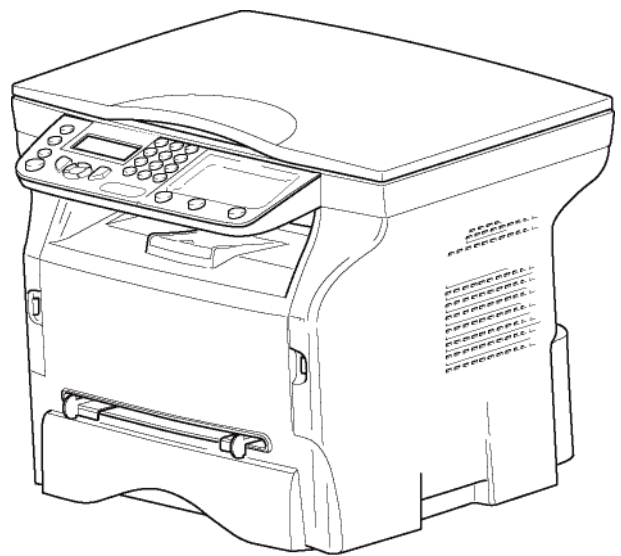


XEROX

Phaser 3100MFP/S



User Guide

Dear customer

For your security and comfort, we urge you to carefully read the chapter **Security** before attempting use.

In buying this multifunction machine, you have opted for a quality XEROX product. Your device satisfies all of the different needs of a modern office automation tool.

This machine allows you to scan in colour, print and copy in black and white. You can connect the multifunction device to your PC (Microsoft Windows 2000/XP/Vista).

Install the software included to use the device as a printer and also be able to scan, edit and save documents through your PC. If you have a WLAN adaptor (optional) you can communicate with a personal computer wirelessly.

WLAN is an option that works only with a specific adaptor that you can obtain from your retailer. You will find further information on our website: www.xerox.com.

Thanks to its navigator and its multitask access, it is powerful, user-friendly and easy to use.

The Phaser 3100MFP/S multifunction machines come with a 600 dpi scanner and a black and white laser printer offering a printing speed of 20 ppm. The Xerox Companion Suite software provided allows you to use your multifunction machine as a scanner and a printer from a personal computer. It also gives you the ability to manage your multifunction machine.

Consumables

Refer to section **Specifications**, page 50.

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Security

Safety introduction

Notices and safety

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

Your Xerox product 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 product have been verified using Xerox materials only.

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

Marks, Labels

Symbols

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



WARNING: This symbol alerts users to areas of the equipment where there is the possibility of personal injury.



WARNING: This symbol alerts users to areas of the equipment where there are heated or hot surfaces, which should not be touched.



CAUTION: This symbol alerts users to areas of the equipment which require special attention to avoid the possibility of personal injury or damage to the equipment.



WARNING: This symbol indicates a Laser is being used in the equipment and alerts the user to refer to the appropriate safety information.



TIP: This symbol identifies information that is being emphasized and is important for you to remember.

EMC

Note to users in the United States of America

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

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

1. Reorient or relocate the receiving antenna.
2. Increase the separation between the equipment and receiver.
3. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
4. Consult the dealer or an experienced radio / TV technician for help.

Declaration of Conformity

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

EME Compliance for Canada

This Class "B" digital apparatus complies with Canadian ICES-003.

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

Laser Safety Information

CAUTION: Use of controls, adjustments, or performance of procedures other than those specified in this guide may result in hazardous light exposure.

This equipment complies with international safety standards and is classified as a Class 1 Laser Product.

With specific reference to lasers, the equipment complies with laser product performance standards set by governmental, 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.

For Europe/Asia

This machine complies with IEC 60825-1:1993+A1:1997+A2:2001 standard, is classified as laser class 1 product and is safe for office/EDP use. It contains one class 3B laser diode, 10.72 mW max, 770-795 nm and other class 1 LEDs (280 µW at 639 nm).

Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

For North America

CDRH Regulations.

This equipment complies with the FDA performance standards for laser products except for deviations pursuant to Laser Notice No.50, dated 24 June 2007 and contains 1 class 3B laser diode, 10.72 milliwatt, 770-795 nanometer wavelength and other class 1 LEDs (280 µW at 639 nm).

This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Operational Safety Information

Your Xerox equipment 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 equipment, follow these safety guidelines at all times:

Do These

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation.



- **WARNING: Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.**
- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Center to arrange relocation of the copier to a location outside of your building.

- Always locate the machine on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- Always locate the machine in an area that has adequate ventilation and room for servicing.
- Always unplug this equipment from the electrical outlet before cleaning.
- **NOTE:** *Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.*



- **WARNING:** The metallic surfaces in the fuser area are hot. Please use caution when clearing paper jams from this area and avoid touching any metallic surfaces.

Do Not Do These

- Never use a ground adapter plug to connect the equipment 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 equipment where people might step on or trip on the power cord.
- This equipment should not be placed in a room unless proper ventilation is provided. Please contact your local Authorized dealer for further information.

Electrical Safety Information

1. The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine. If you are not sure that your electrical supply meets the requirements, please consult your local power company or an electrician for advice.
2. The socket outlet shall be installed near the equipment and shall be easily accessible.
3. Use the power cable that is supplied with your machine. Do not use an extension cord or remove or modify the power cord plug.
4. Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult an electrician.
5. Do not use an adapter to connect any Xerox equipment to an electrical outlet that lacks a ground connection terminal.
6. Do not place this equipment where people might step or trip on the power cable.
7. Do not place objects on the power cable.
8. Do not override or disable electrical or mechanical interlock devices.
9. Do not push objects into slots or openings on the machine. Electrical shock or fire may result.
10. Do not obstruct ventilation openings. These openings are used to provide proper cooling to the Xerox machine.

Electrical Supply

1. This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult a licensed electrician for advice.



2. **WARNING:** This equipment must be connected to a protective earth circuit.



This equipment 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.

3. Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

Disconnect device

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

Emergency Power Off

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


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

Ozone Information

This product produces ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Install the system in a well-ventilated room.

If you need additional information about ozone, please request the Xerox publication *Facts About Ozone* (part number 610P64653) by calling 1-800-828-6571 in the United States and Canada. In other markets, please contact your local Xerox representative.

Maintenance Information

1. Any operator product maintenance procedures will be described in the user documentation supplied with the product.
2. Do not carry out any maintenance on this product which is not described in the customer documentation.
3.  **WARNING: Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.**
4. Use supplies and cleaning materials only as directed in the Operator section of this manual.
5. 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

1. Store all consumables in accordance with the instructions given on the package or container.
2. Keep all consumables away from the reach of children.
3. Never throw print cartridges into an open flame.
4. Print Cartridges: When handling print cartridges, fusers, etc, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact.

Product Safety Certification

EUROPE: This XEROX product is certified by the following Agency using the Safety Standards listed.

Agency: TUV Rheinland

Standard: IEC 60950-1

USA/CANADA: This XEROX product is certified by the following Agency using the Safety Standards listed.

Agency: UNDERWRITERS LABORATORIES INC.

Standard: UL 60950-1. Certification is based on reciprocity agreements, which include requirements for Canada.

Regulatory Information

Certifications in Europe

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

December 12, 2006: Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.

December 15, 2004: Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of the conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative.

CE Marking Traceability Information (For EU Countries Only)

Manufacturer:

Xerox Ltd.
Bessemer Rd
Welwyn Gdn City
Herts AL7 1BU - ENGLAND

Product Recycling and Disposal

USA and 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 product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html.

If your product is not part of the Xerox program and you are managing its disposal, please note that the product may contain lead and other materials whose disposal may be regulated due to environmental considerations. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.

European Union

WEEE Directive 2002/96/EC

Some equipment may be used in both a domestic/household and a professional/business application.



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.



Domestic/Household Environment

Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

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

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information. Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information.

North America (USA, Canada)

PRODUCT ENVIRONMENT REQUIREMENTS

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 product is part of the program. For more information about Xerox environmental programs, visit <http://www.xerox.com/environment>.

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

Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply; please see <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/>.

Energy Program Compliance

Energy star

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



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Imaging 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 machine, personal computers, and monitors. Reducing product 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. Your machine will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 5 or 15 minutes, depending on the model. A more detailed description of this feature can be found in the Machine Setup Section of this guide.

Section 16 EH&S Contact Information

Contact Information

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

USA: 1-800 828-6571

Canada: 1-800 828-6571

Europe: +44 1707 353 434

www.xerox.com/safety/information/US (Product Safety information for US)

www.xerox.com/safety/information/EU (Product Safety information for EU)

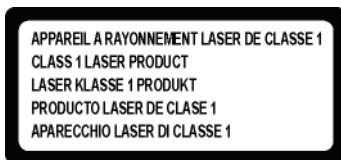
Security directives

Before turning on your device, check that the outlet that you are going to plug it into conforms to the indications shown on the information plate (voltage, current, power network frequency) located on your device. This device shall be connected to a single phase power network. The device shall not be installed on bare ground.

Batteries and rechargeable batteries, packaging and electric and electronic equipment (EEE), shall be thrown away, as specified by the Instructions of the ENVIRONMENT chapter of this manual.

Because of the device model, the power connector is the only way to disconnecting the device from the power network, that is why it is imperative to apply the following safety measures: your device shall be connected to a power outlet located nearby. The outlet shall be easily accessible.

Your device is delivered with a grounded power cord. It is imperative to connect a grounded connector to a grounded outlet connected to the building earthing.



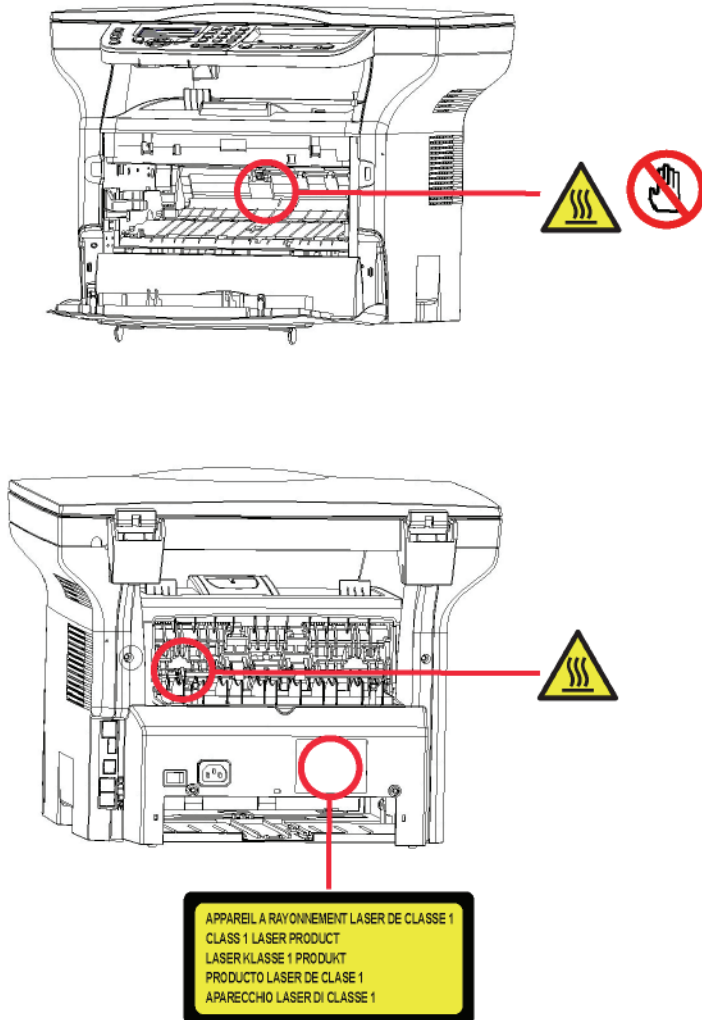
Repairs-maintenance: Repairs and maintenance should only be carried out by a qualified technician. There are no serviceable parts inside the machine. To reduce the risk of electrical shock, you shall not proceed with these operations yourself, because by opening or removing the covers, you could expose yourself to two hazards:

- The laser beam can cause irreversible eye damage.
- Avoid contact with powered parts because it can lead to electrical shock with unfortunate consequences.

For installation conditions and safe use precautions, refer to chapter **Installation**, page 11.

Positions of Safety labels on the machine



The device has warning labels at the positions shown below. For your safety, you must never touch these surfaces when you remove a paper jam or when you replace the Toner cartridge.



| | |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| |   |
| CAUTION | Hot surface avoid contact |
| ATTENTION | Surface chaude Évitez tout contact |
| ACHTUNG | Heiße Oberfläche Kontakt vermeiden |
| ATTENZIONE | Superficie calda Evitare il contatto |
| PRECAUCIÓN | No tocar. Zona muy caliente. |
| VOORZICHTIG | Heet oppervlak vermijd contact |
| FÖRSIKTIGT | Het yta. Rör ej. |
| FORSIGTIG | Varm overflade, undgå berøring |
| FORSIKTIG | Varm overflade, unngå kontakt |
| OSTRZEŻENIE | Gorąca powierzchnia nie dotykać |
| CUIDADO | Superficie quente Evitar contacto |
| POZOR | Horký povrch nedotýkat se |
| FIGYELEM | Ne érintse meg a forró felületeket! |
| TÄRKEÄÄ | Kuuma pinta älä koske. |
| ОСТОРОЖНО | Горячая поверхность Избегайте контакта |
| 注意 | 表面高温、请勿接触。 |
| 注意 | 表面高温請勿碰觸 |
| 고온주의 | 표면이 뜨거우므로 만지지 않도록 주의하십시오. |
| 注意 | 表面が熱くなっています ので触らないでください。 |

Symbols for the main power switch

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

-  means POWER ON.
-  means POWER OFF.

Software use license

CAREFULLY READ ALL THE TERMS AND CONDITIONS OF THE PRESENT LICENSE BEFORE OPENING THE SEALED ENVELOPE CONTAINING THE SOFTWARE. OPENING THIS ENVELOPE INDICATES THAT YOU ACCEPT THESE TERMS AND CONDITIONS.

In case you should not accept the terms of this license, the CD-ROM packaging should be returned to the retailer unopened, along with the other components of the product. The purchase price of this product will be refunded. No refunds will be made for products if the CD-ROM packaging have been opened, if components are missing or if the reimbursement request is made after ten (10) days from the purchase date, your receipt is the proof of purchase.

Definition

The Software designates programs and associated documentation.

License

- This license allows you to use this Software on personal computers on a local network. You only have permission to use this Software to print on one multifunction machine; you can not lend the Software or authorize anyone to use it.
- You are allowed to make a back up copy.
- This license is non-exclusive and non-transferable.

Property

The manufacturer or its providers hold the Software property right. You only become the owner of the CD-ROM. You shall not modify, adapt, decompile, translate, create any derived piece, rent or sell the Software or the documentation. Any rights not explicitly approved are reserved by the manufacturer or its providers.

Duration

This license remains valid until cancelled. You can cancel it by destroying the program and the documentation as well as any other copies of them. This license will automatically be canceled in case you do not respect the terms of this license. If the license is rendered invalid, you agree to destroy all copies of the program and the associate documentation.

Warranty

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Copying or printing the following items is generally prohibited by local law:

- bank notes;
- checks;
- bonds;
- stock certificates;
- bank drafts;
- passports;
- driver's licenses.

The preceding list is meant as a guide only and is not inclusive. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Installation

Location conditions

By choosing an appropriate location, you preserve the longevity of the machine. Check that the selected location has the following characteristics:

- Choose a well ventilated location.
- Make sure not to obstruct the ventilation grids located on the left and right sides of the device. During the installation, make sure to place the machine thirty centimeters away from the surrounding objects so all the covers can be easily opened.
- Make sure that this location does not present any ammonia nor any other organic gasses emission hazard.
- The ground outlet (refer to the security notices presented in the **Security** chapter) to which you plan to connect the machine must be located close to this one and have an easy access.
- **Make sure that the machine is not directly exposed to sun light.**
- Make sure not to place the machine in an area exposed to an air flow generated by an air conditioning, heating or ventilation system, nor in an area subject to large temperature or humidity variations.
- Choose a solid and horizontal surface on which the machine will not be exposed to intense vibrations.
- **Keep the machine away from any object that could obstruct its ventilation ports.**
- Do not place the machine close to hangings or any other flammable objects.
- Choose a location where exposure to water and other liquids will not occur.
- Make sure that this location is dry, clean and dust free.

Cautions of use

Take into account the important precautions below when using the machine.

Running environment:

- Temperature: 10 °C to 27 °C [50 °F to 80.6 °F] with an ambient humidity included between 15 to 80% (up to 32°C [89.6 °F] with an ambient humidity included between 15 to 54%).

Machine:

The section below describes the precautions to be taken when using the machine:

- Never turn the machine off and never open the covers while printing.
- Never use gas or flammable liquids, or objects generating magnetic field close to the machine.
- When you unplug the power cord, always grasp the connector and not the cord. A damaged cord presents a potential fire hazard or an electric shock hazard.
- Never touch the power cord with wet hands. You risk getting an electric shock.
- Always unplug the power cord before moving the machine. Otherwise, you could risk having the cord damaged and create a fire hazard or an electric shock hazard.
- Always unplug the power cord when you plan not to use the machine for a long period of time.
- Never put objects on the power cord, never pull it and never fold it. This could cause a fire hazard or an electric shock hazard.
- Always make sure that the machine is not sitting on the power cord or any other electric device communication cables. Make sure no cables or cords get trapped inside the machine. This would expose you to a machine malfunction risk or to a fire hazard.
- Make sure that the printer is unplugged from the power outlet before connecting or disconnecting an interface cable to the printer (use a shielded interface cable).
- Never try to remove any fixed panel or cover. The machine contains high voltage circuits. Any contact with these circuits can cause an electric shock risk.
- Never try to modify the machine. This could cause a fire hazard or an electric shock hazard.
- Always make sure that paper clips, staples or other small metallic items do not get inside the machine via the ventilation ports or other ports. Such items create fire hazards or electric shock hazards.
- Prevent water and any other liquid from spilling on the machine or near to it. Any contact of the machine with water

or liquid can cause a fire hazard or an electric shock hazard.

- If liquid or metallic item gets accidentally inside the machine, turn it off immediately, unplug the power cord and contact your retailer. Otherwise, you will face a fire hazard or an electric shock hazard.
- In case of heat, smoke, unusual smell or abnormal noise emissions, turn the machine off, unplug the power cord immediately and contact your retailer. Otherwise, you will face a fire hazard or an electric shock hazard.
- Avoid using the machine during an "electric storm", this can cause an electric shock hazard due to lightning.
- Never move the machine during printing.
- Always lift the machine when you wish to move it.





Make sure to place the machine in well ventilated premises. When in operation, the printer generates a small amount of ozone. An unpleasant smell can come from the printer if it is used intensively in poorly ventilated premises. For safety purposes, make sure you place the machine in a well ventilated area.

Safety information

When using your product, the following safety precautions should always be followed.

Safety During Operation

In this section, the following symbols are used:

| | |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
|  WARNING: | Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury. |
|  CAUTION: | Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property. |

WARNING

- Connect the power cord directly into a wall outlet and never use an extension cord.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in the Operating instructions.
- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:
 - You spill something into the product.
 - You suspect that your product needs service or repair.
 - Your product's cover has been damaged.
- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.
- Disposal can take place at our authorised dealer or at appropriate collection sites.
- Dispose of the used print cartridge in accordance with local regulations.

CAUTION

- Protect the product from dampness or wet weather, such as rain, snow, and so on.
- Unplug the power cord from the wall outlet before you move the product. While moving the product, you should take care that the power cord will not be damaged under the product.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Do not allow paper clips, staples, or other small metallic objects to fall inside the product.
- Keep print cartridges out of the reach of children.
- Be careful not to cut yourself on any sharp edges when you reach inside the machine to remove misfed sheets of

paper or originals.

- For environmental reasons, do not dispose of the product or expended supply wastes at household waste collection point. Disposal can take place at our authorised dealer or at appropriate collection sites.
- Our products are engineered to meet the high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorised dealer.

Power Supply

The power outlet should be close to the machine and should be easily accessible.

Paper recommendations

Loading paper in the main paper tray

- Insert the paper face down and adjust the paper guides to the paper size to avoid feed failure, skewing and paper jams.
- Amount of loaded paper must not exceed the loading mark. If the loading mark is exceeded, this may cause feed failure, skewing, and paper jams.
- Adding paper during printing must be avoided because it may cause multi-feeds.
- When removing the paper tray from the machine, always support it with both hands to avoid dropping it.
- If you use paper already printed by your machine or another printer, the printing quality may not be optimal.

Handling of paper

- Curling must be corrected before printing.
- Curls must not exceed 10 mm.
- Care must be taken with storage to prevent feed faults and image defects due to leaving the paper in conditions of high humidity.

Humidity control

- Paper which has become damp, or paper which has been left unused for a very long time, must not be used.
- After opening the paper, it must be kept in a plastic bag.
- Paper with wavy ends, paper which is creased, paper with crumples, and any other non-normal paper must not be used.

Handling the machine

Operator shocks

During printing, avoid shocks due to static electricity applied to the paper tray, covers and other parts of the machine.

Moving the machine

When moving the machine on a desk, it must be lifted and not dragged.

Handling the print cartridge

- Must not be stood on the side, or held upside down.
- Must not be shaken strongly.

Rules for use symbols



WARNING

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the Safety information section of this manual.



CAUTION

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the Safety information section of this manual.



Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

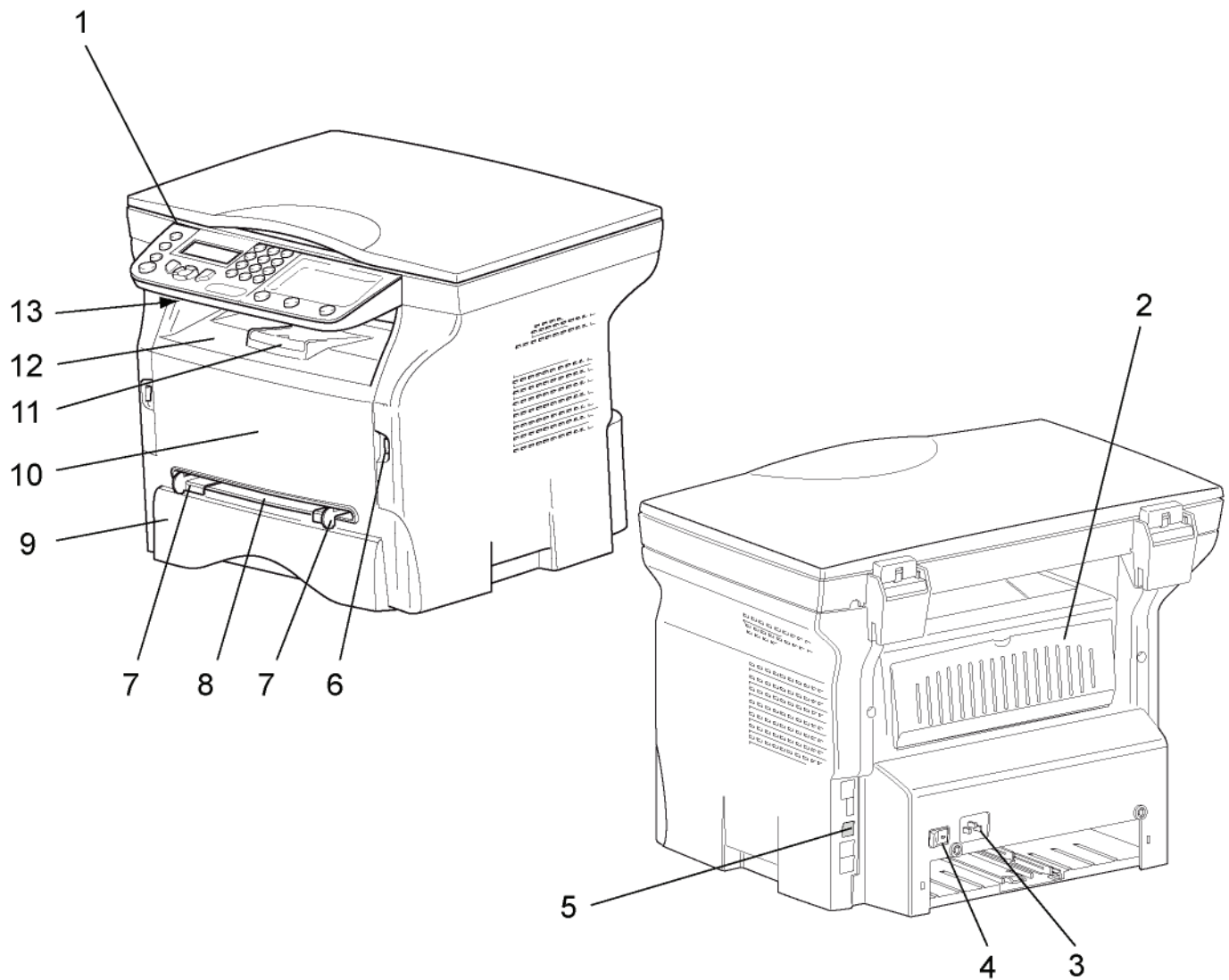


Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

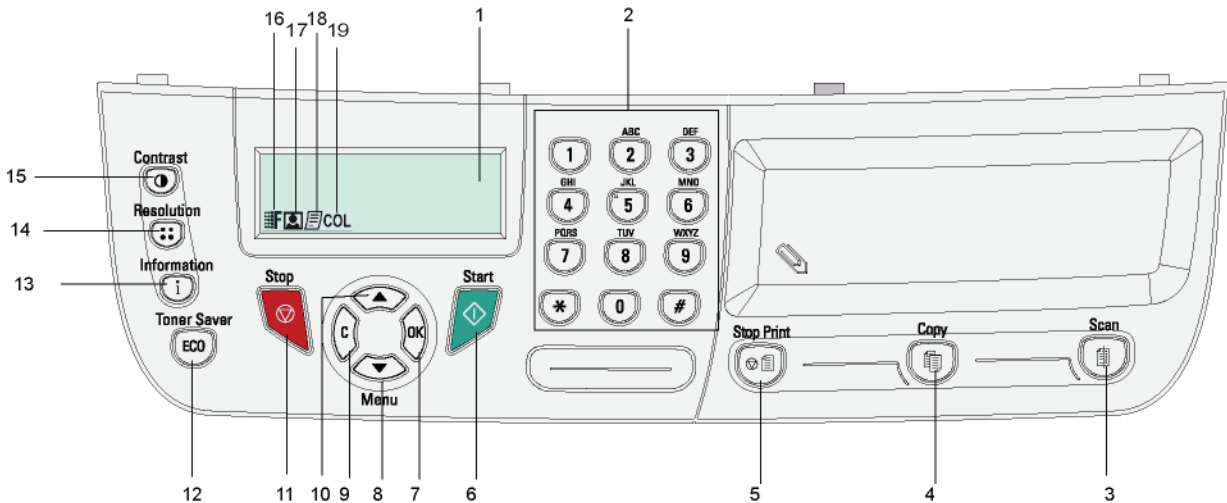
Machine Overview















Front and Back sides



- | | |
|---------------------------------------------|----------------------------------|
| 1. Control panel | 8. Manual input tray |
| 2. Paper jam cover | 9. Paper tray |
| 3. Power supply cord connection | 10. Print cartridge access cover |
| 4. On/Off switch | 11. Output support |
| 5. Slave USB interface connector (for PC) | 12. Paper output |
| 6. Master USB interface connector (USB key) | 13. Smart card insertion slot |
| 7. Manual paper feed setup guides | |

Control panel








1. Screen.
2. Digital keypad.
3. Key : document scan to the PC or an external storage device (USB key).
4. Key : copy.
5. Key : stops the current PC print job.
6. Key : start.
7. Key **OK**: confirms the displayed selection.
8. Key : menu access and navigation down the menus.
9. Key **C**: back to the previous menu and input correction.
10. Key : navigation up the menus.
11. Key : stops the current operation.
12. Key : sets up the activation delay.
13. Key : access to print menu (print functions list, machine settings, etc.).
14. Key : scan resolution setup.
15. Key : contrast setup.
16. Icon : resolution **Quality Text**.
17. Icon : resolution **"Photo"**.
18. Icon : resolution **Text**.
19. Icon **COL**: colour mode.

Accessing menus

All functions and settings are available via the menu and are associated with a specific menu command. For example, the menu command 51 launches the printing of the functions list (the functions list stores the list of all menus, sub-menus and their identification number).

Two methods are available to access menu items: the step by step method or the shortcut method.

To print the functions list with the Step by step method:

- 1 Press .
- 2 Use the  or  button to browse the menu and select **5 - PRINT**. Confirm with **OK**.
- 3 Use the  or  button to browse the menu **PRINT** and select **51-FUNCTIONS LIST**. Confirm with **OK**.

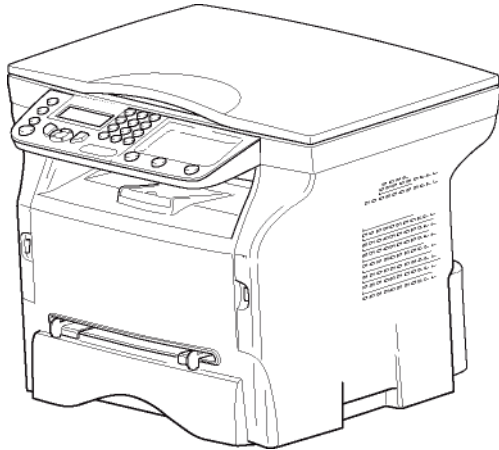
To print the functions list with the shortcut method:

- 1 Press .
- 2 Enter 51 from the numerical keypad to directly print the functions list.

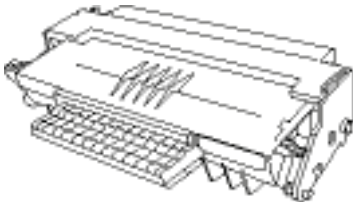
Packaging contents

The packaging contains the items listed below:

Multifunction device



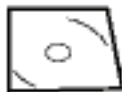
1 print cartridge



1 Safety guide and 1 Installation guide



1 PC installation CD ROM



1 power cord



1 USB cord



Device installation

- 1 Unpack the device.
- 2 Install the device adhering to the security notices stated at the beginning of this booklet.
- 3 Remove all tape from the machine.
- 4 Remove the plastic protection film from the screen.

Paper tray installation



Important

Before loading paper, refer to the paragraph **Paper recommendations**, page 13.

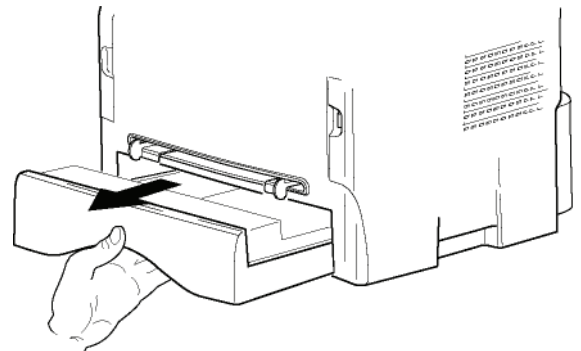
Your machine supports a number of sizes and types of media (refer to **Specifications**, page 50).



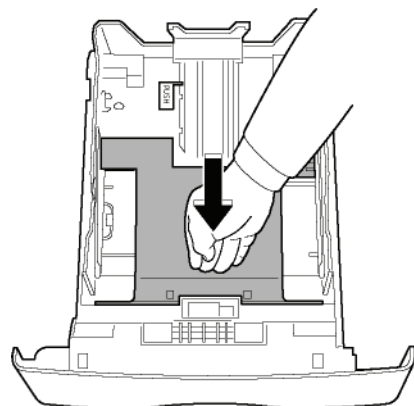
Important

You can use paper weighing between **60 and 105 g/m²**.

- 1 Remove the paper tray completely.

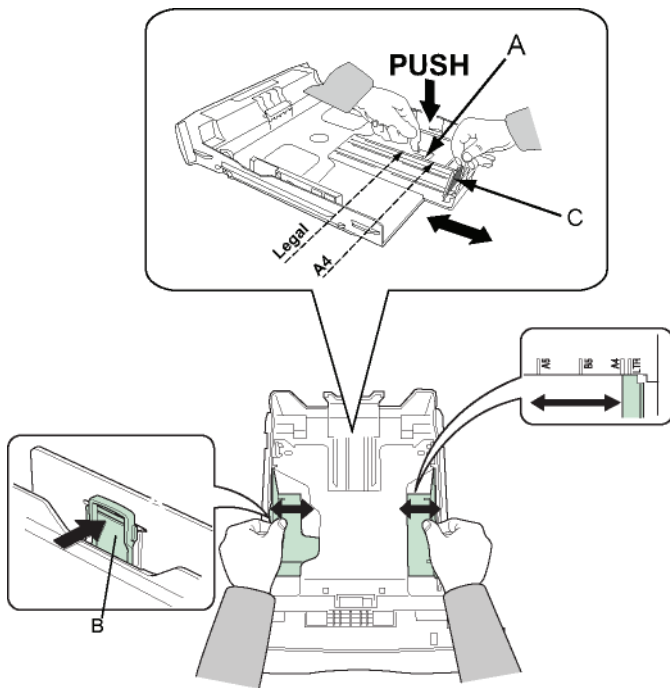


- 2 Push the lower panel down until it clicks.

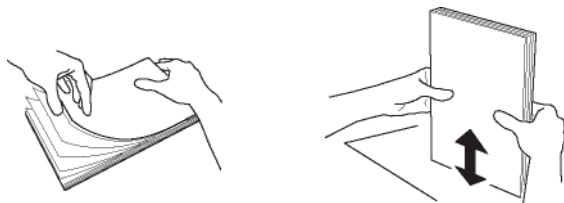


- 3 Setup the back side tray stop by pushing the "PUSH" level (A). Then adjust the side paper guides to the paper size by pushing lever (B) located on the left side guide. Adjust the length paper guide to the paper size by

pushing lever (C).



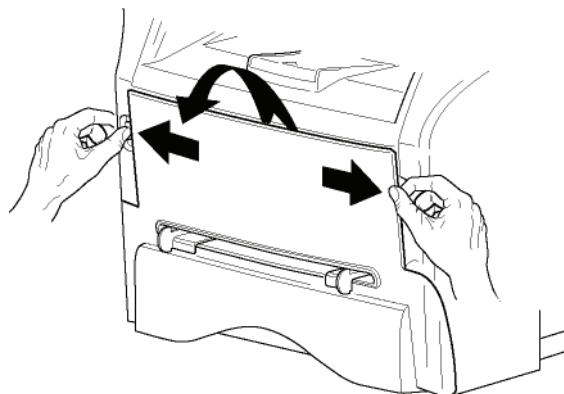
- 4 Take a paper stack, pull the paper off and align it on a flat surface.



- 5 Put the paper stack in the tray (200 sheets of 80 g/m² paper for instance).
- 6 Slide the tray back in its location.

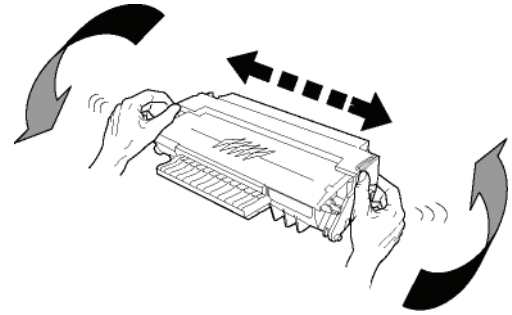
Print cartridge installation

- 1 Stand in front of the machine.
- 2 Grasp the left and right sides of the cover and pull it towards you at the same time.

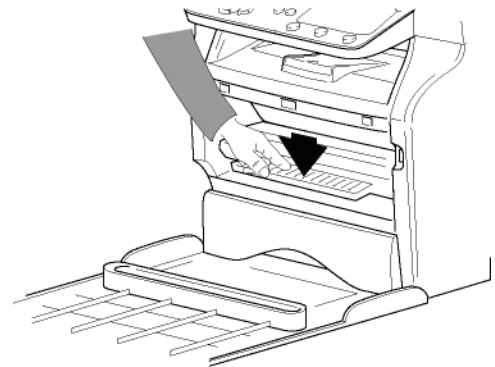
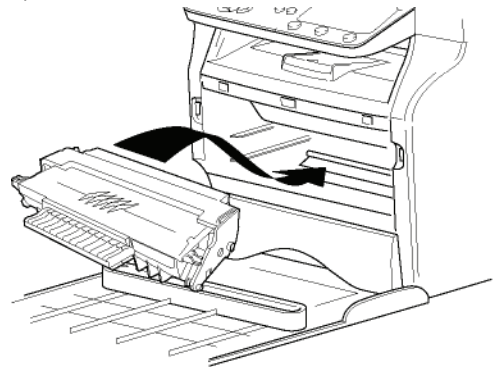


- 3 Unpack the new print cartridge. Gently roll the cartridge 5 or 6 times to distribute the toner evenly inside the cartridge. Thoroughly rolling the cartridge will assure the maximum copies per cartridge.

Hold it by its handle.



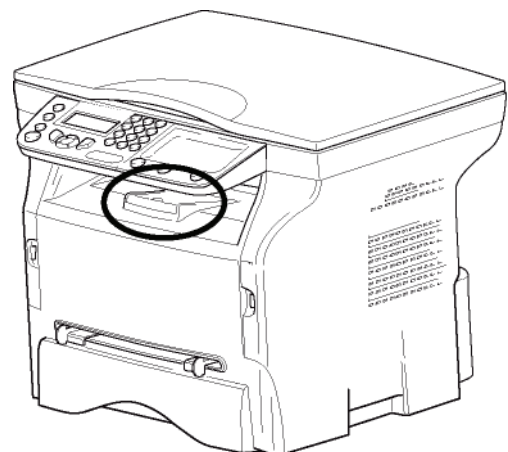
- 4 Insert the cartridge in its slot by pushing it until it clicks, then gently push the handle down (as shown below).



- 5 Close the cover.

Output Support Tab

Adjust the paper output support tab depending on the size of the document to be printed. Do not forget to raise the flap to prevent output sheets from falling out of the machine.



Starting your device

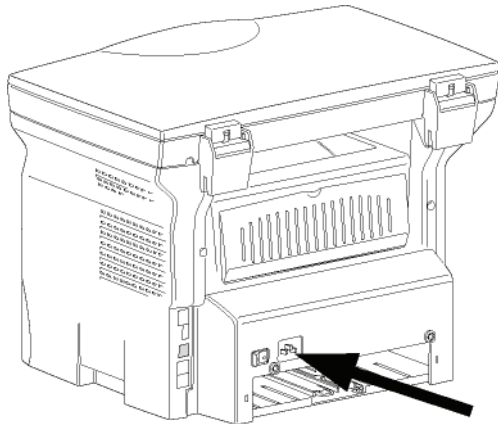
Device connection



WARNING

Before plugging the power cord, it is imperative to refer to the **Security directives**, page 7.

- 1 Make sure that the On/Off switch is on Off (O position).
- 2 Connect the power cord to the device. Plug the power cord into the wall outlet.



WARNING

The power cord is used as a power unit cut off. As a precaution, the outlet shall be located close to the device and be of easy access in case of danger.

- 3 Press the On/Off button to turn on the device (I position).

Device initial setup

After a few seconds, when the machine has warmed up, the **Easy Install** function is launched and the LCD screen displays the following message:



SET LANGUAGE
YES=OK - NO=C

The **Easy Install** function will help you configure your machine by guiding you through the basic settings.

If you wish to modify the setting displayed, press the **OK** button. If you do not want to modify the displayed setting, press the **C** button: the **Easy Install** function then displays the next basic setting.



Note

If you do not want to carry out the initial setup, press the  button. A confirmation message appears. Press the  button again to confirm. To manually modify and customise the machine settings, refer to **Parameters/Setup**, page 25.

- 1 To modify the display language, press the **OK** button.
- 2 Select the desired language using the **▲** or **▼** buttons and confirm with **OK**.

The setup is now complete and the functions list is automatically printed out.

The LCD screen displays the message **PAPER EMPTY** if no paper has been loaded in the paper tray (see **Loading paper in the main paper tray**, page 13). Once paper has been loaded, printing will resume.

Loading paper in the manual feed tray



Important

Before loading paper, refer to the paragraph **Paper recommendations**, page 13.

The manual feed tray allows you to use a greater variety of weights and sizes than those used in the main paper tray (refer to **Specifications**, page 50).

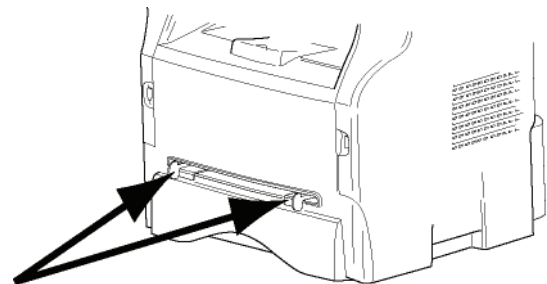
Only one sheet or envelope can be fed at a time.



Important

You can use paper weighing between **52 and 160 g/m²**.

- 1 Spread the manual feed guides to the maximum.



- 2 Insert a sheet or an envelope in the manual feed tray.
- 3 Adjust the paper guides against the right and left edges of the sheet or the envelope.
- 4 Print making sure that the chosen paper size corresponds to the selected format on the printer (refer to **Copy**, page 21).

Use of envelopes

- Feeding can be done only through the manual feed.
- Recommended area should be the area which excludes 15 mm from the leading edge, 10 mm from both the left and right edges, and the rear edge.
- A few lines may be given in solid print at the part of being overlapped.
- Envelopes which are not recommended may lead to improper printing (refer to the paragraph **Specifications**, page 50).
- Curled envelope after printing should be fixed manually.
- Small wrinkles on the edge of the wide side of envelopes, smearing, or less clear printing may appear on the reverse side.
- Gently press the envelope to release any air before loading it into the manual feed tray.
- Load envelope in a proper position after aligning in case it is bent or warped.
- Paper conditioning is not allowed. And it should be used under normal office environment.


Copy

Your machine has the ability to make one or more copies.

You can also set up several parameters in order to make copies at your will.

Simple copy



In this case, the default parameters are applied.

- 1 Place the document face down on the document glass, aligned with the registration arrows near the top left of the document glass.
- 2 Press the  button twice. The copy is made using the default parameters.

ECO mode copy

The ECO mode enables you to reduce the amount of toner consumed on the page so as to save your printing costs.



When the ECO mode is used, the toner consumption is reduced and the print density becomes lighter.

- 1 Place the document face down on the document glass, aligned with the registration arrows near the top left of the document glass.
- 2 Press the  button.
- 3 Press the  button.


Advanced copying


Advanced copy allows the user to do custom setups for the current copy job.

You can start copy by pressing the

 **Note**  button at any time in below steps.

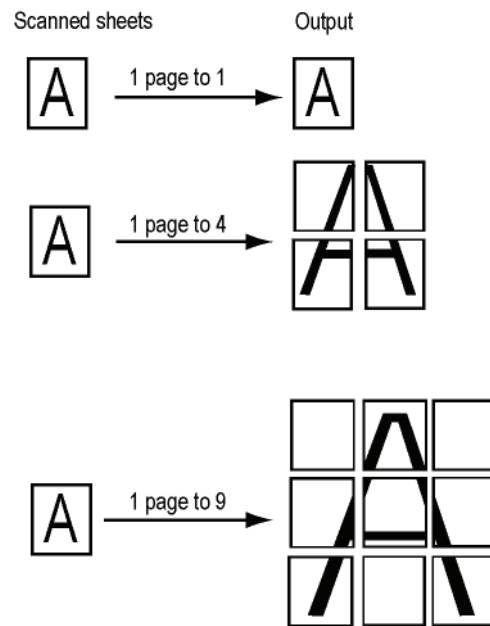
- 1 Place the document face down on the document glass, aligned with the registration arrows near the top left of the document glass.

 **Note** After step 1, you can directly enter the number of copies with the numerical keypad and press the **OK** button to confirm. Then refer to step 4.

- 2 Press the  button.
- 3 Enter the number of copies that you want and confirm with the **OK** button.
- 4 Choose the paper tray **AUTOMATIC** or **MANUAL** with the buttons \blacktriangle or \blacktriangledown , then confirm with the **OK** button.
- 5 Choose with the buttons \blacktriangle or \blacktriangledown the printing option

(see examples below): **1 Page to 1**, **1 Page to 4** or **1 page to 9**.

POSTER Copy mode




Confirm with the **OK** button.


- 6 Adjust the desired zoom level, from **25% TO 400%** with the buttons \blacktriangle or \blacktriangledown , confirm with the **OK** button (only available in **1 Page to 1** copy mode).
- 7 Adjust the desired origin values with the digital keyboard buttons \blacktriangle or \blacktriangledown then confirm with the **OK** button.
- 8 Choose the resolution depending on the printing quality that you want **AUTO**, **TEXT**, **PHOTO** or **QUALITY TEXT** with the buttons \blacktriangle or \blacktriangledown , then confirm with the **OK** button.
- 9 Adjust the contrast level with the buttons \blacktriangle or \blacktriangledown , then confirm with the **OK** button.
- 10 Adjust the desired brightness level with the buttons \blacktriangle or \blacktriangledown , then confirm with the **OK** button.
- 11 Choose the paper type **NORMAL**, **THICK** with the buttons \blacktriangle or \blacktriangledown , then confirm with the **OK** button.

ID Card Copy mode

The ID CARD copy function is used for copying both sides of an identity card or driver's license type document on an A4 format sheet (original document size < A5) or on a Letter format sheet (original document size < Statement).

The LCD screen displays useful operating instructions (when the original document should be placed, when the document should be turned over, etc.) and asks for your confirmation to proceed with the operation.

 **Important** Zoom and Origin adjustments are not available in this copy mode.

- 1 Press the  button.
- 2 Enter the desired number of copies and confirm with the **OK** button.

- 3 Choose the paper tray **AUTOMATIC** or **MANUAL** with the buttons **▲** or **▼**, then confirm with the **OK** button.

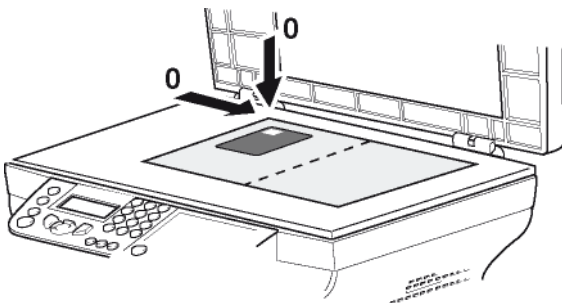
**Important**

Copying in ID Card mode is only possible on A4 (original document size < A5) or Letter (original document size < Statement) paper size. Make sure that the selected paper tray uses the correct paper size.

- 4 Choose the copying option **ID CARD** with the buttons **▲** or **▼** and confirm with the **OK** button.
- 5 Choose the resolution depending on the desired printing quality **AUTO**, **TEXT**, **PHOTO** or **QUALITY TEXT** with the buttons **▲** or **▼**, then confirm with the **OK** button. For optimal results with ID documents, select the **PHOTO** resolution.
- 6 Adjust the contrast level with the buttons **▲** or **▼**, then confirm with the **OK** button.
- 7 Adjust the desired brightness level with the buttons **▲** or **▼**, then confirm with the **OK** button.
- 8 Choose the paper type **NORMAL**, **THICK** with the buttons **▲** or **▼**, then confirm with the **OK** button. The LCD screen displays the following message:

**PUT ID CARD
THEN OK**

- 9 Place your identity card or any other official document against the document glass, as shown below:



- 10 Press the **OK** button. The document is scanned then the LCD screen displays the following message:

**TURN UP DOC
THEN OK**

- 11 Turn your document over then confirm with the **OK** button.

The machine prints out a copy of your document.

Special setups for copying

Setups done through this menu become the device **default setups** after you confirm.

**Important**

*When the quality of the printing is not satisfying, you can perform a calibration (see **Calibrate your scanner**, page 26).*

Resolution setup

The **RESOLUTION** parameter allows you to setup the photocopy resolution.

▼ 841 - ADVANCED FCT/COPY/RESOLUTION

- 1 Press **▼**, enter **841** using the keypad.
- 2 Choose the resolution with the buttons **▲** or **▼** according to the following table:

| Parameter | Description | Icon |
|---------------------|-----------------------------------------------------------------|------|
| AUTO | Low resolution. | none |
| TEXT | Standard resolution for documents containing text and graphics. | |
| PHOTO | Optimal resolution for documents containing photographs. | |
| QUALITY TEXT | Optimal resolution for documents containing text. | |

- 3 Confirm your choice by pressing the **OK** button.
- 4 Exit this menu by pressing the button.

**Note**

You can also change the resolution by pressing the button.

Zoom setup

The **ZOOM** parameter allows you to reduce or enlarge an area of a document by choosing the origin and the zoom level to apply to the document, from 25 to 400 %.

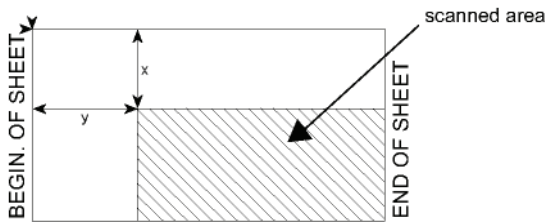
▼ 842 - ADVANCED FCT/COPY/ZOOMING

- 1 Press **▼**, enter **842** using the keypad.
- 2 Enter the desired zoom level with the alphanumerical keypad or choose among predefined values with the buttons **▲** and **▼**.
- 3 Confirm your choice by pressing the **OK** button.
- 4 Exit this menu by pressing the button.


Scanned original setup

If you want, you can change the origin of the scanner.

By entering new values for X and Y in mm ($X < 209$ and $Y < 280$), you move the scanned area as shown on the diagram below.




▼ 843 - ADVANCED FCT/COPY/ORIGIN

- 1 Press **▼**, enter **843** using the keypad.
- 2 Select the X and Y coordinates with the buttons **▲** or **▼**.
- 3 Setup the desired coordinates with the numerical keypad or the buttons **▲** and **▼**.
- 4 Confirm your choice by pressing the **OK** button.
- 5 Exit this menu by pressing the  button.

Contrast setup

The **CONTRAST** parameter allows you to choose your output's contrast.


▼ 844 - ADVANCED FCT/COPY/CONTRAST

- 1 Press **▼**, enter **844** using the keypad.
- 2 Setup the desired level of contrast with the buttons **▲** and **▼**.
- 3 Confirm your choice by pressing the **OK** button.
- 4 Exit this menu by pressing the  button.

Brightness setup


The **BRIGHTNESS** parameter allows you to lighten or darken your output.

▼ 845 - ADVANCED FCT/COPY/BRIGHTNESS

- 1 Press **▼**, enter **845** using the keypad.
- 2 Setup the desired brightness with the buttons **▲** and **▼**.
- 3 Confirm your choice by pressing the **OK** button.
- 4 Exit this menu by pressing the  button.

Paper type setup

▼ 851 - ADVANCED FCT/SCAN. & PRINT/PAPER TYPE


- 1 Press **▼**, enter **851** using the keypad.
- 2 Select **NORMAL** or **THICK** with the buttons **▲** and **▼**.
- 3 Confirm your choice by pressing the **OK** button.
- 4 Exit this menu by pressing the  button.

Paper tray selection

The **Automatic** selection can have two meanings depending on the paper size defined for the paper trays. The following table describes the different cases.

| | Default tray | Tray used for copy |
|-----------------------------------|------------------|------------------------------------------------------|
| Same paper size in the trays | AUTOMATIC | Selection between the main tray and the manual tray. |
| | Manual | The manual tray is used. |
| Different paper size in the trays | AUTOMATIC | The main tray is used. |
| | Manual | The manual tray is used. |


▼ 852 - ADVANCED FCT/SCAN. & PRINT/TRAY PAPER

- 1 Press **▼**, enter **852** using the keypad.
- 2 Select the default paper tray to use, **AUTOMATIC** or **MANUAL**, with the buttons **▲** and **▼**.
- 3 Confirm by pressing the **OK** button.
- 4 Exit this menu by pressing the  button.

Margin Shift using the Document Glass

If you want to, you can offset the lateral margins of the document to the left or right during the scanning from the document glass.


▼ 854 - ADVANCED FCT/SCAN. & PRINT/FLATBED MARG

- 1 Press **▼**, enter **854** using the keypad.
- 2 Setup the left / right margins offsets (by 0.5 mm steps) with the buttons **▲** and **▼**.
- 3 Confirm by pressing the **OK** button.
- 4 Exit this menu by pressing the  button.

Left and right printing margin shift

If you want to, you can offset the lateral margins of the document to the left or right during printing.


▼ 855 - ADVANCED FCT/SCAN. & PRINT/PRINTER MARG

- 1 Press **▼**, enter **855** using the keypad.
- 2 Setup the left / right margins offsets (by 0.5 mm steps) with the buttons **▲** and **▼**.
- 3 Confirm by pressing the **OK** button.
- 4 Exit this menu by pressing the  button.

Top and bottom printing margin shift

If you want to, you can offset the lateral margins of the document towards the top or the bottom during printing.

▼ 856 - ADVANCED FCT/SCAN. & PRINT/TOP PRINT.

- 1 Press ▼, enter **856** using the keypad.
- 2 Setup the top / bottom margins offsets (by 0.5 mm steps) with the buttons ▲ and ▼.
- 3 Confirm by pressing the **OK** button.
- 4 Exit this menu by pressing the  button.


Paper size setup

This menu allows you to define the default paper size of the manual tray and the main tray. You can also setup the default scanning width.

▼ 857 - ADVANCED FCT/SCAN. & PRINT/PAPER FORMAT

- 1 Press ▼, enter **857** using the keypad.
- 2 Select the paper tray for which you want to define a default paper size with the buttons ▲ and ▼.
- 3 Confirm by pressing the **OK** button.
- 4 Choose the paper size with the buttons ▲ or ▼ according to the following table:

| Paper tray | Available paper size |
|-------------------|-------------------------------------|
| MAN. TRAY | A5, Statement, A4, Legal and Letter |
| AUTO. TRAY | A5, Statement, A4, Legal and Letter |
| SCANNER | LTR/LGL and A4 |

- 5 Confirm by pressing the **OK** button.
- 6 Exit this menu by pressing the  button.

Parameters/ Setup

You can setup your machine as you like depending on the use. In this chapter you will find descriptions of the functions.

You can print the functions guide and the current setup of your machine.

Your machine is continuously being updated, new functions are regularly made available.



Note

To benefit, visit our website www.xerox.com. You can also use the update function available with the Xerox Companion Suite software to download the latest online updates (see **Firmware update**, page 49).

Language

This setting enables you to choose the menu language of your choice. By default, the machine is set to English.

To select the language:

▼ 203 - SETUP / GEOGRAPHICAL / LANGUAGE

- 1 Press ▼, enter **203** using the keypad.
- 2 Select the required language using ▼ and ▲, then press the **OK** key to confirm.
- 3 To exit this menu, press .

Technical Parameters

As delivered your machine is preset by default. However, you may adjust it to meet your requirements by resetting the technical parameters.

To set the technical parameters:

▼ 29 - SETUP / TECHNICALS

- 1 Press ▼, enter **29** using the keypad.
- 2 Select the desired parameter and confirm with **OK**.
- 3 With the keys ▼ or ▲, modify the parameter settings by following the table below and press **OK**.

| Parameter | Description |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 - Eco energy | Choosing the printer standby delay: the printer will switch to standby after a delay (in minutes) of NON-operation or during the period of time of your choice. Note: you can also access this parameter by pressing the key from the idle screen. |
| 80 - Toner save | Makes printing lighter to save toner cartridge ink. |
| 90 - RAW Port | RAW network print port connection. |
| 91 - Printer error timeout | Time-out before document being printed is deleted following a print error in PC print mode. |
| 92 - Printer wait timeout | Wait time-out for data from PC before the task is deleted in PC print. |
| 93 - Replace format | Page size change. This parameter allows you to print a LETTER size document on A4 pages using the LETTER/A4 setting. |
| 96 - NBR. WEP Keys | Number of WEP keys allowed (from 1 to 4). |

Printing the functions guide



Important

Printing is not possible on A5 (or Statement) paper size.

▼ 51 - PRINT / FUNCTIONS LIST

Press ▼, enter **51** using the keypad.

The printing of the functions guide starts.



Note

You can also access the **PRINT** menu by pressing the button.

Print the list of setups



Important

Printing is not possible on A5 (or Statement) paper size.

To print the list of setups:


▼ 56 - PRINT / SETUP

Press ▼, enter **56** using the keypad.

The printing of the list of setups starts.



Note

You can also access the **PRINT** menu by pressing the  button.

Lock the machine

This function prevents non-authorized people from accessing the machine. An access code will be required every time someone wants to use the device. After each use, the device will lock automatically.

Before that you have to enter an access code.


▼ 811 - ADVANCED FCT / LOCK / LOCKING CODE

- 1 Press ▼, enter **811** using the keypad.
- 2 Enter your access code (4 digits) using the keypad, confirm with **OK**.



Important


If a code is already in existence, enter the old code before typing the new one.

- 3 Enter again your access code (4 digits) using the keypad, confirm with **OK**.
- 4 Exit this menu by pressing the  button.

Lock the keyboard

Every time you use your machine, you will have to enter your code.

▼ 812 - ADVANCED FCT / LOCK / LOCK KEYBD.

- 1 Press ▼, enter **812** using the keypad.
- 2 Enter the four-digit access code using the keypad.
- 3 Press **OK** to confirm.
- 4 With the buttons ▼ or ▲, choose **ON** and confirm with **OK**.
- 5 Exit this menu by pressing the  button.


Lock the Media service

This function prevents access to the Media service. The access code will be required every time someone wants to use the USB key functions:

- view the contents of a connected USB key,
- print from a USB key, delete files.

To access the Media service locking menu:

▼ 816 - ADVANCED FCT / LOCK / LOCK MEDIA

- 1 Press ▼, enter **816** using the keypad.
- 2 Enter the four-digit access code using the keypad.
- 3 Press **OK** to confirm.
- 4 With the buttons ▼ or ▲, choose **ON** and confirm with **OK**.
- 5 Exit this menu by pressing the  button.

Read the counters

This function allows you to view the activity counters for your machine at any time.


According to your needs, you can read the counters for:

- scanned pages,
- printed pages.

Scanned pages counter

To view the number of pages scanned on your machine:


▼ 823 - ADVANCED FCT / COUNTERS / SCANNED PAGE

- 1 Press ▼, enter **823** using the keypad.
- 2 The number of scanned pages appears on the screen.
- 3 Exit this menu by pressing the  button.

Printed pages counter

To view the number of pages printed on your machine:


▼ 824 - ADVANCED FCT / COUNTERS / PRINTED PG

- 1 Press ▼, enter **824** using the keypad.
- 2 The number of printed pages appears on the screen.
- 3 Exit this menu by pressing the  button.

Display the consumables status

You can read at any time the remaining toner in the cartridge. This level appears in percentage.

▼ 86 - ADVANCED FCT / CONSUMABLES

- 1 Press ▼, enter **86** using the keypad.
- 2 The available toner percentage appears on the screen.
- 3 Exit this menu by pressing the  button.

Calibrate your scanner

You can do this operation when the quality of photocopied documents is not satisfactory anymore.

▼ 80 - ADVANCED FCT / CALIBRATION

- 1 Press ▼, enter **80** using the keypad. Confirm with **OK**.
- 2 The scanner is triggered and a calibration is done automatically.
- 3 At the end of the calibration, the machine comes back up in the screen saver mode.

Games

Sudoku

Sudoku is a Japanese puzzle. The game is in a grid format of three squares by three squares to be distributed in fields in zones of 3×3 . Depending on the level of difficulty, more or fewer numbers are already entered at the start of the game. The aim of the game is to distribute the numbers 1 to 9 between the boxes in such a way that each number appears only once in each row, column and in each of the nine grids. There is only one solution.

Print a grid

There are 400 Sudoku grids available in total, 100 for each difficulty level.



Important *Printing is not possible on A5 (or Statement) paper size.*

▼ 521 - PRINT / SUDOKU / PRINT GRID

- 1 Press **▼**, enter **5** using the keypad. Confirm with **OK**.



Note

*You can also access the **PRINT** menu by pressing the button.*

- 2 Select **SUDOKU** using the **▼** or **▲** button.
- 3 Confirm with **OK**.
- 4 Select **PRINT GRID** using the **▼** or **▲** button.
- 5 Select the level of difficulty **EASY**, **MEDIUM**, **HARD**, **EVIL** using the **▼** or **▲** button.
- 6 Confirm with **OK**.
- 7 Choose the grid you want by entering the number on the numeric keypad (1 to 100).
- 8 Confirm with **OK**.
- 9 Choose the number of copies you want by entering a number from 1 to 9 on the numeric keypad.
- 10 Confirm with **OK**.

The number of copies of the grid requested is printed.

Print the solution to a grid



Important *Printing is not possible on A5 (or Statement) paper size.*

▼ 522 - PRINT / SUDOKU / PRT SOLUTION

- 1 Press **▼**, enter **5** using the keypad. Confirm with **OK**.



Note

*You can also access the **PRINT** menu by pressing the button.*

- 2 Select **SUDOKU** using the **▼** or **▲** button.
- 3 Confirm with **OK**.
- 4 Select **PRT SOLUTION** using the **▼** or **▲** button.
- 5 Select the level of difficulty **EASY**, **MEDIUM**, **HARD**, **EVIL** using the **▼** or **▲** button.
- 6 Confirm with **OK**.
- 7 Choose the grid you want by entering the number on the numeric keypad (1 to 100).
- 8 Confirm with **OK**.
- 9 Choose the number of copies you want by entering a number from 1 to 9 on the numeric keypad.
- 10 Confirm with **OK**.

The number of copies of the solution to the grid requested is printed.

Network features

You may connect your multifunction machine to a wireless network.

However, practical knowledge of your computer configuration is required to set up a network.

You can connect your machine to a PC using a USB cable or make a wireless connection (via radio) with a PC or network.



Important

If you have a WLAN adaptor, you can incorporate your machine as a network printer into a radio network. This works only with an approved adaptor that you can obtain from our ordering department. For further information, contact www.xerox.com.

Type of radio network

A radio network or WLAN (Wireless Local Area Network) is created when at least two computers, printers or other peripheral devices communicate with each other in a network via radio waves (high frequency waves). The transmission of data in the radio network is based on the standards 802.11b and 802.11g. According to how the network is set up, it may be described as an infrastructure network or an ad-hoc network.

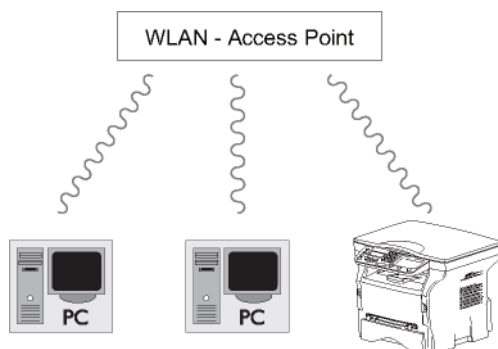


CAUTION

Please note, when you are using a wireless connection, that certain items of medical equipment, sensitive or security systems may be affected by the radio transmissions of your device; in all cases, please follow safety guidelines closely.

Radio infrastructure network

In an infrastructure network, several devices communicate via a central access point (a gateway or router). All data is sent to the access point (gateway or router) from where it is re-distributed.



Radio ad-hoc network

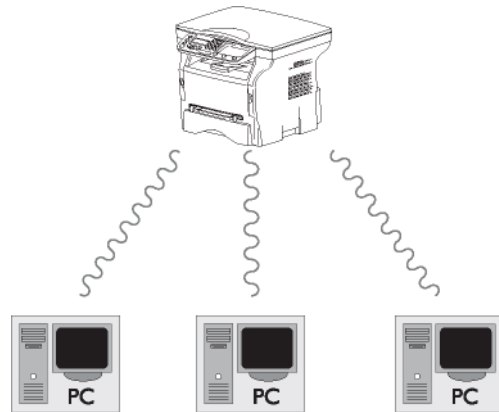
In an ad-hoc network, the devices communicate directly with each other without passing through an access point.

The speed of communication across the whole radio network is as fast as the weakest connection in the network. The speed of communication is also dependent on spatial distance between transmitter and receiver, as well as the number of barriers, such as walls or ceilings.



Important

Please note that in ad-hoc mode, the WPA/WPA2 encryption method is not available.



Radio networks (WLAN)

Three steps are necessary to incorporate your machine into a radio network (WLAN):

- 1 Configure the network to your PC.
- 2 Set up the parameters for your machine so that it can function in a network.
- 3 Having set up the parameters for your device, install the Xerox Companion Suite software onto your PC with the necessary printer drivers.

Once the machine is incorporated into a WLAN network, you can from your PC:

- print documents on the multifunction machine from your usual applications,
- scan colour, grey scale or black and white documents on your PC.

The PC and all other devices must have their parameters set up to the same network as the multifunction machine. All the details needed for setting up the device, such as the network names (SSID), type of radio network, encryption key, IP address or subnetwork mask, must match the specifications of the network.



Important

You will find these details on your PC or on the Access Point.

To find out how to set up the parameters for your PC, please consult the users' manual for your WLAN adaptor. For large networks, please seek the advice of your network administrator.

You can be sure of perfect communication if you use an approved adaptor in conjunction with your PC.

Note

All of the latest printer drivers for the approved adaptor may be found on our website together with further information: www.xerox.com.

Connect your WLAN adaptor

Your machine belongs to a new generation of terminals that you can incorporate into a WLAN network using a WLAN USB key.

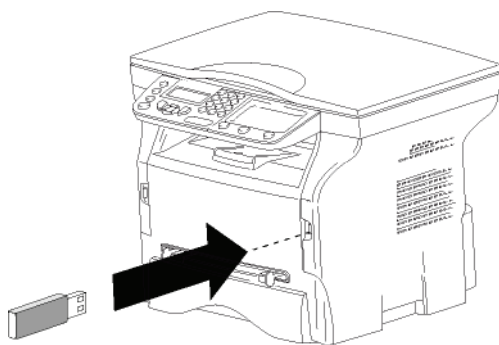
Your machine's network radio adaptor transmits data using the radio protocol IEEE 802.11g; it can also be incorporated into an existing IEEE 802.11b network.

When connecting to your machine, only use the approved adaptor. Other transmitting or receiving adaptors may damage your device.

Important

Irrespective of whether you use your machine in an infrastructure or ad-hoc network, you must set up certain network and security parameters (for example, the Service-Set-ID (SSID) and the encryption key). These must match the network's specifications.

- 1 Plug your WLAN USB key into the USB port of your machine.



Configure your network

We recommend that the settings of your WLAN network should only be changed by a person with a good knowledge of the configuration of your computer.

Note

Creating or rejoining a network

Before attempting to use a WLAN adaptor on your machine, you must enter the parameters that will allow a WLAN network to recognise your machine.

On your machine you will find simple instructions that guide you step by step through the set-up of your network. Just follow them!

▼ **281 - SETUP / WLAN / CONFIG. ASS.**

- 1 Press ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **CONFIG. ASS.** using the keys ▼ or ▲ and confirm with **OK**.
The machine searches for existing networks.
- 4 Select your existing network, or select **NEW NETWORK** to create it, using the keys ▼ or ▲ and confirm with **OK**.

Note

If you choose an existing network, steps 5 and 6 (and possibly 7) are carried out automatically.

- 5 **SSID** appears on the screen, enter the name of your network using the numerical keypad, pressing the keys one after the other until you obtain the name you want (32 characters maximum) and confirm with **OK**.
- 6 **AD-HOC MODE** or **INFRA. MODE** appear on the screen. Go back to the beginning of the chapter and make your choice.
Select one of these modes and confirm with **OK**.
 - If you choose AD-HOC mode, the sub-menu **CHANNEL** appears, enter a figure between 1 and 13 and confirm with **OK**.
- 7 Select your encryption method, **OFF**, **WEP** or **WPA**, and confirm with **OK**:

Important


Please note that in ad-hoc mode, the WPA/WPA2 encryption method is not available.

- If you choose **WEP**, enter the WEP key that you are using on your network.

Note

The WEP key number may be configured in the menu: ▼ **29 - SETUP / TECHNICALS / WEP KEYS NBR.**

- If you choose **WPA**, enter the WPA or WPA2 key that you are using on your network.


- 8 **IP CONF.: MANU** or **IP CONF.: AUTO** appear on the screen.
If you choose to set up the system manually, go to the next paragraph and enter the parameters **IP ADDRESS**, **SUBNET MASK** and **GATEWAY**.
- 9 At the end of this procedure, you return to the main menu of **CONFIG. ASS.**
- 10 Exit this menu by pressing the  key.

Once the network has been set up, the LED of the WLAN USB key should be on.


Referring to or changing your network parameters

Each of the parameters of your network may be changed as your network develops.

▼ 2822 - SETUP / WLAN / PARAMETERS / IP ADDRESS

- 1 Press ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **IP ADDRESS** using the keys ▼ or ▲ and confirm with **OK**.
- 5 The number of your IP address will appear in the format **000.000.000.000**. Enter the new IP address for your machine in the format displayed and confirm with **OK**.
- 6 Exit this menu by pressing the  key.


▼ 2823 - SETUP / WLAN / PARAMETERS / SUBNET MASK

- 1 Press ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **SUBNET MASK** using the keys ▼ or ▲ and confirm with **OK**.
- 5 The number of your subnet mask will appear in the format **000.000.000.000**. Enter the new submask of your machine in the format displayed and confirm with **OK**.
- 6 Exit this menu by pressing the  key.


▼ 2824 - SETUP / WLAN / PARAMETERS / GATEWAY

- 1 Press ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys ▼ or ▲ and


confirm with **OK**.

- 4 Select **GATEWAY** using the keys ▼ or ▲ and confirm with **OK**.
- 5 The number of your gateway will appear in the format **000.000.000.000**. Enter the new gateway for your machine in the format displayed and confirm with **OK**.
- 6 Exit this menu by pressing the  key.

▼ 2825 - SETUP / WLAN / PARAMETERS / SSID

- 1 Press ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **SSID** using the keys ▼ or ▲ and confirm with **OK**.
- 5 The name of your network will appear on the screen. Enter the new name of your network and confirm with **OK**.
- 6 Exit this menu by pressing the  key.

▼ 2826 - SETUP / WLAN / PARAMETERS / MODE

- 1 Press ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **MODE** using the keys ▼ or ▲ and confirm with **OK**.
- 5 The symbol >>, tells you that your network is in active mode.
- 6 Select one of the modes and confirm with **OK**.
 - If you choose the AD-HOC MODE, the sub-menu **CHANNEL** will appear; enter a number between 1 and 13 and confirm with **OK**.
- 7 Exit this menu by pressing the  key.

Important

In an AD-HOC network, the devices communicate directly with each other without passing through an access point. The speed of communication across the whole AD-HOC radio network is as fast as the weakest connection in the network. The speed of communication is also dependent on spatial distance between transmitter and receiver, as well as the number of barriers, such as walls or ceilings.

▼ 2827 - SETUP / WLAN / PARAMETERS / SECURITY

This parameter allows you to make your network secure by setting the encryption method to use in your WLAN network.


- 1 Press **▼**, select the menu **SETUP** using the keys **▼** or **▲** and confirm with **OK**.
- 2 Select **WLAN** using the keys **▼** or **▲** and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys **▼** or **▲** and confirm with **OK**.
- 4 Select **SECURITY** using the keys **▼** or **▲** and confirm with **OK**.
- 5 Choose **WEP**, **WPA** or **OFF** and confirm with **OK**.
 - If you choose **WEP**, enter a password:
 - In a 64 bit security configuration, the password must contain five characters exactly.
 - In a 128 bit security configuration, the password must contain 13 characters exactly.

You may also enter the password using the hexadecimal system, if this is the case:

- For a 64 bit security configuration, the password must contain exactly 10 hexadecimal characters.
- For a 128 bit security configuration, the password must contain exactly 26 hexadecimal characters.


Note

- If you choose **WPA**, enter a WPA or WPA2 password (min. 8 characters to 63 characters max.). The password can contain alphanumerical characters - numbers and letters - and any other symbol available on the keypad. The only invalid character is "€" (euro currency sign).

- 6 Exit this menu by pressing the  key.

▼ 2828 - SETUP / WLAN / PARAMETERS / HOSTNAME

The machine name allows you to identify your machine on the network via a PC (for example with the name "PRINT-NETWORK-1").

- 1 Press **▼**, select the menu **SETUP** using the keys **▼** or **▲** and confirm with **OK**.
- 2 Select **WLAN** using the keys **▼** or **▲** and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys **▼** or **▲** and confirm with **OK**.
- 4 Select **HOSTNAME** using the keys **▼** or **▲** and confirm with **OK**.
- 5 Type in the desired name (15 characters maximum) and confirm with **OK**.
- 6 Exit this menu by pressing the  key.

Once your connection has been set up, you must install the network printer driver on your PC so that you can print your documents.


Refer to the paragraph **Software installation**, page 36.

An example of how an AD-HOC network may be set up

Below is an example of how to configure an Ad-hoc network without security protection using the following parameters:

- network name: "house"
- radio type: "ad-hoc"
- channel: "1"
- PC's IP address: "169.254.0.1"
- PC's subnetwork mask: "255.255.0.0"
- PC's gateway: "0.0.0.0"
- IP address of the multifunction machine: "169.254.0.2"
- subnetwork mask of the multifunction machine: "255.255.0.0"
- multifunction machine's gateway: "0.0.0.0"

Setting up a machine

- 1 Plug the WLAN USB key into the USB connector of the multifunction machine.
- 2 Press **▼**, select the menu **SETUP** using the keys **▼** or **▲** and confirm with **OK**.
- 3 Select **WLAN** using the keys **▼** or **▲** and confirm with **OK**.
- 4 Select **CONFIG. ASS.** using the keys **▼** or **▲** and confirm with **OK**.
- 5 Select **NEW NETWORK** using the keys **▼** or **▲** and confirm with **OK**.
- 6 **SSID** appears on the screen, enter "house" using the numerical keypad and confirm with **OK**.
- 7 Select the mode **AD-HOC MODE** and confirm with **OK**.
- 8 Enter "1" in the field **CHANNEL** and confirm with **OK**.
- 9 Select **OFF** and confirm with **OK**.
- 10 Select **IP CONF.: MANU** and confirm with **OK**.
- 11 Enter "169.254.0.2" in the field **IP ADDRESS** and confirm with **OK**.
- 12 Enter "255.255.0.0" in the field **SUBNET MASK** and confirm with **OK**.
- 13 Enter "0.0.0.0" in the field **GATEWAY** and confirm with **OK**.
- 14 At the end of this process, you return to the main menu of **ASS. CONFIG.**
- 15 Exit this menu by pressing the  key.

Once the network has been set up, the LED of the WLAN USB key should be on.

You must now set up the PC.

Setting up the PC

For this section, refer to the instructions supplied by the manufacturer of the WLAN USB key to help you to find and join the "house" network.

- 1 You may need to install the software for the WLAN USB key on the PC, if this has not already been done.
- 2 Plug WLAN USB key into a USB port on the PC.
- 3 Use the software of the WLAN USB key to detect the network.
- 4 Join the network "**house**" once this has been detected.
- 5 Now set up the WLAN network connection of your PC.

 **Note**

To guide you through this stage, refer to the paragraph "Setting the parameters for a connection" in the manufacturer's instructions.

To do this, you must configure the element **Protocol Internet (TCP/IP)** for the WLAN connection that has been created. If this element is set up in such a way as to obtain an IP address automatically, you must change it to manual mode to set up the TCP/IP address ("169.254.0.1" in our example), the subnet mask ("255.255.0.0" in our example) and the default gateway ("0.0.0.0" in our example).

- 6 Enter **OK**.

USB memory key

You can connect a USB memory Key in the front of your machine. The files stored in TXT, TIFF and JPEG formats will be read and you will be able to perform the following actions:

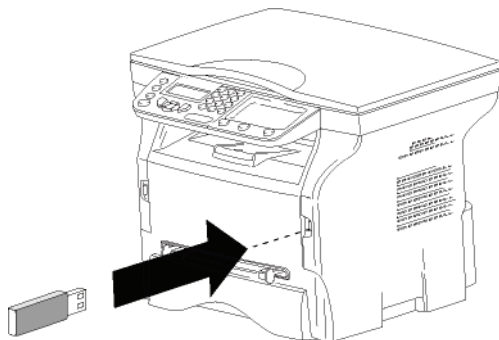
- print the stored files contained in your USB memory key¹,
- delete the files contained in your USB memory key,
- query the contents of the inserted USB memory key,
- scan a document on your USB memory key.

Use of the USB memory key



Important

Always take care when you insert a USB memory key into the machine. Do not disconnect your USB memory key while the machine is reading its contents or writing contents.



Print your documents



Important

Printing is not possible on A5 (or Statement) paper size.

You can print the stored files or a list of the files located in the USB memory key.

Print the list of files located in the key

To print the list of files located in the key:

▼ 01 - MEDIA / PRINT DOC. / LIST

- 1 Insert the USB memory key into the front of the machine.
MEDIA ANALYSIS appears on the screen.
- 2 Select **PRINT DOC.** with the ▼ or ▲ buttons and confirm with **OK**.
- 3 Select **LIST** with the ▼ or ▲ buttons and confirm with **OK**.

1. It may be possible that some TIFF files of your USB memory key cannot be printed due to data format limitation.

- 4 The list is shown in a table with the following information:
 - the scanned files are indexed in an incremental 1 by 1 order,
 - the files name with their extension,
 - the date of the files last save,
 - the files size in Kbytes.

Print the files stored on the key

To print the files stored on the key:

▼ 01 - MEDIA / PRINT DOC. / FILE

- 1 Insert the USB memory key into the front of the machine.
MEDIA ANALYSIS appears on the screen.
- 2 Select **PRINT DOC.** with the ▼ or ▲ buttons and confirm with **OK**.
- 3 Select **FILE** with the ▼ or ▲ buttons and confirm with **OK**.
- 4 You have three possible ways to print your files:
 - **ALL**, to print all the files stored on the USB memory key.
Select **ALL** with the ▼ or ▲ buttons and confirm with **OK**. The printing is started automatically.
 - **SERIES**, to print a series of files stored on the USB memory key.
Select **SERIES** with the ▼ or ▲ buttons and confirm with **OK**.
FIRST FILE and the first indexed file appears on the screen. Select with the ▼ or ▲ buttons the first file of the series to print and confirm with **OK**. A star (*) appears on the left side of the file.
LAST FILE appears on the screen. Select with the ▼ or ▲ buttons the last file of the series to print and confirm with **OK**.

Press the  button.

COPIES NUMBER appears on the screen, enter the desired number of copies with the numerical keypad and confirm with **OK**.
Select the printing format (for JPEG files): **A4** or **LETTER** (depending on model), or **PHOTO** and confirm with **OK**.
Select the printing format: **THICK** or **NORMAL** and confirm with **OK** to start printing.

- **SELECTION**, to print one or several files stored on the USB memory key.
Select with the ▼ or ▲ buttons the file to print and confirm with **OK**. A star (*) appears on the left side of the file.
Repeat this step for each file you want to print.

Press the  button.

COPIES NUMBER appears on the screen, enter the desired number of copies with the numerical keypad and confirm with **OK**.
Select the printing format (for JPEG files): **A4** or **LETTER** (depending on model), or **PHOTO** and confirm with **OK**.

Select the printing format: **THICK** or **NORMAL** and confirm with **OK** to start printing.

- 5 Exit this menu by pressing the  button.

Delete your files stored on the key

You can delete files stored on your USB memory key.

▼ 06 - MEDIA / DELETE

- 1 Insert the USB memory key into the front of the machine.
MEDIA ANALYSIS appears on the screen.
- 2 Select **DELETE** with the ▼ or ▲ buttons and confirm with **OK**.
- 3 You have three possible ways of deleting your files:
 - **ALL**, to delete all the files stored on the USB memory key.
Select **ALL** with the ▼ or ▲ buttons and confirm with **OK**.
You come back to the previous menu.
 - **SERIES**, to delete a series of files stored on the USB memory key.
Select **SERIES** with the ▼ or ▲ buttons and confirm with **OK**.
FIRST FILE and the first indexed file appears on the screen. Select with the ▼ or ▲ buttons the first file of the series to delete and confirm with **OK**. A star (*) appears on the left of the file.
LAST FILE appears on the screen, select with the ▼ or ▲ buttons the last file of the series to delete and confirm with **OK**. A star (*) appears on the left side of the file.

Press the  button.

You come back to the previous menu.

- **SELECTION**, to delete only one or several files stored on the USB memory key.
Select with the ▼ or ▲ buttons the file to delete and confirm with **OK**. A star (*) appears on the left side of the file.
Repeat this step for each file you want to delete.

Press the  button.

You come back to the previous menu.

- 4 Exit this menu by pressing the  button.

Read the USB memory key contents

After a period of inactivity, your machine will return to the main menu. To view the USB memory key again please proceed as follows:

▼ 07 - MEDIA / MEDIA ANALYSIS

- 1 Press ▼, enter **07** using the keypad.
- 2 The scanning of the USB memory key is started.
- 3 You can print or delete the detected files stored on your USB memory key. Refer to the previous chapters.

Save a document on a USB memory key

This function allows you to scan and save a document directly in the folder Phaser3100MFP_S\SCAN on a USB memory key. The folder Phaser3100MFP_S\SCAN is created by the application.


Important

*Before scanning a document, make sure that your USB memory key has sufficient disk space. If not, you can delete manually the files, see section **Delete your files stored on the key**, page 34.*

- 1 Place the document to be scanned face down on the document glass.
- 2 Insert the USB memory key into the front of the machine.
The scanning of the USB memory key is started. When the scanning is finished, the **MEDIA** menu is displayed.
- 3 Select **SCAN TO** with the ▼ or ▲ buttons then confirm with the **OK** button.

You can also access this function in two other ways:

Important

- by pressing the  button then by selecting **SCAN-TO-MEDIA**.
- by pressing the ▼ button from the screen saver then by typing **03** on the numerical keypad.

- 4 Choose between **B&W SCAN** or **COLOUR SCAN** with the ▼ or ▲ buttons and confirm with **OK**.
- 5 With the alphanumerical keypad, give a name to the scan file (up to 20 characters) and confirm with **OK**.
- 6 Choose the scan format between **IMAGE** and **PDF**, and confirm to start the scan and the recording of the document.
IMAGE allows to have the same kind of file as a photo. **PDF** is a format for the digital documents

creation.




With the **IMAGE** format, if you have selected:


- **BLACK&WHITE**, the picture will be saved in TIFF format.
- **COLOUR**, the picture will be saved in JPEG format.

You can choose the image resolution that will be scanned to the USB memory key; the default resolution is AUTO.

Important

Press the  button several times and select the resolution you require:

- Scanning in **BLACK&WHITE**:
 -  icon: text resolution.
 -  icon: photo resolution.
 - no icon: auto resolution.
- Scanning in **COLOUR**:
 -  icon: text resolution.
 - no icon: auto resolution.

Pressing  immediately starts the scan and sends a file to the USB memory key with the parameters defined in the scan format.

PC Features

Introduction

The Xerox Companion Suite software allows the connection of a personal computer with a compatible machine.

From the PC, you can:

- manage the machine, allowing you to set it up according to your needs,
- print your documents on the machine from your usual applications,
- scan colour, grey scale or black and white documents and edit them on your PC.

Configuration requirements

The minimum configuration requirements for your personal computer are:

Supported operating systems:

- Windows 2000 with at least Service Pack 3,
- Windows XP (Home and Pro),
- Windows 2003 server for printing driver only,
- Windows Vista.

Processor:

- 800 MHz for Windows 2000,
- 1 GHz for Windows XP (Home and Pro),
- 1 GHz for Windows Vista.

A CD-ROM drive

A free USB port

600 Mbytes of available disk space for the installation
RAM memory:

- 128 Mbytes minimum for Windows 2000,
- 192 Mbytes minimum for Windows XP (Home and Pro).
- 1 GByte for Windows Vista.

Software installation

This section describes the following installation procedures:

- full installation of the Xerox Companion Suite software,
- installation of the drivers only.

Installing the full software package

Turn your PC on and log in as administrator.

- 1 Open the CD-ROM drive, insert the installation CD-ROM and close the drive.
- 2 An installation procedure is automatically run (Auto run). If it does not, double-click on setup.exe at the CD-ROM's root.
- 3 A screen titled **XEROX COMPANION SUITE** appears. This screen allows you to install and uninstall the software, access the product's user guides or browse the CD-ROM contents.
- 4 Place your cursor on **INSTALL PRODUCTS** and confirm with left-click of the mouse.



- 5 The Products Installation screen appears. Place your cursor on **ALL PRODUCTS** and confirm by left-click with the mouse.

The full installation copies the software required for the good execution of the Xerox Companion Suite kit onto your PC.

The kit consists of:

- Xerox Companion Suite (machine management software, printer drivers, scanner, ...),
- Adobe Acrobat Reader,
- PaperPort.

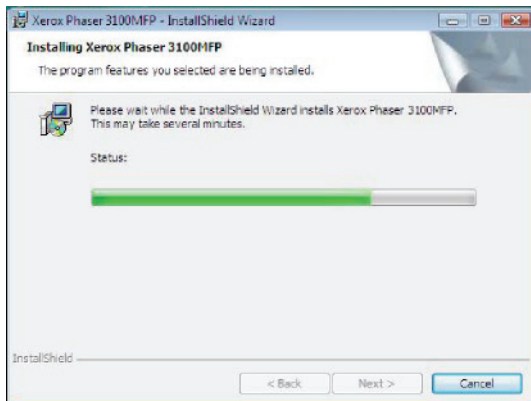
Note

You may already be the owner of a version of the software available in the installation CD-ROM.

*In this case use the **CUSTOMIZED** installation, select the software that you want to install on your hard drive and confirm your choice.*



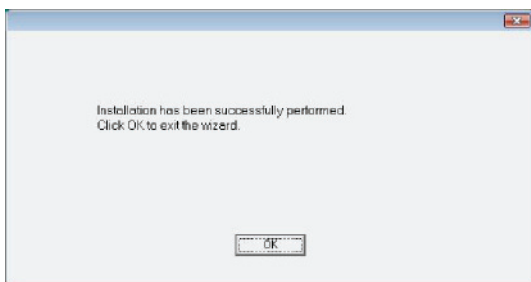
The installation is launched.



The following screen appears to indicate the progression of the installation.



6 Click on **OK** to finish the installation.



Your Xerox Companion Suite kit is successfully installed on your PC.

You can now connect your machine, refer to paragraph **Connections**, page 39.

You can start the machine's management software from the menu **START > ALL PROGRAMS > XEROX COMPANION SUITE > PHASER 3100 MFP > COMPANION DIRECTOR** or by clicking on the icon **XEROX COMPANION DIRECTOR** located on your desktop.

Installing drivers only

This section describes the following installation procedures:

- installation of drivers using the Xerox Companion Suite software,
- manual installation of drivers.

Installing the drivers using the Xerox Companion Suite software

Turn your PC on and log in as administrator.

- 1 Open the CD-ROM drive, insert the installation CD-ROM and close the drive.
- 2 An installation procedure is automatically run (Auto run). If it does not, double-click on setup.exe at the CD-ROM's root.
- 3 A screen titled XEROX COMPANION SUITE appears. This screen allows you to install and uninstall the software, access the product's user guides or browse the CD-ROM contents.
- 4 Place your cursor on **INSTALL PRODUCTS** and confirm with left-click of the mouse.



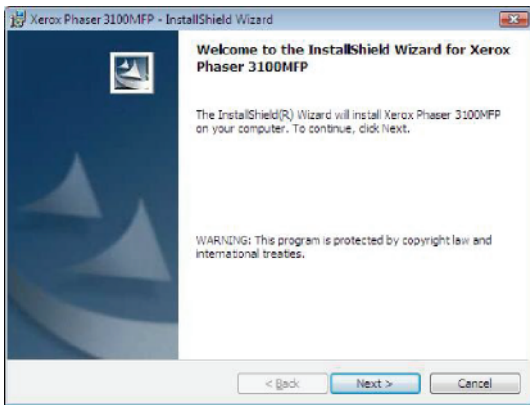
- 5 The Products Installation screen appears. Place your cursor on **CUSTOMIZED** and confirm by left-click with the mouse.



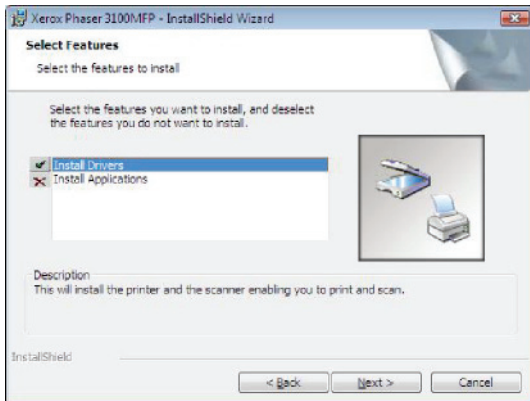
- 6 Place your cursor on **XEROX COMPANION SUITE** and confirm with left-click of the mouse.



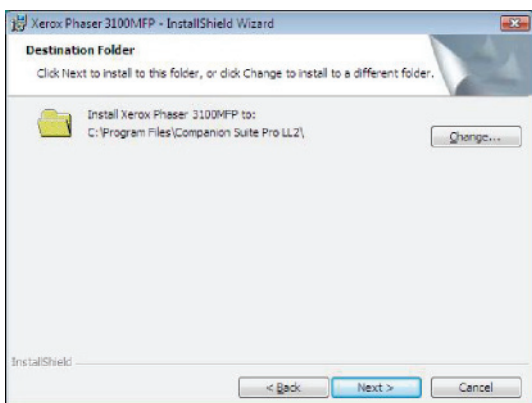
- 7 The welcome screen appears. Click on the **NEXT** button to launch the installation of the Xerox Companion Suite kit on your PC.



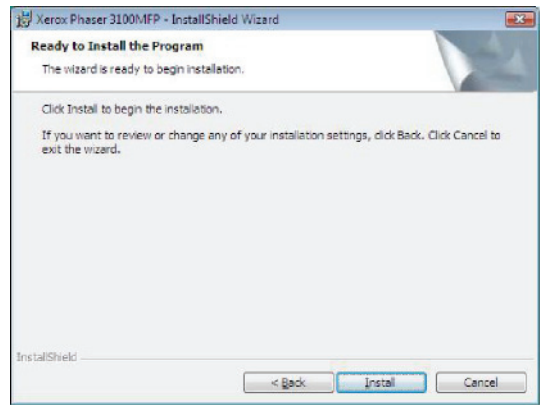
- 8 Select **INSTALL DRIVERS** in the list and click on the **NEXT** button.



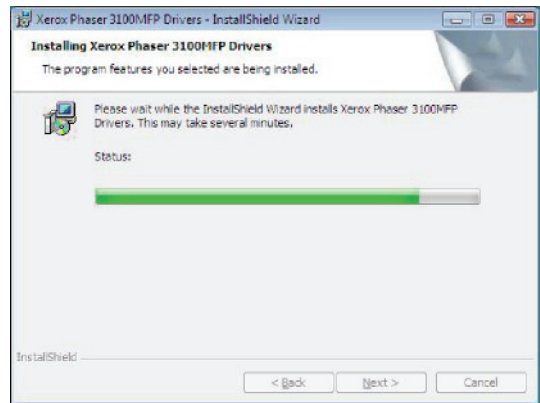
- 9 Select the destination folder for installation and click on the **NEXT** button.



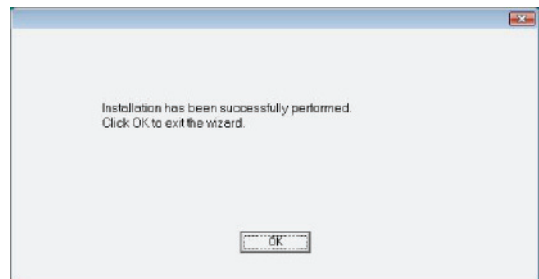
- 10 The final installation is ready to be executed. Click on the **INSTALL** button.



- 11 A screen informs you of the installation progress.



- 12 Click on **OK** to finish the installation.



The Xerox Companion Suite software is now installed on your PC.

You can now connect your machine, refer to paragraph **Connections**, page 39.

Installing the drivers manually

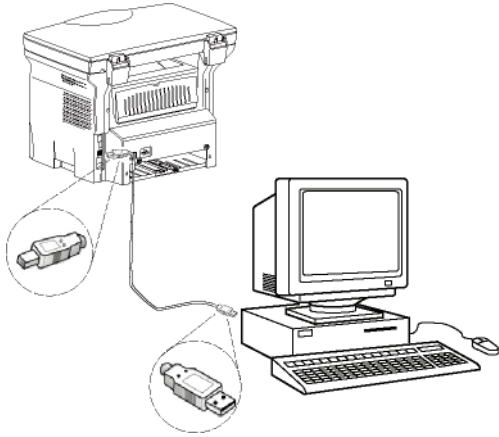
You can install the printer and scan drivers manually without running any setup software.



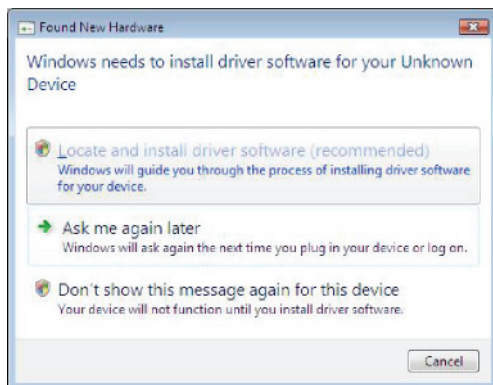
Note

This installation mode is only possible on Windows 2000, XP and Vista.

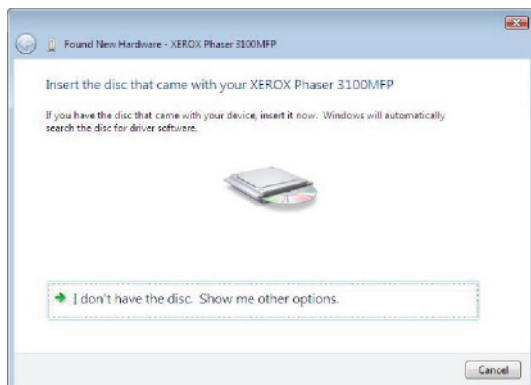
- 1 Locate your USB cable connectors and connect as shown below on the picture.



- 2 Power on your machine. The PC detects the device.
- 3 Click on **LOCATE AND INSTALL DRIVER SOFTWARE (RECOMMENDED)**.

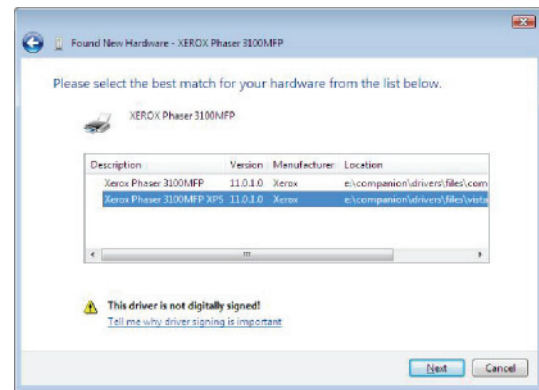


The following screen appears:



- 4 Open the CD-ROM drive, insert the installation CD-ROM and close the drive. The drivers are detected automatically.
- 5 Select XEROX PHASER 3100MFP in the list and

click on **NEXT**.



- 6 A screen informs you that the drivers have been installed. Click on the **CLOSE** button.

You can now use the machine to print and scan your documents.

Connections

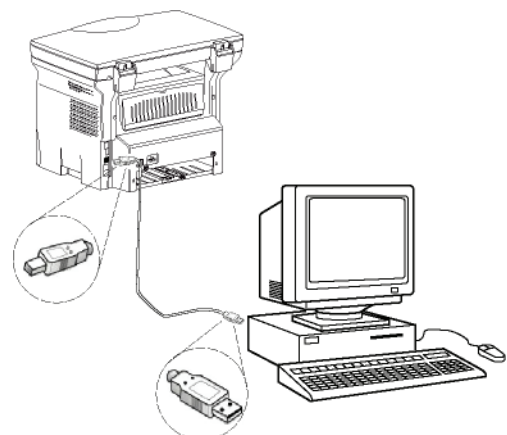
Make sure that your machine is powered off. The connection between the PC and the machine requires a USB 2.0 shielded cable no more than 3 meters long.

*It is recommended to install the Xerox Companion Suite software first and then to connect the USB cable to your machine (see **Installing the full software package**, page 36).*

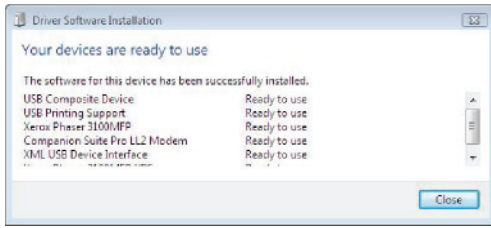
! Important

*If you connect the USB cable before installing the Xerox Companion Suite software the recognition system (plug and play) identifies automatically that new hardware has been added. To start your machine drivers installation, refer to paragraph **Installing the drivers manually**, page 39 and follow the instructions on screen. When you use this procedure, only printing and scanning functions are activated.*

- 1 Locate your USB cable connectors and connect as shown below on the picture.



- 2 Power on your machine.
The PC detects the device and the drivers are automatically installed.
- 3 Once the installation is finished, a message indicates that the drivers are installed correctly.



You can now use the machine to print and scan your documents.

Software Uninstallation

This section describes the following procedures:

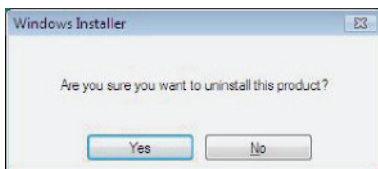
- full uninstallation of the Xerox Companion Suite software,
- uninstallation of the drivers only.

Uninstall the software from your PC

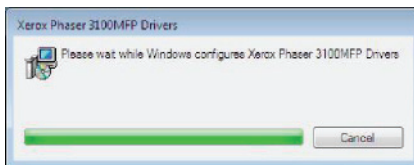
Turn your PC on and log in as administrator.

Run the programs removal from the menu **START > ALL PROGRAMS > XEROX COMPANION SUITE > PHASER 3100MFP > UNINSTALL.**

- 1 A confirmation screen appears. Click on the **YES** button to continue the Xerox Companion Suite program removal.



- 2 The uninstall program is launched. You can cancel the removal by clicking on **CANCEL.**



Uninstall the drivers from your PC

Turn your PC on and log in as administrator.

Depending on the installation mode used, select the required uninstallation mode:

- If you have installed the drivers with the Xerox Companion Suite software, see paragraph Uninstall the drivers using the Xerox Companion Suite software.
- If you have installed the drivers manually, see paragraph Uninstall the drivers manually.

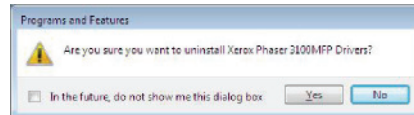
Uninstall the drivers using the Xerox Companion Suite software

Run the programs removal from the menu **START > ALL PROGRAMS > XEROX COMPANION SUITE > PHASER 3100MFP > UNINSTALL.**

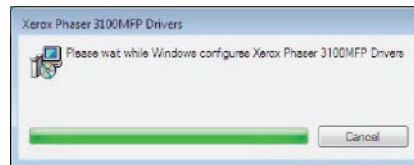
Note

You can also uninstall XEROX PHASER 3100MFP drivers using the Windows function **ADD/REMOVE PROGRAMS** from the control panel.

- 1 A confirmation screen appears. Click on the **YES** button to continue the XEROX PHASER 3100MFP drivers program removal.



- 2 The uninstall program is launched. You can cancel the removal by clicking on **CANCEL.**



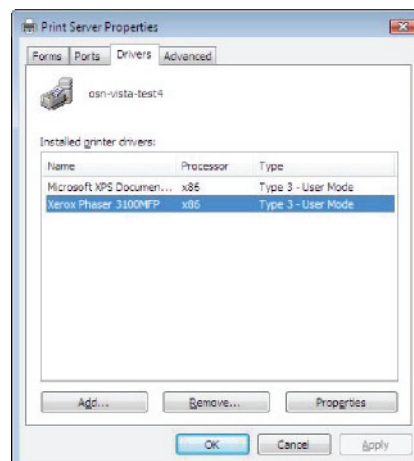
Uninstall the drivers manually

The following drivers must be removed:

- print driver
- scan driver
- modem driver

To remove the print driver:

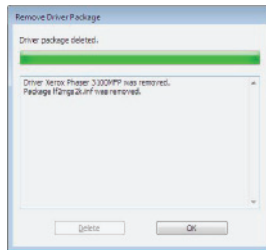
- 1 Open the **PRINTERS** window (**START > CONTROL PANEL > PRINTERS AND FAXES** or **START > CONTROL PANEL > HARDWARE AND SOUND > PRINTERS** depending the operating system).
- 2 Delete the XEROX PHASER 3100MFP icon.
- 3 In the **PRINTERS** window, right-click with the mouse and select **RUN AS ADMINISTRATOR > SERVER PROPERTIES.**
- 4 Select the **DRIVERS** tab.
- 5 Select the XEROX PHASER 3100MFP driver and click on the **REMOVE** button.



- 6 Select the option **REMOVE DRIVER AND DRIVER PACKAGE** and click on the **OK** button.

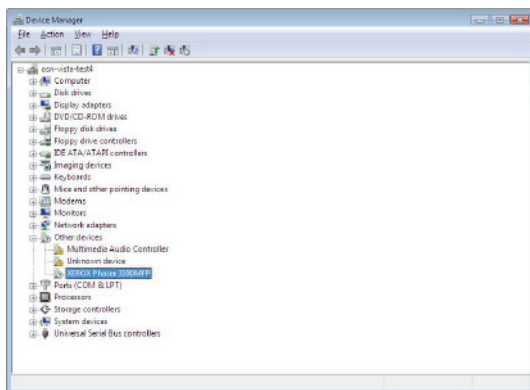


- 7 A confirmation screen appears. Click on the **YES** button to continue.
8 Click on the **DELETE** button to confirm the removal.



To remove scan and modem drivers:

- 1 Open the **DEVICE MANAGER** window (**START >CONTROL PANEL > SYSTEM > HARDWARE > DEVICE MANAGER** or **START >CONTROL PANEL > HARDWARE AND SOUND > DEVICE MANAGER**, depending on the operating system).



- 2 In the **OTHER DEVICES** sub-menu, select the **XEROX PHASER 3100MFP** item and click on the right button of the mouse.
3 Select **UNINSTALL** on the menu and left-click with the mouse.



- 4 Click on the **OK** button to confirm the removal.
5 In the **IMAGING DEVICES** sub-menu, select the **XEROX PHASER 3100MFP** item and right-click with the mouse.
6 Select **UNINSTALL** on the menu and left-click with the mouse.
7 Click on the **OK** button to confirm the removal.

Machine Management

The software that you have installed contains two machine management applications, **COMPANION DIRECTOR** and **COMPANION MONITOR**, which allow you to:

- check whether the machine is connected to your PC,
- monitor the machine activities,
- monitor the status of the machine consumables from the PC,
- quickly access the graphic editor applications.

To manage the machine, run the Companion Director application by clicking on the icon located on your desktop or from the menu **START >ALLPROGRAMS > XEROX COMPANION SUITE > PHASER 3100 MFP > COMPANION DIRECTOR**.

Checking the connection between the PC and the machine

To check if the connection between the devices is good, run the **COMPANION MONITOR** software from the icon located on the desktop and check that the same information is displayed on the machine.

Companion Director

This graphical Interface allows you to run the utilities and the software to manage your machine.

Graphical presentation

Run the application by clicking on the **XEROX COMPANION DIRECTOR** icon located on your desktop or from the menu **START >ALLPROGRAMS > XEROX COMPANION SUITE > PHASER 3100 MFP > COMPANION DIRECTOR**.



Utilities and applications activation

The Xerox COMPANION SUITE graphical interface allows you to run the following utilities and software:

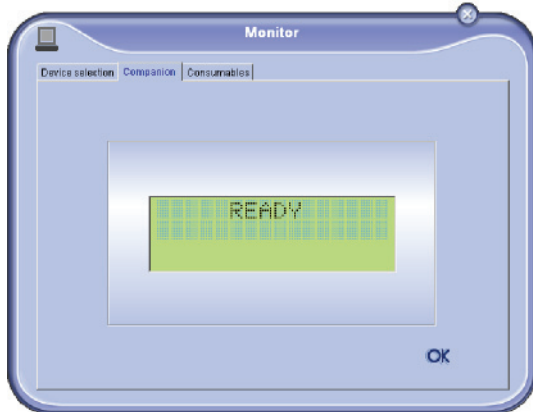
- get **HELP** from the current documentation,
- run the **PAPERPORT** software (Doc Manager).

To run a software or utility contained in the Xerox COMPANION SUITE kit, place the cursor on it and left-click with the mouse.

Companion Monitor

Graphical presentation

Run the application by clicking on the **XEROX COMPANION MONITOR** icon located on your desktop or from the menu **START > ALL PROGRAMS > XEROX COMPANION SUITE > PHASER 3100 MFP > COMPANION MONITOR**.



From this screen you can monitor the information or configure your machine from the tabs:

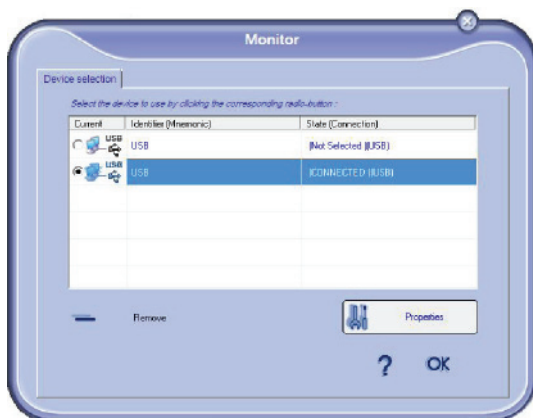
- **DEVICE SELECTION:** Displays the list of devices managed by the PC.
- **COMPANION:** Presents the machine screen (USB connection only).
- **CONSUMABLES:** Displays the consumables status.

Device management

This tab shows the list of devices managed by the PC.

Selecting the current device

Only one device at a time may be connected to the PC. The current device may be selected by clicking on the radio button corresponding to the device.



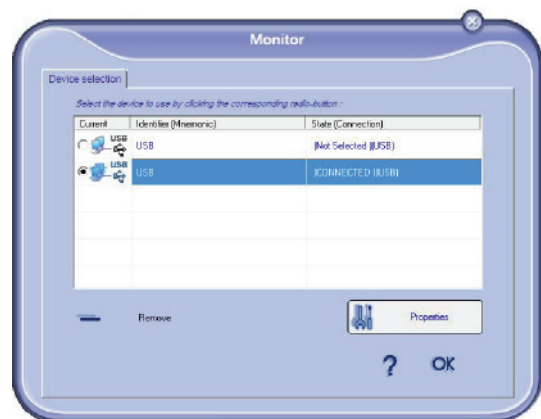
Status of the connection

The status of the connection between the current device and the PC is indicated by a colour. The following table defines the possible states of the connection.

| Colour | State |
|--------|----------------------------------------------------------------|
| Yellow | Connection in progress. |
| Green | Connection established. |
| Red | The PC cannot connect to the device. Check the USB connection. |

Device parameters

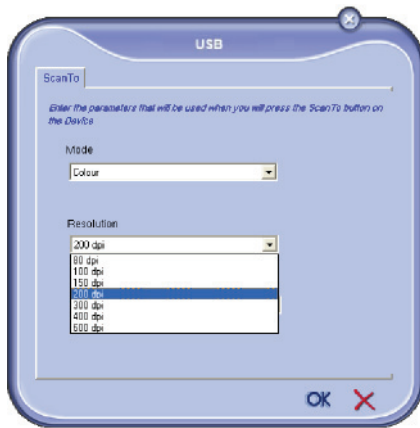
- 1 Select a device by clicking on its line in the list and click on **PROPERTIES** to configure the scanning parameters to be applied for this device when you use the **SCAN TO** function.



- 2 Select the desired scan **MODE** in the drop-down menu.



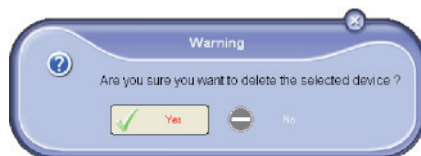
- 3 Select the desired scan **RESOLUTION** in the drop-down menu.



- 4 Click **OK** to confirm the new parameters.

Removing a device

- 1 Select the device from the list and click the minus sign or **REMOVE** button.
- 2 To confirm the removal of the device, click **YES**. To cancel the removal, click **No**.

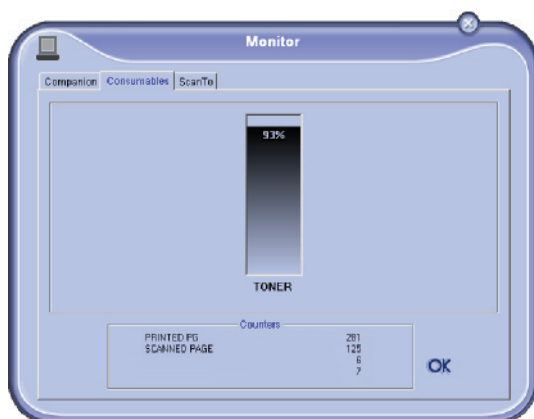


The device is no longer displayed in the list.

Display the consumable status

The following information will be available from the **CONSUMABLES** tab:

- current consumables status,
- number of printed pages,
- number of scanned pages,
- number of sent and received pages.



Xerox Companion Suite features

Document scanning

The document analysis can be carried out in two ways:

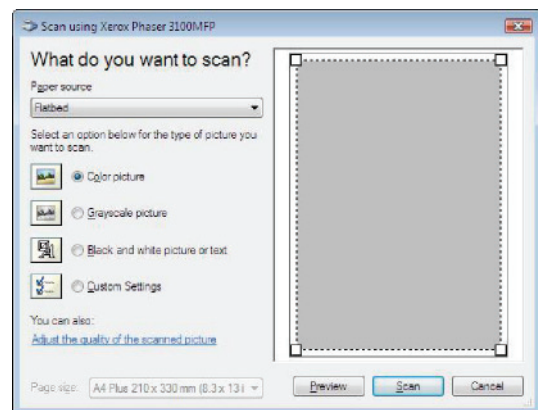
- either by the **SCAN TO** function (application accessible from the Companion Director window or from the **SCAN** button on the machine),
- or directly from a standard compatible application.

Scanning with Scan To

Run the application by clicking on the **XEROX COMPANION DIRECTOR** icon located on your desktop or from the menu **START > ALL PROGRAMS > XEROX COMPANION SUITE > PHASER 3100 MFP > COMPANION DIRECTOR**.

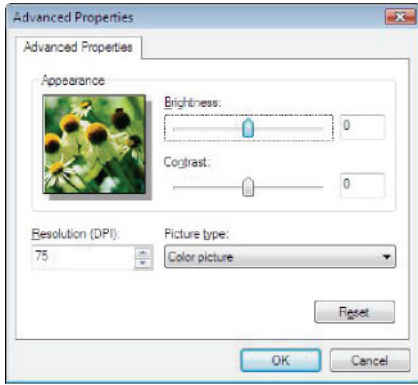


- 1 Click on the **SCAN TO** graphical image or press the **SCAN** button on your machine and select **SCAN-TO-PC**.
- 2 Select the desired options.

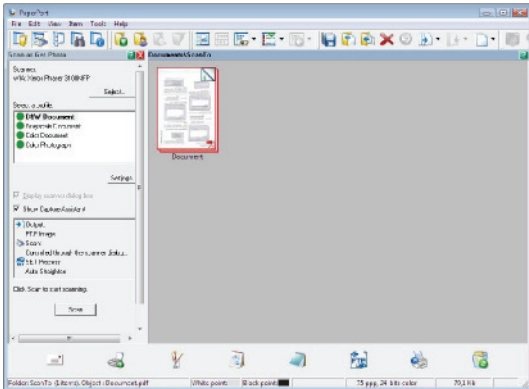


- 3 Customise the advanced properties of the scan by clicking on the **ADJUST THE QUALITY OF THE SCANNED PICTURE** link.

- Adjust the desired parameters and click on the **OK** button.



- Click on the **SCAN** button, you can follow the ongoing scan on the screen.
- At the end of the scan, the scanned picture appears in the PaperPort window.



Printing in duplex mode with the machine

The machine offers the ability to print a document in manual duplex mode from your PC.

In manual duplex, the print quality and paper transport are not guaranteed.

- If a problem occurred during the printing of the first side of your document, such as wrinkling, dog ears, etc., do not use this sheet for manual duplexing.
- When you load paper, please true up the end of paper on a flat surface.



For best results, we recommend that you use 80 g/m² A4 paper or 20 lbs/m² Letter paper.

To print a document in manual duplex mode:

The duplex printing mode is available only in a paper size managed by the paper tray. The manual tray cannot be used to print in duplex mode.



- Use the **PRINT** command from the **FILE** menu of the currently open application on the screen.
- Select the **XEROX PHASER 3100MFP** printer.
- Check the **Duplex** box and choose among the two binding modes:



If the PaperPort software is not installed on your hard drive, the scanned picture will appear on your desktop in TIFF format.

| Binding mode | Printing |
|--------------|----------|
| Long sides | |
| Short sides | |

- Click on the **OK** button to begin printing.
- The machine prints the odd pages (from the higher odd page to page 1) and the LCD screen displays:



- Use the **PRINT** command from the **FILE** menu of the currently open application on the screen.
- Select the **XEROX PHASER 3100MFP** printer.

Printing

You have the ability to print your documents via a USB connection or a WLAN connection.

During the installation of the Xerox Companion Suite software, the **XEROX PHASER 3100MFP** printer driver will be installed automatically onto your PC.

Printing to the machine

Printing a document on the machine from your PC is like printing a document in Windows.

- 6 Once the odd pages are printed, the LCD screen displays the message ****PUT THE PRINTED SHEETS IN THE PAPER TRAY WITH THE PRINTED SIDE VISIBLE...**:

**** PUT THE PRIN
... AND PRESS <OK>**

! Important

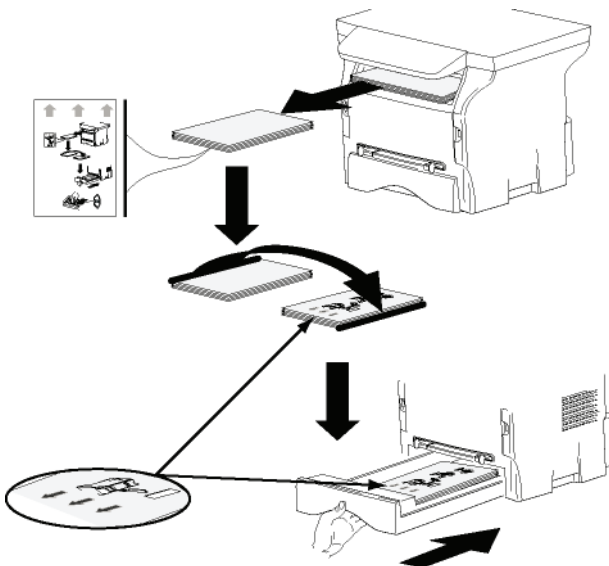
The PC generates and prints a page explaining how to reload the sheets for a duplex job. Read this page carefully and place it back with the other sheets. It is very important that you return the explanation sheet to the paper tray to continue printing correctly.

! Important

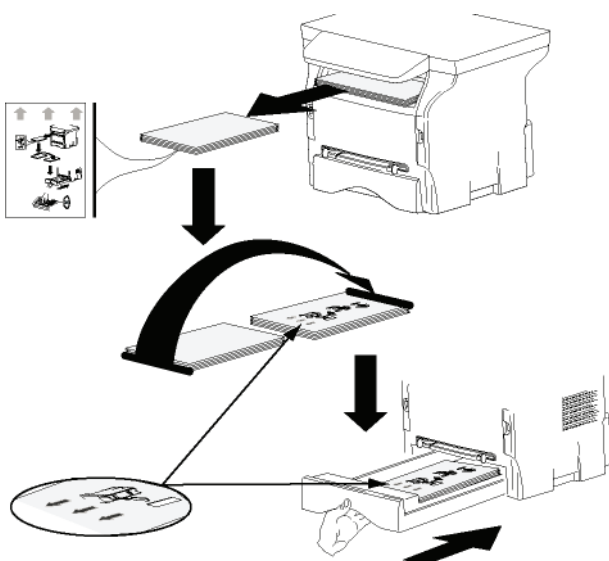
If a paper jam or a paper size error occurs, the job is cancelled. You must then resubmit the print job.

- 7 Place the sheets in the paper tray as indicated on the explanation page and below. The following illustrations describe the necessary operations depending on the selected binding mode:

- Long sides



- Short sides



- 8 Press **OK** on the control panel to resume printing.

Maintenance

Service

General information



CAUTION

For your safety, it is imperative to refer to the security directives presented in chapter **Security**, page 1.

To ensure that your machine is kept in the best conditions, it is recommended that you periodically clean the interior of the machine.

Please respect the following rules while using this machine:

- Do not leave the scanner cover open.
- Do not try to lubricate the device.
- Do not close the scanner cover violently or do not apply vibrations to the machine.
- Do not open the print cartridge access cover while printing.
- Do not try to disassemble the machine.
- Do not use paper which has stayed in the tray for too long.

Print cartridge replacement

Your machine comes with a current consumable management system. It tells you if your print cartridge is close to its end of cycle.

The following messages will appear on your machine screen when the print cartridge reaches the critical threshold (less than 10% print cartridge left) and when it is empty:

**TONER NEAR
END**

**TONER EMPTY
REPLACE <OK>**

You can however change the print cartridge at any time, before it reaches its end of cycle.

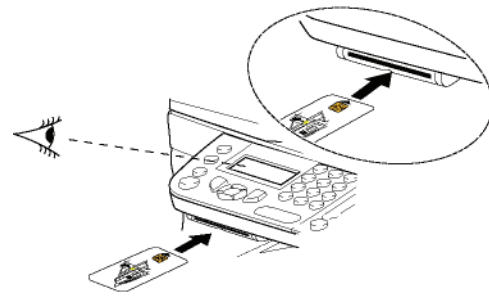


Important

Always use the smart card provided when replacing the print cartridge. The smart card contains the information necessary to reset the level of toner. Replacing the print cartridge without using a smart card may result in the consumable management system being inaccurate.

To replace the print cartridge, proceed as shown below.

- 1 Insert the smart card provided with the new print cartridge as shown on the picture below.



The following message appears:

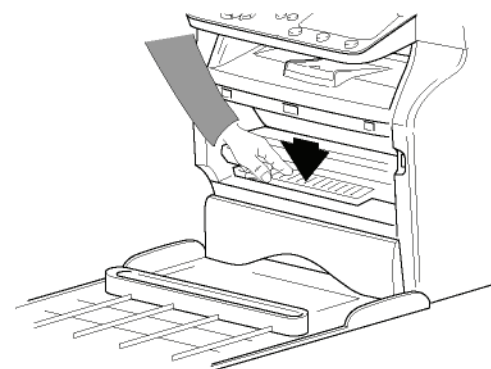
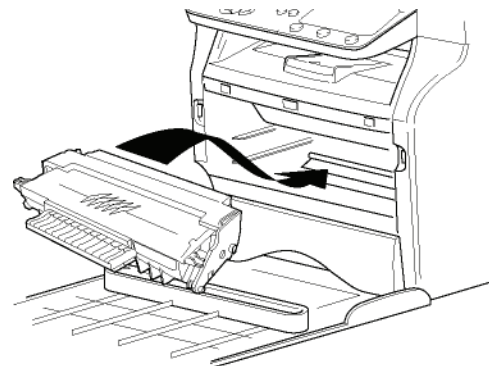
**CHANGE TONER?
YES=OK - NO=C**

- 2 Press **OK**.

The following message appears:

**OPEN FRONT COVER
REPLACE TONER**

- 3 Stand in front of the device.
- 4 Grasp the left and right sides of the cover and pull it towards you at the same time.
- 5 Raise and remove the print cartridge from the machine.
- 6 Unpack the new cartridge, insert it into its slot by pushing it until it clicks, then gently push the handle down (as shown below).



- 7 Close the cover.

The following message appears:

**HAVE YOU CHANGED
THE TONER? <OK>**

- 8 Press **OK**.

A wait message appears.

**PLEASE
WAIT**

The smart card is read.

**NEW TONER
REMOVE CARD**

- 9 Remove the smart card from the reader, your machine is ready to print again.

Issues with smart cards

If you use a smart card that has already been used, the machine will display:

**PLEASE
WAIT**

then,

**REMOVE CARD
ALREADY USED**

If you use a defective smart card, the machine will display:

**PLEASE
WAIT**

then,

**UNKNOWN CARD
REMOVE CARD**

If the **C** button is pressed while the smart card is being read, the machine displays:

**ACTION CANCELLED
REMOVE CARD**

Cleaning

Document glass cleaning

When one or more vertical lines appear on the copies, clean the glass of the scanner.

- 1 Open the scanner cover until it is standing in vertical position.
- 2 Wipe the glass with a soft lint-free cloth dampened with mild alcohol.
- 3 Close the scanner cover.
- 4 Make a copy to check that the symptoms have disappeared.

Printer cleaning

Dust, dirt and paper debris on the exterior and internal surfaces of the printer can affect its operation. We advise that it be cleaned regularly.

Cleaning the machine's exterior surfaces

Clean the external part of the printer with a soft cloth dampened in mild detergent.

Printer issues

Error messages

When the printer encounters any of the problems described below, the corresponding message is shown on the machine display.

| Message | Action |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHECK TONER | Check the presence of a print cartridge in the machine. |
| TONER NEAR END | Indicates that your consumable will need changing soon. |
| REPLACE PAPER | Add paper in tray. |
| HEATING | Message displayed when starting the machine. |
| CLOSE COVER PRINTER | The printer front cover is open, close it. |
| TONER EMPTY REPLACE <OK> | Replace the print cartridge. |
| PAPER JAM REMOVE TONER | A sheet of paper is jammed in the machine. Take out the print cartridge and remove the jammed paper sheet. Take out the paper tray and remove the jammed paper sheet. Then open and close the consumable cover. |
| PAPER JAM EXTERNAL TRAY | A sheet of paper is jammed in the machine. Open the paper jam cover. Remove the jammed paper sheet. Then open and close the consumable cover. |
| PAPER EMPTY | Add paper in the paper tray. |

Note

After one of the error messages listed above is displayed it may result in the cancellation of an active print job (see PC printing issues, page 48).

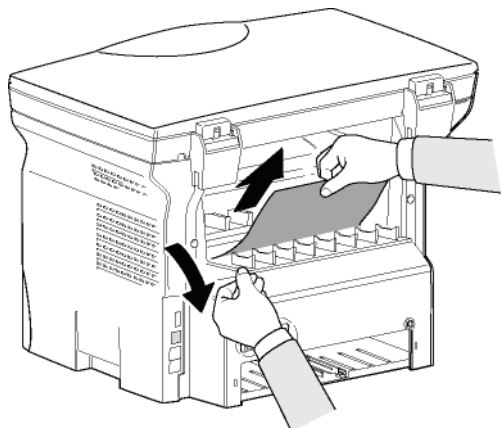
Paper jam

When printing, a sheet of paper may get stuck in the printer or the paper tray and cause a paper jam.

In case of a paper jam in the machine, the following message appears:

**PAPER JAM
EXTERNAL TRAY**

- 1 Open the paper jam cover located at the back of the machine.
- 2 Remove the jammed sheet of paper and close the cover.



- 3 Open and close the front cover. The printer starts again automatically.



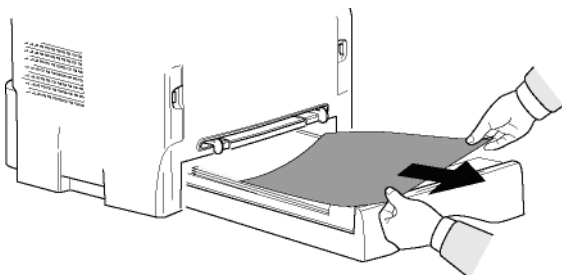
CAUTION

*The fusion unit can reach a very high temperature during the operation. To prevent any harm, do not touch this area. For details, refer to **Positions of Safety labels on the machine**, page 8.*

In case of paper jam, the following message appears:

**PAPER JAM
REMOVE TONER**

- 1 Remove the print cartridge and check if a sheet is jammed.
- 2 Remove the sheet of paper which causes the paper jam.
- 3 Put the print cartridge in the machine, or remove the paper tray and remove the sheet of paper which causes the paper jam.
- 4 Check that the paper sheets in the paper tray are correctly placed.



- 5 Replace the paper tray in the machine.

Miscellaneous issues

When turning on the terminal, nothing is displayed on the screen.

Check the connection between the power cord and the outlet.

PC printing issues

This section details how the machine handles a print request after having encountered an issue (paper jam, connection loss, etc.).

Refer to the sections below to know if the printing of your document will resume or will be cancelled, depending on:

- the connection to the PC,
- the problem encountered during printing.

PC printing via USB connection

| Issue encountered | Print request handling |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper empty | Once the problem is resolved, printing resumes from the first non-printed page. |
| No paper feed | Once the problem is resolved, printing resumes from the first non-printed page. Exception: If the document was to be printed in manual duplex mode, the printing of the document is cancelled. |
| Paper jam | |
| Paper format problem | |
| Toner empty | The printing of the active document is cancelled. Documents waiting to be printed, however, will print after the print cartridge is replaced. |
| Pause requested from the spooler | The machine switches to idle mode after a timeout (30 seconds by default). The printing of the active document is cancelled. Documents waiting to be printed, however, will be printed. |
| Loss of USB connection | Once the problem is resolved, the printing of the document restarts from the beginning, regardless of the number of pages already printed before the connection loss. |

PC printing via WLAN connection

| Issue encountered | Print request handling |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper empty | Once the problem is resolved, printing resumes from the first non-printed page. |
| No paper feed | Once the problem is resolved, printing resumes from the first non-printed page. |
| Paper jam | Exception: If the document was to be printed in manual duplex mode, the printing of the document is cancelled. |
| Paper format problem | |
| Toner empty | The printing of the active document is cancelled. Documents waiting to be printed, however, will be printed. or Printing resumes from the first non-printed page. |
| Pause requested from the spooler | The machine switches to idle mode after a timeout (30 seconds by default). The printing of the active document is cancelled. Documents waiting to be printed, however, will be printed. |
| Loss of WLAN connection | Once the problem is resolved, the printing of the document restarts from the beginning, regardless of the number of pages already printed before the connection loss. |

Firmware update

Updating the machine firmware requires that the Xerox Companion Suite software be installed on your PC, and that the PC is connected to the machine (see **PC Features**, page 36).

Visit our website www.xerox.com to check if firmware updates are available for your machine, and download the appropriate update file on your PC.

Then, access the update utility (**START > ALL PROGRAMS > XEROX COMPANION SUITE > PHASER 3100 MFP > COMPANION - FIRMWARE UPDATE**), select the downloaded file and launch the update.

Please check www.xerox.com for new versions of this manual after the software is updated.

Specifications

Physical specifications

Dimensions: 344 x 447 x 386 mm
Weight: 11,6 kg

Electrical specifications

Power supply (see rating plate): Single phase 120 V - 50/60 Hz - 8.5 A or
Single phase 220-240 V - 50/60 Hz - 4.5 A
according model (see rating plate)
Electric consumption: 10 W typical in powersave
13 W typical in standby
340 W average during printing (900W peak)

Environmental specifications

Operating temperature: 10 °C to 27 °C [50 °F to 80.6 °F] with an ambient humidity included between 15 to 80% (up to 32°C [89.6 °F] with an ambient humidity included between 15 to 54%)

Peripheral specifications

Printer

Type: Laser (on normal paper)
Resolution: 600 dpi
Speed: 20 ppm maximum^a
Preheating time: 21 sec.
First page out time: 13 sec.

a. Printing speed may vary depending on used operating systems, computer specifications, software applications, connection modes (USB or WLAN), paper sizes as well as file types and sizes.

Copier

Type: Autonomous Black and White
Copy speed: 20 ppm maximum
Resolution: 600 dpi
Multiple copies: 99 pages maximum
Zoom range: 25 % to 400 %

Scanner

Type: Colour scanner
Colour depth: 36 bits
Resolution: 600 dpi (optical)
2400 dpi (interpolated)
Software compatibility: TWAIN, WIA
Maximum paper size: Letter

Printing supports

Main paper tray capacity: 250 sheets maximum (60 g/m²), 200 sheets maximum (80 g/m²)
Output tray capacity: 50 sheets
Main tray paper size: A4, A5, Statement, Legal, Letter
60 to 105 g/m² paper
Paper size for manual printing: A4, A5, Statement, Legal, Letter, B5, exec, A6
52 to 160 g/m² paper

PC connection

Slave USB 2.0 port (PC connection)
Master USB 2.0 port (Wlan connection, reader, USB memory key reader)
Operating System: Windows 2000 ≥ SP3, Windows XP, Windows Vista, Windows 2003 server (for printing only)

Consumable specifications

Print cartridge

Phaser 3100MFP Standard-Capacity Print Cartridge 106R01378

Phaser 3100MFP High-Capacity Print Cartridge 106R01379

Specifications are subject to changes for improvement without notice.

Customer Information

As part of our continuing quest for total customer satisfaction, all of our products are made with ease-of-use and reliability in mind.

If you need assistance during or after product installation, please visit the Xerox website for online solutions and support:

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