Print on both sides of the paper.

  Note: Two-sided printing is the default setting in the print driver.

- Print multiple pages on a single sheet of paper.
- Use the preview feature to see how the document looks like before printing it.
- Print one copy of the document to check its content and format for accuracy.

Moving the Printer to Another Location

CAUTION—POTENTIAL INJURY: If the printer weight is greater than 20 kg (44 lb), then it may require two or more people to lift it safely.

CAUTION—POTENTIAL INJURY: To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.

CAUTION—POTENTIAL INJURY: When moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Ensure that all doors and trays are closed.
- Turn off the printer, then unplug the power cord from the electrical outlet.
- Disconnect all cords and cables from the printer.
- If the printer has separate floor-standing optional trays or output options attached to it, then disconnect them before moving the printer.
- If the printer has a caster base, then carefully roll it to the new location. Use caution when passing over thresholds and breaks in flooring.
- If the printer does not have a caster base but is configured with optional trays or output options, then remove the output options and lift the printer off the trays. Do not try to lift the printer and any options at the same time.
- Always use the handholds on the printer to lift it.
- Any cart used to move the printer must have a surface able to support the full footprint of the printer.
- Any cart used to move the hardware options must have a surface able to support the dimensions of the options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.
- Ensure that your fingers are not under the printer when you set it down.
- Ensure that there is adequate clearance around the printer.

Note: Damage to the printer caused by improper moving is not covered by the printer warranty.

Troubleshoot a problem

This chapter contains:

Print quality problems 236
Printing problems 237
The printer is not responding 267
Unable to read flash drive 269
Enabling the USB port 270
Network connection problems 271
Issues with supplies 274
Clearing Jams 276
Paper feed problems 285
E-mailing problems 290
Faxing problems 291
Scanning problems 296
Color quality problems 305
Contacting Customer Support 308

Print quality problems

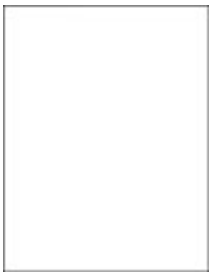
Find the image that resembles the print quality problem you are having, and then click the link below it to read problem-solving steps.

- Blank or white pages
- Dark print
- Ghost images
- Gray or colored background
- Incorrect margins
- Light print
- Missing colors
- Mottled print and dots
- Paper curl
- Print crooked or skewed
- Solid color or black images
- Text or images cut off
- Toner easily rubs off
- Uneven print density
- Horizontal dark lines
- Vertical dark lines
- Horizontal white lines
- Vertical white lines
- Repeating defects

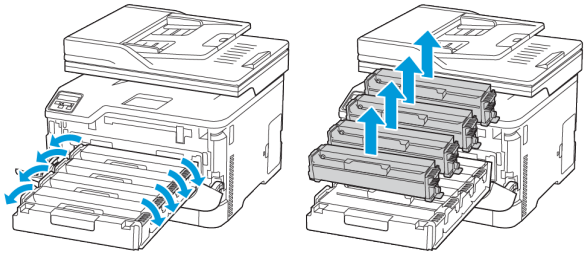
Printing problems

PRINT QUALITY IS POOR

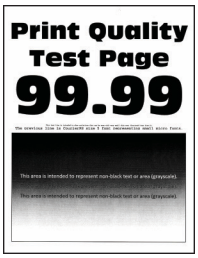
Blank or white pages



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

ACTION	YES	NO
1 Open the front door, and then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and then insert the print cartridges.  4 Insert the print cartridge tray, and then close the door. 5 Print the document. Is the printer printing blank or white pages?	Refer to Contacting Customer Support.	The problem is solved.

Dark print

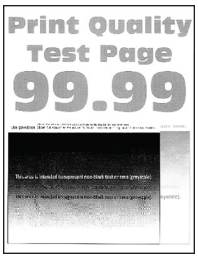


Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings > Troubleshooting > Print Quality Test Pages**. For non-touch-screen printer models, press **OK** to navigate through the settings.

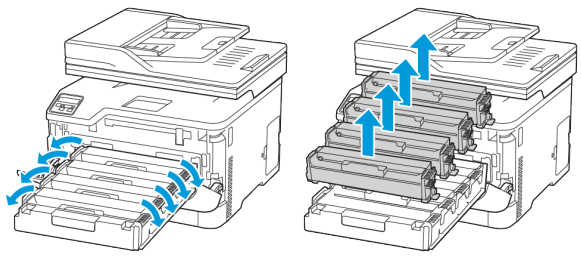
ACTION	YES	NO
Step 1 1 Perform Color Adjust. From the control panel, navigate to: **Settings** > **Print** > **Quality** > **Advanced Imaging** > **Color Adjust** 2 Print the document. Is the print too dark?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, reduce toner darkness from the Printing Preferences or Print dialog. Note: You can also modify the setting on the printer control panel. Navigate to: **Settings > Print > Quality > Toner Darkness**. 2 Print the document. Is the print too dark?	Go to step 3.	The problem is solved.
Step 3 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Ensure that the setting matches the paper loaded.	Go to step 4.	The problem is solved.

ACTION	YES	NO
• You can also change the setting on the printer control panel. Navigate to: **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type** 2 Print the document. Is the print too dark?		
Step 4 Check if the paper has texture or rough finishes. Are you printing on textured or rough paper?	Go to step 5.	Go to step 6.
Step 5 1 Replace textured or rough paper with plain paper. 2 Print the document. Is the print too dark?	Go to step 6.	The problem is solved.
Step 6 1 Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Is the print too dark?	Refer to Contacting Customer Support.	The problem is solved.

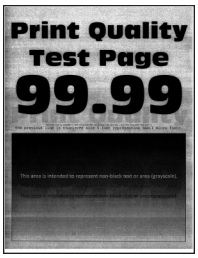
Ghost images



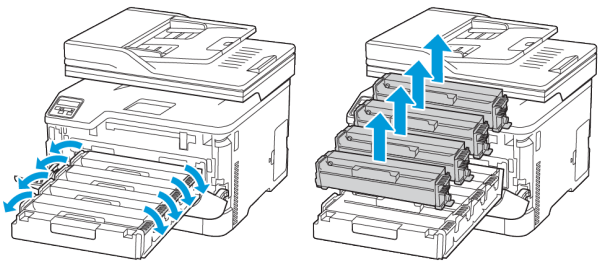
Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

ACTION	YES	NO
Step 1 1 Load the tray with the correct paper type. 2 Print the document. Do ghost images appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Ensure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type**. 2 Print the document. Do ghost images appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Perform Color Adjust. From the control panel, navigate to: **Settings** > **Print** > **Quality** > **Advanced Imaging** > **Color Adjust**. 2 Print the document. Do ghost images appear on prints?	Go to step 4.	The problem is solved.
Step 4 1 Open the front door, then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and insert the print cartridges.  4 Insert the print cartridge tray, then close the door. 5 Print the document. Do ghost images appear on prints?	Refer to Contacting Customer Support.	The problem is solved.

Gray or colored background



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

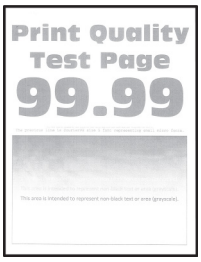
ACTION	YES	NO
Step 1 1 Perform Color Adjust. From the control panel, navigate to: **Settings** > **Print** > **Quality** > **Advanced Imaging** > **Color Adjust**. 2 Print the document. Does gray or colored background appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Open the front door, and then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and then insert the print cartridges.  4 Insert the print cartridge tray, and then close the door. 5 Print the document. Does gray or colored background appear on prints?	Refer to Contacting Customer Support.	The problem is solved.

Incorrect margins



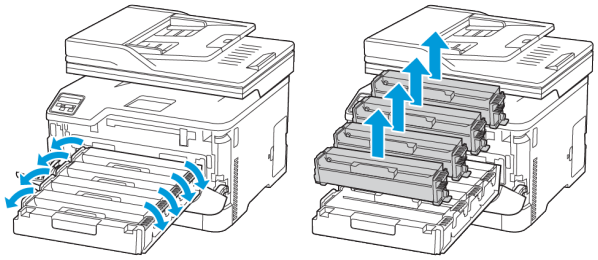
ACTION	YES	NO
Step 1 1 Adjust the paper guides to the correct position for the paper loaded. 2 Print the document. Are the margins correct?	The problem is solved.	Go to step 2.
Step 2 1 Set the paper size. From the control panel, navigate to: **Settings** > **Paper** > **Tray Configuration** > **Paper Size/ Type** 2 Print the document. Are the margins correct?	The problem is solved.	Go to step 3.
Step 3 1 Depending on your operating system, specify the paper size from the Printing Preferences or Print dialog. Note: Ensure that the settings match the paper loaded. 2 Print the document. Are the margins correct?	The problem is solved.	Refer to Contacting Customer Support.

Light print

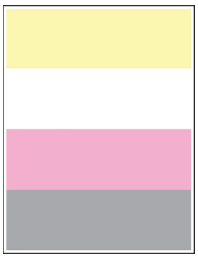


Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

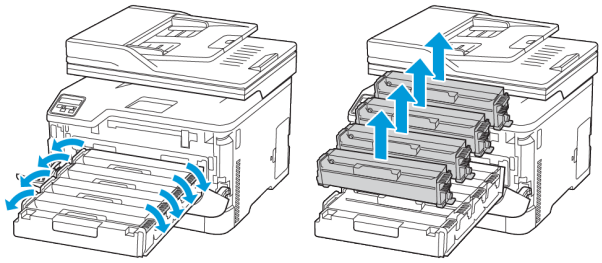
ACTION	YES	NO
Step 1 1 Perform Color Adjust. From the control panel, navigate to: **Settings** > **Print** > **Quality** > **Advanced Imaging** > **Color Adjust**. 2 Print the document. Is the print light?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, increase toner darkness from the Printing Preferences or Print dialog. Note: You can also modify the setting on the printer control panel. Navigate to: **Settings > Print > Quality > Toner Darkness**. 2 Print the document. Is the print light?	Go to step 3.	The problem is solved.
Step 3 1 Turn off Color Saver. From the control panel, navigate to: **Settings** > **Print** > **Quality** > **Color Saver**. 2 Print the document. Is the print light?	Go to step 4.	The problem is solved.
Step 4 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Ensure that the setting matches the paper loaded.	Go to step 5.	The problem is solved.

ACTION	YES	NO
• You can also modify the setting on the printer control panel. Navigate to **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type**. 2 Print the document. Is the print light?		
Step 5 Check if paper has texture or rough finishes. Are you printing on textured or rough paper?	Go to step 6.	Go to step 7.
Step 6 1 Replace textured or rough paper with plain paper. 2 Print the document. Is the print light?	Go to step 7.	The problem is solved.
Step 7 1 Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Is the print light?	Go to step 8.	The problem is solved.
Step 8 1 Open the front door, then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and insert the print cartridges.  4 Insert the print cartridge tray, then close the door. 5 Print the document. Is the print light?	Refer to Contacting Customer Support.	The problem is solved.

Missing colors



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

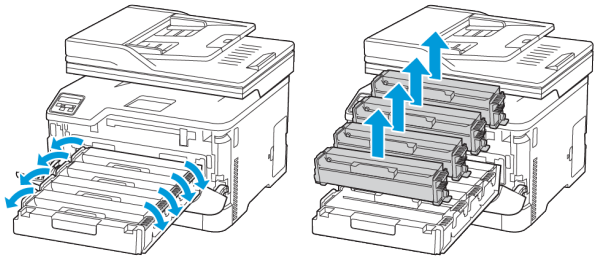
ACTION	YES	NO
1 Open the front door, and then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and then insert the print cartridge of the missing color.  4 Insert the print cartridge tray, and then close the door. 5 Print the document. Are some colors missing on prints?	Refer to Contacting Customer Support.	The problem is solved.

Mottled print and dots



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

ACTION	YES	NO
Step 1 Check the printer for leaked toner contamination. Is the printer free of leaked toner?	Go to step 2.	Refer to Contacting Customer Support.
Step 2 1 From the control panel, navigate to: **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type** 2 Check if the paper size and paper type settings match the paper loaded. Note: Ensure that paper does not have texture or rough finishes. Do the settings match?	Go to step 4.	Go to step 3.
Step 3 1 Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog. Note: Ensure that the settings match the paper loaded. 2 Print the document. Is the print mottled?	Go to step 4.	The problem is solved.

ACTION	YES	NO
Step 4 1 Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Is the print mottled?	Go to step 5.	The problem is solved.
Step 5 1 Open the front door, and then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and then insert the print cartridges.  4 Insert the print cartridge tray, and then close the door. 5 Print the document. Is the print mottled?	Refer to Contacting Customer Support.	The problem is solved.

Paper curl



ACTION	YES	NO
Step 1 1 Adjust the guides in the tray to the correct position for the paper loaded. 2 Print the document. Is the paper curled?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to: **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type** 2 Print the document. Is the paper curled?	Go to step 3.	The problem is solved.
Step 3 Print on the other side of the paper. 1 Remove paper, flip it over, and then reload paper. 2 Print the document. Is the paper curled?	Go to step 4.	The problem is solved.
Step 4 1 Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Is the paper curled?	Refer to Contacting Customer Support.	The problem is solved.

Print crooked or skewed



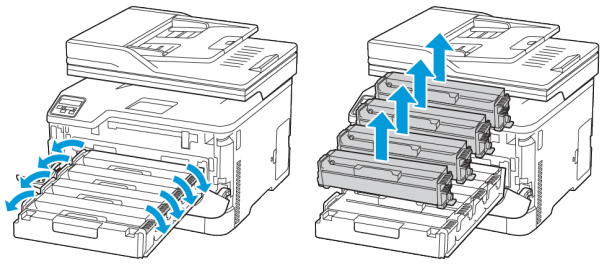
Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

ACTION	YES	NO
Step 1 1 Adjust the paper guides in the tray to the correct position for the paper loaded. 2 Print the document. Is the print crooked or skewed?	Go to step 2.	The problem is solved.
Step 2 1 Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Is the print crooked or skewed?	Go to step 3.	The problem is solved.
Step 3 1 Check if the paper loaded is supported. Note: If paper is not supported, then load a supported paper. 2 Print the document. Is the print crooked or skewed?	Refer to Contacting Customer Support.	The problem is solved.

Solid color or black images



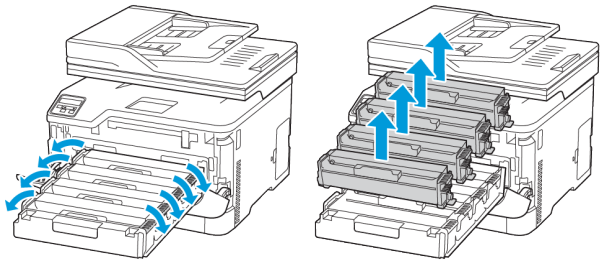
Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

ACTION	YES	NO
1 Open the front door, and then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and then insert the print cartridges.  4 Insert the print cartridge tray, and then close the door. 5 Print the document. Is the printer printing solid color or black images?	Refer to Contacting Customer Support.	The problem is solved.

Text or images cut off



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

ACTION	YES	NO
Step 1 1 Adjust the paper guides in the tray to the correct position for the paper loaded. 2 Print the document. Are text or images cut off?	Go to step 2.	The problem is solved.
Step 2 1 Depending on your operating system, specify the paper size from the Printing Preferences or Print dialog. • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type**. 2 Print the document. Are text or images cut off?	Go to step 3.	The problem is solved.
Step 3 1 Open the front door, and then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and then insert the print cartridges.  4 Insert the print cartridge tray, and then close the door. 5 Print the document. Are text or images cut off?	Refer to Contacting Customer Support.	The problem is solved.

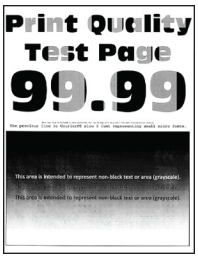
Toner easily rubs off



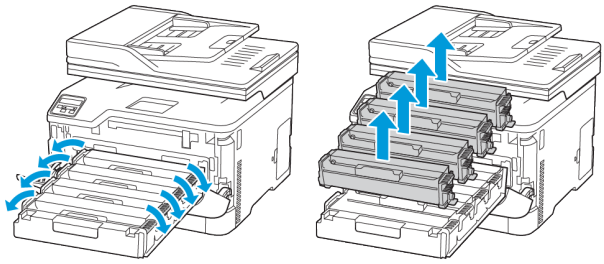
Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

ACTION	YES	NO
Step 1 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Ensure that the setting matches the paper loaded. • You can also modify the setting on the printer control panel. Navigate to: **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type** 2 Print the document. Does toner easily rub off?	Go to step 2.	The problem is solved.
Step 2 1 Check if the paper weight is supported. Note: If paper weight is not supported, then load a supported one. 2 Print the document. Does toner easily rub off?	Go to step 3.	The problem is solved.
Step 3 1 Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Does toner easily rub off?	Refer to Contacting Customer Support.	The problem is solved.

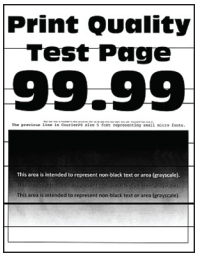
Uneven print density



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

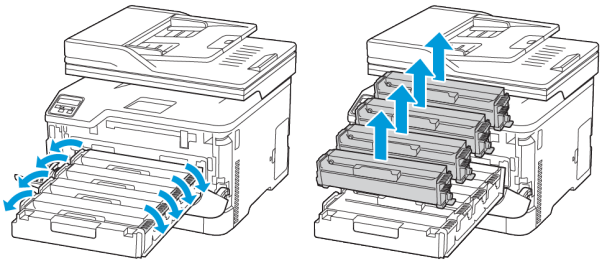
ACTION	YES	NO
1 Open the front door, and then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and then insert the print cartridges.  4 Insert the print cartridge tray, and then close the door. 5 Print the document. Is the print density uneven?	Refer to Contacting Customer Support.	The problem is solved.

Horizontal dark lines

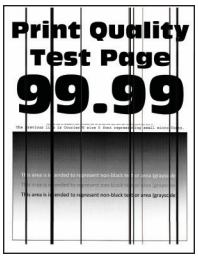


- Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.
- If horizontal dark lines keep appearing on the prints, then refer to Repeating defects.

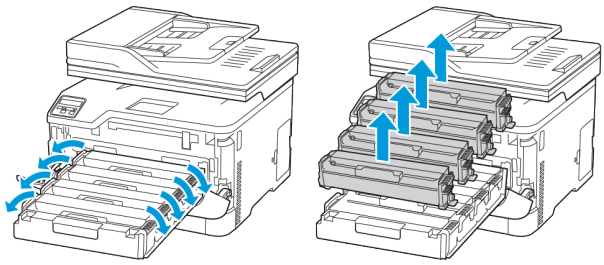
ACTION	YES	NO
Step 1 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Ensure that the setting matches the paper loaded. • You can also modify the setting on the printer control panel. Navigate to **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type**. 2 Print the document. Do dark lines appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Do dark lines appear on prints?	Go to step 3.	The problem is solved.

ACTION	YES	NO
Step 3 1 Open the front door, then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and insert the print cartridges.  4 Insert the print cartridge tray, then close the door. 5 Print the document. Do dark lines appear on prints?	Go to step 4.	The problem is solved.
Step 4 1 Perform Color Adjust. From the control panel, navigate to: **Settings** > **Print** > **Quality** > **Advanced Imaging** > **Color Adjust** 2 Print the document. Do dark lines appear on prints?	Refer to Contacting Customer Support.	The problem is solved.

Vertical dark lines



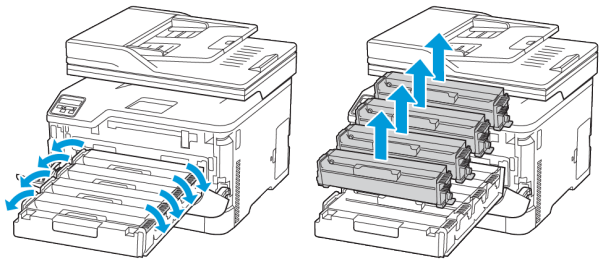
Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

ACTION	YES	NO
Step 1 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Ensure that the setting matches the paper loaded. • You can also modify the setting on the printer control panel. Navigate to **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type**. 2 Print the document. Do vertical dark lines appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Do vertical dark lines appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Open the front door, then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and insert the print cartridges.  4 Insert the print cartridge tray, then close the door. 5 Print the document. Do vertical dark lines appear on prints?	Refer to Contacting Customer Support.	The problem is solved.

Horizontal white lines



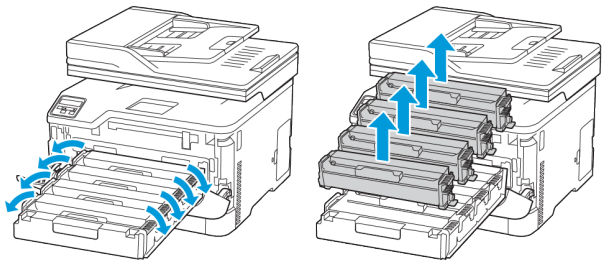
- Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.
- If horizontal white lines keep appearing on your prints, then refer to Repeating defects.

ACTION	YES	NO
Step 1 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type**. 2 Print the document. Do horizontal white lines appear on prints?	Go to step 2.	The problem is solved.
Step 2 1 Open the front door, and then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and then insert the print cartridges.  4 Insert the print cartridge tray, and then close the door. 5 Print the document. Do horizontal white lines appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Perform Color Adjust. From the control panel, navigate to: **Settings** > **Print** > **Quality** > **Advanced Imaging** > **Color Adjust** 2 Print the document. Do horizontal white lines appear on prints?	Refer to Contacting Customer Support.	The problem is solved.

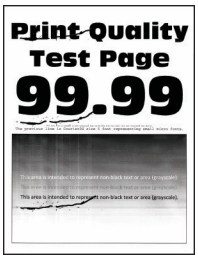
Vertical white lines



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

ACTION	YES	NO
Step 1 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Ensure that the setting matches the paper loaded. • You can also modify the setting on the printer control panel. Navigate to **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type**. 2 Print the document. Do vertical white lines appear on prints?	Go to step 2.	The problem is solved.
Step 2 Check if you are using the recommended paper type. 1 Load the paper source with the recommended paper type. 2 Print the document. Do vertical white lines appear on prints?	Go to step 3.	The problem is solved.
Step 3 1 Open the front door, then firmly push it down. 2 Pull out the print cartridge tray. 3 Remove, and insert the print cartridges.  4 Insert the print cartridge tray, and then close the door. 5 Print the document. Do vertical white lines appear on prints?	Refer to Contacting Customer Support.	The problem is solved.

Repeating defects



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press OK to navigate through the settings.

ACTION	YES	NO
1 Using the Print Quality Test Pages, measure the distance between the repeating defects on the affected color page. 2 Check if the repeating defects match any of the following measurements: **Print cartridges** • 25.70 mm (1.01 in.) • 35.30 mm (1.39 in.) • 75.6 mm (2.98 in.) • 26.7 mm (1.05 in.) **Fuser** • 56.5 mm (2.22 in.) **Transfer module** • 25.10 mm (0.99 in.) • 59.70 mm (2.35 in.) • 28.30 mm (1.11 in.) • 65 mm (2.56 in.) • 44 mm (1.73 in.) Do the repeating defects match any of the measurements?	Take note of the distance, and then refer to Contacting Customer Support.	Take note of the distance, and then refer to Contacting Customer Support.

PRINT JOBS DO NOT PRINT

ACTION	YES	NO
Step 1 1 From the document you are trying to print, open the Print dialog, and then check if you have selected the correct printer. 2 Print the document. Is the document printed?	The problem is solved.	Go to step 2.
Step 2 1 Check if the printer is on. 2 Resolve any error messages that appear on the display.	The problem is solved.	Go to step 3.

ACTION	YES	NO
3 Print the document. Is the document printed?		
Step 3 1 Check if the ports are working and if the cables are securely connected to the computer and the printer. For more information, see the setup documentation that came with the printer. 2 Print the document. Is the document printed?	The problem is solved.	Go to step 4.
Step 4 1 Turn off the printer, wait for about 10 seconds, and then turn on the printer. 2 Print the document. Is the document printed?	The problem is solved.	Go to step 5.
Step 5 1 Remove, and then reinstall the print driver. 2 Print the document. Is the document printed?	The problem is solved.	Refer to Contacting Customer Support.

SLOW PRINTING

ACTION	YES	NO
Step 1 Ensure that the printer cable is securely connected to the printer and to the computer, print server, option, or other network device. Is the printer printing slow?	Go to step 2.	The problem is solved.
Step 2 1 Ensure that the printer is not in Quiet Mode. From the home screen, touch **Settings** > **Device** >	Go to step 3.	The problem is solved.

ACTION	YES	NO
Maintenance > **Config Menu** > **Device Operations** > **Quiet Mode**. 2 Print the document. Is the printer printing slow?		
Step 3 1 Depending on your operating system, specify the print resolution from the Printing Preferences or Print dialog. 2 Set the resolution to 4800 CQ. 3 Print the document. Is the printer printing slow?	Go to step 4.	The problem is solved.
Step 4 1 Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. • Ensure that the setting matches the paper loaded. • You can also modify the setting on the printer control panel. From the home screen, touch **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type**. • Heavier paper prints more slowly. • Paper narrower than letter, A4, and legal may print more slowly. 2 Print the document. Is the printer printing slow?	Go to step 5.	The problem is solved.
Step 5 1 Ensure that the printer settings for texture and weight match the paper being loaded. From the home screen, touch **Settings** > **Paper** > **Media Configuration** > **Media Types**.	Go to step 6.	The problem is solved.

ACTION	YES	NO
Note: Rough paper texture and heavy paper weight may print more slowly. 2 Print the document. Is the printer printing slow?		
Step 6 Remove held jobs. Is the printer printing slow?	Go to step 7.	The problem is solved.
Step 7 1 Ensure that the printer is not overheating. • Allow the printer to cool down after a long print job. • Observe the recommended ambient temperature for the printer. For more information, refer to Selecting a Location for the Printer. 2 Print the document. Is the printer printing slow?	Refer to Contacting Customer Support.	The problem is solved.

JOB PRINTS FROM THE WRONG TRAY OR ON THE WRONG PAPER

ACTION	YES	NO
Step 1 1 Check if you are printing on the correct paper. 2 Print the document. Is the document printed on the correct paper?	Go to step 2.	Load the correct paper size and paper type.
Step 2 1 Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog. Note: You can also modify the settings on the printer control panel. Navigate to: **Settings > Paper > Tray Configuration > Paper Size/Type**. 2 Ensure that the settings match the paper loaded. 3 Print the document. Is the document printed on the correct paper?	The problem is solved.	Refer to Contacting Customer Support

CONFIDENTIAL AND OTHER HELD DOCUMENTS DO NOT PRINT

ACTION	YES	NO
Step 1 1 From the control panel, check if the documents appear in the Held Jobs list. If the documents are not listed, then print the documents using the Print and Hold options. 2 Print the documents. Are the documents printed?	The problem is solved.	Go to step 2.
Step 2	The problem is solved.	Go to step 3.

ACTION	YES	NO
The print job may contain a formatting error or invalid data. • Delete the print job, then send it again. • For PDF files, generate a new file, then print the documents. Are the documents printed?		
Step 3 If you are printing from the Internet, then the printer may be reading the multiple job titles as duplicates. **For Windows users** 1 Open the Printing Preferences dialog. 2 From the Print and Hold tab, click **Use Print and Hold**, then click **Keep duplicate documents**. 3 From the Confidential Print section, enter a PIN. 4 Print the documents. **For Macintosh users** 1 Save and name each job differently. 2 Send the job individually. Are the documents printed?	The problem is solved.	Go to step 4.
Step 4 1 Delete some held jobs to free up printer memory. 2 Print the documents. Are the documents printed?	The problem is solved.	Refer to Contacting Customer Support.

The printer is not responding

ACTION	YES	NO
Step 1 Check if the power cord is connected to the electrical outlet. **CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible. Is the printer responding?	The problem is solved.	Go to step 2.
Step 2 Check if the electrical outlet is turned off by a switch or breaker. Is the electrical outlet turned off by a switch or breaker?	Turn on the switch or reset the breaker.	Go to step 3.
Step 3 Check if the printer is on. Is the printer on?	Go to step 4.	Turn on the printer.
Step 4 Check if the printer is in Sleep or Hibernate mode. Is the printer in Sleep or Hibernate mode?	Press the power button to wake the printer.	Go to step 5.
Step 5 Check if the cables connecting the printer and the computer are inserted to the correct ports. Are the cables inserted to the correct ports?	Go to step 6.	Insert the cables to the correct ports.
Step 6 Turn off the printer, install the	The problem is solved.	Go to step 7.

ACTION	YES	NO
hardware options, and then turn on the printer. For more information, see the documentation that came with the option. Is the printer responding?		
Step 7 Install the correct print driver. Is the printer responding?	The problem is solved.	Go to step 8.
Step 8 Turn off the printer, wait for about 10 seconds, and then turn on the printer. Is the printer responding?	The problem is solved.	Refer to Contacting Customer Support.

Unable to read flash drive

ACTION	YES	NO
Step 1 Check if the printer is not busy processing another print, copy, scan, or fax job. Is the printer ready?	Go to step 2.	Wait for the printer to finish processing the other job.
Step 2 Check if the flash drive is supported. For more information, see Supported flash drives and file types. Is the flash drive supported?	Go to step 3.	Insert a supported flash drive.
Step 3 Remove, and then insert the flash drive. Does the printer recognize the flash drive?	The problem is solved.	Refer to Contacting Customer Support.

Enabling the USB port

From the home screen, touch **Settings** > **Network/Ports** > **USB** > **Enable USB Port**.

Network connection problems

CANNOT OPEN EMBEDDED WEB SERVER

ACTION	YES	NO
Step 1 Check if the printer is on. Is the printer on?	Go to step 2.	Turn on the printer.
Step 2 Ensure that the printer IP address is correct. • View the IP address on the home screen. • An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123. Is the printer IP address correct?	Go to step 3.	Type the correct printer IP address in the address field.
Step 3 Check if you are using a supported browser: • Internet Explorer version 11 or later • Microsoft Edge • Safari version 6 or later • Google Chrome™ version 32 or later • Mozilla Firefox version 24 or later Is your browser supported?	Go to step 4.	Install a supported browser.
Step 4 Check if the network connection is working. Is the network connection working?	Go to step 5.	Contact your administrator.
Step 5 Ensure that the cable connections to the printer and print server are secure. For more information, see the documentation that came with	Go to step 6.	Secure the cable connections.

ACTION	YES	NO
the printer. Are the cable connections secure?		
Step 6 Check if the web proxy servers are disabled. Are the web proxy servers disabled?	Go to step 7.	Contact your administrator.
Step 7 Access the Embedded Web Server. Did the Embedded Web Server open?	The problem is solved.	Refer to Contacting Customer Support.

CANNOT CONNECT THE PRINTER TO THE WI-FI NETWORK

ACTION	YES	NO
Step 1 Ensure that Active Adapter is set to Auto. From the home screen, touch **Settings** > **Network/Ports** > **Network Overview** > **Active Adapter** > **Auto**. Can the printer connect to the Wi-Fi network?	The problem is solved.	Go to step 2.
Step 2 Check if the correct Wi-Fi network is selected. Note: Some routers share the default SSID. Are you connecting to the correct Wi-Fi network?	Go to step 4.	Go to step 3.
Step 3 Connect to the correct Wi-Fi network. For more information, refer to Connecting the printer to a Wi-Fi network . Can the printer connect to the Wi-Fi network?	The problem is solved.	Go to step 4.

ACTION	YES	NO
Step 4 Check the wireless security mode. From the home screen, touch **Settings** > **Network/Ports** > **Wireless** > **Wireless Security Mode**. Is the correct wireless security mode selected?	Go to step 6.	Go to step 5.
Step 5 Select the correct wireless security mode. Can the printer connect to the Wi-Fi network?	The problem is solved.	Go to step 6.
Step 6 Ensure that you entered the correct network password. Note: Take note of the spaces, numbers, and capitalization in the password. Can the printer connect to the Wi-Fi network?	The problem is solved.	Refer to Contacting Customer Support.

Issues with supplies

REPLACE CARTRIDGE PRINTER REGION MISMATCH

There is a mismatch error between the printer region and the cartridge region. To correct this problem, purchase a cartridge with the correct region that matches the printer region, or purchase a worldwide cartridge.

To locate the region settings of the printer and print cartridge, print the Print Quality Test Pages. From the control panel, navigate to: **Settings > Troubleshooting > Print Quality Test Pages**.

- The first number in the message after 42 indicates the region of the printer.
- The second number in the message after 42 indicates the region of the cartridge.

PRINTER AND PRINT CARTRIDGE REGIONS	
REGION	**NUMERIC CODE**
Worldwide	0
Not Applicable	1
Not Applicable	2
Not Applicable	3
Latin America, Eastern Europe, Middle East, Africa	4
Not Applicable	5
Not Applicable	6
Not Applicable	7
Not Applicable	8
North America and Western Europe	9

NON-XEROX SUPPLIES

The printer has detected a non-Xerox supply installed in the printer.

Your Xerox printer is designed to function best with genuine Xerox supplies. Use of third-party supplies can affect the performance, reliability, or life of the printer and its imaging components.

All life indicators are designed to function with Xerox supplies and can deliver unpredictable results if third-party supplies are used. Imaging component usage beyond the intended life damage your Xerox printer or associated components.

> **Warning:** Use of third-party supplies or parts can affect warranty coverage. Damage caused by the use of third-party supplies or parts not be covered by the warranty.

To accept any and all of these risks and to proceed with the use of non-genuine supplies in your printer, press and hold X and OK simultaneously for 15 seconds.

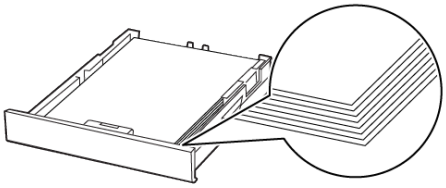
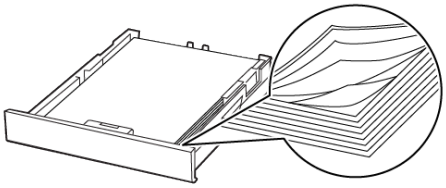
If you do not want to accept these risks, then remove the third-party supply or part from your printer and install a genuine Xerox supply or part. For more information, refer to Using Genuine Xerox Supplies.

Clearing Jams

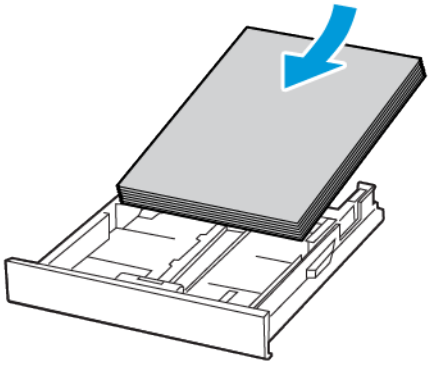
AVOIDING JAMS

Load paper properly

- Ensure that the paper lies flat in the tray.

CORRECT LOADING OF PAPER	INCORRECT LOADING OF PAPER
	

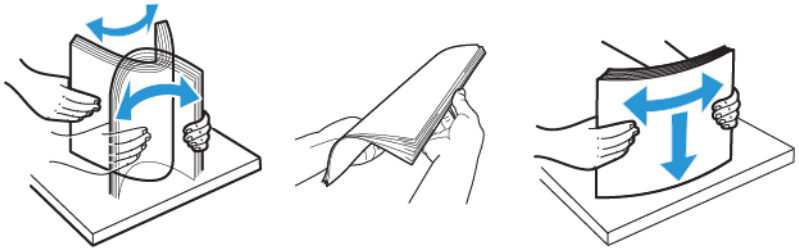
- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Ensure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration.



- Ensure that the paper guides are positioned correctly and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

Use Recommended Paper

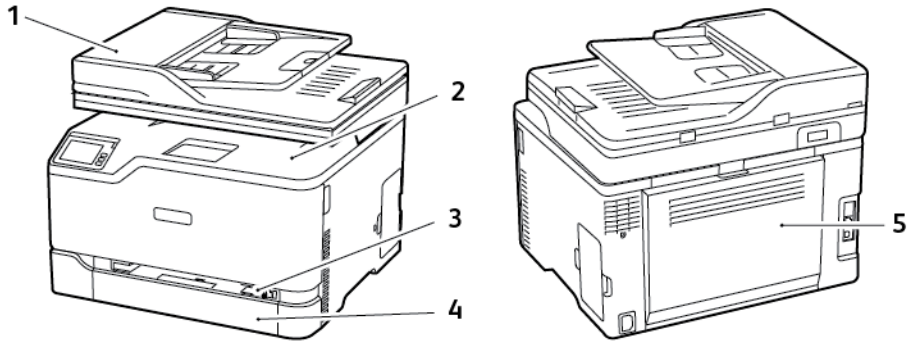
- Use only recommended paper or specialty media.
- Do not load paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Ensure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

IDENTIFYING JAM LOCATIONS

- When Jam Assist is set to **On**, the printer might attempt to flush blank pages or pages with partial prints after clearing the jam. Check your printed output for blank pages.
- When Jam Recovery is set to **On** or **Auto**, the printer reprints jammed pages.



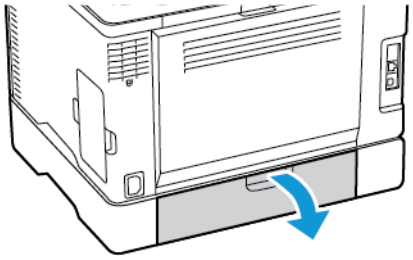
1. Automatic Document Feeder (ADF)
2. Standard Output Tray
3. Manual Feeder

4. Standard Tray
5. Door B

PAPER JAM IN THE STANDARD TRAY

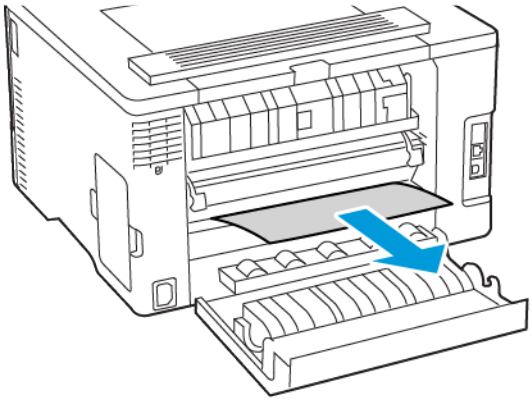
1. Open door B.

> **WARNING—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



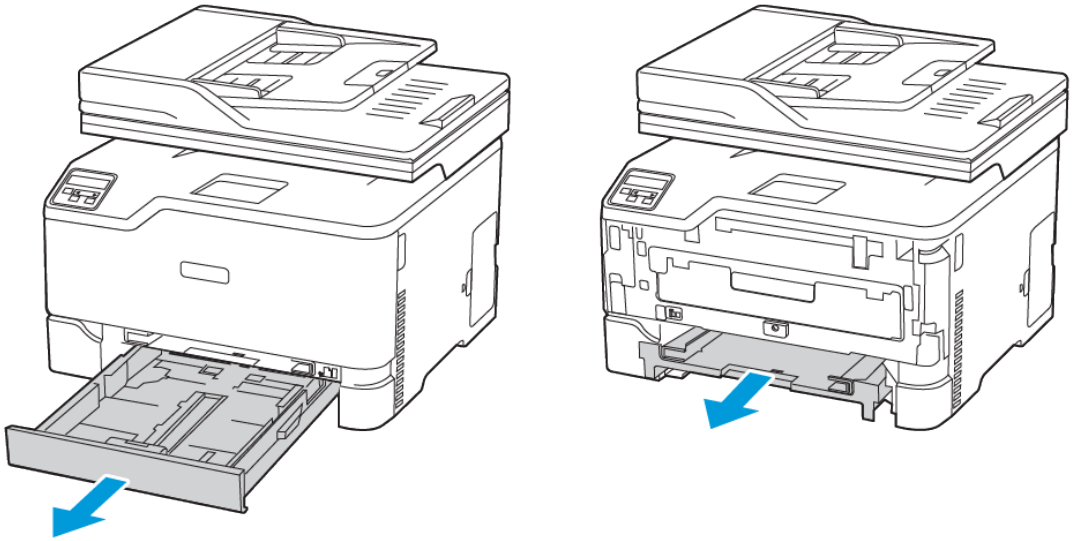
2. Remove the jammed paper.

Note: Ensure that all paper fragments are removed.



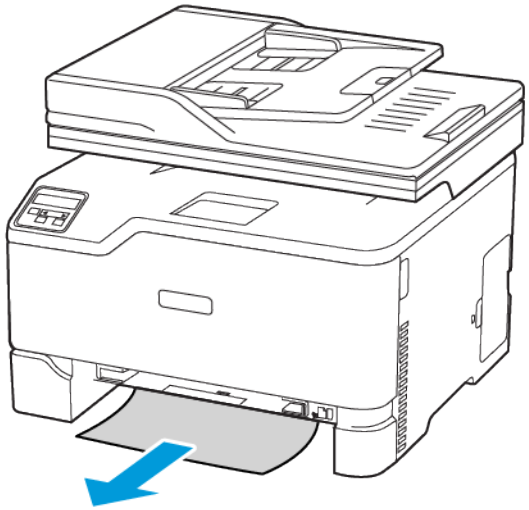
3. Close the door.

4. Remove the tray and the manual feeder.



5. Remove the jammed paper.

Note: Ensure that all paper fragments are removed.

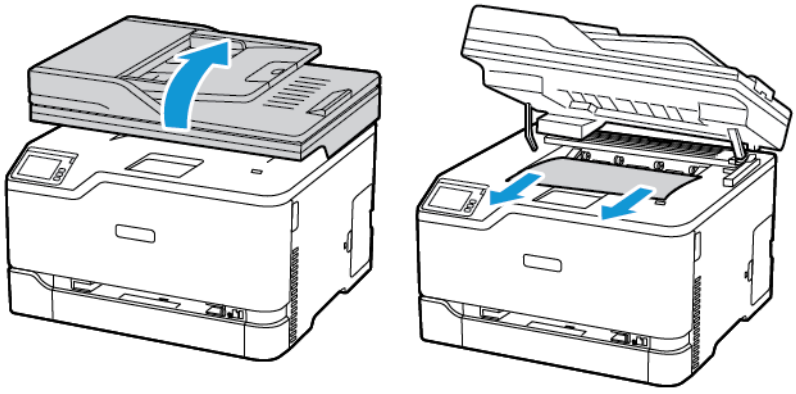


6. Insert the manual feeder and the tray.

PAPER JAM IN THE STANDARD OUTPUT TRAY

1. Raise the scanner, and then remove the jammed paper.

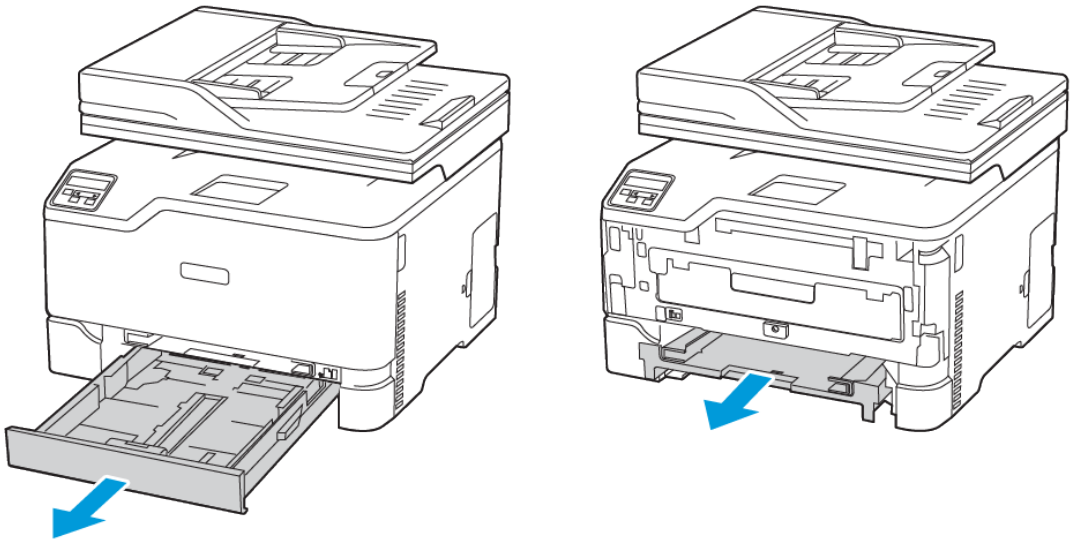
Note: Ensure that all paper fragments are removed.



2. Lower the scanner.

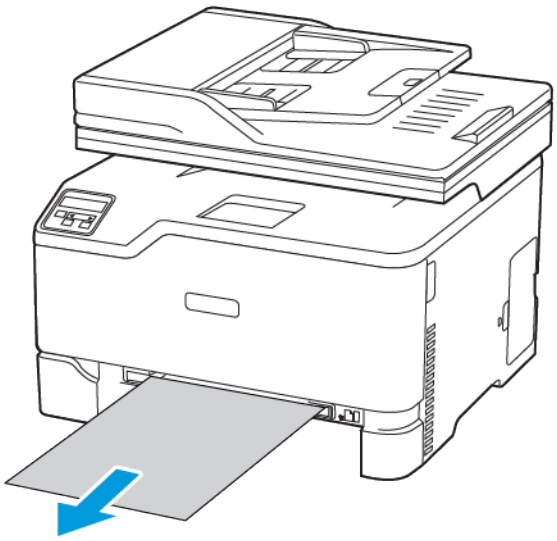
PAPER JAM IN THE MANUAL FEEDER

1. Remove the tray and the manual feeder.



2. Remove the jammed paper.

Note: Ensure that all paper fragments are removed.

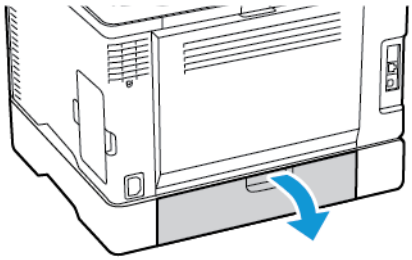


3. Insert the manual feeder and the tray.

PAPER JAM IN DOOR B

1. Open door B.

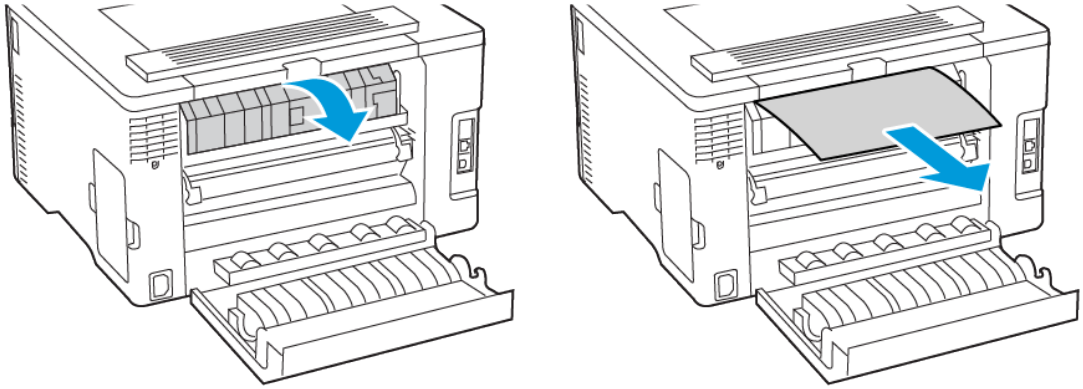
WARNING—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



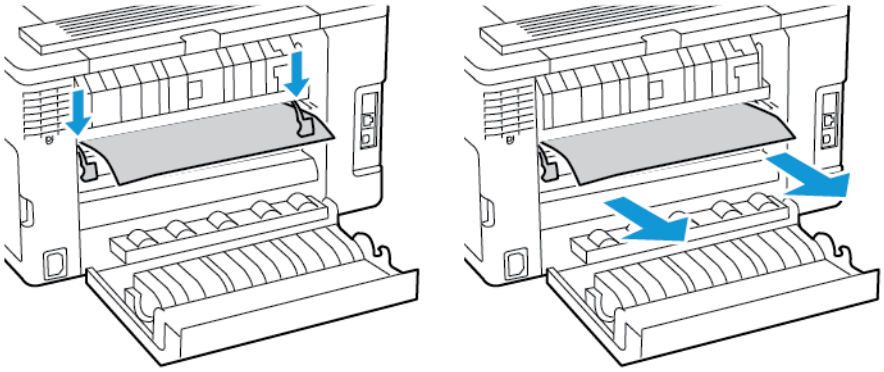
2. Remove the jammed paper from any of the following areas:

Note: Ensure that all paper fragments are removed.

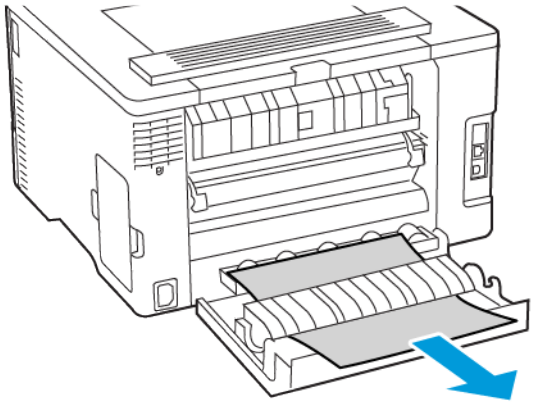
- Fuser area



- Below the fuser area



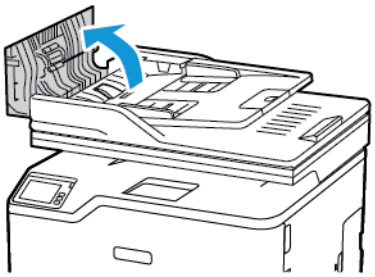
- Duplex unit



3. Close the door.

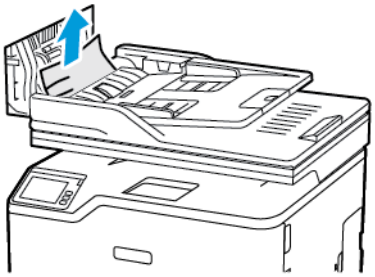
PAPER JAM IN THE AUTOMATIC DOCUMENT FEEDER

1. Remove all original documents from the ADF tray.
2. Open the ADF cover.



3. Remove the jammed paper.

Note: Ensure that all paper fragments are removed.



4. Close the ADF cover.

Paper feed problems

ENVELOPE SEALS WHEN PRINTING

ACTION	YES	NO
Step 1 1 Use an envelope that has been stored in a dry environment. Note: Printing on envelopes with high moisture content can seal the flaps. 2 Send the print job. Does the envelope seal when printing?	Go to step 2.	The problem is solved.
Step 2 1 Ensure that paper type is set to Envelope. From the control panel, navigate to: **Settings** > **Paper** > **Tray Configuration** > **Paper Size/ Type** 2 Send the print job. Does the envelope seal when printing?	Refer to Contacting Customer Support.	The problem is solved.

COLLATED PRINTING DOES NOT WORK

ACTION	YES	NO
Step 1 1 From the control panel, navigate to: **Settings** > **Print** > **Layout** > **Collate** 2 Touch **On [1,2,1,2,1,2]**. 3 Print the document. Is the document collated correctly?	The problem is solved.	Go to step 2.
Step 2 1 From the document that you are trying to print, open the Print dialog, and then select **Collate**. 2 Print the document. Is the document collated correctly?	The problem is solved.	Go to step 3.
Step 3 1 Reduce the number of pages to print. 2 Print the document. Are the pages collated correctly?	The problem is solved.	Refer to Contacting Customer Support.

TRAY LINKING DOES NOT WORK

ACTION	YES	NO
Step 1 1 Check if the trays contain the same paper size and paper type. 2 Check if the paper guides are positioned correctly. 3 Print the document. Do the trays link correctly?	The problem is solved.	Go to step 2.
Step 2 1 From the home screen, touch **Settings** > **Paper** > **Tray Configuration** > **Paper Size/ Type**. 2 Set the paper size and paper type to match the paper loaded in the linked trays. 3 Print the document. Do the trays link correctly?	The problem is solved.	Go to step 3.
Step 3 1 Ensure that Tray Linking is set to Automatic. For more information, refer to Linking Trays. 2 Print the document. Do the trays link correctly?	The problem is solved.	Refer to Contacting Customer Support.

PAPER FREQUENTLY JAMS

ACTION	YES	NO
Step 1 1 Remove the tray. 2 Check if paper is loaded correctly. • Ensure that the paper guides are positioned correctly. • Ensure that the stack height is below the maximum paper fill indicator. • Ensure to print on recommended paper size and type. 3 Insert the tray. 4 Print the document. Do paper jams occur frequently?	Go to step 2.	The problem is solved.
Step 2 1 From the control panel, navigate to: **Settings** > **Paper** > **Tray Configuration** > **Paper Size/ Type** 2 Set the correct paper size and type. 3 Print the document. Do paper jams occur frequently?	Go to step 3.	The problem is solved.
Step 3 1 Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it. 2 Print the document. Do paper jams occur frequently?	Refer to Contacting Customer Support.	The problem is solved.

JAMMED PAGES ARE NOT REPRINTED

ACTION	YES	NO
1 From the control panel, navigate to: **Settings** > **Device** > **Notifications** > **Jam Content Recovery** 2 In the Jam Recovery menu, select **On** or **Auto**. 3 Print the document. Are the jammed pages reprinted?	The problem is solved.	Refer to Contacting Customer Support.

E-mailing problems

DISABLING THE SMTP SERVER NOT SET UP ERROR MESSAGE

From the home screen, touch  > **Settings** > **Email** > **Email Setup** > **Disable "SMTP Server not set up" error** > **On**.

To prevent the error from happening again, do one of the following:

- Update the firmware. For more information, refer to Updating Software.
- Configure the email SMTP settings. For more information, refer to Configuring the Email SMTP Settings.

CANNOT SEND EMAILS

ACTION	YES	NO
Step 1 Ensure that the email SMTP settings are configured correctly. For more information, refer to Configuring the Email SMTP Settings. Can you send an email?	The problem is solved.	Go to step 2.
Step 2 Ensure that you are using the correct password. Depending on your email service provider, use your account password, app password, or authentication password. For more information, refer to Configuring the Email SMTP Settings. Can you send an email?	The problem is solved.	Go to step 3.
Step 3 Ensure that the printer is connected to a network and that the network is connected to the Internet. Can you send an email?	The problem is solved.	Refer to Contacting Customer Support.

Faxing problems

CALLER ID IS NOT SHOWN

ACTION	YES	NO
Enable caller ID. From the home screen, touch **Settings** > **Fax** > **Fax Setup** > **Fax Receive Settings** > **Admin Controls** > **Enable Caller ID**. Does the caller ID appear?	The problem is solved.	Refer to Contacting Customer Support.

CANNOT SEND OR RECEIVE FAXES

ACTION	YES	NO
Step 1 Resolve any error messages that appear on the display. Can you send or receive a fax?	The problem is solved.	Go to step 2.
Step 2 Ensure that the cable connections for the following equipment are secure: • Telephone • Handset • Answering machine Can you send or receive a fax?	The problem is solved.	Go to step 3.
Step 3 Check for a dial tone. • Call the fax number to check if it is working properly. • If you are using the On Hook Dial feature, then turn up the volume to check if you hear a dial tone. Can you hear a dial tone?	Go to step 5.	Go to step 4.
Step 4 Check the telephone wall jack.	The problem is solved.	Go to step 5.

ACTION	YES	NO
1 Connect the analog telephone directly to the wall jack. 2 Listen for a dial tone. 3 If you do not hear a dial tone, then use a different telephone cable. 4 If you still do not hear a dial tone, then connect the analog telephone to a different wall jack. 5 If you hear a dial tone, then connect the printer to that wall jack. Can you send or receive a fax?		
Step 5 Check if the printer is connected to an analog phone service or to the correct digital connector. • If you are using an Integrated Services for Digital Network (ISDN) telephone service, then connect to an analog telephone port of an ISDN terminal adapter. For more information, contact your ISDN provider. • If you are using DSL, then connect to a DSL filter or router that supports analog use. For more information, contact your DSL provider. • If you are using a private branch exchange (PBX) telephone service, then make sure that you are connecting to an analog connection on the PBX. If none exists, then consider installing an analog telephone line for the fax machine. Can you send or receive a fax?	The problem is solved.	Go to step 6.

ACTION	YES	NO
Step 6 Temporarily disconnect other equipment and disable other telephone services. 1 Disconnect other equipment (such as answering machines, computers, modems, or telephone line splitters) between the printer and the telephone line. 2 Disable call waiting and voice mail. For more information, contact your telephone company. Can you send or receive a fax?	The problem is solved.	Go to step 7.
Step 7 Scan the original document one page at a time. 1 Dial the fax number. 2 Scan the document. Can you send or receive a fax?	The problem is solved.	Refer to Contacting Customer Support.

CAN RECEIVE BUT NOT SEND FAXES

ACTION	YES	NO
Step 1 Load the original document properly into the ADF tray or on the scanner glass. Can you send faxes?	The problem is solved.	Go to step 2.
Step 2 Set up the shortcut number properly. • Check if the shortcut number is set for the telephone number that you want to dial. • Dial the telephone number manually. Can you send faxes?	The problem is solved.	Refer to Contacting Customer Support.

CAN SEND BUT NOT RECEIVE FAXES

ACTION	YES	NO
Step 1 Ensure that the paper source is not empty. Can you receive faxes?	The problem is solved.	Go to step 2.
Step 2 Check the ring count delay settings. From the control panel, touch **Settings** > **Fax** > **Fax Setup** > **Fax Receive Settings** > **Rings to Answer**. Can you receive faxes?	The problem is solved.	Go to step 3.
Step 3 If the printer is printing blank pages, then refer to Blank or white pages. Can you receive faxes?	The problem is solved.	Refer to Contacting Customer Support.

POOR FAX PRINT QUALITY

ACTION	YES	NO
Step 1 Ensure that there are no print quality defects. 1 From the control panel, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**. 2 Correct any print quality defects. For more information, refer to Print quality is poor. Is the fax print quality satisfactory?	The problem is solved.	Go to step 2.
Step 2 Decrease the incoming fax transmission speed. 1 From the control panel, touch **Settings** > **Fax** > **Fax Setup**> **Fax Receive Settings** > **Admin Controls**. 2 In the Max Speed menu, select a lower transmission speed. Is the fax print quality satisfactory?	The problem is solved.	Refer to Contacting Customer Support.

Scanning problems

CANNOT SCAN TO A COMPUTER

ACTION	YES	NO
Step 1 Perform a copy job. Is the copy job successful?	Go to step 3.	Go to step 2.
Step 2 1 Turn off the printer, wait for about 10 seconds, and then turn it back on. 2 Scan the document. Can you scan the document to a computer?	The problem is solved.	Go to step 3.
Step 3 Check the printer connectivity. 1 Print the Network Setup Page. From the control panel, navigate to: **Settings** > **Reports** > **Network** > **Network Setup Page**. 2 Check the network status. Is the printer connected to the network?	Go to step 5.	Go to step 4.
Step 4 1 Connect the printer to the network. 2 Scan the document. Can you scan the document to a computer?	The problem is solved.	Go to step 5.
Step 5 1 Ensure that the printer and the computer are connected to the same network. 2 Scan the document. Can you scan the document to a computer?	The problem is solved.	Refer to Contacting Customer Support.

CANNOT SCAN TO A NETWORK FOLDER

ACTION	YES	NO
Step 1 1 Create a network folder shortcut. 2 Scan a document using the shortcut. For more information, refer to Scanning to a network folder using a shortcut. Can you scan a document and save it to a network folder?	The problem is solved.	Go to step 2.
Step 2 Ensure that the network folder path and format are correct. For example, //server_hostname/foldername/path, where server_hostname is a fully qualified domain (FQDN) or IP address. Is the network folder path and format correct?	Go to step 3.	Go to step 4.
Step 3 Ensure that you have a write access permission to the network folder. Can you scan a document and save it to a network folder?	The problem is solved.	Go to step 4.

ACTION	YES	NO
Step 4 Update the network folder shortcut. 1 Open a web browser, then type the printer IP address in the address field. • View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123. • If you are using a proxy server, then temporarily disable it to load the web page correctly. 2 Click **Shortcuts**, then select a shortcut. Note: If you have multiple shortcut types, then select Network Folder. 3 In the Share Path field, type the network folder path. • If your share path is \\server_hostname\foldername\path, then type //server_hostname/foldername/path. • Ensure that you use forward slashes when typing the share path. 4 From the Authentication menu, select your authentication method. Note: If Authentication is set to Use assigned username and password, then in the User Name and Password fields, type your credentials. 5 Click **Save**. Can you scan a document and save	The problem is solved.	Go to step 5.

ACTION	YES	NO
it to a network folder?		
Step 5 Ensure that the printer and the network folder are connected to the same network. Can you scan a document and save it to a network folder?	The problem is solved.	Refer to Contacting Customer Support.

PARTIAL COPIES OF DOCUMENT OR PHOTO

ACTION	YES	NO
Step 1 1 Ensure that the document or photo is loaded facedown on the upper left corner of the scanner glass. 2 Copy the document or photo. Is the document or photo copied correctly?	The problem is solved.	Go to step 2.
Step 2 1 Match the paper size setting and the paper loaded in the tray. 2 Copy the document or photo. Is the document or photo copied correctly?	The problem is solved.	Refer to Contacting Customer Support.

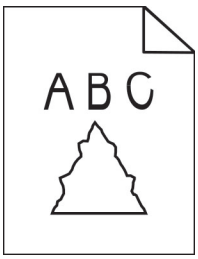
SCAN JOB WAS NOT SUCCESSFUL

ACTION	YES	NO
Step 1 Check the cable connections. 1 Ensure that the Ethernet or USB cable is securely connected to the computer and the printer. 2 Resend the scan job. Is the scan job successful?	The problem is solved.	Go to step 2.
Step 2 Check the file you want to scan. 1 Ensure that the file name is not already used in the destination folder. 2 Ensure that the document or photo you want to scan is not open in another application. 3 Resend the scan job. Is the scan job successful?	The problem is solved.	Go to step 3.
Step 3 1 Ensure that the **Append time stamp** or the **Overwrite existing file** check box is selected in the destination configuration settings. 2 Resend the scan job. Is the scan job successful?	The problem is solved.	Refer to Contacting Customer Support.

POOR COPY QUALITY

ACTION	YES	NO
Step 1 1 Clean the scanner glass and the ADF glass with a damp, soft, lint-free cloth. If your printer has a second ADF glass inside the ADF, then also clean that glass. For more information, refer to Cleaning the Scanner. 2 Ensure that the document or photo is loaded facedown on the upper left corner of the scanner glass. 3 Copy the document or photo. Is the copy quality satisfactory?	The problem is solved.	Go to step 2.
Step 2 1 Check the quality of the original document or photo. 2 Adjust the scan quality settings. 3 Copy the document or photo. Is the copy quality satisfactory?	The problem is solved.	Refer to Contacting Customer Support.

JAGGED IMAGE OR TEXT WHEN SCANNING FROM THE ADF

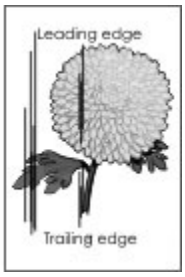


ACTION	YES	NO
Step 1 Load 50 sheets of clean, plain paper into the ADF. Note: The plain paper helps clean or remove dust and other coating from the ADF feed rollers.	Contacting Customer Support	The problem is solved.

ACTION	YES	NO
Step 2 From the control panel, press **Start** button		
Step 3 Load an original document into the ADF.		
Step 4 Scan the document.		

VERTICAL DARK STREAKS ON OUTPUT WHEN SCANNING FROM THE ADF





ACTION	YES	NO
1 Open the scanner cover. 2 Using a damp, soft, lint-free cloth, wipe the ADF glass pad. Note: In some printer models, this location has an ADF glass instead of a pad. 3 Close the scanner cover. 4 Scan the document. Do vertical streaks appear on scanned documents?	Refer to Contacting Customer Support.	The problem is solved.

SCANNER DOES NOT CLOSE

ACTION	YES	NO
Remove obstructions that keep the scanner cover open. Did the scanner cover close correctly?	The problem is solved.	Refer to Contacting Customer Support.

SCANNING TAKES TOO LONG OR FREEZES THE COMPUTER

ACTION	YES	NO
Close all applications that are interfering with the scan. Does scanning take too long or freeze the computer?	Refer to Contacting Customer Support.	The problem is solved.

SCANNER DOES NOT RESPOND

ACTION	YES	NO
Step 1 1 Check if the power cord is connected properly to the printer and the electrical outlet. **CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible. 2 Copy or scan the document. Is the scanner responding?	The problem is solved.	Go to step 2.
Step 2 1 Check if the printer is turned on. 2 Resolve any error messages that appear on the display. 3 Copy or scan the document. Is the scanner responding?	The problem is solved.	Go to step 3.
Step 3 1 Turn off the printer, wait for about 10 seconds, and then turn the printer on. 2 Copy or scan the document. Is the scanner responding?	The problem is solved.	Refer to Contacting Customer Support.

ADJUSTING SCANNER REGISTRATION

1. From the control panel, navigate to: **Settings** > **Device** > **Maintenance** > **Config Menu** > **Scanner Configuration** > **Scanner Manual Registration**
2. Touch **Print Quick Test**.
3. Place the Print Quick Test page on the scanner glass, and then touch **Flatbed Registration**.
4. Touch **Copy Quick Test**.
5. Compare the Copy Quick Test page with the original document.

Note: If the margins of the test page are different from the original document, then adjust Left Margin and Top Margin.

6. Repeat step 4 and step 5 until the margins of the Copy Quick Test page closely match the original document.

ADJUSTING ADF REGISTRATION

1. From the control panel, navigate to: **Settings > Device > Maintenance > Config Menu > Scanner Configuration > Scanner Manual Registration**.
2. Touch **Print Quick Test**.
3. Place the Print Quick Test page on the ADF tray.
4. Touch **Front ADF Registration** or **Rear ADF Registration**.
   - To align Front ADF Registration, place the test page face-up, short edge first into the ADF.
   - To align Rear ADF Registration, place the test page face-down, short edge first into the ADF.
5. Touch **Copy Quick Test**.
6. Compare the Copy Quick Test page with the original document.

Note: If the margins of the test page are different from the original document, then adjust Horizontal Adjust and Top Margin.

7. Repeat the previous two steps until the margins of the Copy Quick Test page closely match the original document.

Color quality problems

MODIFYING THE COLORS IN PRINTED OUTPUT

1. From the home screen, touch **Settings** > **Print** > **Quality** > **Advanced Imaging** > **Color Correction**.
2. In the Color Correction menu, touch **Manual** > **Color Correction Content**.
3. Choose the appropriate color conversion setting.

OBJECT TYPE	COLOR CONVERSION TABLES
RGB Image RGB Text RGB Graphics	• Vivid—Produces brighter, more saturated colors and may be applied to all incoming color formats. • sRGB Display—Produces an output that approximates the colors shown on a computer monitor. Black toner usage is optimized for printing photographs. • Display-True Black—Produces an output that approximates the colors shown on a computer monitor. This setting uses only black toner to create all levels of neutral gray. • sRGB Vivid—Provides an increased color saturation for the sRGB Display color correction. Black toner usage is optimized for printing business graphics. • Off
CMYK Image CMYK Text CMYK Graphics	• US CMYK—Applies color correction to approximate the Specifications for Web Offset Publishing (SWOP) color output. • Euro CMYK—Applies color correction to approximate Euroscale color output. • Vivid CMYK—Increases the color saturation of the US CMYK color correction setting. • Off

FAQ ABOUT COLOR PRINTING

What is RGB color?

RGB color is a method of describing colors by indicating the amount of red, green, or blue used to produce a certain color. Red, green, and blue light can be added in various amounts to produce a large range of colors observed in nature. Computer screens, scanners, and digital cameras use this method to display colors.

What is CMYK color?

CMYK color is a method of describing colors by indicating the amount of cyan, magenta, yellow, and black used to reproduce a particular color. Cyan, magenta, yellow, and black inks or toners can be printed in various amounts to

produce a large range of colors observed in nature. Printing presses, inkjet printers, and color laser printers create colors in this manner.

How is color specified in a document to be printed?

Software programs are used to specify and modify the document color using RGB or CMYK color combinations. For more information, see the software program Help topics.

How does the printer know what color to print?

When printing a document, information describing the type and color of each object is sent to the printer and is passed through color conversion tables. Color is translated into the appropriate amounts of cyan, magenta, yellow, and black toner used to produce the color you want. The object information determines the application of color conversion tables. For example, it is possible to apply one type of color conversion table to text while applying a different color conversion table to photographic images.

What is manual color correction?

When manual color correction is enabled, the printer employs user-selected color conversion tables to process objects. Manual color correction settings are specific to the type of object being printed (text, graphics, or images). It is also specific to how the color of the object is specified in the software program (RGB or CMYK combinations). To apply a different color conversion table manually, see Modifying the colors in printed output.

If the software program does not specify colors with RGB or CMYK combinations, then manual color correction is not useful. It is also not effective if the software program or the computer operating system controls the adjustment of colors. In most situations, setting the Color Correction to Auto generates preferred colors for the documents.

How can I match a particular color (such as a corporate logo)?

From the printer Quality menu, nine types of Color Samples sets are available. These sets are also available from the Color Samples page of the Embedded Web Server. Selecting any sample set generates multiple-page prints consisting of hundreds of colored boxes. Each box contains a CMYK or RGB combination, depending on the table selected. The observed color of each box is obtained by passing the CMYK or RGB combination labeled on the box through the selected color conversion table.

By examining Color Samples sets, you can identify the box with color closest to the color being matched. The color combination labeled on the box can then be used for modifying the color of the object in a software program. For more information, see the software program Help topics. Manual color correction may be necessary to use the selected color conversion table for the particular object.

Selecting which Color Samples set to use for a particular color-matching problem depends on:

- The Color Correction setting being used (Auto, Off, or Manual)
- The type of object being printed (text, graphics, or images)
- How the color of the object is specified in the software program (RGB or CMYK combinations)

If the software program does not specify colors with RGB or CMYK combinations, then the Color Samples pages are not useful. Additionally, some software programs adjust the RGB or CMYK combinations specified in the program through color management. In these situations, the printed color may not be an exact match of the Color Samples pages.

THE PRINT APPEARS TINTED

ACTION	YES	NO
Step 1 Perform Color Adjust. 1 From the home screen, touch **Settings** > **Print** > **Quality** > **Advanced Imaging** > **Color Adjust**. 2 Print the document. Does the print appear tinted?	Go to step 2.	The problem is solved.
Step 2 Perform Color Balance. 1 From the home screen, touch **Settings** > **Print** > **Quality** > **Advanced Imaging** > **Color Balance**. 2 Adjust the settings. 3 Print the document. Does the print appear tinted?	Refer to Contacting Customer Support.	The problem is solved.

Contacting Customer Support

To access the Customer Support Center phone numbers, go to https://www.xerox.com/office/worldcontacts. Before contacting customer support, ensure to have the following information:

- Printer problem
- Error message
- Printer model type and serial number

To receive email, chat support, or to browse the supported documentation, drivers, and other downloads, go to www.xerox.com, click on the **Customer Support** link, and search for your product.

Technical support via telephone is also available. In the U.S. or Canada, go to www.xerox.com/supplies. For other countries or regions, go to or contact the place where you purchased the printer.

Regulatory Information

This appendix contains:

Basic Regulations 310
Copy Regulations 321
Material Safety Data Sheets 324

Basic Regulations

NOISE EMISSION LEVELS

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

Note: Some modes may not apply to your product.

1-METER AVERAGE SOUND PRESSURE, DBA	
Printing	• One-sided, mono: 49 • One-sided, color: 51 • Two-sided, mono: 49 • Two-sided, color: 50
Scanning	• Mono: 46 (without fax), 50 (with fax) • Color: 40 (without fax), 44 (with fax)
Copying	• Mono: 50 (without fax), 53 (with fax) • Color: 49
Ready	14

EUROPEAN UNION LOT 19 ECODESIGN DIRECTIVE

Per European Commission Ecodesign Directive, the light source contained within this product or its components is intended to be used for Image Capture or Image Projection only, and is not intended for use in other applications.

STATIC SENSITIVITY NOTICE



This symbol identifies static-sensitive parts. Do not touch the areas near these symbols without first touching a metal surface in an area away from the symbol.

To prevent damage from electrostatic discharge when performing maintenance tasks, such as clearing paper jams or replacing supplies, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer, even if the symbol is not present.

ENERGY STAR

Any Xerox product bearing the ENERGY STAR emblem on the product or on a start-up screen is certified to comply with Environmental Protection Agency (EPA) ENERGY STAR requirements as of the date of manufacture.

TEMPERATURE INFORMATION

Operating temperature and relative humidity	10 to 32.2°C (50 to 90°F) and 8 to 80% RH
Printer, cartridge, or imaging unit long-term storage[1]	-40 to 40°C (60 to 90°F) and 8 to 80% RH Maximum wet bulb temperature[2]: 26.7°C (80.1°F) Non-condensing environment
Printer, cartridge, or imaging unit short-term shipping	-40 to 40°C (-40 to 104°F)

[1] Supplies shelf life is approximately 2 years. This is based on storage in a standard office environment at 22°C (72°F) and 45% humidity.

[2] Wet-bulb temperature is determined by the air temperature and the relative humidity.

INFORMACIÓN DE LA ENERGÍA DE MÉXICO

- Consumo de energía en operación: 385 Wh
- Consumo de energía en modo de espera: 0.1 Wh
- Cantidad de producto por unidad de energía consumida: 3.74 páginas/Wh

LASER NOTICE

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, Chapter I, Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1: 2014.

Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service conditions. The printer has a non-serviceable printhead assembly that contains a laser with the following specifications:

- Class: IIIb (3b) AlGaAs
- Nominal output power (milliwatts): 8
- Wavelength (nanometers): 770–800

POWER

Product Power Consumption

The following table documents the power consumption characteristics of the product.

Note: Some modes may not apply to your product.

MODE	DESCRIPTION	POWER CONSUMPTION (WATTS)
Printing	The product is generating hard-copy output from electronic inputs.	One-sided: 385 Two-sided: 260
Copy	The product is generating hard-copy output from hard-copy original documents.	385
Scan	The product is scanning hard-copy documents.	22 (without fax), 24 (with fax)
Ready	The product is waiting for a print job.	17
Sleep Mode	The product is in a high-level energy-saving mode.	1.1
Hibernate	The product is in a low-level energy-saving mode.	N/A
Off	The product is plugged into an electrical outlet, but the power switch is turned off.	0.1

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Sleep Mode

This product is designed with an energy-saving mode called Sleep Mode. The Sleep Mode saves energy by lowering power consumption during extended periods of inactivity. The Sleep Mode is automatically engaged after this product is not used for a specified period of time, called the Sleep Mode Timeout.

Note: Factory default Sleep Mode Timeout for this product is 15 minutes.

By using the configuration menus, the Sleep Mode Timeout can be modified between 1 minute and 120 minutes. If the print speed is less than or equal to 30 pages per minute, then you can set the timeout only up to 60 minutes. Setting the Sleep Mode Timeout to a low value reduces energy consumption, but may increase the response time of the product. Setting the Sleep Mode Timeout to a high value maintains a fast response, but uses more energy.

Hibernate Mode

This product is designed with an ultra-low power operating mode called Hibernate mode. When operating in Hibernate Mode, all other systems and devices are powered down safely.

The Hibernate mode can be entered in any of the following methods:

- Using the Hibernate Timeout
- Using the Schedule Power modes

Note: Factory default Hibernate Timeout for this product in all countries or regions is 3 days.

The amount of time the printer waits after a job is printed before it enters Hibernate mode can be modified between one hour and one month.

Off Mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the electrical outlet.

Total Energy Usage

It is sometimes helpful to estimate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

TELECOMMUNICATION REGULATORY NOTICES

Regulatory Notices for Telecommunication Terminal Equipment

This section contains regulatory information pertaining to products that contain the analog facsimile card.

FCC Requirements Notice to Users of the US Telephone Network

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

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. Use a compliant telephone cord (RJ-11) that is26 AWG or larger when connecting this product to the public switched telephone network. See your setup documentation for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format

US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this equipment, for repair or warranty information, contact your point of purchase. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact your point of purchase.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

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

Refer to your user documentation in order to program this information into your fax machine.

Notice to Users of the Canadian Telephone Network

This product meets the applicable Innovation, Science and Economic Development Canada technical specifications.

The Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five. The REN is located on the product label.

This equipment uses CA11A telephone jacks.

Avis Réservé aux Utilisateurs du Réseau Téléphonique du Canada

Ce produit est conforme aux spécifications techniques d'Innovation, Sciences et Développement économique Canada.

Le numéro REN (ringer equivalence number: numéro d'équivalence de sonnerie) indique le nombre maximum d'appareils pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN est indiqué sur l'étiquette produit.

Cet équipement utilise des prises de téléphone CA11A.

Notice to Users of the New Zealand Telephone Network

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom “111” Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

The decadic (or pulse) dialing on this device is unsuitable for use on the Telecom network in New Zealand.

For correct operation, the total of all the Ringer Equivalence Numbers (RENs) of all parallel devices connected to the same telephone line may not exceed 5. The REN of this device is located on the label.

This device uses an RJ-11C modular connector. Contact your point of purchase if a BT adapter is required.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

Verwendung dieses Produkts in Deutschland

Für dieses Produkt muss ein deutscher Billing Tone Filter zur Zählzeichenübertragung für jede Leitung installiert werden, über die in Deutschland Zeitsteuertakte übertragen werden. Zeitsteuertakte sind in analogen Leitungen in Deutschland möglicherweise nicht vorhanden. Der Teilnehmer kann die Bereitstellung von Zeitsteuertakten veranlassen oder beim deutschen Netzanbieter telefonisch deren Deaktivierung beantragen. Im Regelfall werden Zeitsteuertakte nur dann bereitgestellt, wenn dies vom Teilnehmer bei der Installation ausdrücklich erwünscht wird.

Using this Product in Switzerland

This product requires a Swiss billing tone filter to be installed on any line which receives metering pulses in Switzerland.

Utilisation de ce produit en Suisse

Cet appareil nécessite l'utilisation d'un filtre de tonalité de facturation suisse devant être installé sur toute ligne recevant des impulsions de comptage en Suisse.

Verwendung dieses Produkts in der Schweiz

Für dieses Produkt muss ein schweizerischer Billing Tone Filter zur Zählzeichenübertragung für jede Leitung installiert werden, über die in der Schweiz Zeitsteuertakte übertragen werden.

Uso del prodotto in Svizzera

Questo prodotto richiede un filtro toni Billing svizzero, da installare su tutte le linee che ricevono impulsi remoti in Svizzera.

REGULATORY NOTICES FOR WIRELESS PRODUCTS

This section contains regulatory information that applies only to wireless models.

If in doubt as to whether your model is a wireless model, go to https://support.xerox.com.

Modular Component Notice

Wireless models contain modular components. To determine which modular components are installed in your particular product, refer to the labeling on your actual product.

Exposure to Radio Frequency Radiation

The radiated output power of this device is far below the radio frequency exposure limits of the FCC and other regulatory agencies. A minimum separation of 20 cm (8 inches) must be maintained between the antenna and any persons for this device to satisfy the RF exposure requirements of the FCC and other regulatory agencies.

Innovation, Science and Economic Development Canada

This device complies with Innovation, Science and Economic Development Canada license-exempt RSS standards. Operation is subject to the following two conditions:

1. This device may not cause interference, and
2. This device must accept any interference, including interference that may cause undesired operation of the device.

Innovation, Sciences et Développement économique Canada

Cet appareil est conforme aux normes RSS exemptes de licence d'Innovation, Sciences et Développement économique Canada. Son fonctionnement est soumis aux deux conditions suivantes:

1. Cet appareil ne doit pas causer d'interférences et
2. Il doit accepter toutes les interférences, y compris les celles qui peuvent entraîner un fonctionnement indésirable.

European Union and European Economic Area Compliance

CE

The CE mark applied to this product indicates compliance to applicable EU Directives. The full text of the EU Declaration of Conformity is located at https://www.xerox.com/en-us/about/ehs.

Restrictions

This radio equipment is restricted to indoor use only. Outdoor use is prohibited. This restriction applies to all the countries listed in the table below:

AT	BE	BG	CH	CY	CZ
DE	DK	EE	EL	ES	FI
FR	HR	HU	IE	IS	IT
LI	LT	LU	LV	MT	
NL	NO	PL	PT	RO	
SE	SI	SK	TR	UK	

EU and Other Countries Statement of Radio Transmitter Operational Frequency Bands and Maximum RF Power

This radio product transmits in either the 2.4GHz (2.412–2.472 GHz in the EU) or 5GHz (5.15–5.35, 5.47–5.725 in the EU) bands. The maximum transmitter EIRP power output, including antenna gain, is ≤ 20dBm for both bands.

FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE INFORMATION STATEMENT

This product has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. Operation 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.

The FCC Class B limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your point of purchase or service representative for additional suggestions.

The manufacturer is not responsible for radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

Note: To assure compliance with FCC regulations on electromagnetic interference for a Class B computing device, use a properly shielded and grounded cable. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

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

Web address: https://www.xerox.com/en-us/about/ehs

Call (US and Canada only): 1–800–ASK-XEROX (1–800–275–9376)

Email: EHS-Europe@xerox.com

INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT CANADA COMPLIANCE STATEMENT

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

Avis de conformité aux normes de l'Innovation, Sciences et Développement économique Canada

Cet appareil numérique de classe B est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

GERMANY

Germany - Blue Angel

RAL, the German Institute for Quality Assurance and Labeling, has awarded the following configuration of this device the Blue Angel Environmental Label:

Network printer with automatic 2-sided printing and USB or network connectivity.

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.

Importeur

Xerox GmbH

Hellersbergstraße 2-4

41460 Neuss

Deutschland

TURKEY ROHS REGULATION

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

“EEE yönetmeliğine uygundur.”

UKRAINE ROHS COMPLIANCE

Обладнання відповідаєвимогам Технічного регламенту щодо обмеження

використання деяких небезпечних речовин в електричному та електронному

обладнані, затвердженого постановою Кабінету Міністрів України від 3 грудня

2008 № 1057.

(The equipment complies with requirements of the Technical Regulation, approved by the Resolution of Cabinet of Ministry of Ukraine as of December 3, 2008, in terms of restrictions for the use of certain dangerous substances in electrical and electronic equipment.)

Copy Regulations

UNITED STATES

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

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

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

Reproducing the following is also prohibited in certain states:

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

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

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

CANADA

Parliament, by 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
- Documents, registers, or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof
- Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner

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

OTHER COUNTRIES

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

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

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

Material Safety Data Sheets

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

- Web Address: https://safetysheets.business.xerox.com/en-us/
- United States and Canada: 1-800-ASK-XEROX (1-800-275-9376)
- Other markets, send an email request to EHS-Europe@xerox.com

Recycling and Disposal

This appendix contains:

Product Disposal and Recycling..... 326
North America..... 327
Xerox Green World Alliance..... 328
Waste from Electrical and Electronic Equipment (WEEE) Directive..... 329

Product Disposal and Recycling

Do not dispose of the printer or supplies in the same manner as normal household waste. Consult your local authorities for disposal and recycling options.

North America

Xerox operates an equipment take-back and reuse and recycle program. Contact your Xerox representative (1–800–ASK-XEROX) to determine if this Xerox product is part of the program. For more information about Xerox environmental programs, go to https://www.xerox.com/en-us/about/ehs.

Xerox Green World Alliance

The Xerox Green World Alliance Program allows you to return qualified supplies to Xerox for reuse or recycling. One hundred percent of the empty cartridges returned to Xerox are either reused or de-manufactured for recycling. The boxes used to return the cartridges are also recycled.

To return Xerox cartridges for reuse or recycling, do the following:

1. Go to https://www.xerox.com/recycling.
2. Select your country from the list provided.
3. Select an option for return.

Waste from Electrical and Electronic Equipment (WEEE) Directive



The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products. If you have further questions about recycling options, contact your local sales office.

INDIA E-WASTE NOTICE



This product including components, consumables, parts and spares complies with the "India E-Waste Rules" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1% by weight and 0.01% by weight for cadmium, except for the exemption set in the Rule.