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January 2012



Xerox[®] Phaser 3320DN/3320DNI User Guide



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Getting Started

1

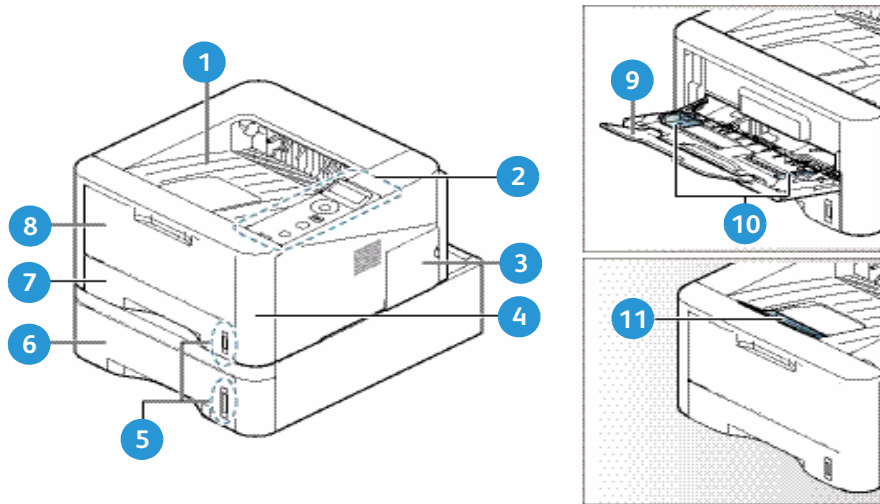
This chapter includes:

- [Machine Overview](#) on page 6
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Machine Overview

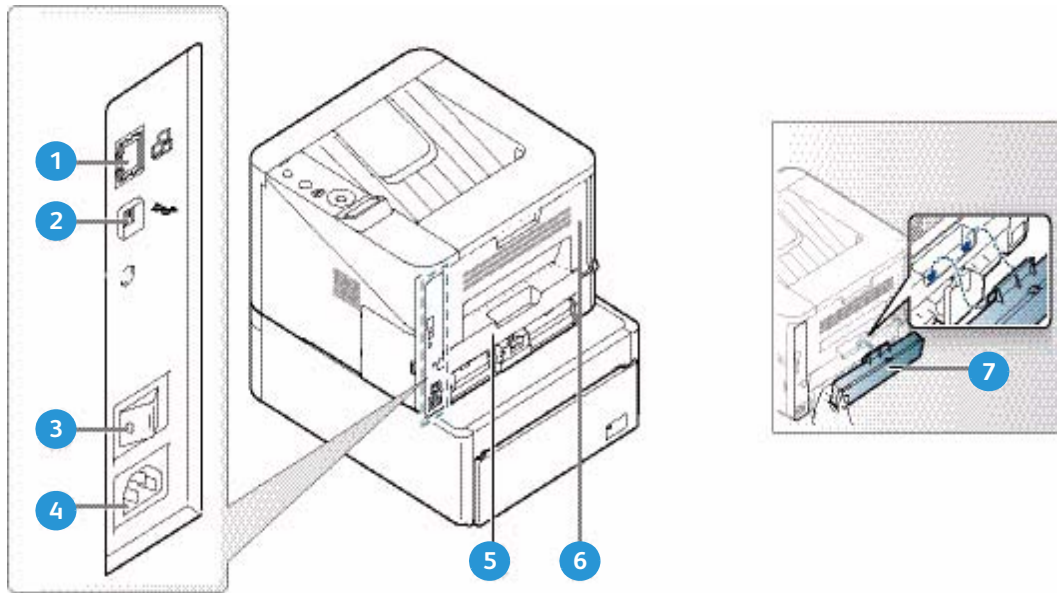
Before you use your machine, take some time to familiarize yourself with the various features and options.

Front View



1	Output Tray	7	Paper Tray 1
2	Control Panel	8	Bypass Tray
3	Control Board Cover	9	Bypass Tray Extension
4	Front Cover	10	Bypass Tray Width Guides
5	Paper Level Indicator	11	Output Tray Support
6	Paper Tray 2 (Optional)		

Rear View



1	Network Port	5	Duplex Unit
2	USB Port	6	Rear Door
3	Power Switch	7	Paper Tray Rear Cover
4	Power Receptacle		

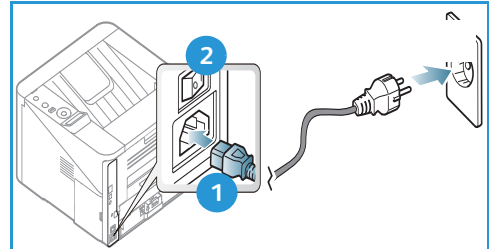
Product Configurations

Component	Phaser 3320DNI	Phaser 3320DN
Paper Tray 1 (250 sheets)	Standard	Standard
Bypass Tray (50 sheets)	Standard	Standard
Paper Tray 2 (520 sheets)	Optional	Optional
Network Printing	Standard	Standard
USB Port	Standard	Standard
128MB Memory	Standard	Standard
256MB Additional Memory Expansion	Optional	Optional
Wireless Enabled	Standard	Not Applicable

Powering on the Machine


The On/Off switch and the power cable socket are at the rear of the machine.

1. Connect the **AC Power Cord** **1** to the machine and a power outlet. The power cord must be plugged into a grounded power socket.
2. Press the **ON/OFF** **2** switch to the ON (**I**) position.



Power Save

This machine contains advanced energy conservation technology that reduces power consumption when it is not in active use.

- When the printer does not receive data for an extended period of time, the *Power Save* mode becomes active and power consumption is automatically lowered.
- Press the **Power Save** button  to select the *Power Save* mode immediately.






To restore the machine to a normal state, press the **Power Save** button.

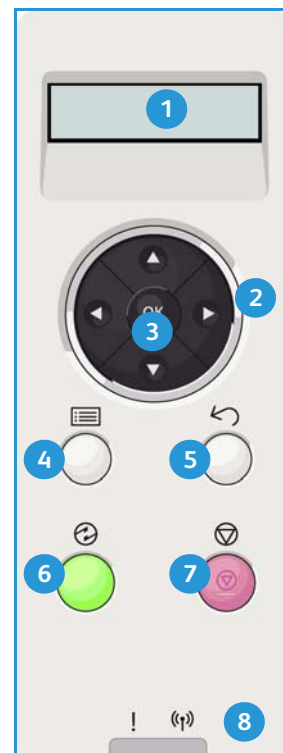
Powering off the Machine

There are two ways to switch the machine off:

- Press the **ON/OFF** switch to the (**O**) position.
- Press the **Power Save** button and use the arrow buttons on the *control panel* to select **Power Down** and then press **OK**.

Control Panel Overview

1		Display Screen: Displays the current machine status and prompts during an operation.
2		Arrows: The up/down and left/right arrows are used to scroll through the options available in the selected menu, and to increase or decrease values.
3		OK: Confirms the selection on the screen.
4		Menu: Enters <i>Menu Mode</i> and enables you to access options and settings.
5		Back: Used to go back one level in the menu.
6		Power Save: Sends the machine into <i>Power Save</i> mode or <i>Power Down</i> . Press the button again to restart the machine.
7		Stop: Pressing the Stop button stops an operation at any time.
8		Status / Wireless LED: The color of the LEDs indicates the machine's current status. For more information refer to Status / Wireless LED on page 93. Note: The Wireless LED applies to the Phaser 3320DNI only.



Menu Overview

The *control panel* provides access to various menus. These menus can be accessed by pressing the **Menu** button and using the arrow buttons to navigate to the menu item you require and pressing **OK**.

Selecting Menu Items

- Press the **Menu** Button on the *control panel*.
- Press the **Up/Down** arrow buttons to scroll through the menu items. Press **OK** to select the menu item.
- Press the **Right/Left** arrow buttons to scroll to a menu option in the selected menu item. Press **OK** to select the menu option.

Entering Alphanumeric Characters

As you perform various tasks, you may need to enter alphanumeric characters. For example, when entering a margin measurement. When this is required, the arrow keys are used as follows:

- **UP Key:** Increases the character code (A -> B -> C ...)
- **Down Key:** Decreases the character code (C -> B -> A...)
- **Right Key:** Moves to the next input field
- **Left Key:** Deletes the last character
- **OK Key:** Enters the current input

Feature Menu

You can change the settings for various feature options within the print environment to meet your preferences and needs. A password may be required to access and change these settings.

The following table shows the available options for each menu item. For more detailed information refer to [Machine Features and Setups](#) on page 75.

Information	Layout	Paper	Graphic	Job Manage
<ul style="list-style-type: none"> • Menu Map • Configuration • Supplies info. • Demo Page • PCL Font • PS Font • EPSON Font • Stored Job • Usage Counters 	<ul style="list-style-type: none"> • Orientation • Common Margin: <ul style="list-style-type: none"> - Simplex Margin - Duplex Margin - Binding Margin • Bypass Tray • Tray X • Emulation Margin • Duplex 	<ul style="list-style-type: none"> • Quantity • Bypass Tray/Tray 1 & 2: Paper Size and Type • Paper Source • Bypass Mode 	<ul style="list-style-type: none"> • Resolution • Darken Text 	<ul style="list-style-type: none"> • Active Job • Stored Job • File Policy

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

Setup Menu

The Setup menu enables you to customize options which are specific to the machine, such as *Language* and *Power Save* and *Emulation* settings. A password may be required to access and change these *Setup* settings.

You may also set up the network using the machine's display screen. Before doing that, you must have the relevant information concerning the type of network protocols and computer system you use. If you are not sure which setting to use, contact your *System Administrator* to configure this machine on the network. A password may be required to access and change the *Network Setups*.

The following table shows the available options for each menu item. For more detailed information refer to [Machine Features and Setups](#) on page 75.

System Setup	Emulation	Network Setup
<ul style="list-style-type: none"> • Language • Power Save • Wakeup Event • Auto Continue • Paper Subst. • Paper Mismatch • Tray Chaining • Default Paper • Metric Default • Altitude Adj. • Line Term. • Job Timeout • Config. Page • Maintenance <ul style="list-style-type: none"> - Supplies Info - Toner Low Alert • Toner Save • Earth Smart • Clear Setting 	<ul style="list-style-type: none"> • Emulation Type • Setup: <ul style="list-style-type: none"> • Setup-PCL <ul style="list-style-type: none"> - Typeface - Symbol - Courier - Pitch - Lines - Wide A4 • Setup-Postscript • Setup-EPSON/IBM <ul style="list-style-type: none"> - Font - Character Set - Character Tab - Pitch - LPI - Autowrap 	<ul style="list-style-type: none"> • TCP/IP(IPv4) • TCP/IP(IPv6) • Ethernet Speed <ul style="list-style-type: none"> • 802.1x <ul style="list-style-type: none"> - Off - On • Wireless (Phaser 3320DNI only) • Clear Setting • Network Conf. • Net. Activate • HTTP Activate

Note: Some menu options may be unavailable depending on your machine configuration. You may be required to enter a password before making setup changes.

Reports

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

1. Select the **Menu** button on the *control panel*.
2. Use the up/down arrows to scroll to the **Information** menu and select **OK**.
3. Use the up/down arrows until the report you require displays and select **OK**.
4. Select **OK** to print the report.

The following reports can be printed:

Report	Description
Menu Map	Prints the menu map which shows the layout and current settings of this machine.
Configuration	This report provides information about your machine setup, including the serial number, IP Address, installed options and the software version.
Supplies Info	Prints the supplies information page.
Demo Page	The demo page is printed to check the quality of the print.
PCL Font	Prints the PCL font list.
PS Font	Prints the PS font list.
EPSON Font	Prints the EPSON font list.
Stored Job	Prints the stored job list.
Usage Counters	<p>This list shows the number of impressions made on the machine. The list includes:</p> <ul style="list-style-type: none"> • Total Impressions • Black Impressions • Black Printed Impressions • Sheets • 2 Sided Sheets • Printed Sheets • Printed 2 Sided Sheets • Black Printed Sheets • Black Printed 2 Sided Sheets • Maintenance Impressions • Black Maintenance Impressions

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

Software

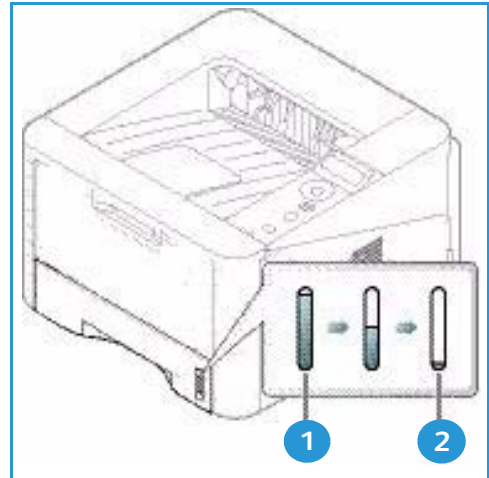
After you have set up your machine and connected it to your computer, you must install the printer software. The software is supplied on the CD delivered with your machine, or can be downloaded from www.xerox.com. The following software is provided:

CD	OS	Contents
Printer Software CD	Windows	<ul style="list-style-type: none"> • Printer Driver: Use the printer driver to take full advantage of your printer's features. PCL6, Postscript and XPS drivers are provided. • Xerox Easy Printer Manager (EPM): Conveniently combines access to device settings, printing environments and the launch of applications such as Xerox CentreWare Internet Services into one location. <i>Note:</i> Login is required to change Printer Settings. • Wireless Setting Program: When installing the Phaser 3320DNI you can use the Wireless Setting program that was automatically installed with the printer driver to configure the wireless settings. • SetIP program: A utility program allowing you to select a network interface and manually configure the addresses for use with the TCP/IP protocol.
Printer Software	Linux	<ul style="list-style-type: none"> • Printer Driver: Use this driver to take full advantage of your printer's features. <i>Note:</i> Linux software is available on xerox.com only.
Printer Software	Unix	<ul style="list-style-type: none"> • Printer Driver: Use this driver to take full advantage of your printer's features. <i>Note:</i> Unix software is available on xerox.com only.
Printer Software CD	Macintosh	<ul style="list-style-type: none"> • Printer Driver: Use this driver to take full advantage of your printer's features. • SetIP program: A utility program allowing you to select a network interface and manually configure the addresses for use with the TCP/IP protocol. • Smart Panel: This utility enables remote management, displaying toner levels, printer status and problem alerts.

Loading Paper

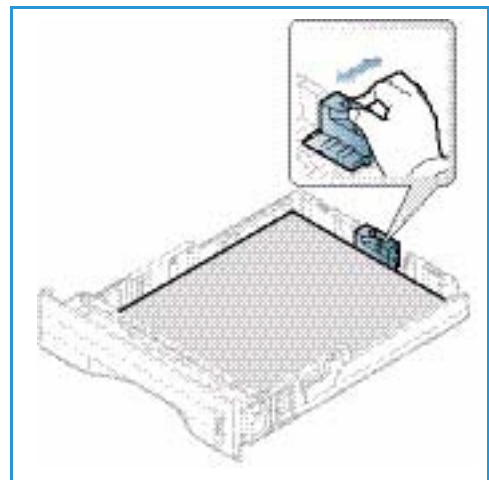
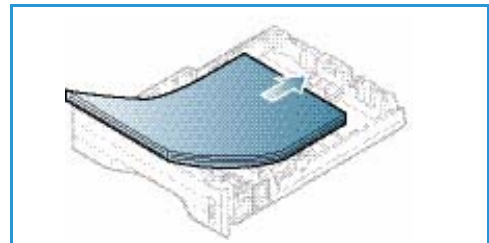
Paper Tray 1 and Paper Tray 2 (optional)

The paper level indicator on the front of trays 1 and 2 shows the amount of paper currently left in the tray. When the tray is empty, the indicator is completely lowered as shown in the illustration: **1** shows full, **2** shows empty. *Paper tray 1* can hold up to 250 sheets and *paper tray 2* (optional) can hold up to 520 sheets of 20 lb (80 g/m²) paper. For more media specifications, refer to [Media Specifications](#) on page 119.

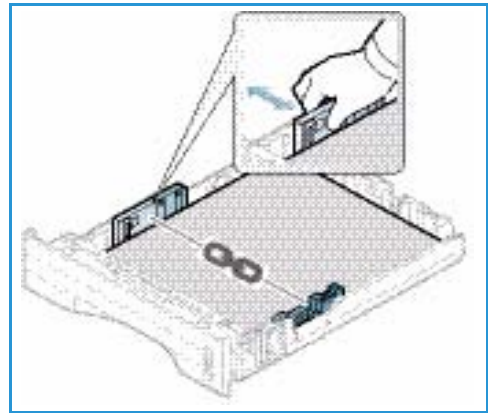


To load the paper:

1. Pull out the *paper tray* and load paper into the tray, print side down. Do not fill above the *Maximum Fill* line indicated by the symbol ∇∇∇.
2. Slide the paper length guide until it lightly touches the end of the paper stack.



3. Position the side guide by squeezing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack.
4. Insert the *paper tray* into the machine.
5. After loading paper in the *paper tray*, set the paper size and type using the *control panel*. For information about setting the paper size and type on the *control panel*, refer to [Setting Paper Size and Type](#) on page 70.
6. When printing from your computer, ensure you select **Size** on the driver **Paper** tab to specify the correct paper size and type. Not confirming the paper details may result in printing delays. For information about setting the paper size and type in the *printer driver*, refer to [Paper Tab](#) on page 38.



Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

For more information on loading paper, refer to [Paper and Media](#) on page 65.

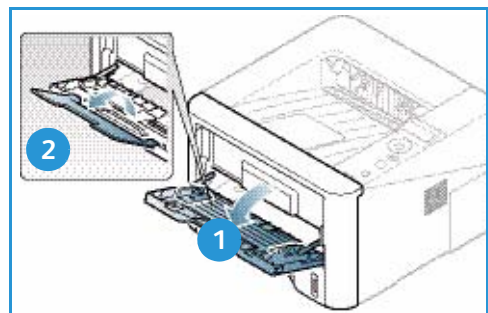
Bypass Tray

The *bypass tray* is located on the front of your machine. It can be closed when not in use, making the product more compact. Use the *bypass tray* to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the main paper tray.

The *bypass tray* can hold a maximum of 50 sheets of 20 lb (80 g/m²) bond paper, 5 transparency sheets or 5 envelopes.

1. Lower the *bypass tray* **1** and unfold the paper support extension **2**.
2. Prepare a stack of paper for loading by flexing or fanning it back and forth. Straighten the edges on a level surface. Remove any curl on postcards, envelopes and labels before loading them into the *bypass tray*.

When using the *bypass tray* for special media it may be necessary to use the *rear door* for the output. For further information refer to [Media Output Locations](#) on page 18.



Note: The *rear door* output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

Loading Paper

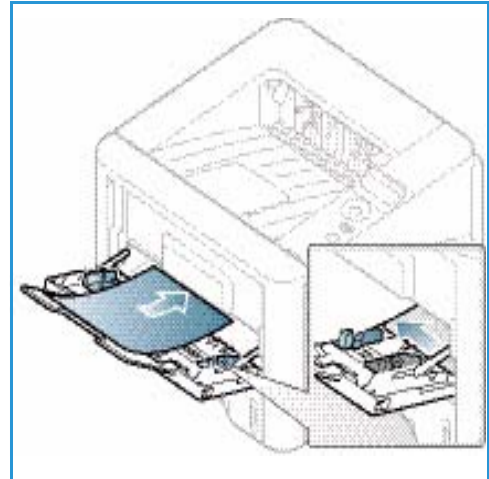
3. Load the print material between the width guides with the print side facing up.

Note: Hold transparencies by the edges and avoid touching the print side.

4. Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be below the *Maximum Fill* line indicated by the symbol ∇∇∇.
5. When printing from your computer, ensure you select **Size** on the driver **Paper** tab to specify the correct paper size and type. Not confirming the paper details may result in printing delays. For information about setting the paper size and type in the *printer driver*, refer to [Paper Tab](#) on page 38.

Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

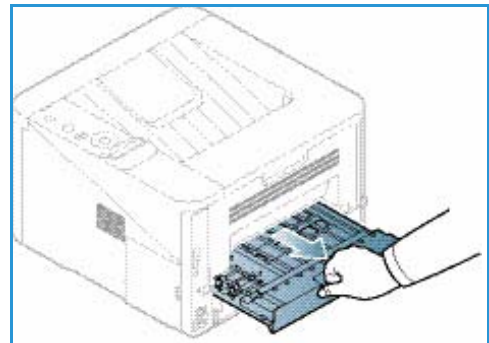
6. After printing, remove any unfed paper and close the *bypass tray*.



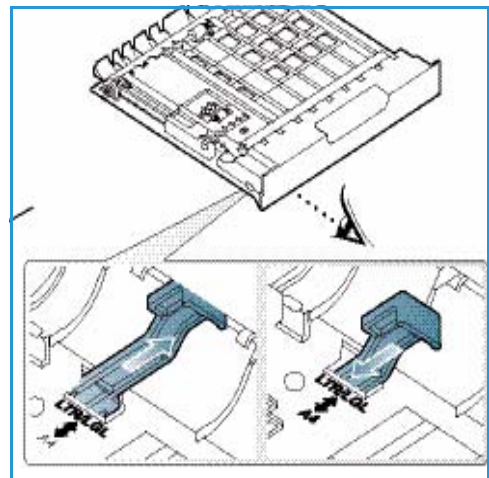
Duplex Unit

The *duplex unit* is preset to either Letter size or A4 depending on your country. To change the size of the *duplex unit*, follow the instructions below.

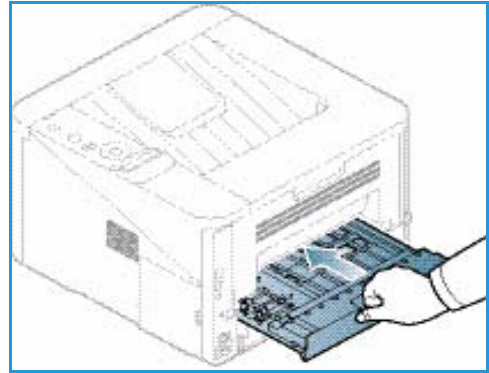
1. Pull the *duplex unit* out of the machine.



2. Adjust the guides to match the size of paper you will be using.



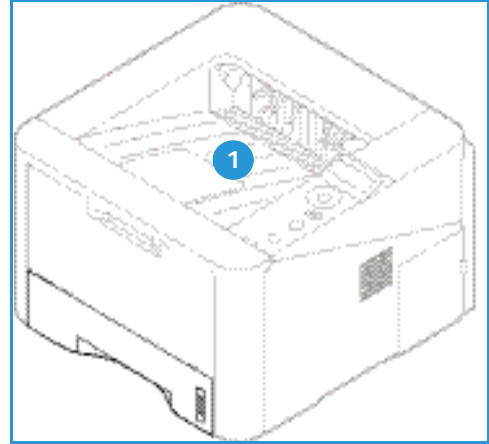
3. Insert the *duplex unit* back into the machine, aligning the edges of the unit with the feed grooves on the inside of the machine. Make sure the *duplex unit* is fully pushed in.



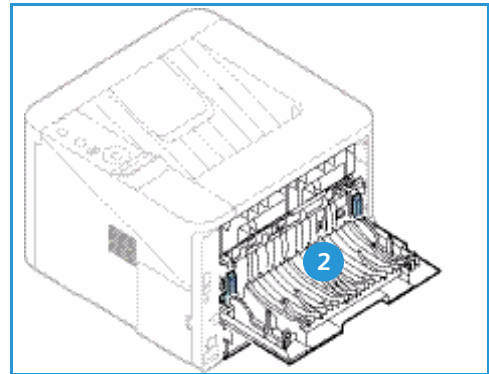
Media Output Locations

The machine has two output locations:

- *Output tray* (face down) **1** up to a maximum of 150 sheets of 20 lb (80 g/m²) paper.



- *Rear door* (face up) **2** one sheet at a time for 1-sided output only.



The machine sends output to the *output tray* by default. If special media such as envelopes print out with wrinkles, curl, creases or black bold lines, the *rear door* should be used for the output. Open the *rear door* and keep it open while printing one sheet at a time.

Note: The *rear door* output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

Using the Output Tray

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

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


Notes:

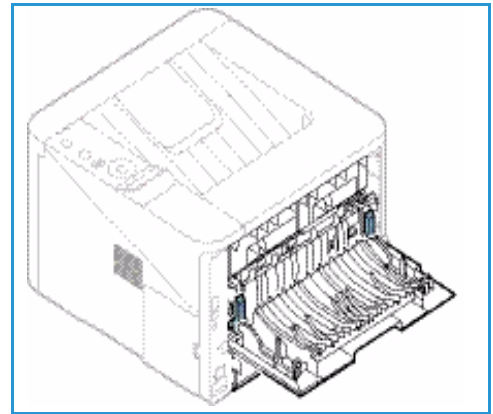
- To reduce paper jams, do not open or close the *rear door* while the printer is printing.
- If paper coming out of the *output tray* has problems, such as excessive curl, try printing to the *rear door*.
- The *rear door* output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

Using the Rear Door

When using the *rear door*, paper comes out of the machine face up. Printing from the *bypass tray* to the *rear door* provides a straight paper path and might improve the output quality when printing on special media. Whenever the *rear door* is open, the output is delivered there.

Note: The *rear door* output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

 **CAUTION:** The fuser area inside the *rear door* of your machine becomes very hot when in use. Take care when you access this area.



General Care and Consumables

There is only one customer replaceable consumable in the machine, the *print cartridge*. To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number. Supplies can also be ordered from www.xerox.com, refer to [Support](#) on page 64 for further information.

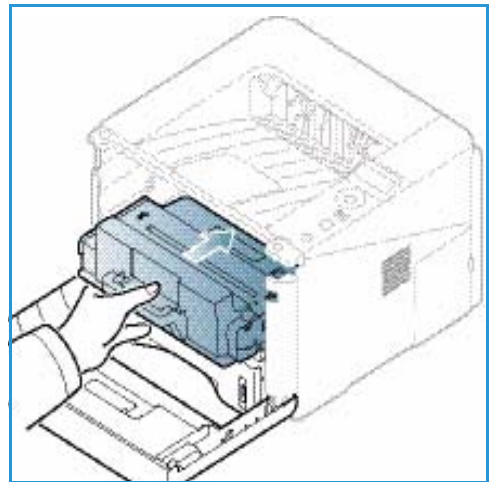
The machine's serial number is located on the inside of the *front door* on the machine and is printed on the *configuration report*. For further information about locating the serial number, please refer to [Locating the Serial Number](#) on page 116.

Print Cartridge

To avoid print quality problems resulting from worn parts and to maintain your machine in top working condition, the *print cartridge* will need to be replaced after printing the specified number of pages or when the life span of the cartridge has expired.

The machine will display a message when the *print cartridge* needs to be replaced. Only replace the cartridge when a message instructs you to do so or when instructed by a Xerox representative. To replace the *print cartridge*, follow the instructions provided within this guide or with the consumable.

To replace the *print cartridge*, refer to [General Care and Troubleshooting](#) on page 87. To purchase a new *print cartridge*, contact your local Xerox representative or authorized dealer. Supplies can also be ordered from www.xerox.com, refer to [Support](#) on page 64 for further information.



Cleaning Tasks

Performing regular cleaning activities ensures the machine is kept free of dust and debris. The machine covers and *control panel* should all be cleaned using a soft lint-free cloth, lightly dampened with water. Remove any residue with a clean cloth or paper towel.

For further information on maintenance tasks, refer to [General Care and Troubleshooting](#) on page 87.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Support Center* quoting the machine serial number.

The machine's serial number is located on the inside of the *front door* on the machine and is printed on the *configuration report*. For further information about locating the serial number, please refer to [Locating the Serial Number](#) on page 116.

Xerox Support Center

If a fault cannot be resolved by following the display instructions, check [Error Messages](#) on page 101. If the difficulty persists, contact the *Xerox Support Center*. The *Xerox Support Center* will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

Documentation

Most answers to your questions will be provided by the documentation that is supplied with your machine or on the *Software and Documentation CD* supplied with your machine. Alternatively you can access the documents from www.xerox.com/support.

- **Installation Guide** - contains information about installing the machine.
- **User Guide** (this document) - contains instructions and information about all the features on the machine.
- **System Administration Guide** - provides detailed instructions and information about connecting your machine to the network and installing optional features.

The Xerox Phaser 3320DN/DNI produces high quality prints from electronic documents. You can access the printer from your computer by installing the appropriate printer driver. To access the many printer drivers which can be used with your machine, refer to the *Drivers CD* or download the latest versions from the Xerox website at www.xerox.com.

This chapter includes:

- [Printing using Windows](#) on page 24
- [Xerox Easy Printer Manager \(EPM\)](#) on page 45
- [Wireless Setting Program \(Phaser 3320DNI\)](#) on page 46
- [SetIP](#) on page 48
- [Printing using Macintosh](#) on page 49
- [Printing using Linux](#) on page 52
- [Printing using Unix](#) on page 54

Printing using Windows

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

Install Printer Software

You can install the printer software for local printing and network printing. To install the printer software on the computer, perform the appropriate installation procedure depending on the printer in use.

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

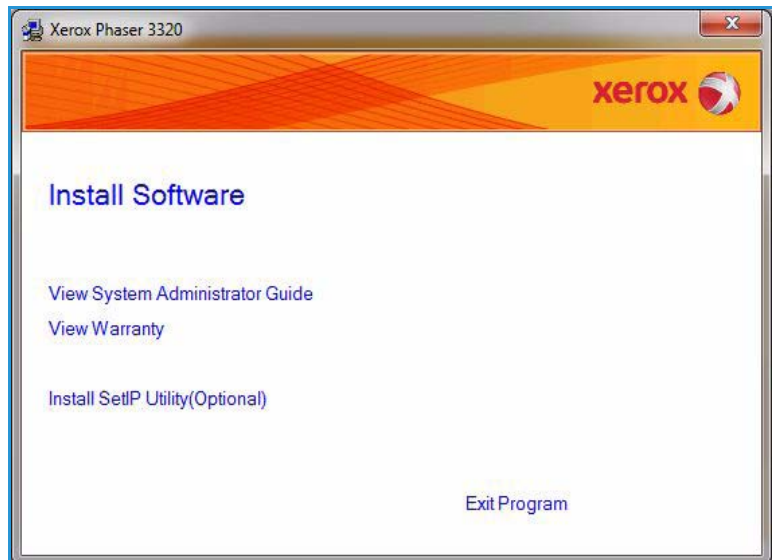
You can install the printer software for a local, networked or wireless printer using the typical or custom method. For further information refer to the [System Administrator Guide](#).

Local Printer

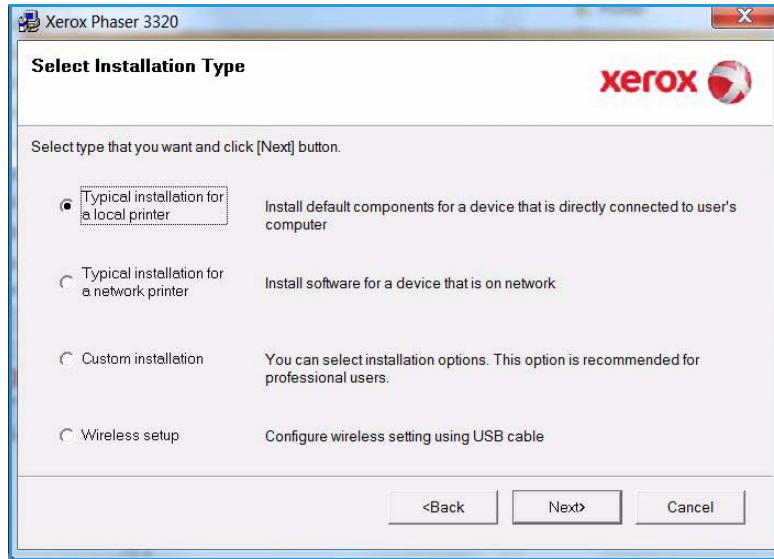
A local printer is a printer directly attached to your computer using a printer cable, such as a USB cable. If your printer is attached to a network, refer to [Networked Printer](#) on page 26.

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

1. Make sure that the printer is connected to your computer and powered on.
2. Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appear.
 - If the installation window does not appear, select the **Start** button and then **Run**. Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive and select **OK**.
 - If you use Windows Vista, select **Start > All programs > Accessories > Run**, and type **X:\Setup.exe**. If the *AutoPlay* window appears in Windows Vista, select **Run Setup.exe** in the **Install or run program** field, and select **Continue** in the User Account Control window.
3. Select **Install Software**.

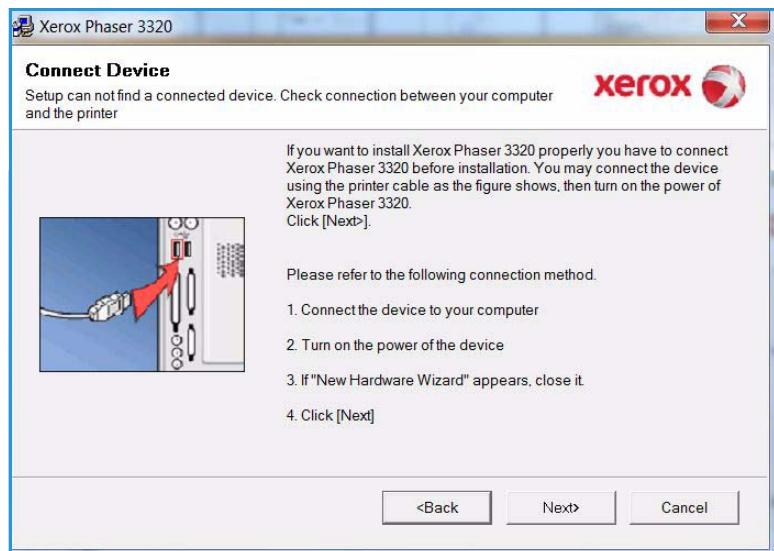


4. Select **Typical installation for a local printer** and follow the wizard instructions to install the local printer.



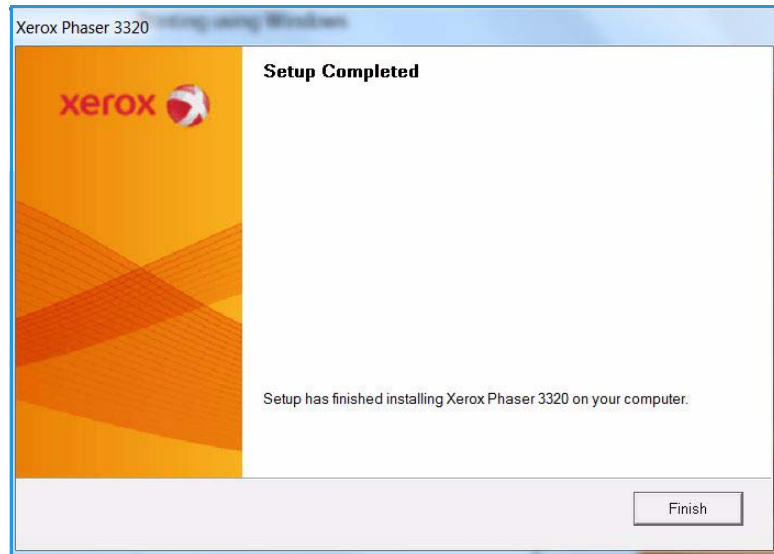
If your printer is not already connected to the computer, the *Connect Device* screen will appear. After connecting the printer, select **Next**.

Note: If you don't want to connect the printer at this time, select **Next** and then **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.



5. After the installation is finished, select **Finish**.

If your printer is connected to the computer, a *Test Print* page will be printed. If the *Test Print* operation is successful, continue on to [Print Procedure](#) on page 34 in this document. If the print operation failed, refer to [Troubleshooting](#) on page 93.



Networked Printer

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

1. Make sure that the printer is connected to your network and powered on. For details about connecting to the network, refer to the [System Administrator Guide](#).

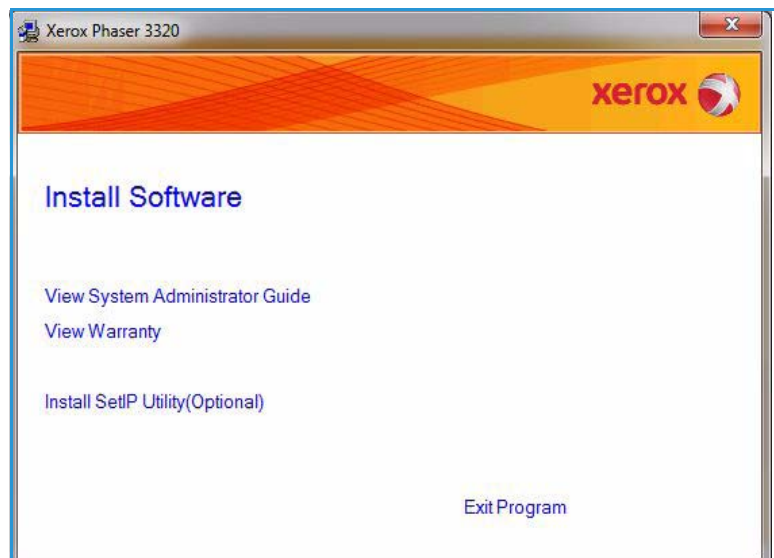
2. Insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run, and an installation window appears.

- If the installation window does not appear, select the **Start** button and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and select **OK**.

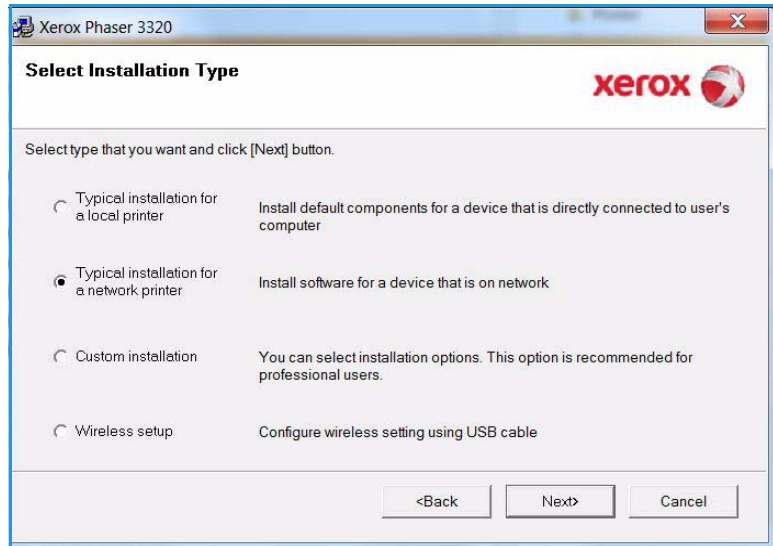
- If you use Windows Vista, select **Start > All programs > Accessories > Run**, and type **X:\Setup.exe**. If the *AutoPlay* window appears in Windows Vista, select **Run Setup.exe** in the **Install or run program** field, and select **Continue** in the User Account Control window.

3. Select **Install Software**.



4. Select **Typical installation for a network printer** and click **Next**.

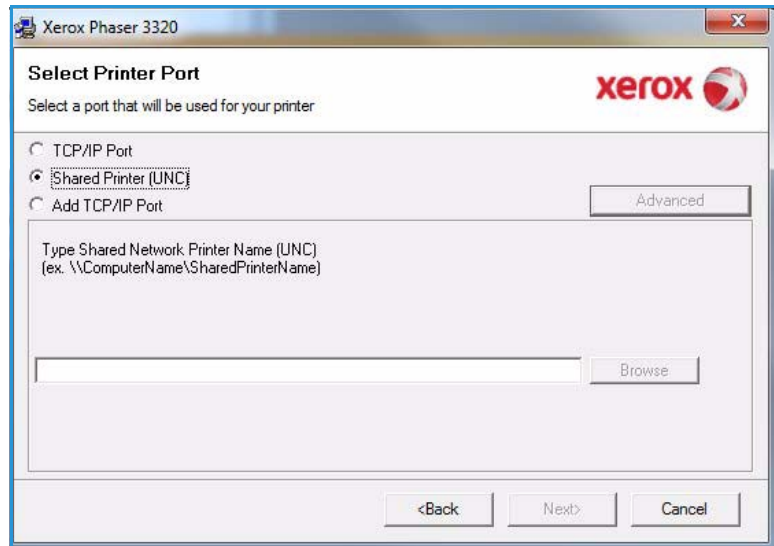
Note: For custom install instructions, see [Custom Installation](#) on page 29.



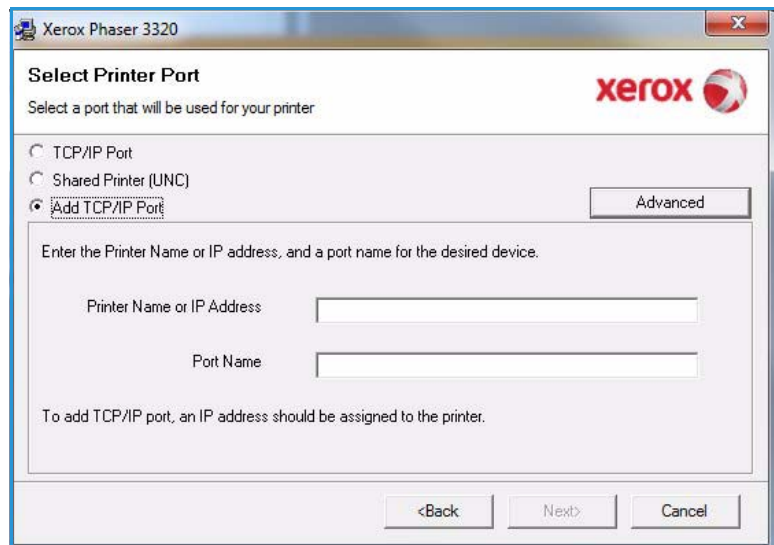
5. Select the required *Printer Port*. If **TCP/IP Port** is selected, select your printer from the list and click **Next**. Click **Update** to refresh the list. To select a different port go to the next step, otherwise follow the wizard instructions to install the printer.



6. Select the required *Printer Port*. If **Shared Printer (UNC)** is selected, type in the name of the shared network printer and select **Next**. To select a different port go to the next step, otherwise follow the wizard instructions to install the printer.

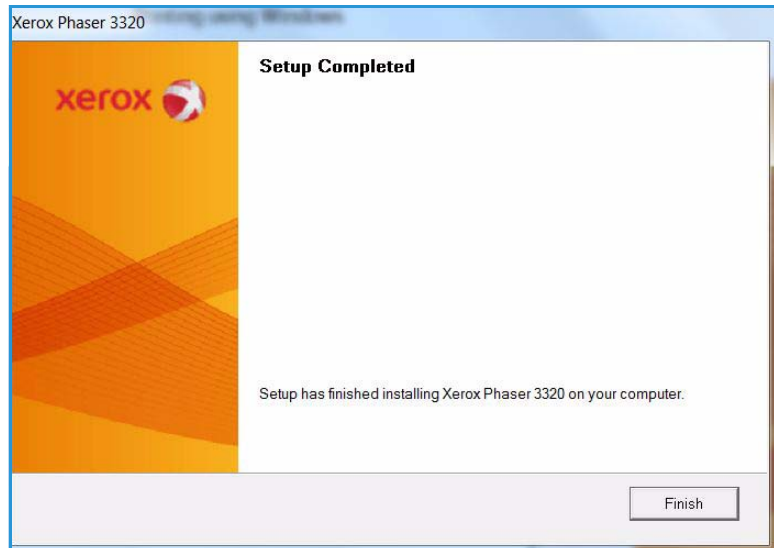


7. If **Add TCP/IP Port** is selected, enter the *Printer Name* or the assigned *IP address* and a port name for the desired device. Click **Next** and follow the wizard instructions to install the printer.



8. After the installation is finished, select **Finish**.

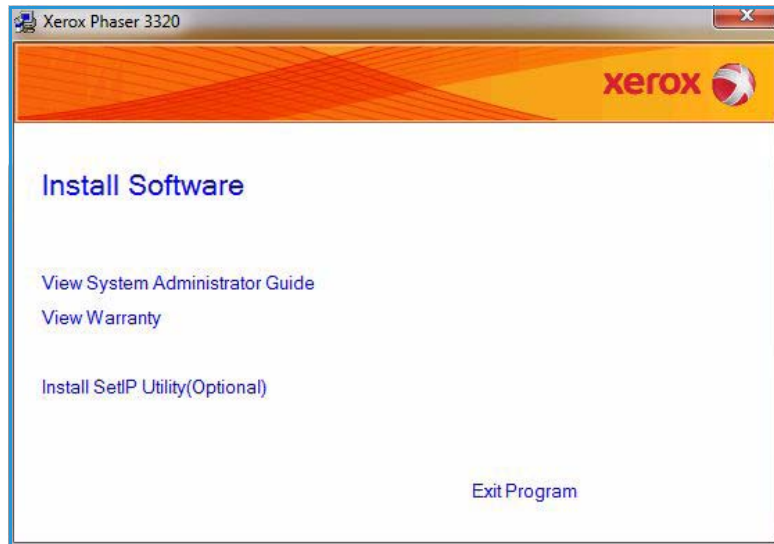
If your printer is connected to the network, a *Test Print* page will be printed. If the *Test Print* operation is successful, continue on to [Print Procedure](#) on page 34 in this document. If the print operation failed, refer to [Troubleshooting](#) on page 93.



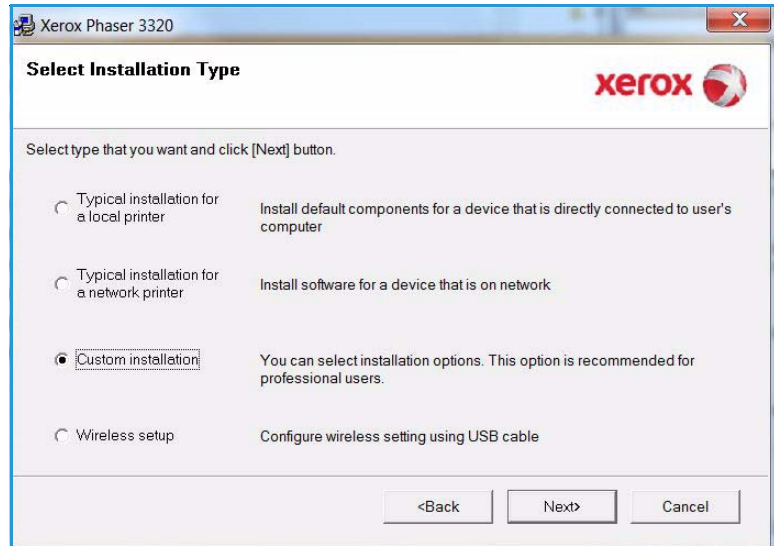
Custom Installation

With the custom installation, you can choose individual components to install.

1. Make sure that the printer is connected to your computer and powered on.
2. Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears.
 - If the installation window does not appear, select the **Start** button and then **Run**. Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive and select **OK**.
 - If you use Windows Vista, select **Start > All programs > Accessories > Run**, and type **X:\Setup.exe**. If the *AutoPlay* window appears in Windows Vista, select **Run Setup.exe** in the **Install or run program** field, and select **Continue** in the User Account Control window.
3. Select **Install Software**.

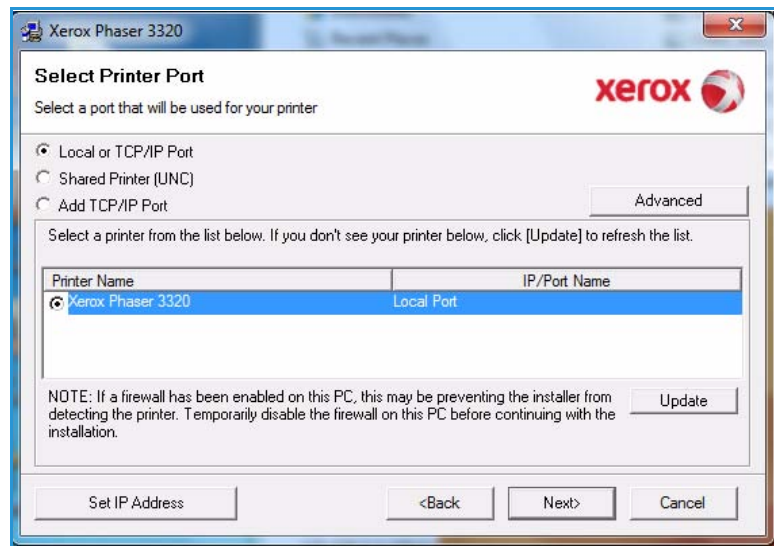


4. Select **Custom installation**.
5. Select **Next**.



6. Select the desired **Printer Port** and follow the instructions to select your printer or enter your printer details. Click **Next**.

Note: If your printer is not already connected to the computer, the Connect Device window will display, refer to the next step.



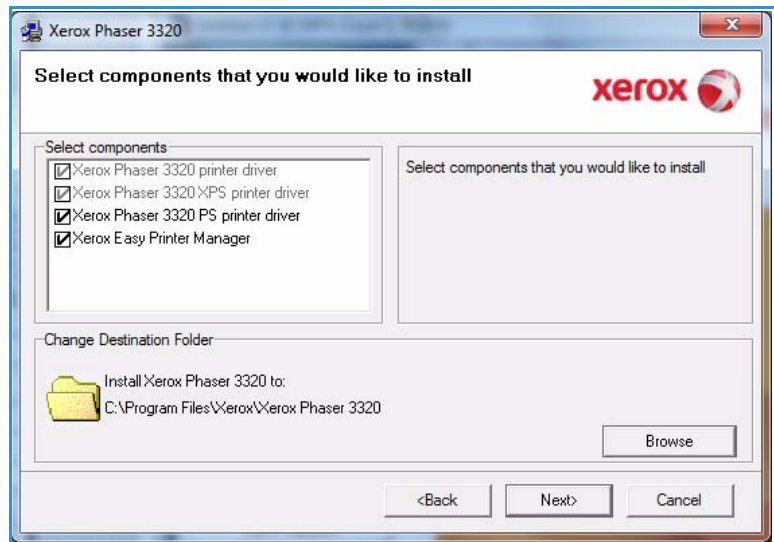
7. Connect the printer and select **Next**.

If you don't want to connect the printer at this time, select **Next**, and then **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.

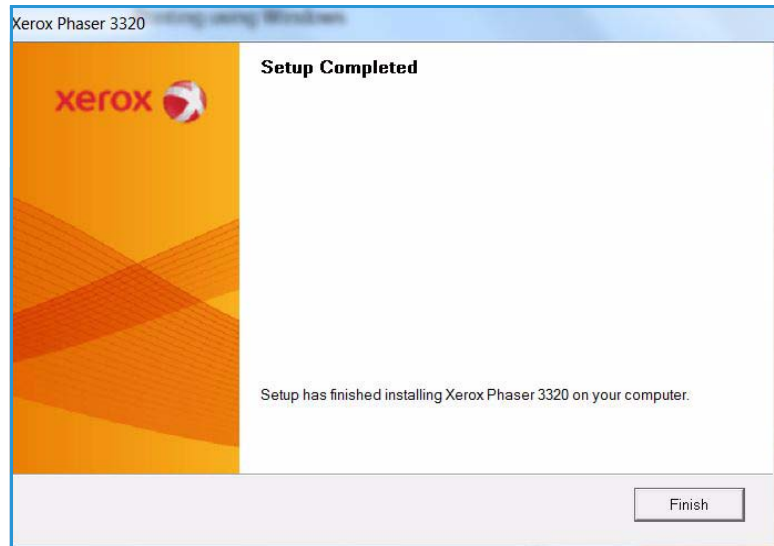
Note: The installation window that appears in this User Guide may differ depending on the printer and interface in use.



8. Select the components to be installed and select **Next**. You can change the desired installation folder by selecting **Browse**.
9. After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and select **Next**. Otherwise, just select **Next**.
10. If the test page prints out correctly, select **Yes**. If not, select **No** to reprint it.



11. Select **Finish**.



Wireless Printer (Phaser 3320DNI)

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

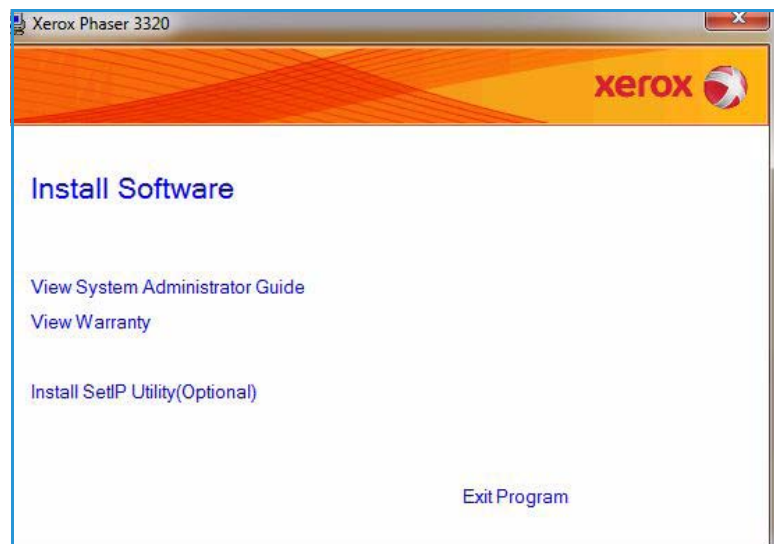
Note: If you choose a wireless connection for your printer, you cannot use a wired connection at the same time.

1. Make sure that the printer is connected to your computer with a usb cable and powered on. For details about connecting to the network, refer to the [System Administrator Guide](#).

2. Insert the supplied CD-ROM into your CD-ROM drive.

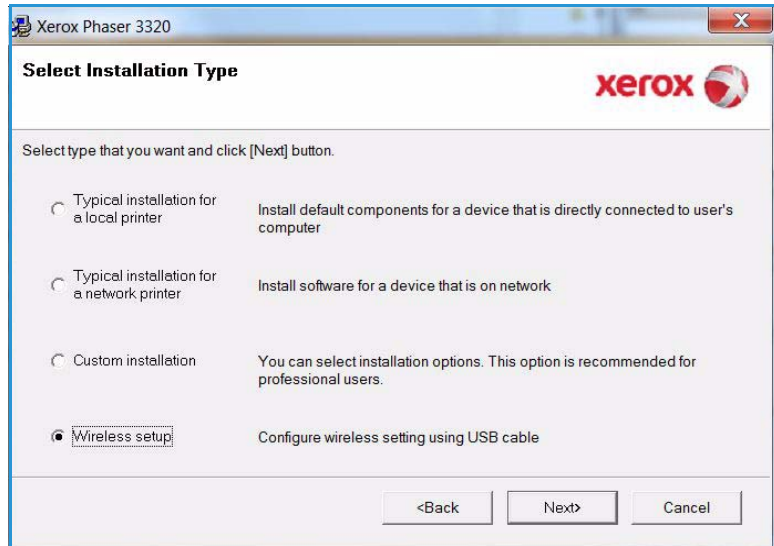
The CD-ROM should automatically run, and an installation window appears.

- If the installation window does not appear, select the **Start** button and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and select **OK**.
- If you use Windows Vista, select **Start > All programs > Accessories > Run**, and type **X:\Setup.exe**. If the *AutoPlay* window appears in Windows Vista, select **Run Setup.exe** in **Install or run program** field, and select **Continue** in the User Account Control window.



3. Select **Install Software**.

4. Select **Wireless Setup** and follow the wizard instruction to select and install the printer.



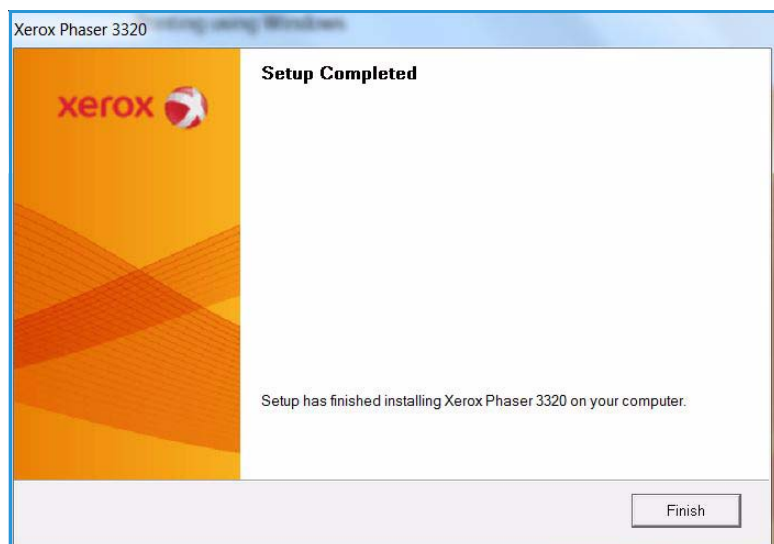
If your printer is not already connected to the computer, the *Connect Device* screen will appear. After connecting the printer, select **Next** and follow the wizard instruction to install the printer.



5. After the installation is finished, select **Finish**.

If your printer is connected to the network, a *Test Print* page will be printed. If the *Test Print* operation is successful, continue on to [Print Procedure](#) on page 34 in this document. If the print operation failed, refer to [Troubleshooting](#) on page 93.

For more information refer to the [System Administrator Guide](#).

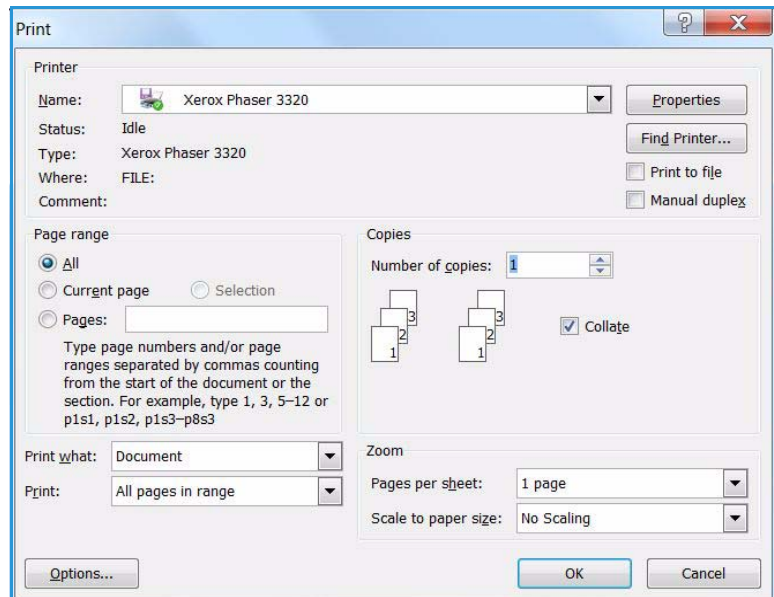


Print Procedure

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

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

1. Select **Print** in your application.
2. From the **Printer: Name** drop down menu, select your machine.
3. Select **Properties** or **Preferences** to make your print selections on the individual tabs. For more information refer to the following:
 - [Basic Tab](#) on page 35
 - [Paper Tab](#) on page 38
 - [Graphics Tab](#) on page 39
 - [Advanced Tab](#) on page 40
 - [Earth Smart Tab](#) on page 43
 - [Xerox Tab](#) on page 44
4. Select **OK** to confirm your selections.
5. Select **OK** to print your document.



Basic Tab

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

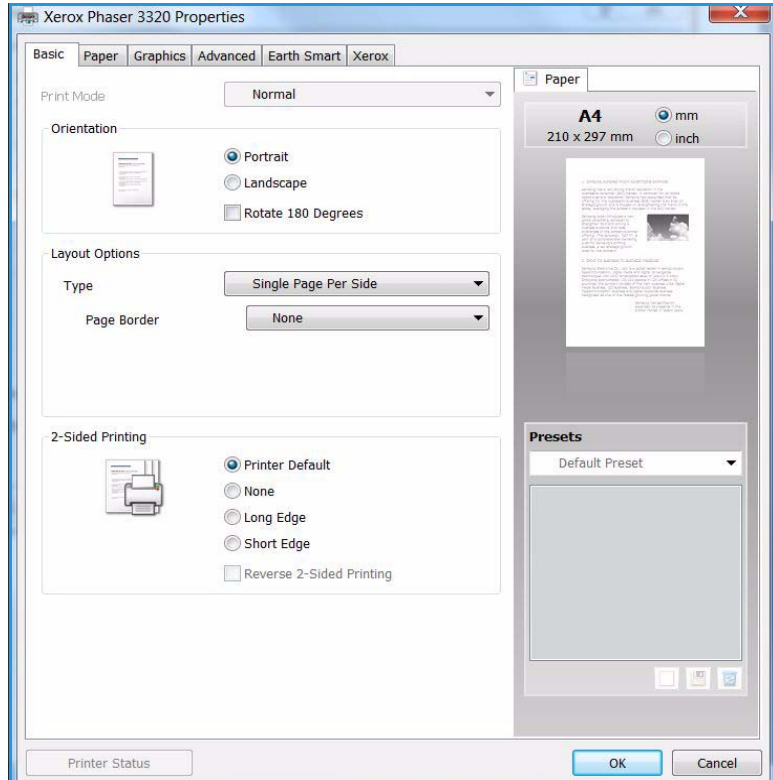
Note: Some options may be unavailable depending on your printer model and configuration.

Print Mode

The **Print Mode** drop down menu enables selection of various job types.

Note: Not all job types are available, depending on your model and machine configuration.

- **Normal:** This is the default print mode and is used for printing without saving the print file in memory.
- **Sample:** Useful when printing more than one copy. Allows you to print one copy first, and the rest of the copies later when they have been checked.
- **Secure:** This mode is used for printing confidential documents. A pop-up screen enables you to enter a job name, user ID and a 4-digit password. At the machine, re-enter the password to release the job for print.



Printing a Secure Job

At the machine:

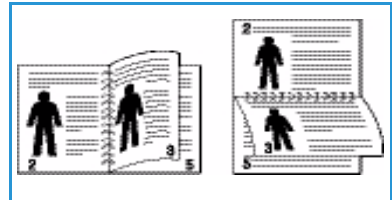
1. Select the **Menu** button on the *control panel*.
2. Press the **down arrow** button to scroll to **Job Manage.** and press **OK**.
3. Press the **down arrow** button to scroll to **Stored Job** and press **OK**.
4. Press the **down arrow** button to scroll to your job and press **OK** to select the job.
5. Enter your 4 digit pin by pressing the **up arrow** button to select the required number, then select the **right arrow** button to get to the second number in your pin.
6. Continue pressing the **up arrow** to select the number and the **right arrow** to move across until you have entered all 4 numbers.
7. Select **OK**.
8. The **Print** option appears. If you select the down arrow you have the option to **Delete** the job if you wish.

9. To print the job, select **Print** and press **OK**.
10. The **Copies** menu appears. Press the **up arrow** to enter the required number of copies and press **OK**.
11. The **Print** menu appears with **No** as the option - press the **down arrow** to select **Yes**.
12. Press **OK**. Your document prints.

Orientation

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

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



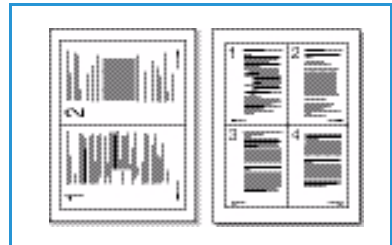
Layout Options

Layout Options allow you to select a different layout for your output and a page border.

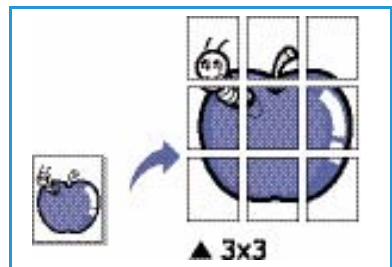
Type:

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

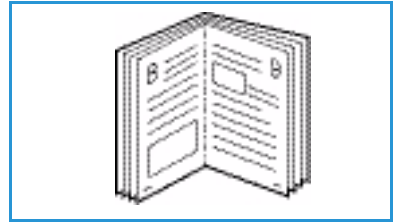
- **Single Page Per Side:** Use this option if the layout does not require changing.
- **Multiple Pages Per Side:** Use this option to print multiple pages on each page. You can print up to 16 pages on one sheet. Select the number of images required on each side, the page order and if borders are required.



- **Poster Printing:** Use this option to divide a single-page document onto 4, 9 or 16 segments. Each segment will be printed on a single sheet of paper for the purpose of pasting the sheets together to form one poster-size document. Select **Poster 2x2** for 4 pages, **Poster 3x3** for 9 pages or **Poster 4x4** for 16 pages. Then choose the overlap amount in mm or inches.



- **Booklet Printing:** This allows you to print your document on both sides of the paper and arrange the pages so that the paper can be folded in half after printing to produce a booklet.


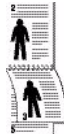


Page Border

You can select to have a border printed around each page. Various line styles are available from the drop down menu, together with corner marks or crop marks.

2 sided Printing

You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented.

- **Printer Default:** If you select this option, this feature is determined by the settings made on the *control panel* of the printer.
- **None:** The document is printed single-sided.
- **Long Edge:**  This is the conventional layout used in book binding.
- **Short Edge:**  This is the type often used with calendars.
- **Reverse Double-Sided Printing:** The document is printed two sided and the second side images are rotated 180 degrees.

Paper Tab

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

Copies

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

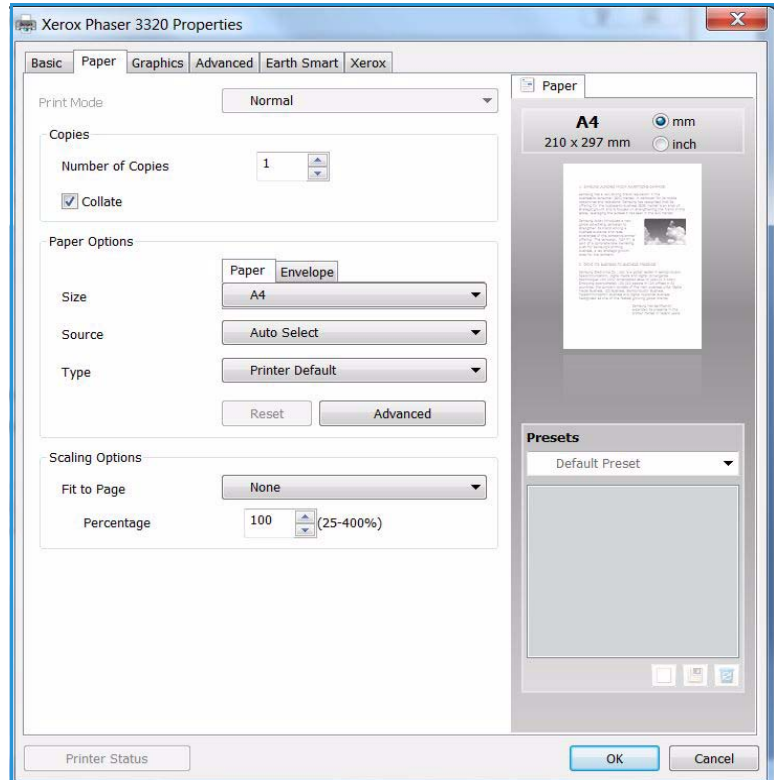
Paper Options

- **Size:** This allows you to set the size of paper required for printing. If the required size is not listed in the **Size** box, select **Edit**. When the *Custom Paper Setting* window appears, set the paper size and select **OK**. The setting appears in the list so that you can select it.
- **Source:** Use this option to select the paper tray required. Use the *bypass tray* when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.
- **Type:** Set **Type** to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If printing envelopes, ensure the **Envelope** tab is selected and the envelopes loaded into the *bypass tray*.
- **Advanced:** The advanced paper options allow you to select a different paper source for the first page of your document. From the drop-down menu, select the paper tray containing the paper required.

Scaling Options

This allows you to automatically or manually scale your print job on a page.

- **Fit to Page:** This allows you to scale your print job to any selected paper size, regardless of the digital document size.
- **Percentage:** Use this option to change the contents of a page to appear larger or smaller on the printed page. Enter the scaling rate in the **Percentage** input box.



Graphics Tab

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

Quality

Use this option to select the image quality setting required.

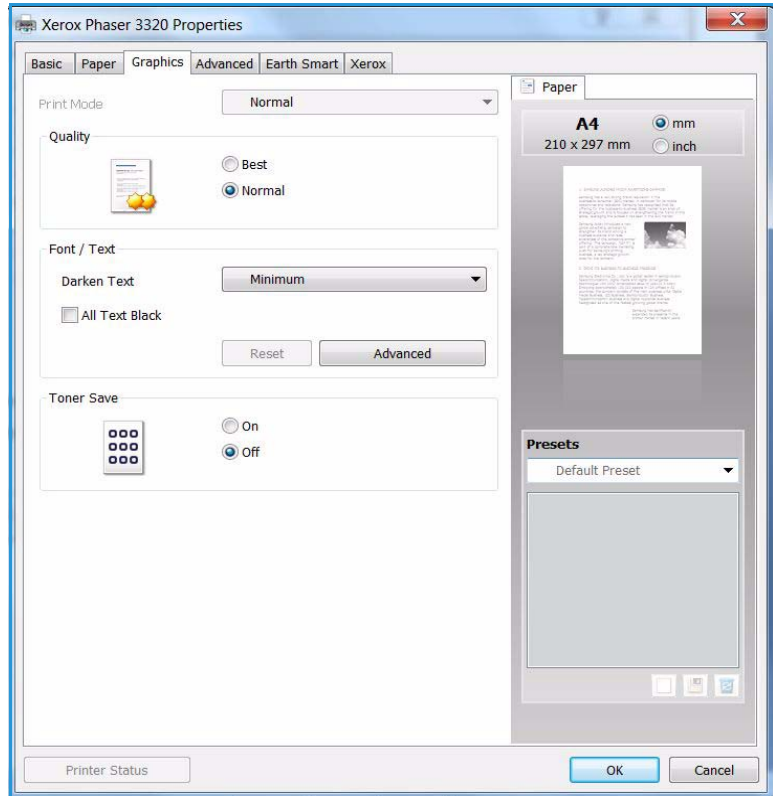
- **Best:** Use this option if printing graphics or photographs.
- **Normal:** Use this option for text or line art.

Font/Text

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

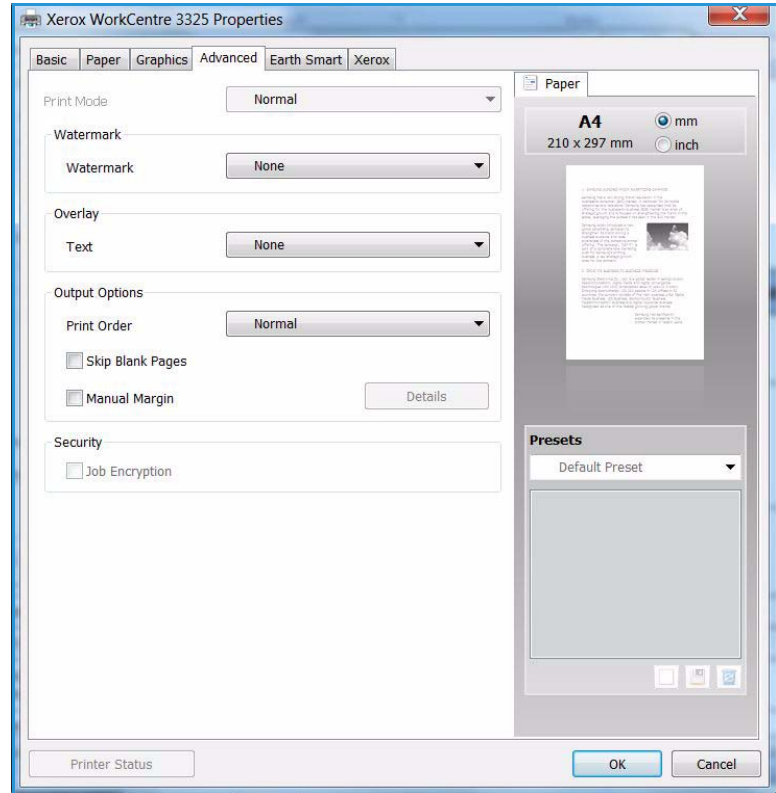
Toner Save

Selecting this option extends the life of your *print cartridge* and reduces your cost per page without a significant reduction in print quality.



Advanced Tab

You can select **Advanced** output options for your document, such as *Watermarks* or *Overlay Text*.



Watermark.

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

Using an Existing Watermark

Select the required watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.

Creating a Watermark

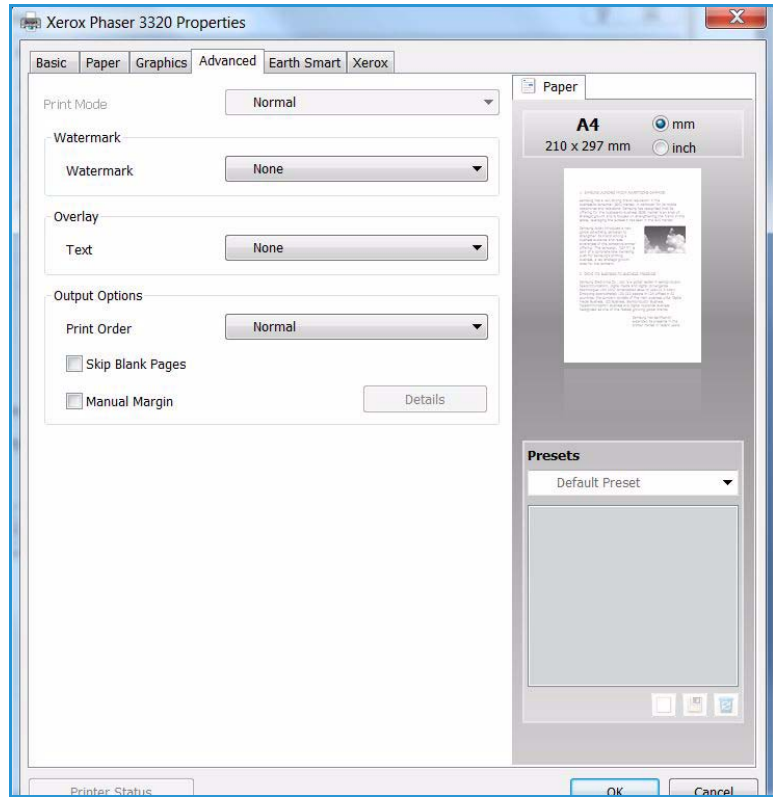
1. Select **Edit** from the Watermark drop-down list. The **Edit Watermark** window appears.
2. Enter a text message in the Watermark Message box. You can enter up to 40 characters. The message displays in the preview window. When the **First Page Only** box is checked, the watermark prints on the first page only.
3. Select the watermark options. You can select the *font name, style, size* or *shade* from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.
4. Select **Add** to add the new watermark to the list.
5. When you have finished editing, select **OK**.

Editing a Watermark

1. Select **Edit** from the *Watermark* drop-down list. The **Edit Watermark** window appears.
2. Select the watermark you want to edit from the **Current Watermarks** list and change the *watermark message* options.
3. Select **Update** to save the changes.
4. When you have finished editing, select **OK**.

Deleting a Watermark

1. Select **Edit** from the *Watermark* drop-down list. The **Edit Watermark** window appears.
2. Select the watermark you want to delete from the **Current Watermarks** list and select **Delete**.
3. Select **OK**.



Overlay

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

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

Creating a New Page Overlay

To use a page overlay, you must first create one containing your logo or another image.

1. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you want them to appear when printed as an overlay.
2. Select **Edit** from the *Overlay* drop-down list. The **Edit Overlay** window appears.
3. Select **Create** and type a name in the *File name* box. Select the *destination path*, if necessary.
4. Select **Save**. The name appears in the **Overlay List** box.
5. Select **OK**.

Note: The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

6. Select **OK** on the **Advanced** tab page.
7. Select **OK** in the main **Print** window.
8. An *Are you Sure?* message displays. Select **Yes** to confirm.

Using a Page Overlay

1. Select the required overlay from the **Overlay** drop-down list box.
If the overlay file you want does not appear in the *overlay list*, select the **Edit** button and **Load Overlay**, and select the **Overlay file**.
If you have stored the overlay file you want to use in an external source, you can also load the file when you access the *Load Overlay window*.
After you select the file, select **Open**. The file appears in the *Overlay List box* and is available for printing. Select the overlay from the *Overlay List box*.
2. If necessary, select **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.
If this box is not checked and an overlay has been selected, the overlay automatically prints with your document.
3. Select **OK**.

Deleting a Page Overlay

1. Select **Edit** from the *Overlay drop-down list*. The **Edit Overlay** window appears.
2. Select the Overlay you want to delete from the **Overlay List** box.
3. Select **Delete Overlay**. When a confirming message window appears, select **Yes**.
4. Select **OK**.

Output Options

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

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

Tick the **Skip Blank Pages** checkbox if you do not want blank pages to be printed.

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

Earth Smart Tab

The **Earth Smart** tab provides options to decrease the amount of energy and paper used in the printing process and displays a visual representation of the savings made.

Type

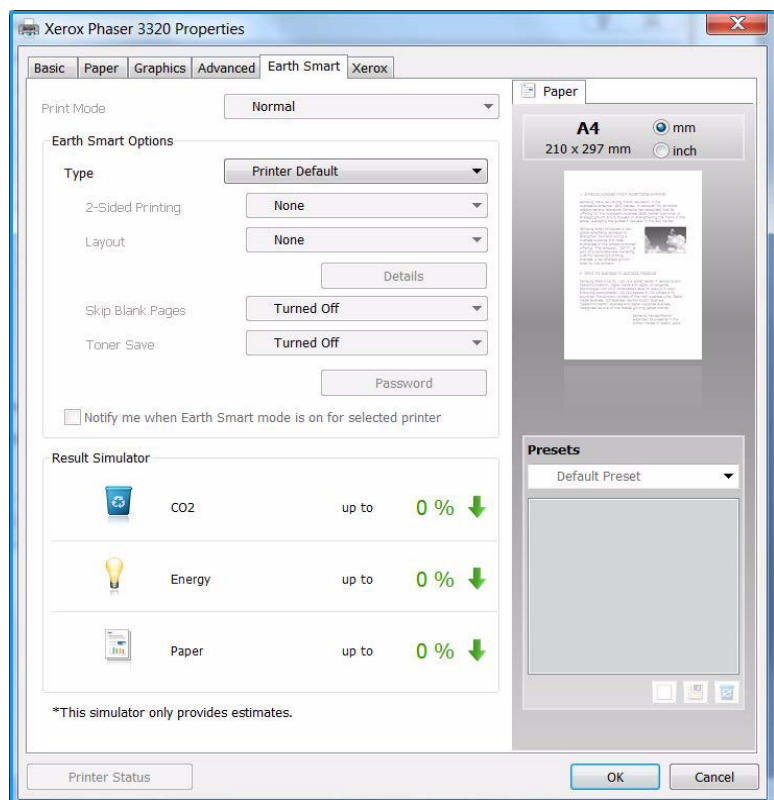
The **Type** drop-down list is used to select the main **Earth Smart** option for the printer.

- **None:** No energy or paper saving options are automatically selected.
- **Earth Smart Printing:** When this option is selected, **2 Sided Printing**, **Layout**, **Skip Blank Pages** and **Toner Save** can be customized to suit requirements.

Printer Default. This option automatically selects the printer default settings.

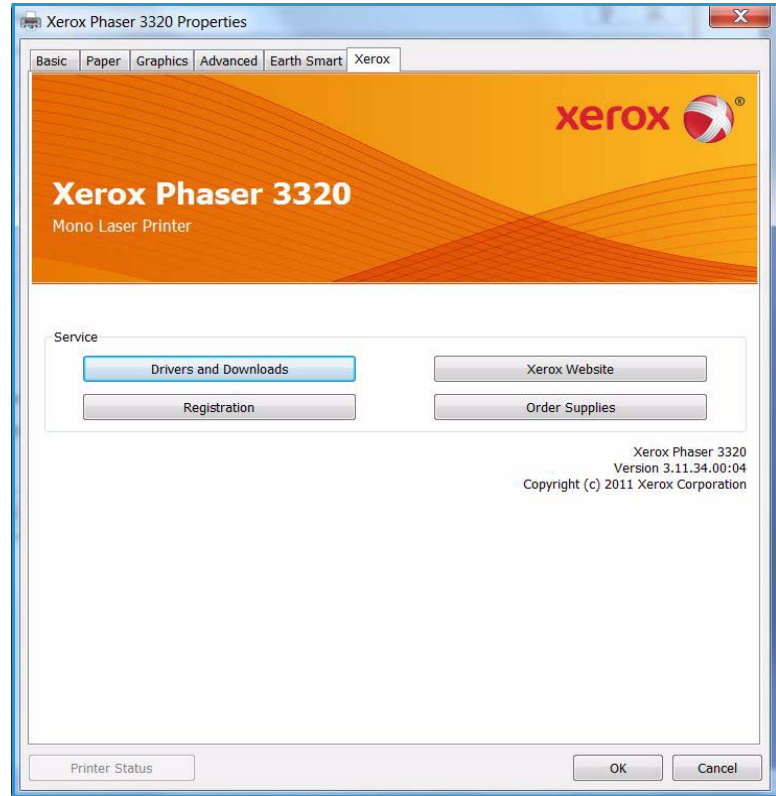
Result Simulator

This area of the **Earth Smart** tab shows a visual representation of the estimated energy and paper savings based on the selections made.



Xerox Tab

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



Xerox Easy Printer Manager (EPM)

Xerox Easy Printer Manager is a Windows-based application that combines Xerox machine settings into one location. Xerox Easy Printer Manager conveniently combines access to device settings, printing environments and the launch of applications such as Xerox CentreWare Internet Services into one location. All of these features provide a gateway to conveniently use Xerox devices.

For information about using the Easy Printer Manager, refer to the Xerox Phaser 3320DN/DNI Utilities Guide available on Xerox.com.

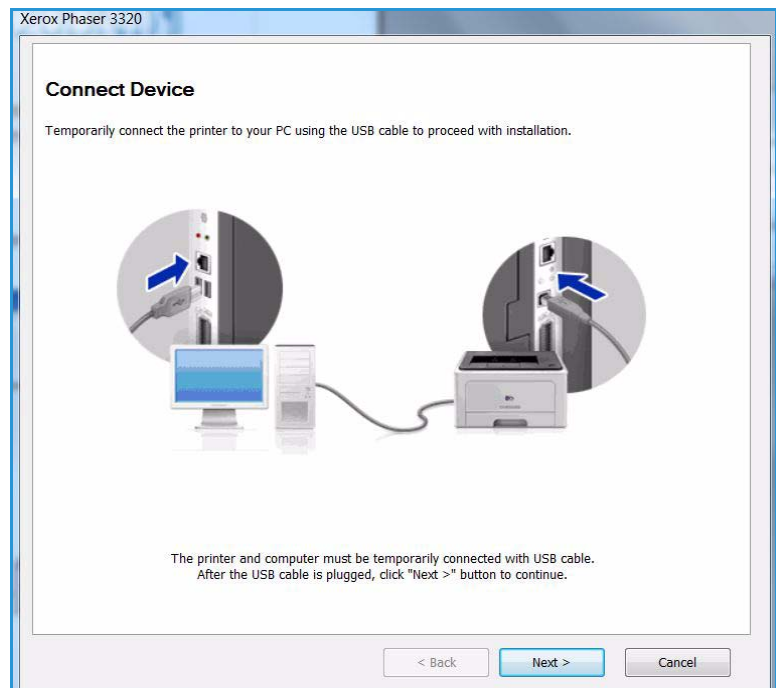
Wireless Setting Program (Phaser 3320DNI)

When installing the Phaser 3320DNI you can use the **Wireless Setting** program that was automatically installed with the printer driver to configure the wireless settings.

Note: If you choose a wireless connection for your printer, you cannot use a wired connection at the same time.

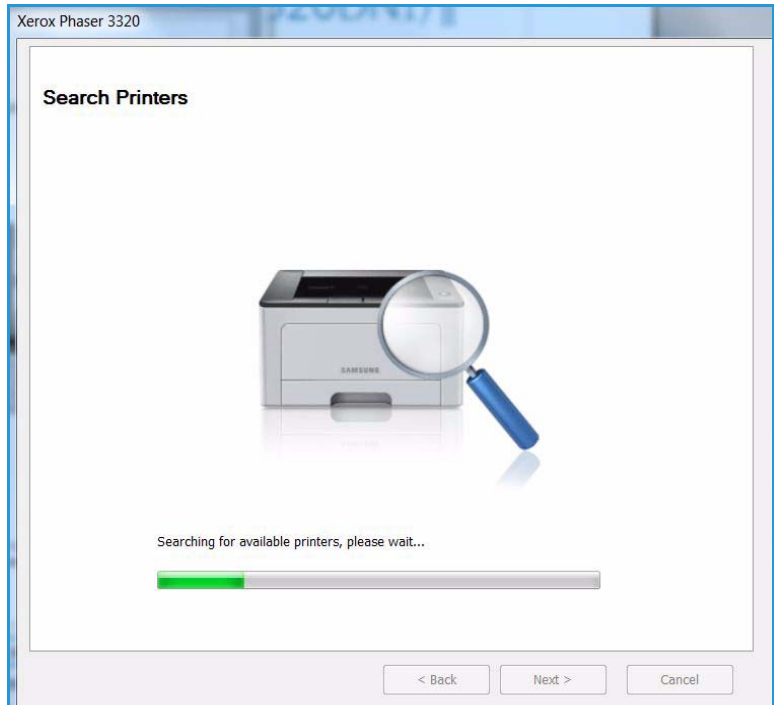
To open the program:

- Select *Start > Programs or All Programs > Xerox Printers > Xerox Phaser 3320DNI > Wireless Setting Program*
1. Connect the machine to your computer using the USB cable
Note: During installation, the printer needs to be temporarily connected using the USB cable.
 2. Select **Next**

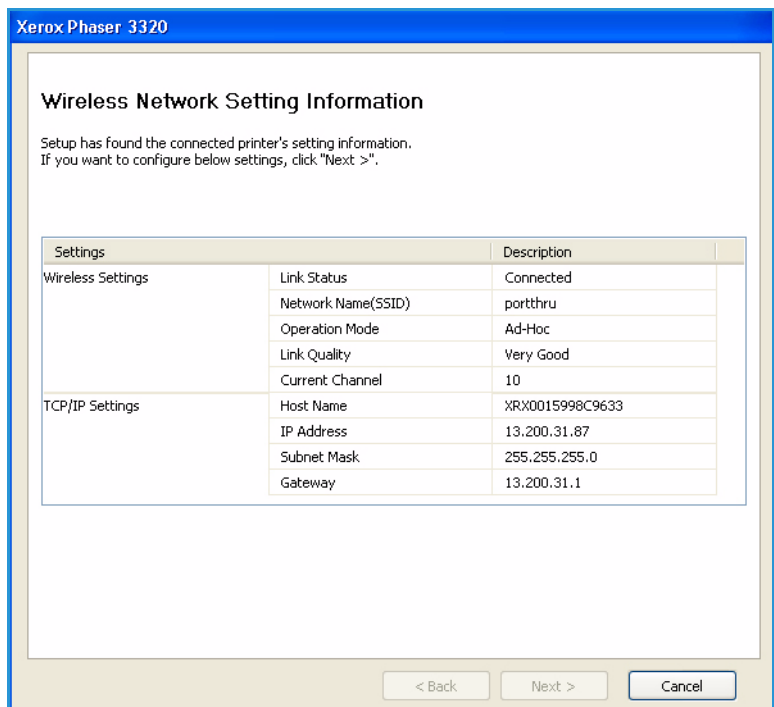


- Once the machine is connected to the computer with the USB cable, the program searches for WLAN data.

Note: It may be necessary to select the program again before this screen appears.



- When the search is complete, the wireless *Network Setting Information* is displayed.
- If you want to configure the settings, select **Next**.



SetIP

The SetIP program is a utility program allowing you to select a network interface and manually configure the addresses for use with the TCP/IP protocol. This program is on the software CD that comes with your printer.

For information on using the SetIP program, refer to refer to the [Xerox Phaser 3320DN/DNI Utilities Guide](#) available on Xerox.com.

Printing using Macintosh

This section explains how to print using a Macintosh. You need to set the print environment before printing. Refer to the [System Administrator Guide](#).

Smart Panel is a program that monitors and informs you of the machine's status, and allows you to customize the machine's settings. *Smart Panel* is installed automatically when you install the machine software.

Printing a Document

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

1. Open the document you want to print.
2. Open the **File** menu and select **Page Setup (Document Setup** in some applications).
3. Choose your *paper size, orientation, scaling* and other options. Make sure that your machine is selected and select **OK**.
4. Open the **File** menu and select **Print**.
5. Choose the number of copies you want and indicate which pages you want to print.
6. Select **Print**.

Changing Printer Settings

You can use advanced printing features provided by your machine.

Open an application and select **Print** from the **File** menu. The machine name, which appears in the printer properties window may differ depending on the machine in use. Except for the name, the composition of the printer properties window is similar to the following.

Note: The setting options may differ depending on the printer and the Macintosh OS version.

Layout

The **Layout** tab provides options to adjust how the document appears on the printed page. You can print multiple pages on one sheet of paper.

Graphics

The **Graphics** tab provides options for selecting **Resolution**. Select **Graphics** from the drop-down list under **Orientation** to access the graphic features.

Resolution

This option allows you to select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Paper

Set **Paper Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If you load a different type of print material, select the corresponding paper type.

Printer Features

The **Printer Features** tab provides **Reverse Duplex Printing**. Select **Printer Features** from the drop-down list under **Orientation** to access the following features.

- **Reverse Duplex Printing:** The document is printed 2 sided and the second side images are rotated 180 degrees.

Toner Save Mode

Selecting this option extends the life of your *print cartridge* and reduces your cost per page without a significant reduction in print quality.

- **On:** Select this option to allow the printer to use less toner on each page.
- **Off:** If you do not need to save toner when printing a document, select this option.

Printing Multiple Pages on one Sheet

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.

1. Open an application, and select **Print** from the **File** menu.
2. Select **Layout** from the drop-down list under **Orientation**. In the **Pages per Sheet** drop-down list, select the number of pages you want to print on one sheet of paper.
3. Select the other options you want to use.
4. Select **Print**. The machine prints the selected number of pages you want to print on one sheet of paper.

Two Sided Printing

You can print on both sides of the paper. Before printing in the duplex mode, decide on which edge you will be binding your finished document.

1. From your Macintosh application, select **Print** from the **File** menu.
2. Select **Layout** from the drop-down list under **Orientation**.
3. Select a binding orientation from the **Two Sided Printing** option:
 - **Long-Edge Binding:** This option is the conventional layout used in book binding.
 - **Short-Edge Binding:** This option is the type often used with calendars.
4. Select the other options you want to use and select **Print**.

Using Smart Panel

If an error occurs while operating, you can check the error from the *Smart Panel*. You can also launch *Smart Panel* manually:

- **For Mac OS 10.5:** Select *Print & Fax* from *System Preferences* > *Open Printer Queue...* of a printer > *Utility*.
- **For Mac OS 10.6:** Select *Print & Fax* from *System Preferences* > *Open Printer Queue...* of a printer > *Printer Setup* > *Utility* > *Open Printer Utility*.

Printing using Linux

Printing from Applications

There are a lot of Linux applications that allow you to print using Common UNIX Printing System (CUPS). You can print on your machine from any such application.

1. Open an application, and select **Print** from the **File** menu.
2. Select **Print** directly using `lpr`.
3. In the LPR GUI window, select the machine from the printer list and select **Properties**.
4. Change the print job properties using the following four tabs displayed at the top of the window.
 - **General**: This option allows you to change the paper size, the paper type, and the orientation of the documents. It enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.
 - **Text**: This option allows you to specify the page margins and set the text options, such as spacing or columns.
 - **Graphics**: This option allows you to set image options that are used when printing image files, such as color options, image size, or image position.
 - **Advanced**: This option allows you to set the print resolution, paper source, and destination.
5. Select **Apply** to apply the changes and close the **Properties** window.
6. Select **OK** in the LPR GUI window to start printing.

The Printing window appears, allowing you to monitor the status of your print job.

Printing Files

You can print many different file types on your machine using the standard CUPS utility, directly from the command line interface. However, the drivers package replaces the standard `lpr` tool with a much more user-friendly LPR GUI program.

To print any document file:

1. Type `lpr <file_name>` from the Linux shell command line and press **Enter**. The **LPR GUI** window appears.
2. When you type **only lpr** and press **Enter**, the **Select file(s) to print** window appears first. Just select any files you want to print and select **Open**.
3. In the **LPR GUI** window, select your machine from the list, and change the print job properties.
4. Select **OK** to start printing.

Configuring Printer Properties

Using the **Printer Properties** window provided by the **Printers configuration**, you can change the various properties for your machine as a printer.

1. Open the **Unified Driver Configurator**.
If necessary, switch to Printers configuration.
2. Select your machine on the available printers list and select **Properties**.

3. The **Printer Properties** window opens.

The following five tabs display at the top of the window:

- **General:** This option allows you to change the printer location and name. The name entered in this tab displays on the printer list in **Printers configuration**.
 - **Connection:** This option allows you to view or select another port. If you change the machine port from USB to parallel or vice versa while in use, you must re-configure the machine port in this tab.
 - **Driver:** This option allows you to view or select another machine driver. By selecting **Options**, you can set the default device options.
 - **Jobs:** This option shows the list of Print jobs. Select **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
 - **Classes:** This option shows the class that your machine is in. Select **Add to Class** to add your machine to a specific class or select **Remove from Class** to remove the machine from the selected class.
4. Select **OK** to apply the changes and close the **Printer Properties** window.

Printing using Unix

Printing Files

After installing the printer, choose any of the image, text, PS to print.

1. Execute “`printui <file_name_to_print>`” command. For example, if you are printing “document1” use **printui document1** command.
This will open the UNIX Printer Driver *Print Job Manager* in which the user can select various print options.
2. Select a printer that has already been added.
3. Select the printing options from the window such as **Page Selection**.
4. Select how many copies are needed in **Number of Copies**.
5. Press **OK** to start the print job.

Configuring Printer Properties

The UNIX printer driver *Print Job Manager* allows you to configure various print options using the printer **Properties** option. The following hot keys may also be used: **H** for Help, **O** for OK, **A** for Apply, and **C** for Cancel.

General Tab

- **Paper Size:** Set the paper size as A4, Letter, or other paper sizes, according to your requirements.
- **Paper Type:** Choose the type of the paper. Options available in the list box are Printer Default, Plain, and Thick.
- **Paper Source:** Select from which tray the paper is used. By default, it is Auto Selection.
- **Orientation:** Select the direction in which information is printed on a page.
- **Duplex:** Print on both sides of paper to save paper.
- **Multiple pages:** Print several pages on one side of the paper.
- **Page Border:** Choose any of the border styles (e.g., Single-line hairline, Double-line hairline)

Image Tab

In this tab, you can change the brightness, resolution, or image position of your document.

Text Tab

Use this tab to set the character margin, line space, or the columns of the actual print output.

Margins Tab

- **Use Margins:** Set the margins for the document. By default, margins are not enabled. The user can change the margin settings by changing the values in the respective fields. Set by default, these values depend on the page size selected.

- **Unit:** Change the units to points, inches, or centimeters.

Printer-Specific Settings Tab

Select various options in the **JCL** and **General** frames to customize various settings. These options are specific to the printer and depend on the PPD file.

CentreWare Internet Services

CentreWare Internet Services uses the embedded HTTP Server on the machine. This allows you to communicate with your machine through a web browser. Entering the IP Address of the machine as the URL (Universal Resource Locator) in the browser provides direct access to the machine over the internet or intranet. For detailed setup information refer to the [System Administrator Guide](#).

This chapter includes:

- [Using CentreWare Internet Services](#) on page 58
- [Status](#) on page 59
- [Jobs](#) on page 60
- [Print](#) on page 62
- [Properties](#) on page 63
- [Support](#) on page 64

Using CentreWare Internet Services

Prior to connecting to *CentreWare Internet Services* the machine must be connected to the network either physically (all models) or wirelessly (Phaser 3320DNI only) and have TCP/IP and HTTP enabled. An operational workstation with *TCP/IP Internet* or *Intranet* accessibility is also required.

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

To access CentreWare Internet Services:

1. Open the web browser from your workstation.
2. In the URL field, enter `http://` followed by the IP Address of the machine. For example: if the IP Address is 192.168.100.100, enter the following into the URL field: `http://192.168.100.100`
3. Press **Enter** to view the Home page.

The *CentreWare Internet Services* options for your machine are displayed.

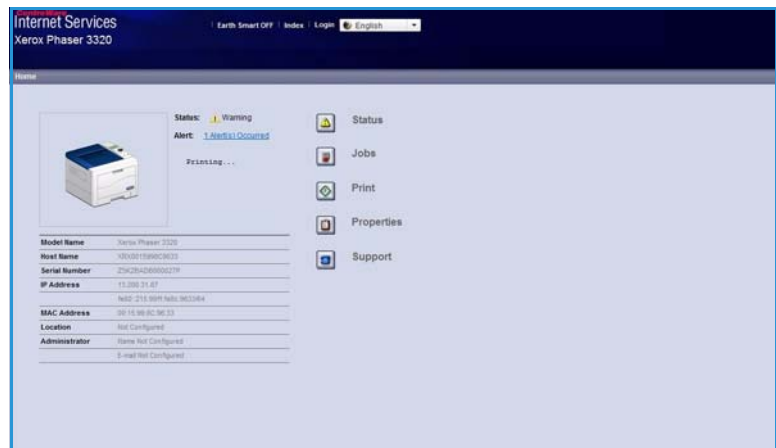
Note: To find the IP Address of your machine, print a *configuration report*. For instructions, refer to [Information](#) on page 77.

Home Page

The Internet Services Home page provides information about your machine and access to the *CentreWare Internet Services* options.

The Home Page provides information about the machine name and address details. Use the **Refresh Status** button to update the machine status information.

The **Earth Smart** option available at the top of the screen enables this feature to be turned On or Off.



Note: You must be logged in as Administrator to enable this feature.

If a different language is required, select the language drop-down menu and change to the language required.

Use the **Index** option to navigate to specific topics.

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

Status

Use this option to review status information about your machine.

The **Status page** allows you to view any active alerts being displayed by the machine, and see the status of the print cartridge.

The **Usage Counters** page allows you to view the number of impressions made by the machine. This page also displays the machine serial number and in the **Current Settings** menu, information about the machine setup and network information can also be viewed.

The **Print Information** page allows you to print the configuration report and other documents about the machine.



Jobs

The Job Management page provides information about active, stored and secure jobs.

Click the links in the left hand menu to see your jobs. The options are:

- **Active Jobs**
- **Stored Print**
- **Secure Job**



Stored Print allows you to save your job on the device to print at a later date.

To use the Stored Print feature:

1. Select a document to store and select *file > print*.
2. Select the 3320 printer driver and click **Properties**.
3. Select **Sample** from the **Print Mode** menu.

Print your document:

1. At the Internet Services Jobs screen select **Stored Print**.
2. Select your job. To print your document select **Print**. Your document will be printed at the device. To delete your document select **Delete**.

You can also print your document at the machine:

1. Select the **Menu** button on the *control panel*.
2. Press the down arrow to scroll to **Job Manage.** and press **OK**.
3. Select the down arrow to scroll to **Stored Job** and select **OK**.
4. Select your document and press **OK** to print.

To use the Secure Print feature:

1. Open a document to print and select *file > print*.
2. Select the 3320 printer driver and click **Properties**.
3. Select **Secure** from the **Print Mode** menu and enter a 4-digit pin number for your job. Select **OK**.
4. At the **Internet Services Jobs** page, select **Secure Print**.
5. Select your job in the list and click **Print**.
6. Enter your 4-digit pin number in the **Password** box and **Confirm Password** box to release your job.

You can also print your secure document at the machine:

1. Select the **Menu** button on the *control panel*.
2. Press the down arrow to scroll to **Job Manage.** and press **OK**.

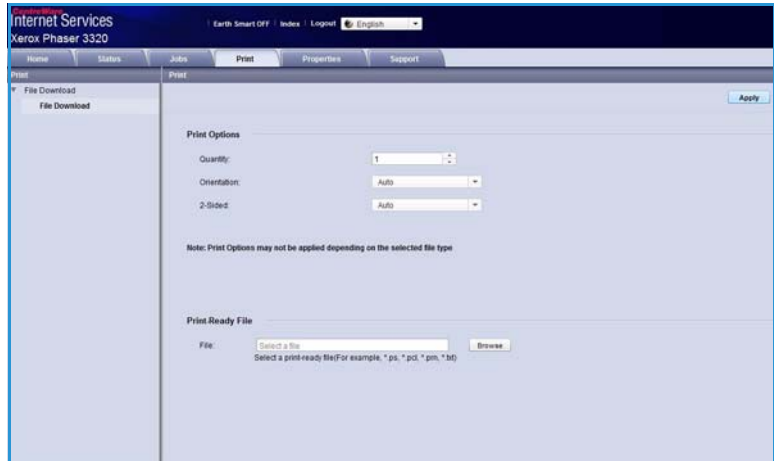
3. Select the down arrow to scroll to **Stored Job** and select **OK**.
4. Select your document and press **OK**.
5. Enter your 4-digit password and press **OK**.
6. Select **Print** and press **OK** to print your document.

Print

The *Print* option enables you to send a print ready job to the printer over the internet. You can send the job from your desktop or from a remote location.

File Download

Print-ready documents can be quickly and easily submitted for printing using the File Download page. A print-ready document is a file that has been formatted and saved for printing from the application that created it, or the *Print to File* check box was checked in the printer driver screen.



The following file formats can be printed from the Job Submission page:

- PCL
 - PostScript®
 - Plain Text
 - PRN files
1. At your Workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
 2. Press **Enter**.
 3. Select the **Print** icon. The **Print Options** page displays.
 4. Select the number of copies required in the **Quantity** menu.
 5. Select the required orientation of your print from the **Orientation** menu.
 6. Select the required option for **2-Sided** printing.
 7. In the **Print-Ready File** area, select the **Browse** button. The **File Download** page displays.
 8. Select the print-ready document and select **OK**.
 9. Select **Apply** to print the document.

Properties

The **Properties** option contains all the settings, setups and default values for installing and setting up the machine. These are usually protected by a user name and password and should only be changed by your *System Administrator*.

For information about all the **Properties** options, refer to the [System Administrator Guide](#).

Note: The Properties tab only appears when the administrator is logged in or when the CWIS Access Control has been disabled.



Support

The *Support* option contains information about the firmware version of your product and contact information for your *System Administrator*.

Links are also provided to the Xerox website for downloading the Printer Drivers and User Guides, ordering supplies, accessing Technical Support or registering your machine.



Paper and Media

4

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

This chapter includes:

- [Loading Paper](#) on page 66
- [Setting Paper Size and Type](#) on page 70
- [Media Guidelines and Specifications](#) on page 71

Loading Paper

One *paper tray* and a *bypass tray* are standard on your machine. *Paper tray 2* is available to purchase as an option.

Various media sizes and types can be used in the trays. For more media specifications, refer to [Media Guidelines and Specifications](#) on page 71 and [Media Specifications](#) on page 119.

Preparing Paper for Loading

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

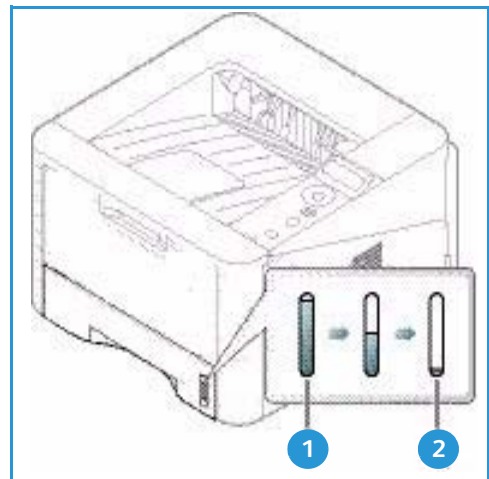
Note: To avoid unnecessary paper jams and misfeeds do not remove paper from its packaging until required.



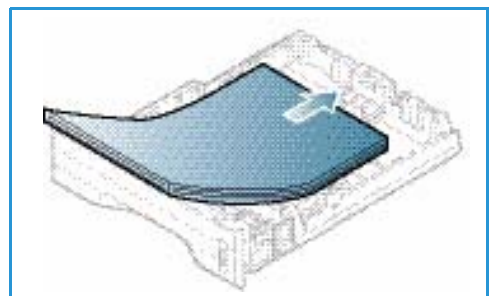
Loading Paper Tray 1 and Paper Tray 2 (optional)

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

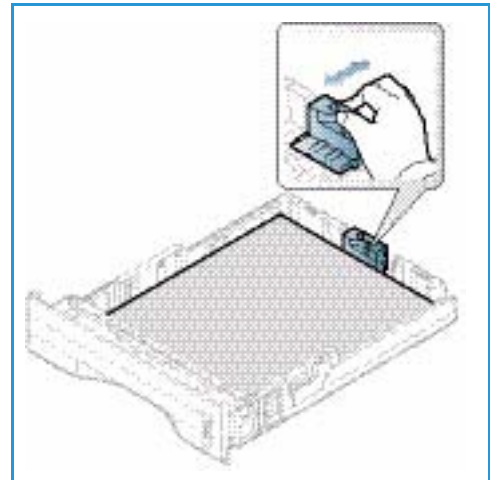
Using the instructions provided below, load paper into the machine. *Paper tray 1* can hold up to 250 sheets and *paper tray 2* (optional) can hold up to 520 sheets of 20 lb (80 g/m²) paper. For more media specifications, refer to [Media Guidelines and Specifications](#) on page 71 and [Media Specifications](#) on page 119.



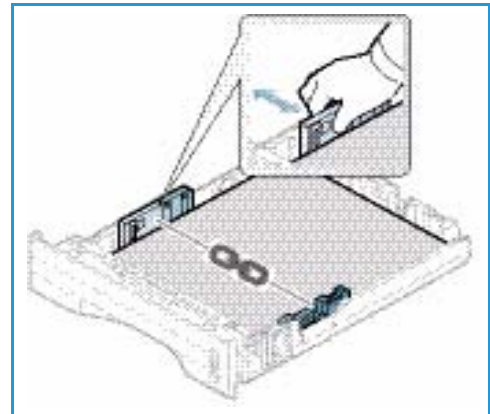
1. Pull out the *paper tray* and load paper into the tray, print side down. Do not fill above the *Maximum Fill* line indicated by the symbol ∇∇∇.



2. Slide the paper length guide until it lightly touches the end of the paper stack.



3. Position the side guide by squeezing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack.
4. Insert the *paper tray* into the machine.
5. After loading paper in the *paper tray*, set the paper size and type using the *control panel*. For information about setting the paper size and type on the *control panel*, refer to [Setting Paper Size and Type](#) on page 70.
6. When printing from your computer, ensure you select **Size** on the driver **Paper** tab to specify the correct paper size and type. Not confirming the paper details may result in printing delays. For information about setting the paper size and type in the *printer driver*, refer to [Paper Tab](#) on page 38.



Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

Using the Bypass Tray

The *bypass tray* is located on the front of your machine. It can be closed when not in use, making the product more compact. Use the *bypass tray* to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the *paper tray*.

When using the *bypass tray* for special media it may be necessary to use the *rear door* for the output. For further information refer to [Media Output Locations](#) on page 18.

Note: The *rear door* output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

Acceptable print media is plain paper from 3.0 x 5.0 inches to 8.5 x 14 inches Legal (76 mm x 127 mm to 216 mm x 356 mm) and weighing between 16 lb and 58 lb (60 g/m² and 220 g/m²). For more media specifications, refer to [Media Guidelines and Specifications](#) on page 71 and [Media Specifications](#) on page 119.

Loading the Bypass Tray

1. Lower the *bypass tray* **1**, located on the front of the machine and unfold the paper support extension **2**.
2. Prepare a stack of paper for loading by flexing or fanning it back and forth. Straighten the edges on a level surface. Remove any curl on postcards, envelopes and labels before loading them into the *bypass tray*.

Note: The *bypass tray* can hold a maximum of 50 sheets of 20 lb (80 g/m²) bond paper, 5 transparency sheets or 5 envelopes.

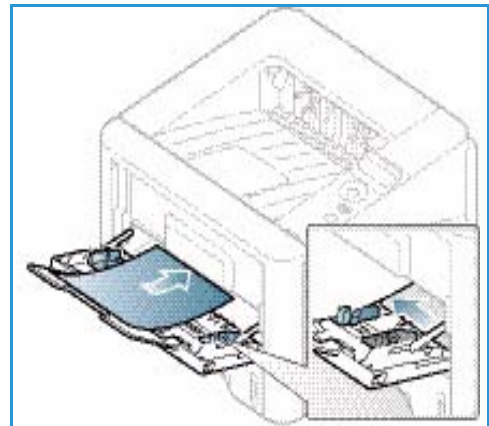
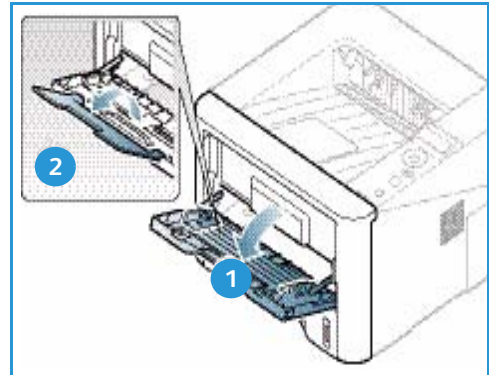
3. Load the print material between the width guides with the print side facing up.

Note: Hold transparencies by the edges and avoid touching the print side.

4. Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be under the *Maximum Fill* line indicated by the symbol ∇∇∇.
5. When printing from your computer, ensure you select **Size** on the driver **Paper** tab to specify the correct paper size and type. Not confirming the paper details may result in printing delays. For information about setting the paper size and type in the *printer driver*, refer to [Paper Tab](#) on page 38.

Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

6. After printing, remove any unfed paper and close the *bypass tray*.

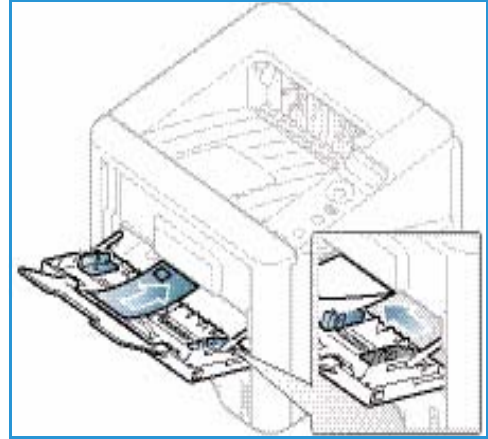


Envelope Mode

1. Lower the *bypass tray*, located on the front of the machine and unfold the paper support extension.
2. Remove any curl on envelopes before loading them into the *bypass tray*. Prepare a stack of envelopes for loading by flexing or fanning them back and forth. A maximum of 5 envelopes can be loaded. Straighten the edges on a level surface.

Note: For more information on media specifications, refer to [Media Guidelines and Specifications](#) on page 71 and [Media Specifications](#) on page 119.

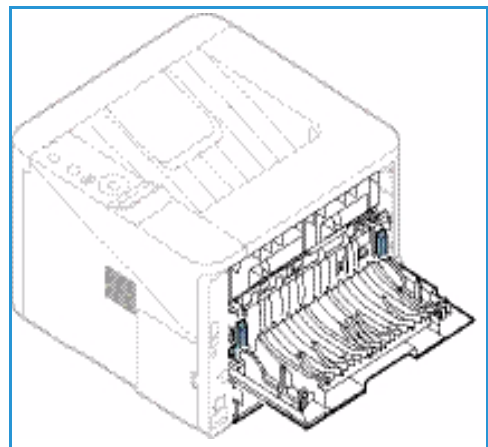
3. Load envelopes short edge feed and with the flaps facing down as shown in the illustration.
4. Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be under the *Maximum Fill* line indicated by the symbol ∇∇∇.



5. Open the *rear door* and leave the door open during printing.
6. When printing from your computer, ensure you select **Size** on the driver **Paper** tab to specify the correct paper size and type. Not confirming the paper details may result in printing delays. For information about setting the paper size and type in the *printer driver*, refer to [Paper Tab](#) on page 38.

Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

7. After printing, close the *bypass tray*.



Setting Paper Size and Type

After loading paper in the *paper tray*, set the *paper size and type* using the *control panel*. For computer printing, select the paper size and type in the application program you use on your computer.

Note: The settings made from the printer driver on your computer override the settings on the *control panel*.

After closing the *paper tray* the Paper Size and Type settings are automatically displayed. If correct, use the settings displayed or follow the steps below to change the settings to match the Paper Size and Type of paper loaded.

Setting the Paper Size

1. Press **Menu** on the *control panel*.
2. Press the up/down arrows to scroll to **Paper** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Feature and Setup Options](#) on page 76 for instructions.
3. Press the arrow buttons to scroll to the required **Paper Tray** and press **OK**.
4. Press the arrow buttons to scroll to **Paper Size** and press **OK**.
5. Press the arrow buttons to scroll to the paper size you want and press **OK**.
6. Press **OK** to save the selection.

Note: If you want to use special sized paper, select a custom paper size in the Printer Driver. Refer to [Paper Options](#) on page 38 for instructions.

Setting the Paper Type

1. Press **Menu** on the *control panel*.
2. Press the up/down arrows to scroll to **Paper** and press **OK**. If necessary, enter the *Administrator's Password* using the keypad. Refer to [Accessing the Feature and Setup Options](#) on page 76 for instructions.
3. Press the arrow buttons to scroll to the required **Paper Tray** and press **OK**.
4. Press the arrow buttons to scroll to **Paper Type** and press **OK**.
5. Press the arrow buttons to scroll to the paper type you want and press **OK**.
6. Press **OK** to save the selection.

Note: If you want to use special sized paper, select a custom paper size in the Printer Driver. Refer to [Paper Options](#) on page 38 for instructions.

Media Guidelines and Specifications

Media Guidelines

When selecting or loading paper, envelopes or other special media please adhere to these guidelines:

- Attempting to print on damp, curled, wrinkled or torn paper can cause paper jams and poor print quality.
- Use only high quality copier grade paper. Avoid paper with embossed lettering, perforations or texture that is too smooth or too rough.
- Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture or other conditions that can cause it to wrinkle or curl.
- During storage, moisture-proof wrap (any plastic container or bag) should be used to prevent dust and moisture from contaminating your paper.
- Always use paper and other media that conforms to the specifications.
- Use only well-constructed envelopes with sharp, well creased folds:
 - DO NOT use envelopes with clasps and snaps.
 - DO NOT use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials.
 - DO NOT use damaged or poorly made envelopes.
- Only use the special media recommended for use in laser printers.
- To prevent special media such as transparencies and label sheets from sticking together, remove them from the exit tray as they are printed.
- Place transparencies on a flat surface after removing them from the machine.
- Do not leave the special media in the *bypass tray* for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle transparencies and coated paper carefully.
- To avoid fading, do not expose the printed transparencies to prolonged sunlight.
- Store unused media at temperatures between 59°F and 86°F (15°C to 30°C). The relative humidity should be between 10 % and 70 % .
- When loading paper, do not fill above the *Maximum Fill* line indicated by the symbol ∇∇∇ .
- Verify that your labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
- Ensure that there is no exposed adhesive material between labels.



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

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

Media Types

The table below shows the media types supported for each tray for the following paper sizes:

- A4 8.27 x 11.69 inches (210 x 297 mm)
- Letter 8.5 x 11.0 inches (216 x 279 mm)
- Legal 8.5 x 14.0 inches (216 x 355. mm)
- Oficio 8.5 x 13.5 inches (216 x 343 mm)
- Folio 8.5 x 13.0 inches (216 x 330 mm)

Key:

- Supported X Not Supported

Types	Supported Weights	Tray 1	Tray 2	Bypass Tray	Duplex Unit
Plain	19 to 24 lb (70 to 90 g/m ²)	○	○	○	○
Thick	24 to 28 lb (91 to 105 g/m ²)	○	○	○	○
Thicker	43 to 58 lb (164 to 220 g/m ²)	X	X	○	X
Thin	16 to 18 lb (60 to 70 g/m ²)	○	○	○	○
Cotton	20 to 24 lb (75 to 90 g/m ²)	X	X	○	X
Colored	20 to 24 lb (75 to 90 g/m ²)	X	X	○	X
Preprinted	20 to 24 lb (75 to 90 g/m ²)	X	X	○	X
Recycled	19 to 24 lb (70 to 90 g/m ²)	○	○	○	○
Transparency (A4 / Letter only)	37 to 39 lb (138 to 146 g/m ²)	X	X	○	X
Labels	32 to 40 lb (120 to 150 g/m ²)	X	X	○	X
Card Stock	32 to 43 lb (121 to 163 g/m ²)	○	○	○	X
Bond	28 to 32 lb (105 to 120 g/m ²)	○	○	○	○
Archival	28 to 32 lb (105 to 120 g/m ²) if you need to keep the print-out for a long period time, such as archives, select this option	○	○	○	X

The table below shows the media types supported for Print for each tray for the following paper sizes:

- JIS B5 7.17 x 10.12 inches (182 x 257 mm)
- ISO B5 6.93 x 9.84 inches (176 x 250 mm)
- Executive 7.25 x 10.50 inches (184.2 x 266.7 mm)
- A5 5.85 x 8.27 inches (148.5 x 210 mm)
- A6 4.13 x 5.85 inches (105 x 148.5 mm)
- Postcard 4 x 6 inches (101.6 x 152.4 mm)
- Monarch Envelopes 3.88 x 7.5 inches (98.4 x 190.5 mm)
- DL Envelopes 4.33 x 8.66 inches (110 x 220 mm)
- C5 Envelopes 6.38 x 9.02 inches (162.0 x 229 mm)
- C6 Envelopes 4.49 x 6.38 inches (114 x 162 mm)
- No.10 Envelopes 4.12 x 9.5 inches (105 x 241 mm)

Key:

O Supported **X** Not Supported

Types	Supported Weights	Tray 1	Tray 2	Bypass Tray	Duplex Unit
Plain	19 to 24 lb (70 to 90 g/m ²)	O	O	O	X
Thick	24 to 28 lb (91 to 105 g/m ²)	O	O	O	X
Thicker	43 to 58 lb (164 to 220 g/m ²)	X	X	O	X
Thin	16 to 18 lb (60 to 70 g/m ²)	O	O	O	X
Cotton	20 to 24 lb (75 to 90 g/m ²)	X	X	O	X
Colored	20 to 24 lb (75 to 90 g/m ²)	X	X	O	X
Preprinted	20 to 24 lb (75 to 90 g/m ²)	X	X	O	X
Recycled	19 to 24 lb (70 to 90 g/m ²)	O	O	O	X
Postcard	32 to 43 lb (121 to 163 g/m ²) card stock	X	X	O	X
Envelopes	20 to 24 lb (75 to 90 g/m ²)	X	X	O	X

For more information on supported paper sizes and weights, refer to [Media Specifications](#) on page 119.

Machine Features and Setups

This chapter identifies the key settings that you can customize to meet your requirements. Changing these settings is easy and will save you time when using the machine.

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


This chapter includes:

- [Accessing the Feature and Setup Options](#) on page 76
- [Feature Options](#) on page 77
- [Setup Options](#) on page 81


Accessing the Feature and Setup Options

The machine feature and setup options are accessed through the **Menu** button on the *control panel*. The setup options should be set up and customized by the *System Administrator*. Access to these options is sometimes password protected.

Entering a password:

1. Press the **Menu** button  on the *control panel*.
2. Press the down arrow button to scroll to **Network Setup** and press **OK**. The **Enter Password** screen displays.
3. Enter the machine password, the default is 1111:
 - Press the up arrow button to get number 1 on the screen.
 - Press the right arrow button to get the second number in the password.
 - Continue pressing the up arrow to select the required number and the right arrow to move across until you have entered the whole password.
4. Select **OK**.

Access the menu options:

1. Press the **Menu** button  on the *control panel*.
2. Press the **Up/Down** arrow buttons to scroll through the menu items. Press **OK** to select the menu item.
3. Press the **Right/Left** arrow buttons to scroll to a menu option in the selected menu item. Press **OK** to select the menu option.
4. Customize the options required using the instructions on the following pages.
5. Settings can also be customized using *CentreWare Internet Services*. Refer to the [System Administrator Guide](#) for more information.

Feature Options

The feature menu items fall into the following groups:

- Information
- Layout
- Paper
- Graphics

A description of the options available for each follows.

Information

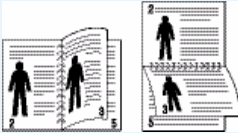
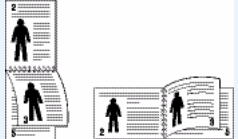
The following Information Pages are available to print:

Report	Description	Setting
Menu Map	This option enables you to print all the reports and information pages.	Print? Yes / No
Configuration	This report provides information about your machine setup, including the serial number, IP Address, installed options and the software version.	Print? Yes / No
Supplies Info	Prints the supplies information page.	Print? Yes / No
Demo Page	The demo page is printed to check the quality of the print.	Print? Yes / No
PCL Font	Prints the PCL font list	Print? Yes / No
PS Font	Prints the PS font list.	Print? Yes / No
EPSON Font	Prints the EPSON font list.	Print? Yes / No
Stored Job	Prints a list of the stored jobs	Print? Yes / No
Usage Counter	This report shows the number of impressions made on the machine. The list includes: <ul style="list-style-type: none"> • Total Impressions • Black Impressions • Black Printed Impressions • Sheets • 2 Sided Sheets • Printed Sheets • Printed 2 Sided Sheets • Black Printed Sheets • Black Printed 2 Sided Sheets • Maintenance Impressions • Black Maintenance Impressions 	Print? Yes / No

Layout

The following **Layout** feature options are available.

Option	Description	Settings * denotes factory default
Orientation	Selects the direction in which information is printed on the page. Portrait is printed on the long edge vertically and Landscape horizontally.	<ul style="list-style-type: none"> Portrait* Landscape
Common Margin	<ul style="list-style-type: none"> Simplex Margin: Sets the margin for one-sided printing. 	<ul style="list-style-type: none"> Top Margin: -5 to 5mm (0*) Left Margin: -5 to 5mm (0*)
	<ul style="list-style-type: none"> Duplex: Sets the margin for double-sided printing. 	Side 1: <ul style="list-style-type: none"> Top Margin: -5 to 5mm (0*) Left Margin: -5 to 5mm (0*) Side 2: <ul style="list-style-type: none"> Top Margin: -5 to 5mm (0*) Left Margin: -5 to 5mm (0*)
	<ul style="list-style-type: none"> Binding: When printing on both sides of the paper, the side A margin closest to the binding will be the same as the side B margin closest to the binding. Likewise, the side margins farthest from the binding will be the same. 	<ul style="list-style-type: none"> Short Binding: 0* to 22mm Long Binding: 0* to 22mm
Bypass Tray	Sets the paper margins when the Bypass Tray is used:	
	<ul style="list-style-type: none"> Simplex Margin: Sets the margin for one sided printing. 	<ul style="list-style-type: none"> Top Margin: -5 to 5mm (0*) Left Margin: -5 to 5mm (0*)
	<ul style="list-style-type: none"> Duplex: Sets the margin for double-sided printing. 	Side 1: <ul style="list-style-type: none"> Top Margin: -5 to 5mm (0*) Left Margin: -5 to 5mm (0*) Side 2: <ul style="list-style-type: none"> Top Margin: -5 to 5mm (0*) Left Margin: -5 to 5mm (0*)
Tray X	Sets the paper margins when Tray 1 or Tray 2 is used:	
	<ul style="list-style-type: none"> Simplex Margin: Sets the margin for one-sided printing. 	<ul style="list-style-type: none"> Top Margin: -5 to 5mm (0*) Left Margin: -5 to 5mm (0*)
	<ul style="list-style-type: none"> Duplex: Sets the margin for double-sided printing. 	Side 1: <ul style="list-style-type: none"> Top Margin: -5 to 5mm (0*) Left Margin: -5 to 5mm (0*) Side 2: <ul style="list-style-type: none"> Top Margin: -5 to 5mm (0*) Left Margin: -5 to 5mm (0*)

Option	Description	Settings * denotes factory default
Emulation Margin	Sets the paper margins for emulation printed pages.	<ul style="list-style-type: none"> Top Margin: 0* to 250mm Left Margin 0* to 186mm
Duplex	<p>Selects the binding edge when printing on both sides of the paper:</p> <ul style="list-style-type: none"> Off: Disables this option. Long Edge: This binding is the conventional layout used in book binding.  <ul style="list-style-type: none"> Short Edge: This binding is the conventional layout used in calendars. 	<ul style="list-style-type: none"> Off* Long Edge Short Edge

Paper

The following **Paper** feature options are available:

Option	Description	Settings * denotes factory default
Quantity	Selects the number of copies.	<ul style="list-style-type: none"> 1* to 999
Bypass Tray and Tray X	<ul style="list-style-type: none"> Paper Size: Sets the default paper size. 	<ul style="list-style-type: none"> Paper Size selection - refer to Media Specifications on page 119 for available sizes for each tray. (A4/Letter*) Custom: <ul style="list-style-type: none"> - Width: 76 to 216mm (210*) - Height: 127 to 356mm (297*)
	<ul style="list-style-type: none"> Paper Type: Selects the paper type currently loaded in the tray. 	<ul style="list-style-type: none"> Paper Type selection - refer to Media Specifications on page 119 for available paper types for each tray. (Plain Paper*)
Paper Source	<ul style="list-style-type: none"> Selects the default paper tray. 	<ul style="list-style-type: none"> Tray 1 Tray 2 (if installed) Bypass Tray Auto*
Bypass Mode	<ul style="list-style-type: none"> Allows for printing from the Bypass Tray regardless of the media loaded or the job attributes. 	<ul style="list-style-type: none"> Off* On

Graphics

The following **Graphics** feature options are available

- Resolution
- Darken Text:

Option	Description	Settings * denotes factory default
Resolution	Specifies the number of dots printed per inch (dpi). The higher the setting, the sharper printed characters and graphics.	<ul style="list-style-type: none"> • 600dpi - Normal* • 1200dpi - Best
Darken Text	<ul style="list-style-type: none"> • Lightens or darkens the print on the page. The Normal setting usually produces the best result. 	<ul style="list-style-type: none"> • Off • Lighter • Normal* • Darker

Job Manage (Optional)

If your machine has the optional memory fitted, the following **Job Management** feature options are available:

- Active Job
- Stored Job
- File Policy:

Option	Description	Settings
Active Job	<ul style="list-style-type: none"> • All of the print jobs waiting to be printed are listed in the active job queue in the order you sent them to the printer. 	<ul style="list-style-type: none"> • Print • Cancel
Stored Job	<ul style="list-style-type: none"> • Accesses the stored jobs. 	<ul style="list-style-type: none"> • Print: Yes / No • Delete
File Policy	<ul style="list-style-type: none"> • You can choose the file policy for generating the file name before you proceed with the job • Image Overwrite is a security measure to prevent unauthorized access and duplication of classified or private documents. When Image Overwrite is selected after a job is printed, all the data stored in the optional memory for that job is deleted. 	<ul style="list-style-type: none"> • Rename • Overwrite

Setup Options

The Setup menu enables you to customize options which are specific to the machine, such as *Language* and *Power Save* and *Emulation* settings. A password may be required to access and change these *Setup* settings.

You may also set up the network using the machine's display screen. Before doing that, you must have the relevant information concerning the type of network protocols and computer system you use. If you are not sure which setting to use, contact your *System Administrator* to configure this machine on the network. A password may be required to access and change the *Network Setups*.

The Setup menu items fall into the following groups:

- System Setup
- Emulation
- Network Setup

A description of the options available for each follows.

System Setup

The following **System Setup** feature options are available:

Option	Description	Settings * denotes factory default
Language	Use this option to set the message display language.	<ul style="list-style-type: none"> • English * • List of Available Languages
Power Save	Use this option to set the time the machine waits before entering <i>power save</i> mode. When the machine does not receive data for an extended period of time, power consumption is automatically lowered.	<ul style="list-style-type: none"> • 1 Min* • 5 Min • 10 Min • 15 Min • 20 Min • 30 Min • 45 Min • 60 Min • 120 Min
Wakeup Event	Use this option to determine what 'wakes' the machine up from <i>power save</i> mode. <ul style="list-style-type: none"> • Button Press: When you press any button the machine will 'wake up' from the <i>power save</i> mode. • Printer: When you open or close the paper tray, the machine will 'wake up' from the <i>power save</i> mode. 	<ul style="list-style-type: none"> • Button Press* • Printer

Option	Description	Settings * denotes factory default
Auto Continue	<p>Determines whether or not the machine continues printing when it detects the paper does not match the paper settings.</p> <ul style="list-style-type: none"> • Off: If a paper mismatch occurs, the machine waits until you insert the correct paper. • On: If a paper mismatch occurs, an error message will display. The machine waits for about 30 seconds, then automatically clear the message and continues printing. 	<ul style="list-style-type: none"> • On* • Off
Paper Subst.	<p>Automatically substitutes the printer driver's paper size to prevent the paper mismatch between Letter and A4. For example, if you have A4 paper in the tray and you select Letter in the printer driver, the machine prints on A4 paper and vice versa.</p>	<ul style="list-style-type: none"> • On • Off*
Paper Mismatch	<p>Determines whether to disregard the paper mismatch error or not. If Off is selected, the machine continues to print even if the paper mismatches.</p>	<ul style="list-style-type: none"> • On* • Off
Tray Chaining (Auto Tray Switch)	<p>Determines whether or not the machine continues printing when a tray runs out of paper. When On is selected, the paper supply will be switched to an alternative tray if possible and printing will continue. Option not available if Paper Source is set to Auto.</p>	<ul style="list-style-type: none"> • On* • Off
Default Paper	<p>Use this option to set the default size of paper.</p>	<ul style="list-style-type: none"> • Letter* • A4
Metric Default	<p>Use to set the machine to display measurements in millimeters or inches.</p>	<ul style="list-style-type: none"> • Inches* • Millimeters
Altitude Adj.	<p>The xerographic process used in your machine to make prints is affected by air pressure. Air pressure is determined by the height of the machine above sea level. The machine will automatically compensate for differences in air pressure if you enable the feature.</p>	<ul style="list-style-type: none"> • Normal* • High1 • High2 • High3
Line Term.	<p>Allows you to append the required carriage return to each line feed, which is useful for Unix or DOS users.</p>	<ul style="list-style-type: none"> • LF* • LF+CR

Option	Description	Settings * denotes factory default
Job Timeout	When there is no input for a certain period of time, the machine cancels the current job. You can set the amount of time the machine will wait before canceling the job.	<ul style="list-style-type: none"> 15 to 300 sec. (16 sec.*)
Config. Page	This report provides information about your machine setup, including the serial number, IP Address, installed options and the software version. Select On to enable this feature.	<ul style="list-style-type: none"> On* Off
Maintenance	Supplies Info.: Allows you to check how many pages are printed and how much toner is left in the cartridge.	<ul style="list-style-type: none"> Printed Pages displays
	Toner Low Alert: If toner in the cartridge has run out, a message informing the user to change the toner cartridge appears. You can set the option for this message to appear or not.	<ul style="list-style-type: none"> On* Off
Toner Save	Activating this mode extends the life of your toner cartridge and reduces your cost per page beyond what one would experience in the normal mode, but it reduces print quality.	<ul style="list-style-type: none"> On Off *
Earth Smart	Enables you to save print resources and enables eco-friendly printing. The Onforce setting requires a password to turn Earth Smart off.	
	Default Mode: Choose Off, On or Onforce. Onforce Sets the <i>Earth Smart</i> mode On with a password. If a user wants to turn the <i>Earth Smart</i> mode On or Off, the user needs to enter a password.	<ul style="list-style-type: none"> Off* On Onforce
	Change Template: Selects the <i>Earth Smart</i> template set from the CentreWare Internet Services.	<ul style="list-style-type: none"> Default* Custom
Clear Setting	Restores the machine's factory default settings.	<ul style="list-style-type: none"> Yes / No

Emulation

The following **Emulation** feature options are available:

Option	Description	Settings * denotes factory default
Emulation Type	The machine language defines how the computer communicates with the machine.	<ul style="list-style-type: none"> • Auto* • PCL • PostScript • EPSON • IBM
Emulation Setup	Sets the detailed settings for the selected emulation type:	
	<ul style="list-style-type: none"> • PCL 	<ul style="list-style-type: none"> • Typeface • Symbol • Courier • Pitch • Lines • Wide A4
	<ul style="list-style-type: none"> • PostScript 	<ul style="list-style-type: none"> • Print PS Error: On / Off*
	<ul style="list-style-type: none"> • EPSON/IBM 	<ul style="list-style-type: none"> • Font • Character Set • Character Tab • Pitch • LPI • Auto Wrap

Network Setup

The following **Network Setup** feature options are available:

For more detailed information refer to the [Xerox Phaser 3320DN/3320DNI System Administrator Guide](#).

Option	Description	Settings * denotes factory default
TCP/IP(IPv4)	Selects the appropriate protocol and configures parameters to use the network environment. <i>Note:</i> There are lots of parameters to be set. If you are not sure, leave as is, or consult the network administrator.	<ul style="list-style-type: none"> • DHCP* • BOOTP • Static
TCP/IP(IPv6)	Selects this option to use the network through IPv6.	IPv6 Activate: <ul style="list-style-type: none"> • On*/ Off DHCPV6 Config: <ul style="list-style-type: none"> • Router* • DHCPv6 Address • DHCPv6 Off
Ethernet Speed	Configure the network transmission speed.	<ul style="list-style-type: none"> • Auto* • 10M Half • 10M Full • 100M Half • 100M Full • Giga Full
802.1x	Use to enable 802.1x and CentreWare Internet Services.	Off* / On: <ul style="list-style-type: none"> • EAP-MD5 • EAP-MSCHAPv2 • PEAP • EAP-TLS
Wireless (Phaser 3320DNI only)	Use to enable the machine to be configured on a wireless network connection. <i>Note:</i> If you choose a wireless connection for your printer, you cannot use a wired connection at the same time.	Wi-Fi: <ul style="list-style-type: none"> • On / Off WPS Setting: <ul style="list-style-type: none"> • PBC* • PIN WLAN Default: <ul style="list-style-type: none"> • Restore WLAN Signal: <ul style="list-style-type: none"> • Excellent • Very Good • Good • Low • Very Low • No Signal
Clear Setting	Reverts the network settings to the default values.	<ul style="list-style-type: none"> • Clear? Yes / No
Network Conf.	Enables printing of the Network Configuration report.	<ul style="list-style-type: none"> • Print? Yes / No

Setup Options

Option	Description	Settings * denotes factory default
Net. Activate	Turns access to the Ethernet network on or off.	<ul style="list-style-type: none">• On* / Off
HTTP Activate	Enables Http on the machine giving access to the embedded web page.	<ul style="list-style-type: none">• On* / Off

General Care and Troubleshooting

This chapter includes:

- [General Care](#) on page 88
- [Troubleshooting](#) on page 93
- [Further Assistance](#) on page 116

General Care

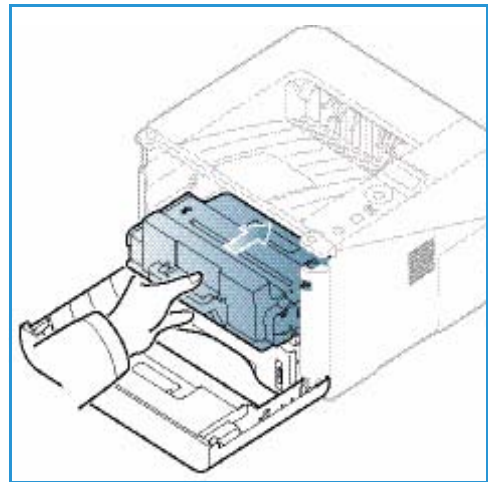
There is only one *customer replaceable* consumable in the machine, the *print cartridge*. To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number. Supplies can also be ordered from www.xerox.com, refer to [Support](#) on page 64 for further information.

The machine's serial number is located on the inside of the *front door* on the machine and is printed on the *configuration report*. For further information about locating the serial number, please refer to [Locating the Serial Number](#) on page 116.

Print Cartridge

To avoid print quality problems resulting from worn parts and to maintain your machine in top working condition, the *print cartridge* will need to be replaced after printing the specified number of pages or when the life span of the cartridge has expired.

The machine will display a message when the *print cartridge* needs to be replaced. Only replace the cartridge when a message instructs you to do so or when instructed by a Xerox representative. To replace the *print cartridge* follow the instructions provided within this guide or with the consumable.



⚠ WARNING: When replacing consumables, DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine.

Storage and Handling

Follow the guidelines below for storing and handling consumables:

- Always store print cartridges unopened and inside their original package.
- Store the correct side up in a horizontal position (not standing on end).
- Do not store consumables in:
 - Temperatures greater than 40°C (104°F).
 - Humidity range less than 20% and not greater than 80%.
 - An environment with extreme changes in humidity or temperature.
 - Direct sunlight or room light.
 - Dusty places.
 - A vehicle for a long period of time.
 - An environment where corrosive gases are present.

- An environment with salty air.
- Do not store consumables directly on the floor.
- Do not touch the surface of the photosensitive drum in the *print cartridge*.
- Do not expose the *print cartridge* to unnecessary vibrations or shock.
- Never manually rotate the drum in the *print cartridge*, especially in the reverse direction; this can cause internal damage and toner spillage.

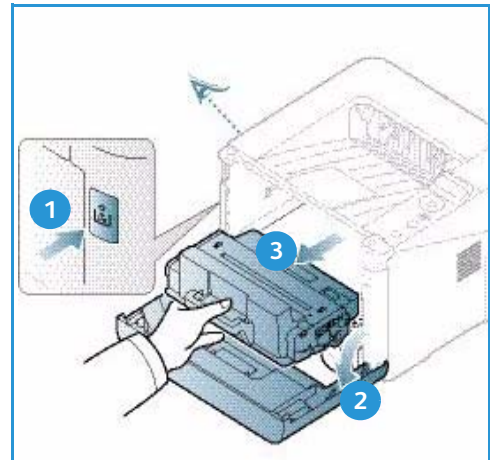
Replacing the Print Cartridge

The *print cartridge* contains components that are sensitive to light, temperature, and humidity. Follow the recommendations provided to ensure the optimum performance, highest quality, and longest life from your new *print cartridge*.

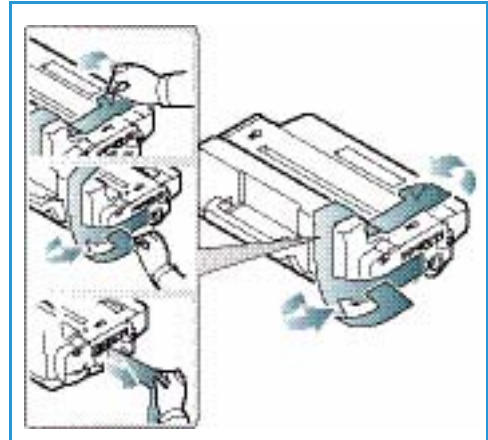
Store the cartridge in the same environment as the printer it will be used in; this should be in controlled office temperature and humidity conditions. The *print cartridge* should remain in its original, unopened package until installation. If the original packaging is not available, cover the top opening of the cartridge with paper and store in a dark cabinet. Opening the cartridge package prior to use dramatically shortens its operating life.

When the *print cartridge* is empty the *Replace new cartridge* message appears on the display screen. At this stage the *print cartridge* needs to be replaced. If not replaced, the machine will stop printing. Replace the *print cartridge* using the following instructions.

1. Press the release latch on the left side of the machine.
2. Open the *front door*.
3. Pull the *print cartridge* out.

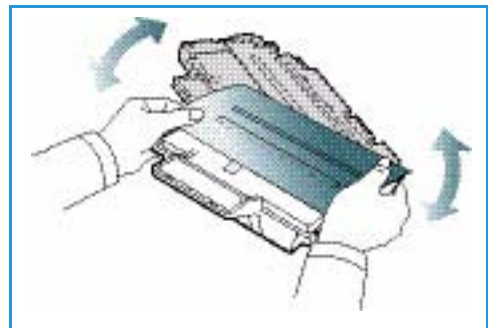


4. Remove the new *print cartridge* from the packaging.
5. Remove the protective sheet from the cartridge and the plastic handle that is attached to the protective sheet. Carefully remove all the remaining tape and packaging from the cartridge.



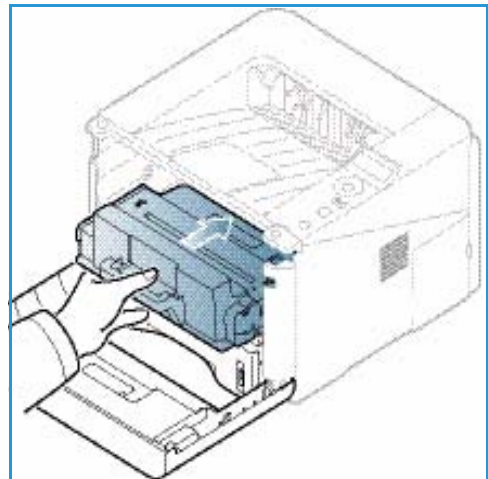
6. Slowly shake the cartridge five or six times to distribute the toner evenly inside the cartridge.

Note: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.



CAUTION: Do not touch the green underside of the *print cartridge*. Use the handle on the cartridge to avoid touching this area.

7. Hold the *print cartridge* by the handle and slowly insert the cartridge into the opening in the machine.
8. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place.
9. Close the *front door*. Make sure that the door is securely closed.



Checking the Supplies Life

1. Press **Menu** on the *control panel*.
2. Use the arrow buttons to scroll to **Maintenance** and press **OK**.
3. Use the arrow buttons to scroll to **Supplies Info.** and press **OK**.

Toner information and the number of pages printed is displayed.

Cleaning the Machine

⚠ WARNING: When cleaning the machine do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

⚠ WARNING: Do not use pressurized air-spray cleaning aids on or in this equipment. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

Control Panel, Paper Trays and Output Tray

Regular cleaning keeps the display, *control panel* and other machine areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the *control panel*, including the display.
3. Wipe clean the *output tray*, *paper trays* and other outside areas of your machine.
4. Remove any residue with a clean cloth or paper towel.

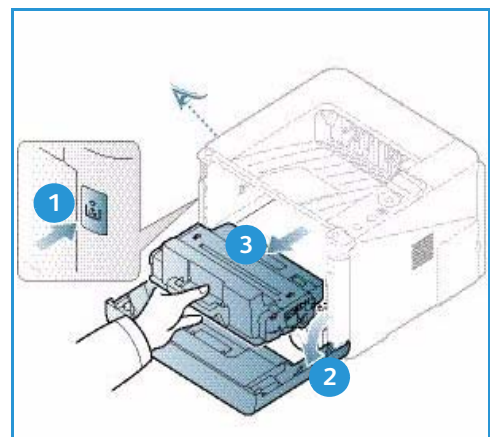
Internal Areas

During the printing process, paper, toner, and dust particles can accumulate inside the machine. This can cause print quality problems, such as toner specks or smearing. Cleaning inside the machine clears and reduces these problems.

1. Turn the machine off and unplug the power cord. Wait for the machine to cool down.
2. Press the release latch on the left side of the machine and open the *front door*.
3. Pull the *print cartridge* out and place it on a clean flat surface.

⚠ CAUTIONS:

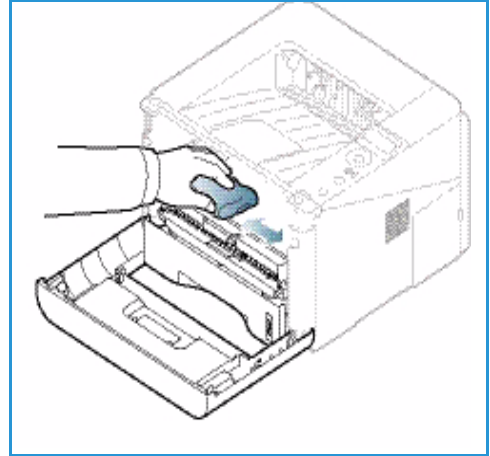
- To prevent damage to the *print cartridge*, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green surface on the underside of the *print cartridge*. Use the handle on the cartridge to avoid touching this area.



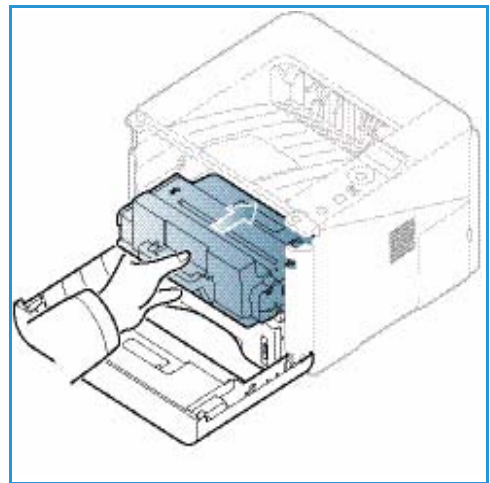
General Care

4. With a dry, lint-free cloth, wipe away any dust and spilled toner from the *print cartridge* area.

⚠ CAUTION: While cleaning the inside of the machine, be careful not to damage the transfer roller or any other inside parts. Do not use solvents such as benzene or thinner to clean. Printing quality problems can occur and damage can be caused to the machine.



5. Re-install the *print cartridge*. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place. Close the *front door*.
6. Plug in the power cord and turn the machine on.



Moving the Machine

- When moving the machine, do not tilt or turn it upside down as the inside of the machine may become contaminated with toner, which can cause damage to the machine or adversely affect print quality.
- When moving the machine, make sure at least two people are holding the machine securely.

Troubleshooting

If a problem occurs, messages appear on the *control panel* display to indicate the error. Perform the following problem solving procedure:

1. When errors occur, a message appears on the display. Press **OK**.
2. Check the display message to see what kind of error has occurred.
If several messages appear, press the up/down arrows to highlight the message you want solve.
3. Use the following information to resolve the problem:
 - [Redistributing Toner](#) on page 94
 - [Paper Jams](#) on page 95
 - [Error Messages](#) on page 101
 - [Paper Feeding Problems](#) on page 104
 - [Printing Problems](#) on page 105
4. Press **OK** on the *control panel*. If the error message still appears, repeat the procedure.
5. If the problem cannot be resolved, power off and on, and try the job again.
If the problem persists, call for service. When you call for service, provide the service representative with the contents of the display message.

Status / Wireless LED

The color of the Status / Wireless LED located on the *control panel* indicate's the machine's current status. The table below describes the various indicators.

Note: Some LEDs may not be available, depending on machine configuration.

LED	Color	Status	Description
Status LED	None	Off	Machine is offline
	Green	On	The machine is on-line and can be used.
	Green	Blinking	When the backlight blinks, the machine is receiving and printing data.
	Orange	On	<ul style="list-style-type: none"> • A cover is open. Close the cover. • There is no paper in the tray. Load paper in the tray. • The machine has stopped due to a fault. Check the display message to resolve. • The print cartridge has reached its estimated end of life. Replace the print cartridge - see Replacing the Print Cartridge on page 89

LED	Color	Status	Description
	Orange	Blinking	<ul style="list-style-type: none"> A minor error has occurred and the machine is waiting for the error to be corrected. Check the display message. When the problem is resolved, the machine resumes. The print cartridge is near its estimated end of life. Prepare a new cartridge for replacement. You may temporarily increase the printing quality by redistributing the toner - see Redistributing Toner on page 94.
Wireless LED (Phaser 3320DNI only)	Blue	On	This is the default setting. Also shows blue when the machine is connected to a wireless network. (Phaser 3320 DNI only.)

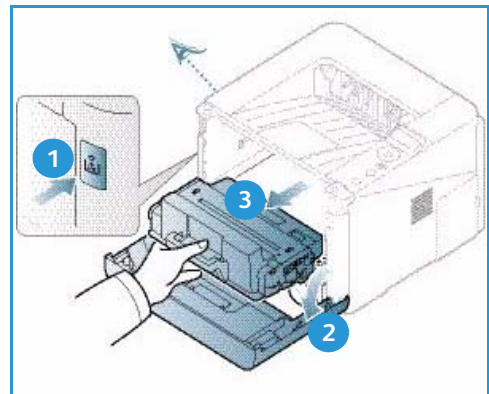
Redistributing Toner

When the *print cartridge* is near the end of its life:

- White streaks or light printing occurs.
- Prepare new cartridge* or *Replace new cartridge* message appears on the display.

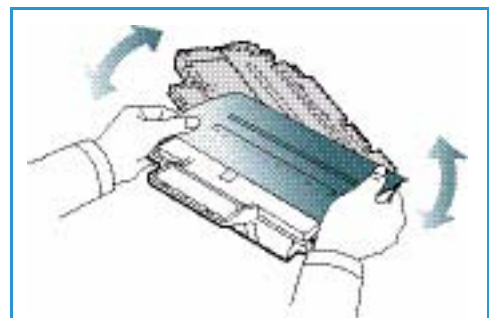
If this happens, you can temporarily improve print quality by redistributing the remaining toner in the cartridge. In some cases, white streaks or light printing will still occur even after you have redistributed the toner.

- Press the release latch on the left side of the machine.
- Open the *front door*.
- Pull the *print cartridge* out.



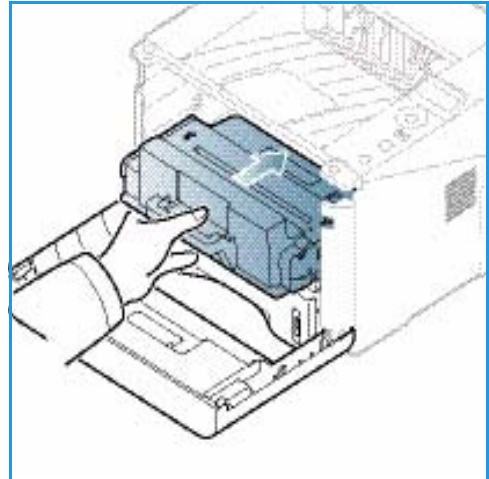
- Slowly shake the cartridge five or six times to distribute the toner evenly inside the cartridge.

Note: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.



CAUTION: Do not touch the green underside of the *print cartridge*. Use the handle on the cartridge to avoid touching this area.

5. Hold the *print cartridge* by the handle and slowly insert the cartridge into the opening in the machine.
6. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it is fully pushed into place.
7. Close the *front door*. Ensure that the door is securely closed.

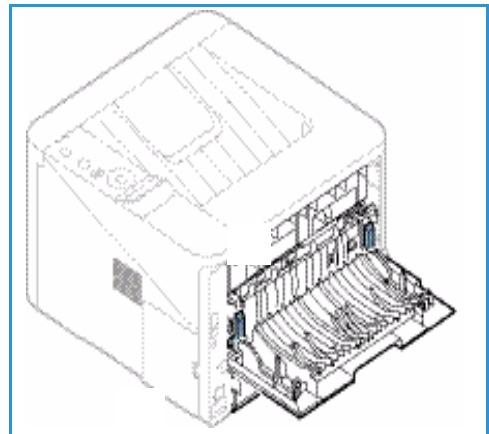


Paper Jams

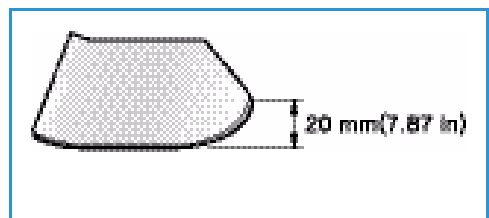
Tips for Avoiding Paper Curls

1. Open the *rear door*.
2. Leave the *rear door* open. Prints will be delivered face up.

Note: The *rear door* output can only be used for simplex jobs one sheet at a time. Duplex printing with the rear door open will cause paper jams.



Note: Only use when the printout has more than 20mm curl.




Tips for Avoiding Paper Jams

By selecting the correct media types, most paper jams can be avoided. When a paper jam occurs, refer to [Paper Jams](#) on page 95.

- Ensure that the adjustable guides on the paper tray are positioned correctly. (See [Loading Paper Tray 1 and Paper Tray 2 \(optional\)](#) on page 66.)

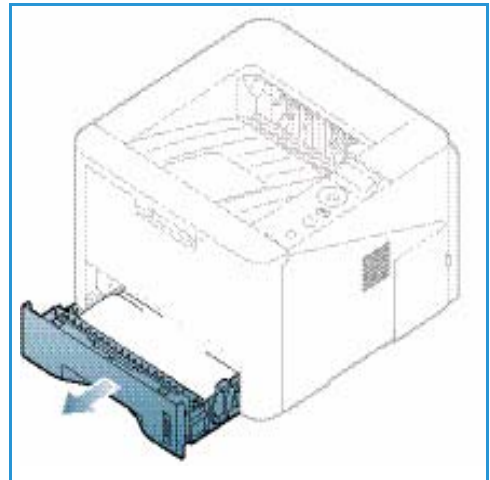
- Do not overload the tray. Ensure that the paper level is below the paper capacity mark $\nabla\nabla$ on the inside of the tray.
- Do not remove paper from the tray while your machine is printing.
- Flex, fan, and straighten paper before loading.
- Do not use creased, damp, or highly curled paper.
- Do not mix paper types in a tray.
- Use only recommended print media. (See [Media Types](#) on page 72.)
- Ensure that the recommended side of the print media is facing down in the tray, or facing up in the *bypass tray*.
- Do not print duplex output with the rear door open.

When a paper jam occurs, a warning message appears on the display screen.

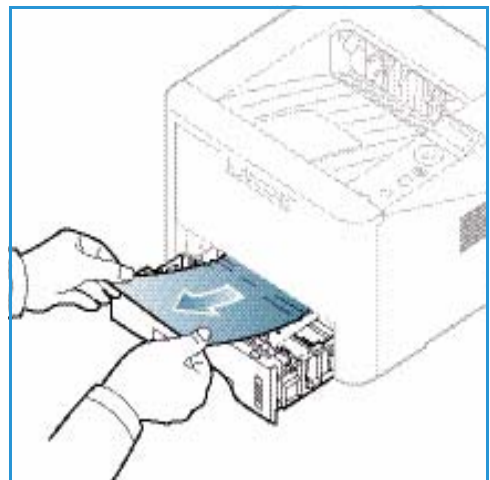
 **CAUTION:** To avoid tearing the paper, pull the jammed paper out slowly and gently. Follow the instructions in the following sections to clear the jam.

Paper Tray 1

1. Press the release latch on the left side of the machine and open then close the *front door*. The jammed paper is automatically ejected from the machine.
If the paper does not exit, go to the next step.
2. Pull out *paper tray 1*.

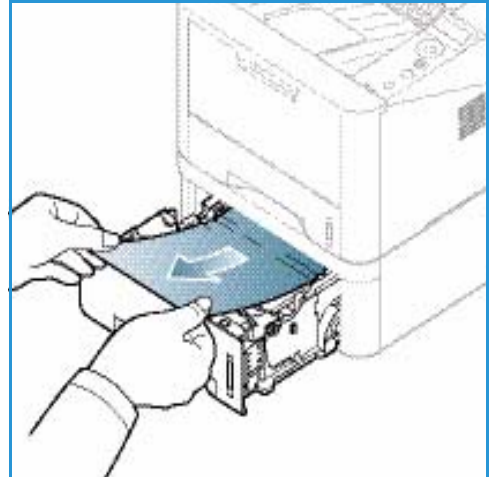


3. Remove the jammed paper by gently pulling it straight out.
4. If the paper does not move when you pull, or if you do not see the paper in this area, check the area around the *print cartridge*. Refer to [Inside the Machine](#) on page 98.
5. Insert tray 1 back into the machine until it snaps into place. Printing automatically resumes.

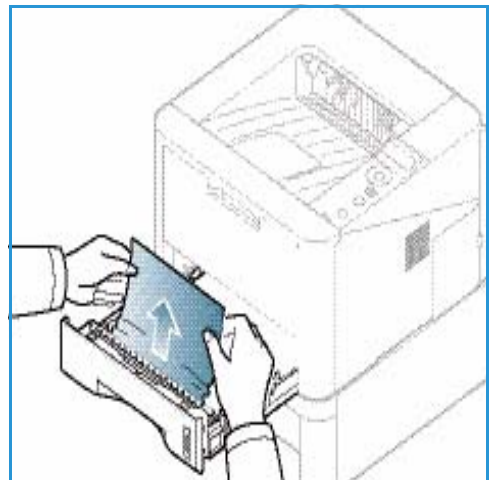


Paper Tray 2

1. Pull out paper tray 2.
2. Remove the jammed paper from the machine.
If the paper does not move when you pull it or if you do not see the paper in this area, stop and go to the next step. If the paper has been removed, insert tray 2 back into the machine until it snaps into place. Printing automatically resumes.
3. Pull tray 1 half-way out.

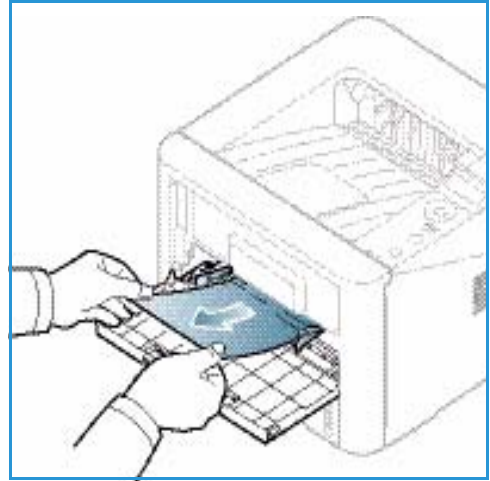


4. Pull the paper straight up and out.
5. Insert the trays back into the machine. Printing automatically resumes.



Bypass Tray

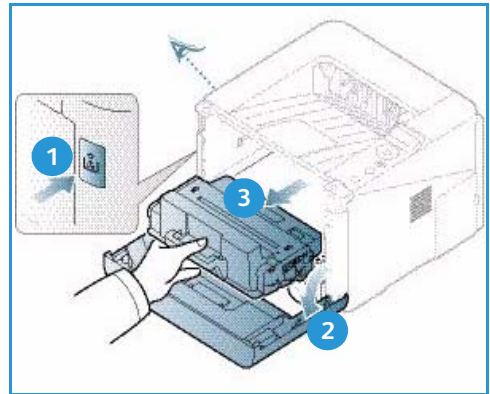
1. If the paper is not feeding properly, pull the paper out of the machine.
2. Press the release latch on the left side of the machine and open then close the *front door*.
3. Re-load the *bypass tray* to resume printing.



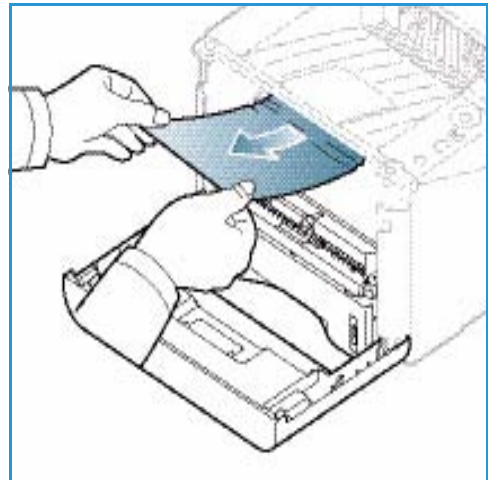
Inside the Machine

⚠ CAUTION: The fuser area is hot. Take care when removing paper from the machine.

1. Press the release latch on the left side of the machine.
2. Open the *front door*.
3. Pull the *print cartridge* out, lifting it up slightly at the front.

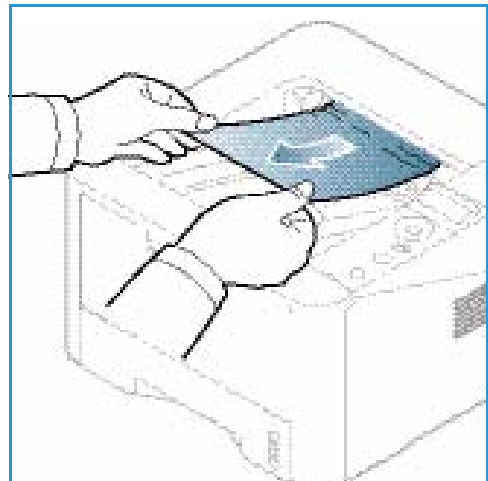


4. Remove the jammed paper by gently pulling it straight out.
5. Replace the *print cartridge*. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place. Close the *front door*. Printing automatically resumes.

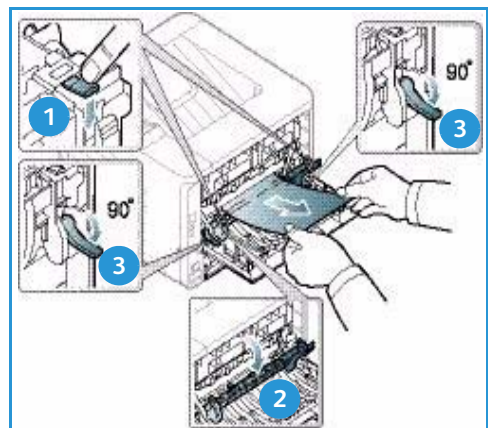


Output Area

1. Press the release latch on the left side of the machine and open then close the *front door*. The jammed paper is automatically ejected from the machine.
If no paper is automatically ejected and you do not see the jammed paper, go to the next step.
2. Gently pull the paper out of the *output tray*.
If you do not see the jammed paper or if there is any resistance when you pull, stop and go to the next step.



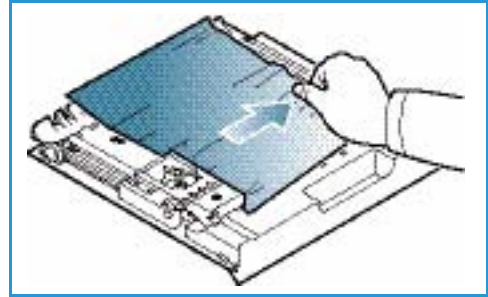
3. Press the release button **1** and open the *rear door* **2**.
4. If you see the jammed paper, pull down the pressure levers on each side about 90 degrees and remove the paper **3**.
If you still do not see the paper, go to step 1 in the next section, otherwise close the rear cover. Printing automatically resumes.



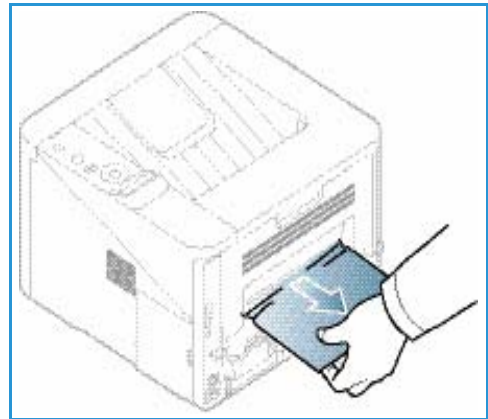
Duplex Unit Area

If the *duplex unit* is not inserted correctly, a paper jam may occur. To avoid paper jams, make sure that the *duplex unit* is inserted correctly with the edges of the unit aligned with the feed grooves on the inside of the machine. The *duplex unit* is located at the rear of the machine.

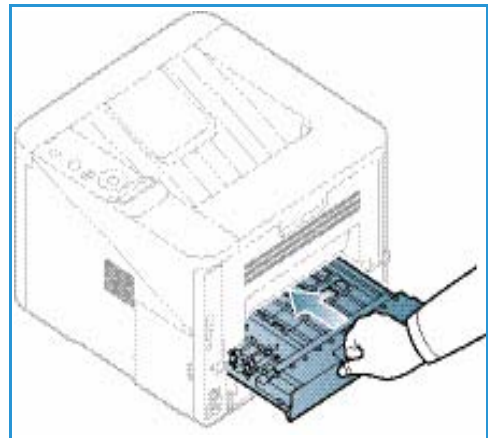
1. Pull the *duplex unit* out of the machine.
2. Remove the jammed paper from the *duplex unit*
If the paper does not come out with the *duplex unit*, go to the next step.



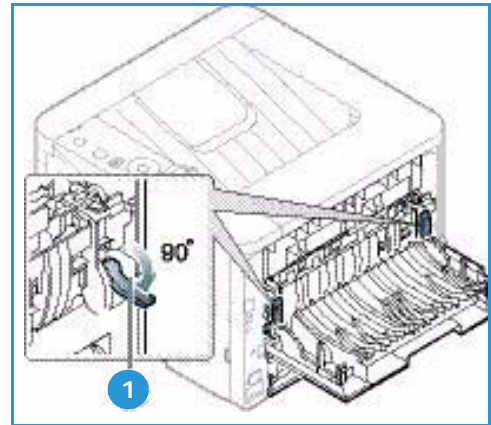
3. Remove the paper from the bottom of the machine.



4. Insert the *duplex unit* back into the machine, aligning the edges of the unit with the feed grooves on the inside of the machine. Make sure the *duplex unit* is fully pushed in.
5. If paper is still jammed, go to the next step.



6. Open the *rear door*. If you see the jammed paper, pull down the pressure levers **1** on each side about 90 degrees and remove the paper.
7. Close the *rear door*. Printing automatically resumes.



Error Messages

Messages appear on the control panel display to indicate the machine's status or errors. Refer to the tables below to understand the messages and their meaning, and correct the problem, if necessary.

Notes:

- If a message is not in the table, reboot the power and try the printing job again. If the problem persists, call a service representative.
- When you call for service, provide the service representative with the contents of the display message.
- Some messages may not appear on the display depending on the options or models.

Paper Jam Messages

Message	Meaning	Suggested solutions
Paper Jam in Tray 1	Paper has jammed in the paper feed area.	Clear the jam (see Paper Tray 1 on page 96).
Paper Jam in Tray 2	Paper has jammed in the optional tray.	Clear the jam (see Paper Tray 2 on page 97).
Paper Jam in Bypass	Paper has jammed in the multi-purpose tray.	Clear the jam (see Bypass Tray on page 98).
Jam inside machine	Paper has jammed in the inside machine.	Clear the jam (see Inside the Machine on page 98).
Jam in exit area	Paper has jammed in the paper exit area.	Clear the jam (see Output Area on page 99).
Jam bottom of duplex	Paper has jammed in the duplex area.	Clear the jam (see Duplex Unit Area on page 100).

Print Cartridge Messages

Message	Meaning	Suggested solutions
Install Print Cartridge	A print cartridge is not installed.	Install a print cartridge.
Invalid Print Cartridge	The print cartridge you have installed is not for your machine.	Install a Xerox-genuine print cartridge, designed for your machine.
Replace Print Cartridge	The print cartridge has almost reached its estimated life. The machine might stop printing.	You can choose Stop or Continue as shown on the control panel. If you select Stop , the printer stops printing and you cannot print any more without changing the cartridge. If you select Continue , the printer keeps printing but the printing quality cannot be guaranteed. Replace the print cartridge for the best print quality when this message appears (see Replacing the Print Cartridge on page 89). If the machine stops printing, replace the print cartridge (see Replacing the Print Cartridge on page 89).
Order Print Cartridge	Small amount of toner is left in the print cartridge.	Order a new cartridge for replacement. You may temporarily increase the printing quality by redistributing the toner (see Redistributing Toner on page 94).

Paper Tray Messages

Message	Meaning	Suggested solutions
Tray 1 Empty	There is no paper in tray 1.	Load paper in tray 1 (see Loading Paper Tray 1 and Paper Tray 2 (optional) on page 66).
Tray 2 Empty	There is no paper in tray 2.	Load paper in tray 2 (see Loading Paper Tray 1 and Paper Tray 2 (optional) on page 66).
Bypass Tray Empty	There is no paper in the bypass tray.	Load paper in the bypass tray (see Using the Bypass Tray on page 67).
Tray 2 is open	Tray 2 has not been pushed in.	Push Paper Tray 2 fully into the machine.
OutputBin Full	The output tray is full.	Remove paper from the output tray, the printer resumes printing.

Network Messages

Message	Meaning	Suggested solutions
Network Problem IP Conflict	The network IP address you have set is being used by someone else.	Check the IP address and reset it if necessary (see the System Administrator Guide).
802.1x Network Error	Fail to authenticate.	Check the network authentication protocol. If the problem persists, contact your network administrator.

Miscellaneous Messages

Message	Meaning	Suggested solutions
Door Open Close it	The front cover or rear cover is not securely closed.	Close the door until it locks into place.
Error [error number] Call for service	A system error has occurred	Reboot the power and try the printing job again. If the problem persists, please call for service.
Error [error number] Turn Off then On	The machine unit cannot be controlled.	Reboot the power and try the printing job again. If the problem persists, please call for service.

Common Problems

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, call for service.

Paper Feeding Problems

Condition	Suggested Solutions
Paper jams during printing.	<ul style="list-style-type: none"> • Clear the paper jam. (See Paper Jams on page 95.)
Paper sticks together.	<ul style="list-style-type: none"> • Check the maximum paper capacity of the tray. (See Media Specifications on page 119.) • Make sure that you are using the correct type of paper. (See Media Types on page 72.) • Remove paper from the tray and flex or fan the paper. • Humid conditions may cause some paper to stick together. • Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight.
Paper does not feed into the machine.	<ul style="list-style-type: none"> • Remove any obstructions from inside the machine. • Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. • There is too much paper in the tray. Remove excess paper from the tray. • The paper is too thick. Use only paper that meets the specifications required by the machine. (See Media Specifications on page 119.) • If you are printing on special media, use the <i>bypass tray</i>.
The paper keeps jamming.	<ul style="list-style-type: none"> • There is too much paper in the tray. Remove excess paper from the tray. If you are printing on special media, use the <i>bypass tray</i>. • An incorrect type of paper is being used. Use only paper that meets the specifications required by the machine. (See Media Types on page 72.) • There may be debris inside the machine. Press the release latch on the left side of the machine and open the front door, remove the <i>print cartridge</i> and any debris. Reinsert the <i>print cartridge</i>.
Transparencies stick together in the paper exit.	<ul style="list-style-type: none"> • Use only transparencies specifically designed for laser printers. Remove each transparency as it exits from the machine.
Envelopes skew or fail to feed correctly.	<ul style="list-style-type: none"> • Ensure that the paper guides are against both sides of the envelopes.

Printing Problems

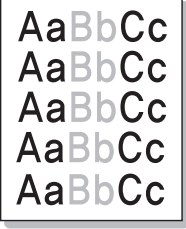
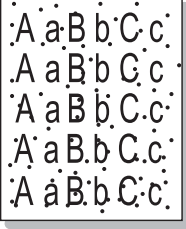
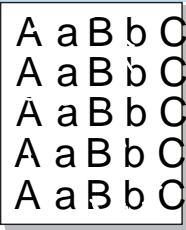

Condition	Possible Cause	Suggested Solutions
The machine does not print.	The machine is not receiving power.	<ul style="list-style-type: none"> • Check the power cord connections. • Check the power switch and the power source.
	The machine is not selected as the default machine.	<ul style="list-style-type: none"> • Select your machine as your default machine in Windows.
	<p>Check the machine for the following:</p> <ul style="list-style-type: none"> • The front door is not closed. Close the front door. • Paper is jammed. Clear the paper jam. (See Paper Jams on page 95.) • No paper is loaded. Load paper. (See Loading Paper Tray 1 and Paper Tray 2 (optional) on page 66.) • The print cartridge is not installed. Install the print cartridge. <p>If a system error occurs, contact your service representative.</p>	
	The connection cable between the computer and the machine is not connected properly.	<ul style="list-style-type: none"> • Disconnect the machine cable and reconnect it.
	The connection cable between the computer and the machine is defective.	<ul style="list-style-type: none"> • If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different machine cable.
	The port setting is incorrect.	<ul style="list-style-type: none"> • Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the machine is attached to the correct one.
	The machine may be configured incorrectly.	<ul style="list-style-type: none"> • Check the printer driver options to ensure that all of the print settings are correct. (See Print Procedure on page 34.)
	The printer driver may be incorrectly installed.	<ul style="list-style-type: none"> • Reinstall the printer software. (See Install Printer Software on page 24.)
	The machine is malfunctioning.	<ul style="list-style-type: none"> • Check the display message on the control panel to see if the machine is indicating a system error. Contact a service representative.
The document size is so big that the hard disk space of the computer is insufficient to access the print job.	<ul style="list-style-type: none"> • Get more hard disk space and print the document again. 	

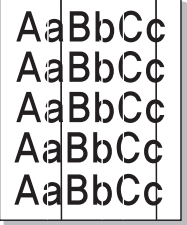
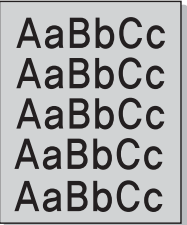
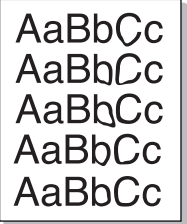
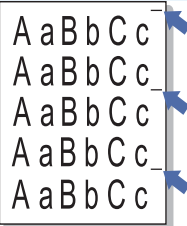
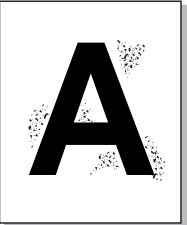
Condition	Possible Cause	Suggested Solutions
The machine selects print materials from the wrong paper source.	The paper option that was selected in the printing options may be incorrect.	<ul style="list-style-type: none"> For many software applications, the paper source selection is found under the Paper tab within the Printing Preferences. Select the correct paper source. (See Paper Options on page 38.)
A print job is extremely slow.	The job may be very complex.	<ul style="list-style-type: none"> Reduce the complexity of the page or try adjusting the print quality settings.
Half the page is blank.	The page orientation setting may be incorrect.	<ul style="list-style-type: none"> Change the page orientation in your application. See the printer driver help screen.
	The paper size and the paper size settings do not match.	<ul style="list-style-type: none"> Ensure that the paper size in the printer driver settings matches the paper in the tray. Or, ensure that the paper size in the printer driver settings matches the paper selection in the software application settings you use.
The machine prints, but the text is wrong, garbled, or incomplete.	The machine cable is loose or defective.	<ul style="list-style-type: none"> Disconnect the machine cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the machine to another computer that you know works and try a print job. Try a new machine cable.
	The wrong printer driver was selected.	<ul style="list-style-type: none"> Check the application's printer selection menu to ensure that your machine is selected.
	The software application is malfunctioning.	<ul style="list-style-type: none"> Try printing a job from another application.
	The operating system is malfunctioning.	<ul style="list-style-type: none"> Exit Windows and reboot the computer. Turn the machine off and back on again.

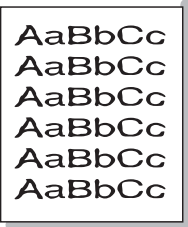
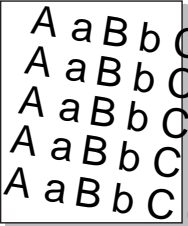
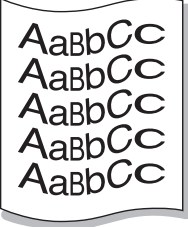
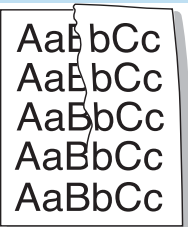
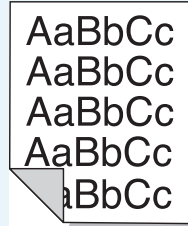
Condition	Possible Cause	Suggested Solutions
Pages print, but they are blank.	The print cartridge is defective or out of toner.	<ul style="list-style-type: none"> • Redistribute the toner, if necessary (see Redistributing Toner on page 94). • If necessary, replace the print cartridge (see Replacing the Print Cartridge on page 89).
	The file may have blank pages.	<ul style="list-style-type: none"> • Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	<ul style="list-style-type: none"> • Contact a service representative.
The machine does not print a PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	<ul style="list-style-type: none"> • Printing the PDF file as an image may enable the file to print. Turn on <i>Print As Image</i> from the Acrobat printing options. It will take longer to print when you print a PDF file as an image.
The print quality of photos is not good. Images are not clear.	The resolution of the photo is very low.	<ul style="list-style-type: none"> • Reduce the photo size. If you increase the photo size in the software application, the resolution will be reduced.
Before printing, the machine emits vapor near the output tray.	Using damp paper can cause vapor during printing.	<ul style="list-style-type: none"> • Load a new batch of paper. • To avoid the paper absorbing too much moisture, do not open packages of paper until required.
The machine does not print special- sized paper, such as billing paper.	Paper size and paper size setting do not match.	<ul style="list-style-type: none"> • Set the correct paper size in the <i>Custom Paper Size Settings</i> in the <i>Paper</i> tab in the <i>Printing Preferences</i> (see Paper Options on page 38.)

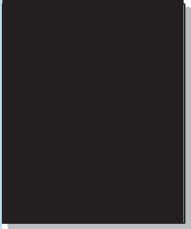
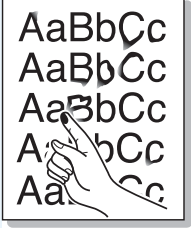
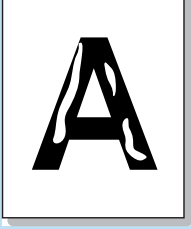
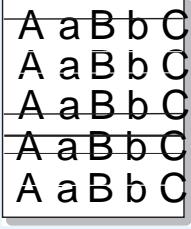
Print Quality Problems

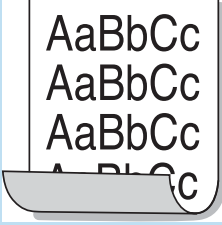
If the inside of the machine is dirty or paper has been loaded improperly, there might be a reduction in print quality. See the table below to clear the problem.

Condition	Suggested Solutions
<p>Light or faded print</p> 	<ul style="list-style-type: none"> • If a vertical white streak or faded area appears on the page, the toner supply is low. You may be able to temporarily extend the print cartridge life. (See Redistributing Toner on page 94.) If this does not improve the print quality, install a new print cartridge. • The paper may not meet paper specifications; for example, the paper may be too moist or rough. (See Media Guidelines on page 71.) • If the entire page is light, the print resolution setting is too low or the <i>Toner Save</i> mode is on. Adjust the print resolution and turn the <i>Toner Save</i> mode off. See the help screen of the printer driver. • A combination of faded or smeared defects may indicate that the <i>print cartridge</i> needs replacing. (See Replacing the Print Cartridge on page 89.)
<p>Toner specks</p> 	<ul style="list-style-type: none"> • The paper may not meet specifications; for example, the paper may be too moist or rough. (See Media Guidelines on page 71.) • The transfer roller may be dirty. Clean the inside of your machine. (See Internal Areas on page 91.) • The paper path may need cleaning. (See Internal Areas on page 91.)
<p>Dropouts</p> 	<p>If faded areas, generally rounded, occur randomly on the page:</p> <ul style="list-style-type: none"> • A single sheet of paper may be defective. Try reprinting the job. • The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. (See Media Guidelines on page 71.) • The paper is damaged. The manufacturing processes can cause some areas to reject toner. Try a new ream or brand of paper. • Change the printer option and try again. Go to Printing Preferences, click Paper tab, and set type to Thick. (See Paper Options on page 38.) • If these steps do not correct the problem, contact a service representative.
<p>White Spots</p> 	<p>If white spots appear on the page:</p> <ul style="list-style-type: none"> • The paper is too rough and dirt from the paper falls to the inner areas of the machine on to the transfer roller. Clean the inside of your machine. (See Internal Areas on page 91.). • The paper path may need cleaning. (See Internal Areas on page 91.)

Condition	Suggested Solutions
<p>Vertical lines</p> 	<p>If black vertical streaks appear on the page, the surface (drum part) of the print cartridge inside the machine has probably been scratched.</p> <ul style="list-style-type: none"> Remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 89.) <p>If white vertical streaks appear on the page the inside of the machine may be dirty.</p> <ul style="list-style-type: none"> Clean the inside of your machine. (See Internal Areas on page 91.) <p>If these steps do not correct the problem, contact a service representative.</p>
<p>Background</p> 	<p>If the amount of background shading becomes unacceptable:</p> <ul style="list-style-type: none"> Change to a lighter weight paper. (See Media Specifications on page 119 for specifications.) Check the environmental conditions: very dry conditions or a high level of humidity (higher than 80 % RH) can increase the amount of background shading. Remove the old print cartridge and install a new one. (See Replacing the Print Cartridge on page 89.)
<p>Toner smear</p> 	<p>If toner smears on the page:</p> <ul style="list-style-type: none"> Clean the inside of the machine. (See Internal Areas on page 91.) Check the paper type and quality. (See Media Guidelines on page 71.) Remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 89.)
<p>Vertical repetitive defects</p> 	<p>If marks repeatedly appear on the printed side of the page at even intervals:</p> <ul style="list-style-type: none"> The print cartridge may be damaged, run a few prints through the machine and if you still have the problem, remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 89.) Parts of the machine may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages. The fusing assembly may be damaged. Contact a service representative.
<p>Background scatter</p> 	<p>Background scatter results from bits of toner randomly distributed on the printed page.</p> <ul style="list-style-type: none"> The paper may be too damp. Load a new batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or using the printer driver options. (See Print Procedure on page 34.)

Condition	Suggested Solutions
<p>Misformed characters</p> 	<ul style="list-style-type: none"> • If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try different paper. (See Media Guidelines on page 71.)
<p>Page skew</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. (See Media Guidelines on page 71.) • Ensure that the guides are not too tight or too loose against the paper stack. (See Loading Paper Tray 1 and Paper Tray 2 (optional) on page 66.)
<p>Curl or wave</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. Both high temperature and humidity can cause paper curl. (See Media Guidelines on page 71.) • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray. • If the job is simplex, use the rear door as the output location. For instructions, refer to Using the Rear Door on page 19.
<p>Wrinkles or creases</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. (See Media Guidelines on page 71.) • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray. • If the job is simplex, use the rear door as the output location. For instructions, refer to Using the Rear Door on page 19.
<p>Back of printouts are dirty</p> 	<p>Check for leaking toner. Clean the inside of the machine. (See Internal Areas on page 91.)</p>

Condition	Suggested Solutions
<p>Solid Black pages</p> 	<ul style="list-style-type: none"> • The print cartridge may not be installed properly. Remove the cartridge and reinsert it. • The print cartridge may be defective. Remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 89.) • The machine may require repair. Contact a service representative.
<p>Loose toner</p> 	<ul style="list-style-type: none"> • Clean the inside of the machine. (See Internal Areas on page 91.) • Check the paper type and quality. (See Media Guidelines on page 71.) • Remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 89.) • The machine may require repair. Contact a service representative.
<p>Character Voids</p> 	<p>Character voids are white areas within parts of characters that should be solid black:</p> <ul style="list-style-type: none"> • If you are using transparencies, try another type of transparency. Because of the composition of transparencies, some character voids are normal. • You may be printing on the wrong surface of the paper. Remove the paper and turn it around. • The paper may not meet paper specifications. (See Media Specifications on page 119.)
<p>Horizontal stripes</p> 	<p>If horizontally aligned black lines, stripes, streaks or smears appear:</p> <ul style="list-style-type: none"> • The print cartridge may not be installed properly. Remove the cartridge and reinsert it. • The print cartridge may be defective. Remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 89.) • If the problem persists, the machine may require repair. Contact a service representative.

Condition	Suggested Solutions
<p>Curl</p> 	<p>If the printed paper is curled or paper does not feed into the machine:</p> <ul style="list-style-type: none"> • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray. • Change the printer option and try again. Go to Printing Preferences, click Paper tab, and set type to Thin. (See Print Procedure on page 34.)
<p>An unknown image repetitively appears on a few sheets, or loose toner, light print, or contamination occurs.</p>	<ul style="list-style-type: none"> • Your machine is probably being used at an altitude of 1,500 m (4,921 ft) or above. • The high altitude may affect the print quality, such as loose toner or light imaging. Change to the correct altitude setting for your machine. (See System Setup on page 81.)

Common Windows Problems

Condition	Suggested Solutions
<p>“File in Use” message appears during installation.</p>	<ul style="list-style-type: none"> • Exit all software applications. Remove all software from the printer’s startup group, then restart Windows. Re-install the printer driver.
<p>“General Protection Fault”, “Exception OE”, “Spool 32”, or “Illegal Operation” messages appear.</p>	<ul style="list-style-type: none"> • Close all other applications, reboot Windows and try printing again.
<p>“Fail To Print”, “A printer timeout error occurred” messages appear.</p>	<ul style="list-style-type: none"> • These messages may appear during printing. Just keep waiting until the machine finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.

Note: Refer to the Microsoft Windows User Guide supplied with your computer for further information on Windows error messages.

Common Macintosh Problems

Condition	Suggested Solutions
The machine does not print PDF files correctly. Some parts of graphics, text, or illustrations are missing.	<ul style="list-style-type: none"> Printing the PDF file as an image may enable the file to print. Turn on Print As Image from the Acrobat printing options. <p>Note: It will take longer to print when you print a PDF file as an image.</p>
The document has printed, but the print job has not disappeared from the spooler in Mac OS X10.3.2.	<ul style="list-style-type: none"> Update your MAC OS to OS X 10.3.3 or higher.
Some letters are not displayed normally during the cover page printing.	<ul style="list-style-type: none"> Mac OS cannot create the font during the cover page printing. The English alphabet and numbers are displayed normally on the cover page.
When printing a document in Macintosh with Acrobat Reader 6.0 or higher, colors print incorrectly.	<ul style="list-style-type: none"> Make sure that the resolution setting in your machine driver matches the one in Acrobat Reader.

Note: Refer to the Macintosh User Guide supplied with your computer for further information on Macintosh error messages.

Common Linux Problems

Condition	Suggested Solutions
<p>The machine does not print.</p>	<ul style="list-style-type: none"> • Check if the printer driver is installed on your system. Open the Unified Driver Configurator and switch to the Printers tab in the Printers configuration window to look at the list of available machines. Make sure that your machine is displayed on the list. If not, open the Add new printer wizard to set up your machine. • Check if the machine is started. Open the Printers configuration window and select your machine from the printer list. Look at the description in the Selected printer pane. If its status contains Stopped, press the Start button. Normal operation of the machine should be restored. The “stopped” status might be activated if problems in printing occurred. For instance, this could be an attempt to print a document when the port is being used by a scanning application. • Ensure the port is not busy. Since functional components of the machine (printer and scanner) share the same I/O interface (port), simultaneous access of different “consumer” applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the machine. The other “consumer” will encounter a “device busy” response. You should open the Ports Configuration window and select the port assigned to your machine. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should either wait for completion of the current job or press the Release port button. • Check if your application has a special print option such as “-oraw”. If “-oraw” is specified in the command line parameter, then remove it to print properly. For Gimp front-end, select the “print” -> “Setup printer” and edit command line parameters in the command item. • The CUPS (Common Unix Printing System) version distributed with SuSE Linux 9.2 (cups-1.1.21) has a problem with ipp (Internet Printing Protocol). Use the socket printing instead of ipp or install a later version of CUPS (cups-1.1.22 or higher).
<p>The machine does not print whole pages, and output is printed on half the page.</p>	<ul style="list-style-type: none"> • It is a known problem that occurs on version 8.51 or earlier of Ghostscript, 64-bit Linux OS. The problem is solved in AFPL Ghostscript v. 8.52 or above. Download the latest version of AFPL Ghostscript from http://sourceforge.net/projects/ghostscript/ and install it to solve this problem.
<p>Error message “Cannot open port device file” displays when printing a document.</p>	<ul style="list-style-type: none"> • Avoid changing print job parameters (via LPR GUI, for example) while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks the port while printing, the abrupt termination of the driver keeps the port locked and unavailable for subsequent Print jobs. If this situation occurs, try to release the port by selecting Release port in Port configuration window.

Note: Refer to the Linux User Guide supplied with your computer for further information on Linux error messages.

Common PostScript Problems

The following situations are PS language specific and may occur when several printer languages are used.

Problem	Possible Cause	Solution
PostScript file cannot be printed.	The PostScript driver may not be installed correctly.	<ul style="list-style-type: none"> • Install the PostScript driver. (See Install Printer Software on page 24.) • Print a configuration page and verify that the PS version is available for printing. • If the problem persists, contact a service representative.
“Limit Check Error” report prints.	The print job was too complex.	<ul style="list-style-type: none"> • You might need to reduce the complexity of the page or install more memory. (Refer to the System Administrator Guide.)
A PostScript error page prints.	The print job may not be PostScript.	<ul style="list-style-type: none"> • Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the machine.
The optional tray is not selected in the driver.	The printer driver has not been configured to recognize the optional tray.	<ul style="list-style-type: none"> • Open the PostScript driver properties, select the Device Settings tab, and set the tray option of the Installable Options section to Installed.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Support Center* quoting the machine serial number.

Xerox Support Center

If a fault cannot be resolved by following the display instructions, check [Error Messages](#) on page 101. If the difficulty persists, contact the *Xerox Support Center*. The *Xerox Support Center* will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

Locating the Serial Number

The machine's serial number is located on the inside of the *front door* on the machine.

The serial number is also printed on the *Configuration* report. See instructions below to print the report.

Printing a Configuration Report

You can print the machine's configuration report which provides information about your machine setup, including the serial number, IP Address, installed options and the software version.

1. Press the **Menu** button on the *control panel*.
2. Press the arrow buttons to scroll to **Information** and press **OK**.
3. Press the arrow buttons to scroll to **Configuration** and press **OK**.
4. Press the arrow buttons to highlight **Yes** at the **Print?** prompt and press **OK**.

You can use *CentreWare Internet Services* to print the machine's configuration report or browse the status. Open a web browser at the networked computer and type the machine's IP address. When *CentreWare Internet Services* opens, select **Print Information** on the **Status** tab. Refer to [Status](#) on page 59.

Specifications

7

This chapter includes:

- [Machine Specifications](#) on page 118
- [Electrical Specifications](#) on page 121
- [Print Specifications](#) on page 122
- [System Requirements](#) on page 123
- [Network Environment](#) on page 125

Machine Specifications

Machine Configurations

Component	Phaser 3320DN/3320DNI
Hardware Configuration	Processor Paper Tray 1 and Bypass Tray Paper Tray 2 (Optional)
Machine Size (without optional tray) (width x depth x height)	14.40 x 14.48 x 10.1 inches (366 x 368 x257 mm)
Machine Weight Net (with consumables)	21.94 lbs (9.95 kg)
Access	From the front and back
First Print Out Time	As fast as 6.5 seconds from Ready As fast as 14.0 seconds from Power Save
Warm Up Time	15 seconds from Power Save

Media Specifications

Paper Trays 1 and 2 (Optional)

Feature	Specification
Capacity: Paper Tray 1	250 sheets 20 lb (80 g/m ²) bond paper
Capacity: Paper Tray 2 (Optional)	520 sheets 20 lb (80 g/m ²) bond paper
Paper Weights	16 - 43 lb (60 to 163 g/m ²)
Paper Sizes	Length: min: 5.85 inches; max: 14 inches (148.5 - 356 mm) Width: min: 4.13 inches; max: 8.5 inches (105 - 216 mm) A4, A5, A6, Letter, Legal, Folio, Oficio, Executive, ISO B5, JIS B5, Custom
Paper Types	Plain Paper, Thin, Thick, Recycled, Bond, Cardstock, Archive

Bypass Tray

Feature	Specification
Capacity	50 sheets 20 lb (80 g/m ²) bond paper 5 sheets transparencies 5 envelopes
Paper Weights	16 - 58 lb (60 to 220 g/m ²)
Paper Sizes	Length min 5.0 - max 14 inches (127 - 356 mm) Width min 3.0 - max 8.5 inches (76.2 - 216 mm) A4, A5, A6, Letter, Legal, Folio, Oficio, Executive, ISO B5, JIS B5, 3 in x 5 in, Envelope (Monarch, No.10, DL, C5, C6), Custom
Paper Types	Plain, Thin, Thick, Thicker, Cotton, Colored, Envelope, Transparency, Pre-Printed, Recycled, Labels, Bond, Card stock, Archive

Note: The paper stack height must not exceed 0.4 inches (10 mm).

Duplex Unit

Feature	Specification
Paper Weights	16 - 32 lb (60 to 120 g/m ²)
Paper Sizes	A4, Letter, Oficio, Folio, Legal
Paper Types	Plain Paper, Thin, Thick, Recycled, Bond

Output Tray

Feature	Specification
Output Tray - Face down	150 sheets of 20 lb (80 g/m ²) bond paper
Rear Door - Face up	1 sheet

Electrical Specifications

Feature	Specification
Frequency	50/60 Hz
Electrical Voltage	110 - 127 VAC & 220 - 240 VAC
Average Power Consumption	Operating Average: Less than 600 Watts Power Save mode: Less than 3.5 Watts Power Off mode: Less than 0.4 Watts Stand By mode: Less than 60 Watts

Print Specifications

Feature	Specification
Compatibility	Windows PC / MAC / Linux
Speed: Simplex	Up to 33 ppm on Letter Up to 31 ppm on A4
Speed: Duplex	Up to 16 ppm on Letter Up to 15 ppm on A4
Maximum Print Area	8.5 x 14 inches US Legal (216 mm x 356 mm)
Print Resolution	Up to 1200 x 1200 effective output
Average Print Cartridge Yield	11000 prints Prints from the Print Cartridge supplied with the machine: 2000
Maximum Resolution	300 x 300 dpi
Standard Printer Memory	128MB
Memory Expansion (Option)	256 MB
PDL / PCL	PCL5e, PCL6, Postscript 3, PDF1.4, Single-TIFF

System Requirements

Microsoft® Windows®

Operating System	CPU	RAM	Free HDD Space
Windows® 2000	Intel® Pentium® II 400 MHz (Pentium III 933 MHz)	64 MB (128 MB)	600 MB
Windows® XP	Intel® Pentium® III 933 MHz (Pentium IV 1 GHz)	128 MB (256 MB)	1.5 GB
Windows Server® 2003	Intel® Pentium® III 933 MHz (Pentium IV 1 GHz)	128 MB (512 MB)	1.25 GB to 2 GB
Windows Server® 2008	Intel® Pentium® IV 1 GHz (Pentium IV 2 GHz)	512 MB (2 GB)	10 GB
Windows Vista®	Intel® Pentium® IV 3 GHz	512 MB (1 GB)	15 GB
Windows® 7	Intel® Pentium® IV 1 GHz 32-bit or 64-bit processor or higher	1 GB (2 GB)	16 GB
	<ul style="list-style-type: none"> • Support for DirectX® 9 graphics with 128 MB memory (to enable the Aero theme). • DVD-R/W Drive 		
Windows Server® 2008 R2	Intel® Pentium® IV 1 GHz (x86) or 1.4 GHz (x64) processors (2 GHz or faster)	512 MB (2 GB)	10 GB
Notes:	<ul style="list-style-type: none"> • Internet Explorer 6.0 or higher is the minimum requirement for all Windows operating systems. • Users who have administrator rights can install the software. • Windows Terminal Services is compatible with your machine. • For Windows 2000, Services Pack 4 or higher is required. 		

Macintosh

Operating System	CPU	RAM	Free HDD Space
Mac OS X 10.3 ~ 10.7	<ul style="list-style-type: none"> • Intel® processors • PowerPC G4/ G5 	<ul style="list-style-type: none"> • 128 MB for a powerPC based Mac (512 MB) • 512 MB for an Intel-based Mac (1 GB) 	1 GB
Mac OS X 10.5	Intel® processors 867 MHz or faster PowerPC G4/ G5	512 MB (1 GB)	1 GB
Mac OS X 10.6	Intel® processors	1 GB (2 GB)	1 GB

Linux

Operating System	CPU	RAM	Free HDD Space
<ul style="list-style-type: none"> • Fedora 5 ~ 13 (32/ 64 bit) • OpenSUSE® 10.2, 10.3, 11.0, 11.1, 11.2 (32/64 bit) • SuSE 10.1 (32 bit) • Ubuntu 6.10, 7.04, 7.10, 8.04, 8.10, 9.04, 9.10, 10.04 (32/64 bit) • Mandriva 2007, 2008, 2009, 2009.1, 2010 (32/64 bit) • Debian 4.0, 5.0 (32/64 bit) • Redhat® Enterprise Linux WS 4, 5 (32/64 bit) • SuSE Linux Enterprise Desktop 10, 11 (32/64 bit) 	Pentium IV 2.4GHz (Intel Core™2)	512 MB (1 GB)	1 GB (2 GB)

Unix

Operating System	Free HDD Space
Sun Solaris 9, 10 (x86, SPARC) HP-UX 11.0, 11i v1, 11i v2, 11i v3 (PA-RISC, Itanium) IBM AIX 5.1, 5.2, 5.3, 5.4	Up to 100 MB

Network Environment

Item	Specification
Network interface	<ul style="list-style-type: none"> • Ethernet 10/100/1000 Base-TX • 802.11b/g/n Wireless LAN
Network operating system	<ul style="list-style-type: none"> • Windows 2000/Server 2003 /Server 2008/XP/Vista/7/Server 2008 R2 • Various Linux OS • Mac OS X 10.3 ~ 10.7 • Unix
Network protocols	<ul style="list-style-type: none"> • TCP/IPv4 • DHCP, BOOTP • DNS, WINS, Bonjour, SLP, UPnP • Standard TCP/IP Printing (RAW), LPR, IPP, WSD • SNMPv 1/2/3, HTTP (S), IPSec • TCP/IPv6 (DHCP, DNS, RAW, LPR, SNMPv 1/2/3, HTTP (S), IPSec)
Wireless security (Phaser 3320DNI only)	<ul style="list-style-type: none"> • Authentication: Open System, Shared Key, WPA Personal, WPA2 Personal (PSK), WPA Enterprise, WPA2 Enterprise • Encryption: WEP64, WEP128, TKIP, AES

Safety

8

This chapter includes:

- [Notices and Safety](#) on page 128
- [Safety Labels and Symbols](#) on page 129
- [Operational Safety Information](#) on page 130
- [Basic Regulations](#) on page 134
- [Material Safety Data](#) on page 138
- [Product Recycling and Disposal](#) on page 139
- [Energy Program Compliance](#) on page 141
- [Environment, Health and Safety \(EH&S\) Contact Information](#) on page 142

Notices and Safety

Please read the following instructions carefully before operating the machine. Refer to them as needed to ensure the continued safe operation of your machine.

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

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



WARNING: Unauthorized alterations, which may include the addition of new functions or connection of external machines, may impact the machine certification. Please contact your Xerox representative for more information.

Safety Labels and Symbols

All warnings and instructions marked on or supplied with the machine should be followed.

This WARNING alerts users to areas of the machine where there is the possibility of personal injury.



This WARNING alerts users to areas of the machine where there are heated surfaces, which should not be touched.



This WARNING alerts users not to perform unauthorized actions that may result in hazardous light exposure.



Operational Safety Information

Your Xerox machine and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards. To ensure the continued safe operation of your Xerox machine, follow these safety guidelines at all times:

Electrical Supply

This section provides important electrical supply safety information that you should read before installing or using the device.

Read the information in the following sections:

- [Power Outlet Electrical Safety](#) on page 130
- [Power Cord Electrical Safety](#) on page 130
- [Laser Safety Information](#) on page 131
- [Device Safety](#) on page 131
- [Emergency Power Off](#) on page 132
- [Disconnect Device](#) on page 132

Power Outlet Electrical Safety

This device must be operated from the type of electrical supply indicated on the data plate label located on the rear cover of the device. If you are not sure that your electrical supply meets the requirements, please consult your local power company or a licensed electrician for advice.

The electrical supply outlet should be installed near the device and should be easily accessible.




⚠ WARNING: This device must be connected to a protective earth circuit. This device is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet. Always connect the device to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. Improper connection of the device-grounding conductor can result in electrical shock.

Power Cord Electrical Safety

- Use only the power cord supplied with this device.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not place this device where people might step on or trip on the power cord.
- Do not place objects on the power cord.

Laser Safety Information

 **WARNING:** Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the device complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Device Safety

This device has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove the covers or guards that protect hazardous areas.

Device Safety - Do These

- Always follow all warnings and instructions that are marked on or supplied with the device.
- Before cleaning this device, unplug the device from the electrical outlet. Always use materials specifically designated for this device, the use of other materials may result in poor performance and create a hazardous situation.
- Always exercise care when moving or relocating the device. Please contact your local Xerox dealer to arrange relocation of the device to a location outside of your building.
- Always locate the device on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- Always locate the device in an area that has adequate ventilation and room for servicing.
- Always unplug this device from the electrical outlet before cleaning.

Note: Your Xerox device is equipped with an energy saving function to conserve power when the device is not in use. The device may be left on continuously.

Device Safety - Do Not Do These

 **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Never use a ground adapter plug to connect the device to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never obstruct ventilation openings. They are provided to prevent overheating.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never place this device where people might step on or trip on the power cord.

- This device should not be placed in a room unless proper ventilation is provided.

Please contact your local Authorized dealer for further information.

Emergency Power Off

If any of the following conditions occur, turn off the device immediately and disconnect the power cable(s) from the electrical outlet(s). Contact an authorized Xerox Service Representative to correct the problem:

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

Disconnect Device

The power cable is the disconnect device for this device. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the device, disconnect the power cable from the electrical outlet.

Ozone Safety Information

This device will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider.

Maintenance Information



WARNING: Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Any operator device maintenance procedures will be described in the user documentation supplied with the device.
- Do not carry out any maintenance on this device which is not described in the customer documentation.
- Use supplies and cleaning materials only as directed in the user documentation.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Consumables Information

- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, *print cartridges* or toner containers into an open flame.

Product Safety Certification

This device is certified by the following Agency using the Safety standards listed.

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 2nd Edition (USA/Canada)
	IEC/EN60950-1 2nd Edition

This device has been manufactured under a registered ISO9001 Quality system.

Basic Regulations

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

United States (FCC Regulations)

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

If this device does cause harmful interference to radio or television reception, which can be determined by turning the device off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver.
- Increase the separation between the device and receiver.
- Connect the device into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the device. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Regulatory information for 2.4 Ghz Wireless LAN Module

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

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


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


Canada (Regulations)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

European Union

 **WARNING:** This is a Class A product. In a domestic environment this device may cause radio interference in which case the user may be required to take adequate measures.

 The CE mark applied to this device symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC. Approximation of the laws of the member states related to low voltage equipment.
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC. Approximation of the laws of the member states related to electromagnetic compatibility.
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC.

This device, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this device can be obtained from Xerox.

European Union Lot 4 Imaging Equipment Agreement Environmental Information

Environmental Information Providing Environmental Solutions and Reducing Cost

Introduction

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

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

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

Environmental Benefits of Duplex Printing

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

However, should you require simplex/1-sided printing, you may change the print settings in the printer driver.

Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN1 2281 or a similar quality standard. Lighter weight paper (60 g/m²), which contains less raw material and thus save resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

ENERGY STAR

Power Consumption and Activation Time

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

Upon exiting from Power Save Mode, the first print will take slightly longer than in *Ready* mode. This delay is the result of the system "waking up" from Power Save mode and is typical of most imaging products on the market.

If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all.

To learn more about Xerox participation in sustainable initiatives, please visit our website at: www.xerox.com/about-xerox/environment/enus.html

Germany

Blendschutz

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

Lärmemission

Maschinenlärminformations-Verordnung³. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Importeur

Deutschland
Xerox GmbH
Hellersbergstraße 2-4
41460 Neuss

Turkey RoHS Regulation

In compliance with Article 7 (d). We hereby certify:

"It is compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur"

Canada

This device has been tested to and is compliant with CS03 Issue 9 Amendments 1, 2, and 3.

This product meets the applicable Industry Canada technical specifications.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this device, or device malfunctions, may give the telecommunications company cause to request the user to disconnect the device.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.



CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

Material Safety Data

For Material Safety Data information regarding your printer, go to:

North America: www.xerox.com/msds

European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts

Product Recycling and Disposal

USA & Canada

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox device is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html.

If you are managing the disposal of your Xerox device, please note that the device may contain lead, mercury, Perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the device was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: <http://www.eiae.org/>.

European Union

WEEE Directive 2002/96/EC

Product Recycling and Disposal (EU Professional/Business Environment)



Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

(EU Battery Directive)



These symbols on the products, and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items. Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

For Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on disposal in other countries outside the European Union

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



Note for the Battery Symbol

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

Energy Program Compliance

All Markets

ENERGY STAR

The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found at the following website:

www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=IEQ

As an ENERGY STAR[®] partner, Xerox Corporation has determined that this device meets the ENERGY STAR guidelines for energy efficiency.



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing device energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory, to switch to Power Save Mode after a preset time following the last copy/print out. The default time set for the Xerox Phaser 3320DN/3320DNI is 30 minutes. A more detailed description of this feature can be found in the User Guide. Refer to [System Setup](#) on page 81 for instructions on how to change the **Power Save** setting.

Environment, Health and Safety (EH&S) Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox device and supplies, please contact the following customer help lines:

USA: 1-800 828-6571

Canada: 1-800 828-6571

Europe: +44 1707 353 434

Device safety information is also available on the Xerox website:

www.xerox.com/about-xerox/environment

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