Phaser® 7500
Color Printer

Phaser® 7500
User Guide

English

Français	Guide d'utilisation	**Nederlands**	Gebruikershandleiding	**Magyar**	Felhasználói útmutató
Italiano	Guida dell'utente	**Svenska**	Användarhandbok	**Русский**	Руководство пользователя
Deutsch	Benutzerhandbuch	**Dansk**	Betjeningsvejledning	**Türkçe**	Kullanıcı Kılavuzu
Español	Guía del usuario	**Čeština**	Uživatelská příručka	**Ελληνικά**	Εγχειρίδιο χρήστη
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Safety 1

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- Maintenance Safety on page 12
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Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your printer.

Electrical Safety

Warning: Do not push objects (including paper clips or staples) into slots or openings on the printer. Making contact with a voltage point or shorting out a part could result in fire or electrical shock.

Warning: Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be OFF when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

* The power cord is damaged or frayed.
* Liquid is spilled into the printer.
* The printer is exposed to water.

If any of these conditions occur, do the following:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

Power Cord

* Use the power cord supplied with your printer.
* Plug the power cord directly into a properly grounded electrical outlet. Make sure each end of the cord is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
* Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.

  Warning: Avoid the potential of electrical shock by ensuring that the printer is properly grounded. Electrical printers may be hazardous if misused.

* Do not use an extension cord, power strip, or surge protector.
* Verify that the printer is plugged into an outlet that is capable of providing the correct voltage and power. Review the printer's electrical specification with an electrician if necessary.
* Do not place the printer in an area where people might step on the power cord.
* Do not place objects on the power cord.

The power cord is attached to the printer as a plug-in device on the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Printer Location

- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- Place the printer in a dust-free area.
- Do not store or operate the printer in an extremely hot, cold, or humid environment. For optimum performance environmental specifications, see Environmental Specifications on page 147.
- Place the printer on a level, solid non-vibrating surface with adequate strength to hold the weight of the printer. The base printer weight without any packaging materials is approximately 66 kg (145.2 lb.).
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning unit.

Operational Guidelines

- Do not open the paper source tray that you selected in either the printer driver or control panel.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, etc., away from the exit and feed roller.

Printer Supplies

- Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the printer, options, and supplies.

  Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Maintenance Safety

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

Printer Symbols

Symbol	Description
	Warning or Caution: Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to the property.
	Hot surface on or in the printer. Use caution to avoid personal injury.
	Caution: Electrostatic sensitive devices Verify that you are properly grounded before making contact with the printer. Ignoring this caution could cause damage to the property.
	Do not touch components with this symbol as personal injury could result.
	Do not burn the item.
	It may take 40 minutes for the fuser to cool down.

Features

2

This chapter includes:

Parts of the Printer

This section includes:

- Front View on page 16
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- Internal Components on page 17

Front View
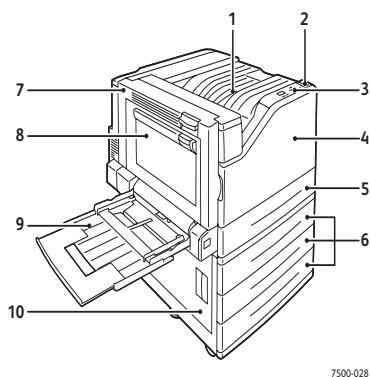
7500-028

1. Top output tray

2. Power switch

3. Control panel

4. Front door

5. Tray 2

6. Tray 3, 4, & 5 (option)

7. Door A

8. Door B

9. Tray 1 (MPT)

10. Door C

Rear View

7500-026
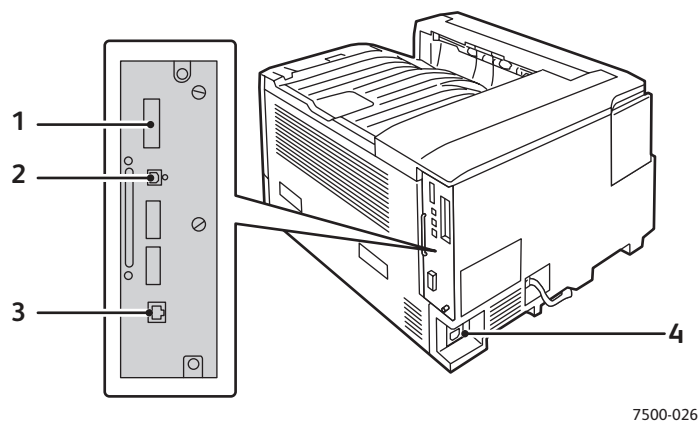
1. Configuration card
2. USB connection
3. Ethernet connection
4. Power cord connector

Internal Components

7500-027
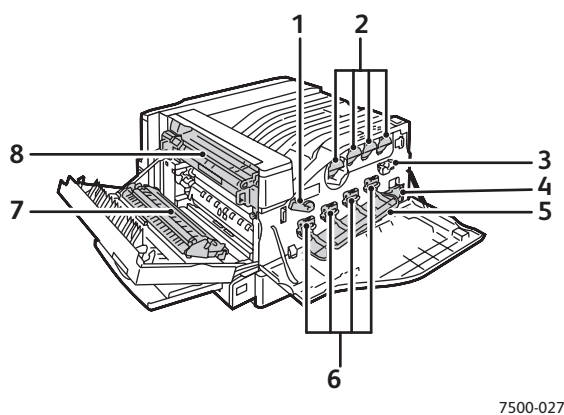
1. Imaging unit cover lever
2. Toner cartridges
3. Belt cleaner
4. Waste cartridge
5. Imaging unit cover
6. Imaging units
7. Transfer roller
8. Fuser

Features

Printer Configurations

- Standard Features on page 18
- Available Configurations on page 18
- Options on page 19

Standard Features

The Phaser 7500 Color Printer has many features to meet your printing needs:
- Maximum print speed of 35 pages per minute (ppm) for monochrome printing and 35 ppm for color printing (on letter-size plain paper)
- 1 GHz processor
- 1200 x 600 dpi (Standard Mode), 1200 x 1200 dpi (Enhanced Mode), and 1200 x 1200 dpi (Photo Mode)
- Tray 1 (MPT) that holds up to 100 sheets
- Tray 2 that holds up to 500 sheets
- 512 MB RAM memory, expandable to 2 GB
- PostScript and PCL fonts
- USB and Ethernet 10/100/1000Base-TX connections
- Up to 12 x 18 inch paper (SRA3)
- Up to 280 gsm paper weight
- RAM collation

Available Configurations

The Phaser 7500 printer is available in four configurations.

Features	Configurations			
	7500N	7500DN	7500DT	7500DX
Duplex Unit	Optional	Yes	Yes	Yes
500-Sheet Feeder	Optional	Optional	Yes	No
1500-Sheet Feeder	Optional	Optional	Optional	Yes
Productivity kit (hard drive)	Optional	Optional	Optional	Yes

Note: The printer supports either the optional 500-Sheet Feeder or the 1500-Sheet Feeder but not both at the same time.

Options

The following options are available for the Phaser 7500 printer:

- **Duplex Unit:** A duplex unit can be added to the printer to provide automatic 2-sided printing. The duplex unit comes standard on the Phaser 7500DN, 7500DT, and 7500DX.
- **500-Sheet Feeder:** Provides Tray 3 for extra paper input capacity.
- **1500-Sheet Feeder**: Provides Tray 3, 4, and 5 for extra input capacity.
- **Productivity kit**: Includes an internal hard drive and supports disk collation. Use to enable printing features:
  - Personal Print Jobs
  - Personal Saved Print Jobs
  - Secure Print Jobs
  - Proof Print Jobs
  - Saved Print Jobs
  - Print With Jobs
- **Wireless Network Adapter**: Enables the printer to connect to a wireless network.
- **Stand**: Provides storage space for supplies. Has casters and extensions to place the printer and control panel at a convenient height.

For more information on options, go to www.xerox.com/office/7500supplies.

Control Panel

This section includes:

- Control Panel Layout on page 20
- Information Pages on page 21

Control Panel Layout

7500-029

1. **Indicator Light**

   Blinks when the printer is receiving and printing a job.

2. **Graphic display**

   Indicates status messages and menus.

3. **Cancel** button

   Cancels the current printing job.

4. **Back** button

   Returns to the previous menu item.

5. **Up Arrow** button

   Scrolls upward through the menus.

6. **Down Arrow** button

   Scrolls downward through the menus.

7. **OK** button

   Selects the current setting.

8. **Help (?)** button

   Displays a help message with information about the printer, such as printer status, error messages, and maintenance information.

Information Pages

Your printer has a set of printable information pages. The information pages provide reference information about your printer and its current configuration.

To print an information page:

1. On the control panel, press the **Down Arrow** button to select **Information > Information Pages**.
2. Select the information page and press the **OK** button.

    Note: Information pages can also be printed from CentreWare Internet Services (CentreWare IS).

Menu Map

The Menu Map information page shows you how to navigate to each of the printer's functions. It is useful for getting to know the capabilities and setting names of your printer.

Configuration Page

The Configuration Page lists information about the current configuration of your printer, and is useful for network analysis and general troubleshooting.

More Information

The following links provide more information about your printer and its capabilities.

Information	Source
Installation Guide	Packaged with printer
Quick Use Guide	Packaged with printer
User Guide (PDF)	*Software and Documentation CD-ROM* www.xerox.com/office/7500docs
Quick Start Tutorials	www.xerox.com/office/7500docs
Video Tutorials	www.xerox.com/office/7500docs
Recommended Media List	www.xerox.com/paper (United States) www.xerox.com/europaper (Europe)
Printer Management Tools	www.xerox.com/office/7500drivers
Online Support Assistant	www.xerox.com/office/7500support
PhaserSMART	www.phasersmart.com
Technical Support	www.xerox.com/office/7500support
Information about menus or error messages	Control panel **Help** button
Information pages	Print from the control panel
System Administrator Guide	www.xerox.com/office/7500docs

Xerox Support Centre

The Xerox Support Centre provides access to the following information:

- User manuals and video tutorials
- Solutions to troubleshooting problems
- Printer and supplies status
- Supplies ordering and recycling
- Answers to frequently asked questions
- Default printer driver settings

Xerox Support Centre is available for systems with Windows 2000 and newer or Mac OS X, version 10.4 and newer. You can install the Xerox Support Centre utility from the Xerox Drivers and Downloads website at www.xerox.com/office/7500drivers.

To start the Xerox Support Centre utility:

1. **Windows**: Double-click the Xerox Support Centre icon on your desktop.

   Macintosh: Click the Xerox Support Centre icon in the dock.
2. Select your printer from the **Select Printer** drop-down list.

See also:

> *Using the Xerox Support Centre* tutorial at www.xerox.com/office/7500docs

Note: You must have an Internet connection to view manuals and videos on the website.

Features

Network Basics

3

This chapter includes:

This chapter provides basic information about setting up and connecting to your printer.

Note: For information about setting up and connecting to your printer on an IPv6 network, see IPv6 on page 47.

Overview of Network Setup and Configuration

To set up and configure the network:

1. Connect the printer to the network using the recommended hardware and cables.
2. Turn on the printer and the computer.
3. Print the Configuration page and keep it for referencing network settings.
4. Install the driver software on the computer from the *Software and Documentation CD-ROM*. For information on driver installation, see the section in this chapter for the specific operating system you are using.
5. Configure the printer's TCP/IP address, which is required to identify the printer on the network.
   - Windows operating systems: Run the Installer on the *Software and Documentation CD-ROM* to automatically set the printer's IP address if the printer is connected to an established TCP/IP network. You can also manually set the printer's IP address on the control panel.
   - Macintosh systems: Manually set the printer's TCP/IP address on the control panel.
6. Print a Configuration page to verify the new settings.

   Note: If the *Software and Documentation CD-ROM* is not available, you can download the latest driver from www.xerox.com/office/7500drivers.

Choosing a Connection Method

Connect the printer via Ethernet or USB. A USB connection is a direct connection and is not used for networking. An Ethernet connection is used for networking. Hardware and cabling requirements vary for the different connection methods. Cabling and hardware are generally not included with your printer and must be purchased separately. This section includes:

- Connecting via Ethernet (Recommended) on page 27
- Connecting via USB on page 28

Connecting via Ethernet (Recommended)

Ethernet can be used for one or more computers. It supports many printers and systems on an Ethernet network. An Ethernet connection is recommended because it is faster than a USB connection. It also allows you direct access to CentreWare Internet Services, which enables you to manage, configure, and monitor network printers from your computer.

Network Connection

Depending on your particular setup, the following hardware and cabling is required for Ethernet.

- If you are connecting to one computer, an Ethernet RJ-45 crossover cable is required.
- If you are connecting to one or more computers with an Ethernet hub, or cable or DSL router, two or more twisted-pair (category 5/RJ-45) cables are required. (One cable for each device.)

If you are connecting to one or more computers with a hub, connect the computer to the hub with one cable, and then connect the printer to the hub with the second cable. Connect to any port on the hub except the uplink port.

See also:

Configuring the Network Address on page 29
Available Printer Drivers on page 35

Connecting via USB

If you are connecting to one computer, a USB connection offers fast data speeds. However, a USB connection is not as fast as an Ethernet connection. To use USB, PC users must have Windows 2000/XP/Server 2003 or newer. Macintosh users must use Mac OS X, version 10.3 and higher.

USB Connection

A USB connection requires a standard A/B USB cable. This cable is not included with your printer and must be purchased separately. Verify that you are using the correct USB (1.x or 2.0) cable for your connection.

1. Connect one end of the USB cable to the printer and turn it on.
2. Connect the other end of the USB cable to the computer.

See also:

Configuring the Network Address

This section includes:
- TCP/IP and IP Addresses on page 29
- Automatically Setting the Printer's IP Address on page 30
- Dynamic Methods of Setting the Printer's IP Address on page 30
- Manually Setting the Printer's IP Address on page 31

TCP/IP and IP Addresses

If your computer is on a large network, contact your network administrator for the appropriate TCP/IP addresses and additional configuration information.

If you are creating your own small Local Area Network or connecting the printer directly to your computer using Ethernet, follow the procedure for automatically setting the printer's Internet Protocol (IP) address.

PCs and printers primarily use TCP/IP protocols to communicate over an Ethernet network. With TCP/IP protocols, each printer and computer must have a unique IP address. It is important that the addresses are similar, but not the same; only the last digit needs to be different. For example, your printer can have the address 192.168.1.2 while your computer has the address 192.168.1.3. Another device can have the address 192.168.1.4.

Generally, Macintosh computers use either TCP/IP or the EtherTalk protocol to talk to a networked printer. For Mac OS X systems, TCP/IP is preferred. Unlike TCP/IP, however, EtherTalk does not require printers or computers to have IP addresses.

Many networks have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically programs an IP address into every PC and printer on the network that is configured to use DHCP. A DHCP server is built into most cable and DSL routers. If you use a cable or DSL router, see your router's documentation for information on IP addressing.

See also:

Online Support Assistant at www.xerox.com/office/7500support

IPv6 on page 47

Automatically Setting the Printer's IP Address

If the printer is connected to a small established TCP/IP network without a DHCP server, use the installer on the *Software and Documentation CD-ROM* to detect or assign an IP address to your printer. For further instructions, insert the *Software and Documentation CD-ROM* into your computer's CD-ROM drive. After the Xerox Installer launches, follow the prompts for installation.

Note: For the automatic installer to function, the printer must be connected to an established TCP/IP network.

Dynamic Methods of Setting the Printer's IP Address

There are two protocols available for dynamically setting the printer's IP address:
- DHCP (enabled by default on all Phaser printers)
- AutoIP

You can turn on/off both protocols using the control panel, or use CentreWare IS to turn on/off DHCP.

Note: You can view the printer's IP address at any time. On the control panel, select **Information**, press the **OK** button, select **Printer Identification**, then press the **OK** button.

Using the Control Panel

To turn on/off either the DHCP or AutoIP protocol:
1. On the control panel, select **Printer Setup** > **Connection Setup** > **Network Setup** > **TCP/IPv4 Setup**, then press the **OK** button.
2. Select **DHCP/BOOTP** or **AutoIP**.
3. Press the **OK** button to turn the selection **On** or **Off**.

Using CentreWare IS

To turn on/off the DHCP protocol:
1. Launch your Web browser.
2. Enter the printer's IP address in the browser's **Address** field.
3. Select **Properties**.
4. Select the **Protocols** folder on the left navigation panel.
5. Select **TCP/IP**.
6. Click the **TCP/IP (v4)** button.
7. In the BOOTP/DHCP Settings section, set the **BOOTP/DHCP** option to **On** or **Off**.
8. In the TCP/IP Settings section, enter the static IP address which may be different than the DHCP or auto IP address listed. Check that the Network Mask and Router/Gateway address are correct for your network.
9. Click the **Save Changes** button.

Using Host Names with the Domain Name Service (DNS)

The printer supports DNS through an embedded DNS resolver. The DNS resolver protocol communicates with one or more DNS servers to resolve the IP address for a given host name or the host name for a given IP address.

To use an IP host name for the printer, the system administrator must configure one or more DNS servers and a local DNS domain name space database. To set up the printer for DNS, supply a maximum of two DNS name server IP addresses.

Dynamic Domain Name Service (DDNS)

The printer supports Dynamic DNS through DHCP. You must have DHCP enabled on the printer for DDNS to function. Your network's DHCP server must also support Dynamic DNS updates through option 12 or option 81 support. See your network administrator for details.

1. Launch your Web browser.
2. Enter the printer's IP address in the browser's **Address** field.
3. Select **Properties**.
4. Select the **Protocols** folder on the left navigation panel.
5. Select **TCP/IP**, and then click the **TCP/IP (v4)** button.
6. In the BOOTP/DHCP Settings section, set the **BOOTP/DHCP** option to **ON**.
7. Click the **DNS/WINS** button.
8. To enable DDNS, set the following:
   - **Dynamic DNS Registration** - Set to **Enabled.**
   - **Hostname** - Use the default name provided by Xerox or enter another name.
   - **Primary WINS Server** (optional)
   - **Secondary WINS Server** (optional)
9. Click **Save Changes** when you are finished entering the settings.

Manually Setting the Printer's IP Address

Note: Verify that your computer has a properly configured IP address for your network. Contact your network administrator for more information.

If you are on a network without a DHCP server, or in an environment where the network administrator assigns printer IP addresses, you can use this method to manually set the IP address. Manually setting the IP address overrides DHCP and AutoIP. Alternatively, if you are in a small office with a single PC and use a dialup modem connection, you can manually set the IP address.

Information Required for Manual IP Addressing	
Internet Protocol (IP) address of the printer	Format is *xxx.xxx.xxx.xxx*, where *xxx* represents a decimal number from 0–255.
Network Mask	If you are unsure, leave this blank; the printer chooses an appropriate mask.

Information Required for Manual IP Addressing	
Default Router/Gateway address	Router address is required to communicate with the host device from anywhere other than the local network segment.

Using the Control Panel

To manually set the IP address:

1. On the control panel, select **Printer Setup** > **Connection Setup** > **Network Setup** > **TCP/IPv4 Setup**, then press the **OK** button.
2. Select **DHCP/BOOTP**, then press the **OK** button to select **Off**.
3. Select **IPv4 Address**, then press the **OK** button.
4. Enter the printer's IP address, then press the **OK** button.

Changing or Modifying the IP Address Using CentreWare IS

CentreWare IS provides a simple interface that enables you to manage, configure, and monitor networked printers from your desktop using an embedded Web server. For complete information about CentreWare IS, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

After setting the printer's IP address, you can modify TCP/IP settings using CentreWare IS.

1. Launch your Web browser.
2. Enter the printer's IP address in the browser's **Address** field.
3. Click **Properties**.
4. Select the **Protocols** folder on the left navigation panel.
5. Select **TCP/IP**.
6. Enter or modify the settings, and then click **Save Changes** at the bottom of the page.

See also:

> *System Administrator Guide* at www.xerox.com/office/7500docs

Printer Management Software

This section includes:
- CentreWare Internet Services on page 33
- CentreWare Web on page 34

CentreWare Internet Services

CentreWare Internet Services (CentreWare IS) provides access to the printer's embedded Web server. It enables you to easily manage, configure, and monitor network printers using a Web browser on a network computer. CentreWare IS gives administrators access to printer status, configuration, security settings, and diagnostic functions. It also provides access to special printing functions such as printing saved jobs.

CentreWare IS enables you to:
- Check supplies status from your computer, saving a trip to the printer. Access job accounting records to allocate printing costs and plan supplies purchases.
- Define a network printer search and view a list of printers using Printer Neighborhood. The list provides current status information and allows you to manage printers independent of network servers and operating systems.
- Configure printers from your computer. CentreWare IS makes it easy to copy settings from one printer to another.
- Set up and use a simple Web-browser-based printing system. Marketing collateral, sales materials, business forms, or other standardized, frequently used documents can be saved as a group with their original driver settings then reprinted on demand at high speed from any user's browser. A printer with a hard drive is required to support these functions. In some printer models, a DX configuration is required to support these functions.
- Troubleshoot print-quality problems using built-in diagnostics.
- Define a link to your local Web server's support page.
- Access online manuals and technical support information located on the Xerox website.

  Note: CentreWare IS requires a Web browser and a TCP/IP connection between the printer and the network (in Windows, Macintosh, or UNIX environments). TCP/IP and HTTP must be enabled in the printer. JavaScript is required to access the pages in Printer Neighborhood. If JavaScript is disabled, a warning message appears and the pages do not function properly.

For complete information about CentreWare IS, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

See also:

  Using CentreWare Internet Service tutorial at www.xerox.com/office/7500docs

CentreWare Web

CentreWare Web is a multi-vendor printer management, installation, and troubleshooting application. Use CentreWare Web to remotely manage, install, and troubleshoot printers on your network using a Web browser. Printers are found through network or print server discovery and managed over TCP/IP networks using RFC-1759 SNMP (Simple Network Management Protocol).

With CentreWare Web you can:

- Remotely add ports, queues, and drivers to Windows 2000, Windows XP, and Windows Server 2003.
- Install, troubleshoot, upgrade, and clone wizards to aid all users in performing administrative tasks.
- Install CentreWare Web on a server for availability to all clients on the network with Internet access.
- Support multiple users and provide different levels of user access privileges for administrators or guests.
- Discover printers on local and remote subnets.
- Automatically discover printers as scheduled.
- Generate reports.
- Connect to printer Web server for additional printer-specific features, including help.

For more information, go to www.xerox.com/office/7500drivers.

Available Printer Drivers

To access special printing options, use a Xerox printer driver.

Xerox provides drivers for a variety of page description languages and operating systems. The following printer drivers are available:

Printer Driver	Description
Windows PostScript Driver	The PostScript driver is recommended to take full advantage of your system's custom features and genuine Adobe® PostScript®. (Default printer driver)
Windows PCL5c Driver	The Printer Command Language driver can be used for applications requiring PCL. Note: Supported in all Windows operating systems.
Xerox Global Print Driver™ (Windows)	This driver enables printing from a PC to any Xerox PostScript-enabled printer. It configures itself for your individual printer upon installation.
Xerox Mobile Express Driver™ (Windows)	This driver enables printing from a PC to any Xerox PostScript-enabled printer. This is especially helpful for mobile professionals who travel to multiple locations and need to print to different printers.
Mac OS X (Version 10.3 and higher) Driver	This driver enables printing from a Mac OS X (version 10.3 and higher) operating system.
UNIX Driver	This driver enables printing from a UNIX operating system.

Go to www.xerox.com/office/7500drivers for the latest printer drivers.

Windows 2000 or Later

This section includes:

- Preliminary Steps on page 36
- Quick CD-ROM Install Steps on page 36
- Other Methods of Installation on page 37
- Windows 64-Bit Server to 32-Bit Client Installation on page 39
- Windows 2000 or Later Troubleshooting on page 40

Preliminary Steps

These preliminary steps must be performed for all printers:

1. Verify that the printer is plugged in, turned **On**, and connected to an active network.
2. Verify that the printer is receiving network information by monitoring the LEDs on the back of the printer or on the CentreDirect External Print Server. When the printer is connected to a functioning network and receiving traffic, its link LED is green, and its amber traffic LED is flashing rapidly.

Quick CD-ROM Install Steps

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the computer's CD-ROM drive. If the installer does not launch, do the following:
   a. Click **Start**, then click **Run**.
   b. In the **Run** window, type: **<CD drive>:\Setup.exe**.
2. Select **Install Printer Driver**.
3. Select your desired language from the list.
4. Accept the license agreement.
5. Select your printer in the list of discovered printers, and click **Next**.
   If your printer does not appear in the list of discovered printers:
   a. Click the **IP Address or DNS Name** button near the top of the window.
   b. Type the address or name of the desired printer, and click **Search**.
   c. When the printer is displayed in the window, click **Next**.
6. Select the installation options you want to use, and click **Install**.

See also:

> Online Support Assistant at www.xerox.com/office/7500support

Other Methods of Installation

Your printer can also be installed on a network using one of these methods:

- Microsoft TCP/IP Protocol
- Microsoft IPP Port

You can monitor or configure your printer with CentreWare IS and a Web browser if your printer is connected to a network with the TCP/IP protocol enabled.

Note: The CentreWare methods are not discussed in this section. See Available Printer Drivers on page 35.

Microsoft TCP/IP Protocol

For Windows XP, select **Classic Look** or the Windows XP procedures will not match the steps below. To select Classic Look, click **Start > Control Panel > Taskbar and Start Menu**. Select the **Start Menu** tab, then select the **Classic Start menu**. Click **OK**.

To verify that TCP/IP is installed:

1. Right-click the **My Network Places** icon on the desktop, then click **Properties**.
2. Right-click **Local Area Connection**, then click **Properties**.
3. Click the **General** tab to verify that **Internet Protocol (TCP/IP)** is installed.
   - If the Internet Protocol (TCP/IP) box is checked, the software is installed.
   - If the Internet Protocol (TCP/IP) box is not checked, the software is not installed. Install TCP/IP software using the documentation provided by Microsoft, and then return to this document.

Adding the Printer

To add the printer:

1. On the desktop click **Start**, then click **Settings**.
2. Select one of these options:
   - **Windows 2000**: Click **Printers**, double-click **Add Printer** to launch the Add Printer Wizard, then click **Next**.
   - **Windows XP or Windows Server 2003**: Click **Printers and Faxes**. Double-click **Add Printer** to launch the Add Printer Wizard, then click **Next**.
3. Click the **Local Printer** button, then click **Next**.
4. Click the **Create a New Port** button.
5. Select **Standard TCP/IP Port** from the New Port Type drop-down menu, then click **Next**.
6. Click **Next**.
7. Enter the IP Address of the printer you want to use in the **Printer Name or IP Address** edit box. Click **Next**.
8. Select one of these options:
   - Click **Finish** in the **Confirmation** window if the data is correct.
   - Click the **Back** button to correct the data if it is incorrect, then click **Finish** in the **Confirmation** window.

Configuring the Printer

To configure the printer:

1. Insert the *Software and Documentation CD-ROM* into the computer's CD-ROM drive and click **Have Disk**.

2. Click the **Browse** button, and then select the directory which contains the Windows 2000 or Windows XP drivers.

3. Select the ***.INF** file, then click **Open**.

4. Verify that the path and filename are correct, then click **OK**.

5. Enter a name for the printer and select whether you want that printer to be the default. Click **Next**.

6. Select one of these options:
   - If the printer is not shared, click **Next**.
   - If the printer is shared, enter a **Share Name,** check the **Share** box, then click **Next**.

Printing a Test Page

You are prompted to print a test page.

1. Select one of these options:
   - Click **Yes** to print a test page, then click **Next**.
   - Click **No** if you do not want to print a test page, then click **Next**.

2. Select one of these options in the **Completing the Add Printer Wizard** screen:
   - Click the **Finish** button if the data presented is correct. Proceed to Step 3.
   - Click the **Back** button to correct the data if incorrect, then click **Finish** in the Add Printer Wizard when the data is correct. Proceed to Step 3.

3. If you printed a test page, you are prompted to confirm that the test page printed:
   - Click **Yes** if the test page printed successfully.
   - Click **No** if the test page did not print or printed incorrectly.

See also:

> Windows 2000 or Later Troubleshooting on page 40

Microsoft IPP Port

Follow these steps to obtain the printer's URL and create an Internet Printing Protocol (IPP) printer.

Obtaining the Printer's URL (Network Path)

To obtain the printer's URL:

1. Launch your Web browser.

2. Enter your printer's IP address in the browser's **Address** field.

3. Select **Properties**.

4. Select the **Protocols** folder on the left navigation panel.

5. Select **IPP**. The Network Path field on the IPP Settings page displays the printer's URL.

Creating an IPP Printer

To create an IPP printer:

1. On the desktop, click **Start > Settings > Printers**.
2. Double-click **Add Printer** to launch the Microsoft Add Printer Wizard.
3. Select **Network Printer**, then click **Next**.
4. When prompted for **URL** (Windows 2000, Windows XP), enter the printer's URL in the following format:

   http://printer-ip-address/ipp

   Note: Substitute your printer's IP address or DNS name for printer-ip-address.

5. Click **Next**.

Configuring the Printer

To configure the printer:

1. Insert the *Software and Documentation CD-ROM* into the computer's CD-ROM drive and click **Have Disk**.
2. Click the **Browse** button, and then select the directory which contains the Windows 2000 or Windows XP drivers.
3. Select the ***.INF** file, then click **Open**.
4. Verify that the path and filename are correct, then click **OK**.
5. Enter a name for the printer and select whether you want that printer to be the default. Click **Next**.
6. Select one of these options:
   - If the printer is not shared, click **Next**.
   - If the printer is shared, enter a **Share Name**, check the **Share** box, then click **Next**.
7. Click **Next**.

Windows 64-Bit Server to 32-Bit Client Installation

To install from a 64-Bit Server in Windows XP and Windows Server 2003:

1. Locate and install the 64-bit Windows driver from the *Software and Documentation CD-ROM*.
2. Right-click on **My Computer**, then select **Manage**.
3. Expand **Local Users and Groups**, then double-click the **Groups** folder.
4. Double-click on **Administrators**, then click the **Add** button.
5. Type the 32-bit client's login name, then click **OK**.

To install from a 32-Bit Client:

1. Insert the *Software and Documentation CD-ROM* and close the installer window.
2. Open **My Network Places**, then browse to the 64-bit system.
3. Double-click on **Printers and Faxes**.
4. Select **File**, then select **Server Properties** from the drop-down list.
5. On the **Drivers** tab, click the **Add** button.
6. Click **Next**, select **Have Disk**, then click **OK**.

7. Browse to the 32-bit driver on the *Software and Documentation CD-ROM*, and open the **Windows** folder.

8. Open the appropriate language folder, select the .inf file, then click **OK**.

9. Choose your **Printer**, then click **Next**.

10. Select **Intel Box for Windows XP**, then click **Next**.

11. Click **Finish**.

12. In the **My Network Places** dialog box, double-click the 64-bit system, then select **Yes**.

Windows 2000 or Later Troubleshooting

> Note: For Windows XP, select Classic Look or the Windows XP procedures will not match the steps below. To select Classic Look, click **Start > Control Panel > Taskbar and Start Menu**. Select the **Start Menu** tab, then select **Classic Start menu**. Click **OK**.

This Troubleshooting section assumes you have completed the following tasks:

- Loaded a Phaser printer PCL or PostScript printer driver.
- Printed and kept a current copy of the Configuration page.

Verifying Settings

To verify settings:

1. Verify the settings on the Configuration page.
   - **IP Address Source** is set to: **DHCP**, **Control Panel**, **BOOTP**, or **Auto IP** (depending on your network configuration).
   - **Current IP Address** is set correctly. (Note this address if it is assigned by Auto IP, DHCP, or BOOTP.)
   - **Subnet Mask** is set correctly (if used).
   - **Default Gateway** is set correctly (if used).
   - **LPR** is enabled. Verify that the LPR and AppSocket settings are set as desired.
   - **Interpreters**: **Auto**, **PCL**, or **PostScript** (depending on your driver).
2. Verify that the client is logged into the network and printing to the correct print queue. The user should also have access to the Phaser printer queue.

Verifying Driver Installation

To verify driver installation:

1. Right-click **My Network Places** on the desktop, then click **Properties**.
2. Right-click **Local Area Connection**, then click **Properties**.
3. Select the **General** tab. View the list of installed network protocols to verify that TCP/IP is installed. (For more information, contact your network administrator.)
4. Click **Install** to install any components not listed, then restart your computer.
5. Click **Start > Settings > Printers**.
6. Right-click the printer icon, then click **Properties**.

7. Select the **Advanced** tab. Verify that the correct printer driver is installed.

8. Select the **Ports** tab. Verify that the IP Address in the **Print to the Following Ports** list is identical to the one on the Configuration page. You may need to click the **Configure Port** button to see the IP address. If necessary, re-select the TCP/IP number used for the printer.

Printing a Test Page

To print a test page:

1. Select the **General** tab.

2. Click **Print Test Page**. If the printer does not print, select **PhaserSMART Technical Support** on the **Troubleshooting** tab of your Windows printer driver to access PhaserSMART Technical Support.

See also:

Online Support Assistant at www.xerox.com/office/7500support

Macintosh OS X, Version 10.3 and Higher

This section includes:

Macintosh OS X, Version 10.3

Set up your printer using Bonjour (Rendezvous), create a desktop USB connection, or use an LPD/LPR connection for Macintosh OS X, version 10.3 and higher.

Bonjour (Rendezvous) Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive and run the installer package to install the printer software.
2. When installation is complete, open the **Printer Setup Utility**.

   Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Confirm that the first drop-down menu is set to **Bonjour (Rendezvous)**.
4. Select the printer in the window.
5. Select **Xerox** from the list of manufacturers in the lower drop-down menu.
6. Select the appropriate printer model from the list of available devices.
7. Click the **Add** button.

See also:

   Online Support Assistant at www.xerox.com/office/7500support

USB Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive.
    - Open the **Printer Setup Utility**.

    Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

2. Click the **Add** button.
3. Select **USB** from the drop-down menu.
4. Select the printer in the window.
5. Select **Xerox** from the manufacturers in the drop-down menu.
6. Select the appropriate printer configuration from the list of available printers.
7. Click the **Add** button.

LPD/LPR Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive and run the installer package to install the printer software.
2. Once installation is complete, open the **Printer Setup Utility**.

    Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Click the **Add** button.
4. Select **IP Printing** from the first pull-down menu. Select **LPD/LPR** from the second pull-down menu. Enter the printer's IP address in the **Printer Address** field. Verify that the **Queue Name** field is blank. Select **Xerox** from the **Printer Model** pull-down menu, and then select the corresponding PPD file. Click the **Add** button. The printer is added to the list.

Macintosh OS X, Version 10.4 and Higher

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive.
2. Run the installer package.
3. Follow the prompts in the **Install Xerox Printer Installation** dialog box.

    If your printer does not appear in the list of discovered printers:
    a. Click the **IP Address or DNS Name** button near the top of the window.
    b. Type the address or name of the desired printer, and click **Search**.
    c. When the printer is displayed in the window, click **Continue**.

Macintosh Troubleshooting (Mac OS X, Version 10.3 and Higher)

The following procedure eliminates cabling, communication, and connection problems. Once you complete these steps, print a test page from your software application.

Mac OS X, Version 10.3 and Higher Troubleshooting

Perform these steps *only* for Mac OS X, versions 10.3 and higher:

1. Open the **Network Utility**, then click the **Ping** tab.
2. Enter the printer's IP address.
3. Click **Ping**. If you do *not* get a response, confirm that your TCP/IP settings are correct for your printer and computer.
4. For **AppleTalk**, follow the steps below. For **TCP/IP** proceed to Step 5.
   a. From the printer's control panel, verify that **EtherTalk** is enabled. If it is not, enable it in the control panel, and then reset the printer.
   b. Print the Configuration page and verify that **EtherTalk** is enabled.
   c. From the Configuration page, verify the **Zone**. If you have multiple zones on your network, verify that your printer appears in the desired zone.
5. If you are still unable to print, access PhaserSMART Technical Support through CentreWare IS:
   a. Launch your Web browser.
   b. Enter the printer's IP address in the browser's **Address** field.
   c. Select **Support**.
   d. Click the **PhaserSMART Diagnostic Tool** link to access PhaserSMART.

See also:

Online Support Assistant at www.xerox.com/office/7500support

UNIX (Linux)

Your printer supports connection to a variety of UNIX platforms through the network interface. The workstations currently supported by CentreWare for UNIX/Linux to a network-connected printer are:

- Sun Solaris
- IBM AIX
- Hewlett-Packard HP-UX
- Linux (i386)
- Linux (PPC)

The following procedures enable you to connect your printer using any of the supported versions of UNIX or Linux listed above.

Quick Install Steps

Perform the following procedures to set up the printer and install the appropriate drivers.

From the Printer

To set up the printer:

1. Verify that both TCP/IP protocol and the proper connector are enabled.
2. On the control panel, select one of these IP address options:
   - Allow the printer to set up a DHCP address.
   - Enter the IP address manually.
3. Print the Configuration page and keep it for reference.

From Your Computer

To install the printer:

1. Go to www.xerox.com/office/7500drivers.
2. Select **Unix** from the **Operating System** drop-down menu, and then click **Go**.
3. Click the CentreWare for Unix package for the operating system this will be installed in. This is the core package and must be installed first before the printer package.
4. Click the **Start** button to begin downloading.
5. Repeat steps 1 and 2, and then click the **Printer Package for use with CentreWare for Unix** link.
6. Click the **Start** button to begin downloading.
7. In your browser, click the **Installation Guide** link, and then follow the installation instructions.

   Note: If print-quality problems exist, or your job did not print, access PhaserSMART Technical Support through CentreWare IS.

To access PhaserSMART Technical Support:

1. Launch your Web browser.
2. Enter the printer's IP address in the browser's **Address** field.
3. Select **Support**.
4. Click the **PhaserSMART Diagnostic Tool** link to access PhaserSMART.

Installing the Printer When Using CUPS as the Print Spooler

When using CUPS as the print spooler, you need to add the printer's .ppd file to the /usr/share/cups/model/Xerox directory.

To install the .ppd file:

1. Go to www.xerox.com/office/7500drivers.
2. Select **Unix** from the **Operating System** drop-down menu, and then click **Go**.
3. Click the **PPD Files using CUPS Printing Services** link.
4. Click the **Start** button to begin downloading.
5. In your browser, click the **README** link, and then follow the installation instructions.

IPv6

This section includes:

Enabling IPv6

IPv6 can be enabled or disabled independently of IPv4.

Note: If you disable both IPv4 and IPv6, you will lose your connection to the printer. For information on restoring the default TCP/IP settings, see Resetting the TCP/IP Configuration on page 48.

To enable/disable IPv6, use one of the following options:
- The printer's control panel
- CentreWare IS

Using the Control Panel

To enable/disable IPv6 on the control panel:

1. Select **Printer Setup** > **Connection Setup** > **Network Setup** > **TCP/IPv6 Setup**, then press the **OK** button.
2. Select **IPv6**, then press the **OK** button to switch between **On** and **Off**.

Using CentreWare IS

To enable/disable IPv6 using CentreWare IS:

1. Launch your Web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Click **Properties**.
4. Select the **Protocols** folder on the left navigation panel, then click **TCP/IP**.
5. Click the **TCP/IP (v6)** button.
6. Select the **TCP/IP v6 Enabled** check box to enable TCP/IP v6.
7. Click the **Save Changes** button at the bottom of the page.

Resetting the TCP/IP Configuration

Use the following procedure at the control panel to reset the TCP/IP configuration to the default settings:

Select **Printer Setup** > **Connection Setup** > **Reset Connection Setup**, then press the **OK** button.

Setting the Interface ID

Your IPv6-enabled printer has one interface with multiple addresses. The Interface ID is the part of the address after the prefix. The printer uses the Interface ID when assigning both the Link-Local address and automatic addresses that use router supplied prefix(es). It is not used in addresses supplied by DHCPv6. Link-Local addresses are used by nodes to communicate with other nodes on the same local network. There are two options to set the Interface ID:

- The default is to have the Interface ID automatically computed from the MAC address associated with the interface. The ID is different for each device. This is the recommended method for setting the Interface ID.
- The other option is to manually set the interface ID. The Interface ID must be 64 bits (8 bytes) in length, and must not contain special characters other than colons or valid hexadecimal digits (0 through 9, a through f, or A through F).

    Note: If you change the Interface ID, you will be prompted to reset the printer before the changes take effect.

The Interface ID can only be set in CentreWare IS.

Using CentreWare IS

To set the Interface ID using CentreWare IS:

1. Launch your Web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Click **Properties**.
4. Select the **Protocols** folder on the left navigation panel, then click **TCP/IP**.
5. Click the **TCP/IP (v6)** button.
6. Do one of the following:
    - Select **User Interface ID from MAC address**.
    - Select **Use this Interface ID**.
7. Click the **Save Changes** button at the bottom of the page.

Automatic Address Assignment

Addresses can be assigned automatically when a router is found that offers one or more prefixes. Automatically assigned addresses are routeable. Each router-supplied prefix is combined with the Interface ID to create an address. The use of router-supplied prefixes is enabled by default.

To enable/disable automatic address assignment, use one of the following options:

- The printer's control panel
- CentreWare IS

Enabling/Disabling Automatic Address Assignment with the Control Panel

To set the Interface ID on the control panel:

1. Select **Printer Setup** > **Connection Setup** > **Network Setup** > **TCP/IPv6 Setup**, then press the **OK** button.
2. Select **Auto Assign**, then press the **OK** button to turn Auto Assign **On** or **Off**.

Enabling/Disabling Automatic Address Assignment with CentreWare IS

To set the Interface ID with CentreWare IS:

1. Launch your Web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Click **Properties**.
4. Select the **Protocols** folder on the left navigation panel, then click **TCP/IP**.
5. Click the **TCP/IP (v6)** button.
6. Select/deselect **Use router supplied prefixes**.
7. Click the **Save Changes** button at the bottom of the page.

DHCPv6

DHCPv6 is used to acquire TCP/IP information.

The following DHCPv6 options are available in CentreWare IS:

- **As directed by the router** - DHCPv6 is performed according to values in a router advertisement. This is the default setting.
- **Always, for all configuration options (stateful)** - Stateful DHCPv6 is always attempted, and router flags related to how to perform DHCP are ignored. Configuration options and an IPv6 address will be accepted if DHCPv6 is successful.
- **Always, for all configuration options except address (stateless)** - Stateless DHCPv6 is always attempted, and router flags related to how to perform DHCP will be ignored. Configuration options will be accepted if DHCPv6 is successful, but no IPv6 address will be assigned.
- **Never** - DHCPv6 is not used even if directed to do so by a router.

To enable/disable automatic address assignment, use one of the following options:

- The printer's control panel
- CentreWare IS

Setting DHCPv6 Options with the Control Panel

To change DHCPv6 options using the control panel:

1. Select **Printer Setup** > **Connection Setup** > **Network Setup** > **TCP/IPv6 Setup** > **DHCPv6 Mode**, then press the **OK** button.
2. Select the **DHCPv6** option, then press the **OK** button.

Setting DHCPv6 Options Using CentreWare IS

To change DHCPv6 options using CentreWare IS:

1. Launch your Web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Click **Properties**.
4. Select the **Protocols** folder on the left navigation panel, then click **TCP/IP**.
5. Click the **TCP/IP (v6)** button.
6. Select/deselect the DHCPv6 options.
7. Click the **Save Changes** button at the bottom of the page.

Manual Address Assignment

A manually entered IPv6 address is used in addition to any other IPv6 addresses. To create a manual address, enter the IPv6 address and prefix length in the fields provided in CentreWare IS. The default prefix length is 64.

To manually set the IPv6 address, use one of the following options:

- The printer's control panel
- CentreWare IS

Setting the IPv6 Address with the Control Panel

To set the IPv6 address on the control panel:

1. Select **Printer Setup** > **Connection Setup** > **Network Setup** > **TCP/IPv6 Setup**, then press the **OK** button.
2. Select **Manual Address**, then press the **OK** button to turn manual addressing on.
3. Select **Manual Address**, then press the **OK** button.
4. To set the address:
   a. Use the **Up Arrow** and **Down Arrow** buttons to set the first number, then press the **OK** button.
   b. Continue setting individual numbers, pressing the **OK** button after setting each one. When you get to the end of the address, press the **OK** button to return to the menu.

Setting the IPv6 Address Using CentreWare IS

To manually set the IPv6 address using CentreWare IS:
1. Launch your Web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Click **Properties**.
4. Select the **Protocols** folder on the left navigation panel, then click **TCP/IP**.
5. Click the **TCP/IP (v6)** button.
6. In the Manual Address Assignment field, select **Use this address**, and then type the address.
7. Click the **Save Changes** button at the bottom of the page.

Address Precedence

Address precedence can be set to prefer IPv6 or IPv4 addresses when both types are available. The default setting is to prefer IPv6 addresses. Address Precedence can only be set in CentreWare IS.

Using CentreWare IS

To set address precedence using CentreWare IS:
1. Launch your Web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Click **Properties**.
4. Select the **Protocols** folder on the left navigation panel, then click **TCP/IP**.
5. Click the **TCP/IP (v6)** button.
6. In the **Address Precedence** field, select the desired option.
7. Click the **Save Changes** button at the bottom of the page.

Printing

4

This chapter includes:

Printing Overview

1. Select appropriate media.
2. Load media in the tray, then specify the size and type on the printer's control panel.
3. Access the print settings in your software application (CTRL+P in Windows, CMD+P on a Macintosh for most software applications).
4. Select your printer from the list.
5. Access the printer driver settings by selecting **Properties** or **Preferences** (Windows), **Xerox Features** for Macintosh. The title of the button may vary depending on your application.
6. Modify the printer driver settings as necessary and select **OK** (Windows) or **Xerox Features** (Macintosh).
7. Select **Print** (in your application's print settings dialog) to send the job to the printer.

See also:

Supported Media

This section includes:

Your printer is designed to be used with a variety of media types. Follow the guidelines in this section to ensure the best print quality and to avoid jams.

For best results, use Xerox printing media specified for your Phaser 7500 printer.

Recommended Media

A complete regularly updated list of recommended media types is available:

- www.xerox.com/paper Recommended Media List (United States)
- www.xerox.com/europaper Recommended Media List (Europe)

You can also print a summary of supported media (the Paper Tips information page) directly from the printer.

Ordering Media

To order paper, transparencies, or other specialty media, contact your local reseller or go to: www.xerox.com/office/7500supplies.

> **Caution:** Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

General Media Loading Guidelines

Follow these guidelines when loading paper and media in the appropriate trays:

- Use only recommended Xerox transparencies; print quality may vary with other transparencies.
- Do not print on sheets of label stock that have labels removed.
- Use only paper envelopes. Print envelopes single-sided only.
- Do not overload the paper trays.
- Adjust the paper guides to fit the paper size.

Media That Can Damage Your Printer

Your printer is designed to use a variety of paper and media types for print and copy jobs. However, some media can cause poor output quality, increased paper jams, or damage to your printer.

Do not use the following:

- Rough or porous media
- Inkjet paper
- Non-laser glossy or coated paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with cutouts or perforations
- Stapled paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media other than supported transparencies

Paper Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet (UV) and visible light. UV radiation, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper items. The intensity and length of exposure to visible light on paper should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave stored paper in the original packaging. For most commercial-cut size grades, the ream wrapper contains an inner lining that protects the paper from moisture loss or gain.
- Some specialty media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it; keep unused media in the bag and reseal it for protection.

Loading Media

This section includes:

-
-

Most paper sizes can be loaded in the trays either long-edge feed or short-edge feed, however, printing long-edge feed is recommended to optimize the life of the printer, supplies, and print speed.

Loading Paper in Tray 1 (MPT)

Tray 1 (MPT) accepts the following paper types:

- Plain paper
- Heavy plain paper
- Transparencies
- Thin Card Stock
- Card Stock
- Thick Card Stock
- Extra Thick Card Stock
- Envelopes
- Labels
- Letterhead
- Thin Glossy Paper
- Glossy Paper
- Thick Glossy Paper
- Preprinted paper
- Prepunched paper
- Recycled paper
- Specialty media
- Custom types

Tray 1 (MPT) accepts a maximum of:

- 100 sheets of plain paper (20 lb. Bond)
- 50 transparencies, postcards, sheets of labels, or sheets of glossy paper
- 10 envelopes

Long-Edge Feed

Use long-edge feed for faster printing when the paper fits that way.

Note: Use long-edge feed for printing all envelopes except C4.

To load paper or other media in Tray 1 (MPT):

1. Open Tray 1 (MPT).
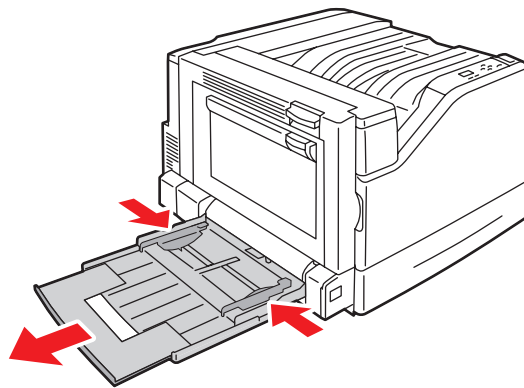
7500-036

2. Load the paper or other media with the long edge entering the printer first.

   - For **single-sided** printing, place side one **facedown**, with the top of the page towards the **rear** of the printer. Prepunched holes should enter the printer **first**.

7500-134
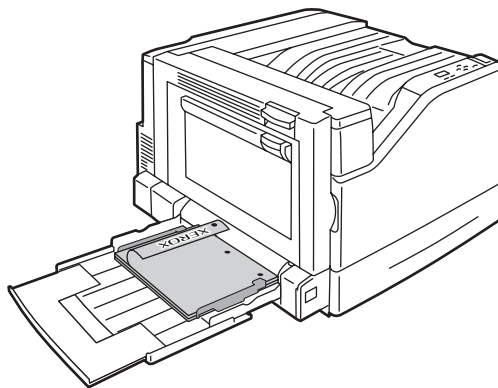
- For automatic **2-sided** printing, place side one **faceup**, with the top of the page towards the **rear** of the printer. Prepunched holes should enter the printer **last**.
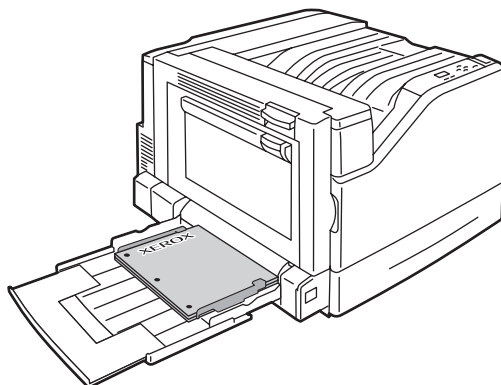
7500-125

Caution: Do not load paper or media above the fill line indicated on the tray. Overloading the tray may cause jams.
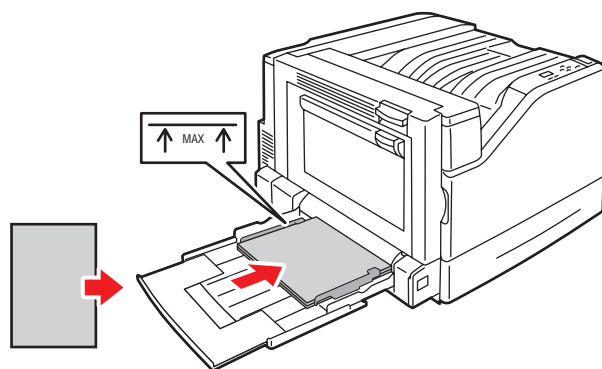
7500-042

3. Adjust the paper guides to fit the paper loaded in the tray.
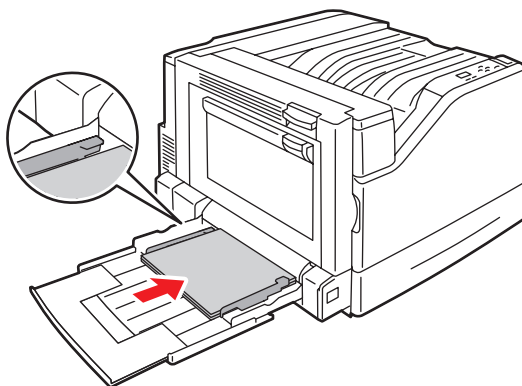
7500-043

4. When the control panel prompts you to confirm the type and size of paper in the tray, press the **OK** button to use the current tray setup. If you loaded a new size or type of paper in the tray, do the following:

   a. Select **Change setup**, then press the **OK** button.

   b. Select the appropriate paper type, then press the **OK** button.

   c. Select the appropriate paper size, then press the **OK** button. For some sizes that can be loaded in either direction, you need to select the size with the letters LEF (Long-Edge Feed). If you loaded a custom paper size, select it if it is already defined. If not, select **New Custom Size** for the paper size and follow the prompts; see Using Custom Size Paper on page 73 for more information.

Short-Edge Feed

Use short-edge feed for sizes that do not fit long-edge feed or when the media curls or peels, such as labels.

1. Open Tray 1 (MPT).
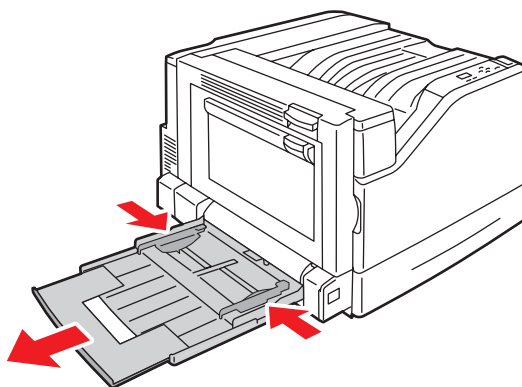
7500-036

2. Load the paper or other media with the short edge against the printer.

   • For **single-sided** printing, place side one **facedown**, with the top of the page entering the printer **first**. Prepunched holes should be at the **front** of the printer.
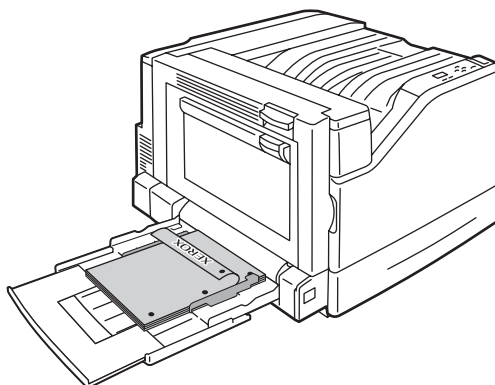
7500-123

- For automatic **2-sided** printing, place side one **faceup**, with the top of the page entering the printer **last**. Place prepunched paper with the holes toward the **front** of the printer.
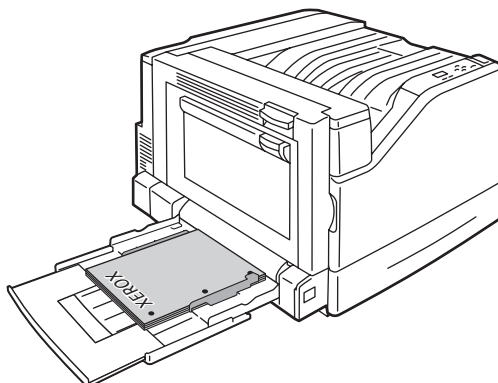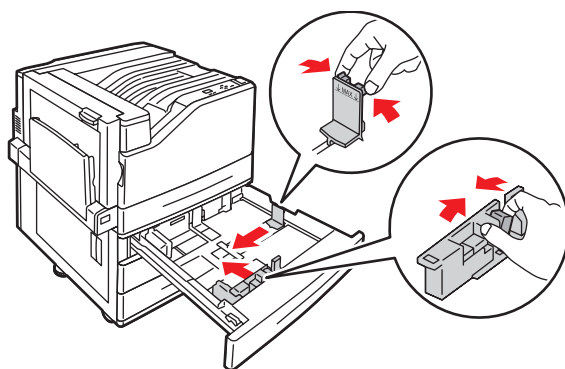
7500-117

Caution: Do not load paper or media above the fill line indicated on the tray. Overloading the tray may cause jams.
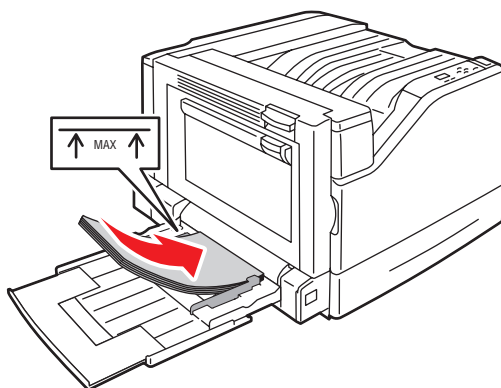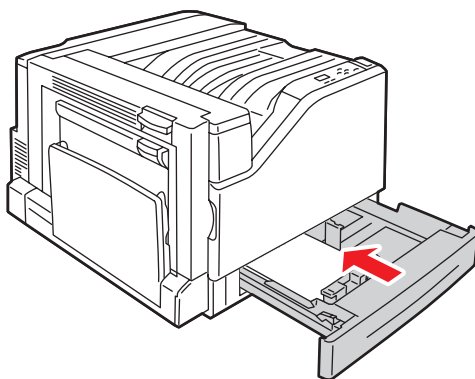
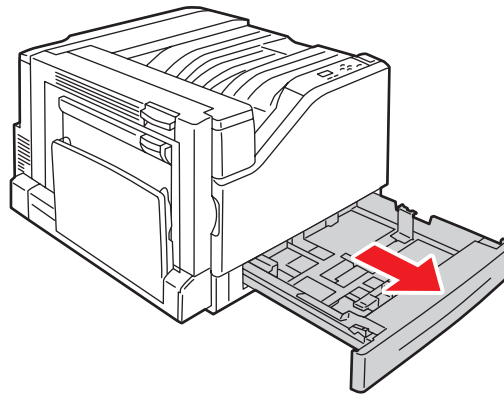7500-047

3. Adjust the guides to fit the paper.
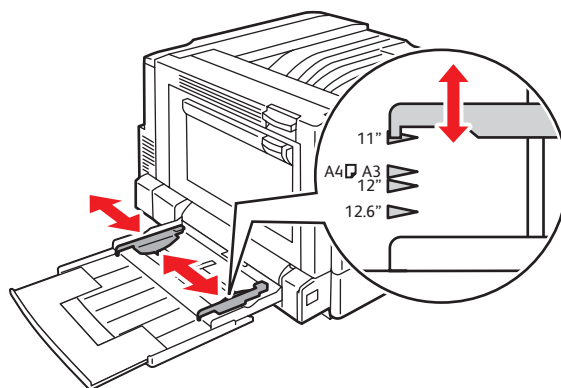
7500-048

4. When the control panel prompts you to confirm the type and size of paper in the tray, press the **OK** button to use the current tray setup. If you loaded a new size or type of paper in the tray, do the following:

    a. Select **Change setup**, then press the **OK** button.

    b. Select the appropriate paper type, then press the **OK** button.

    c. Select the appropriate paper size, then press the **OK** button. For some sizes that can be loaded in either direction, you need to select the size with the letters SEF (Short-Edge Feed). If you loaded a custom paper size, select it if it is already defined. If not, select **New Custom Size** for the paper size and follow the prompts; see Using Custom Size Paper on page 73 for more information.

Using Manual Feed in Tray 1 (MPT)

If you are using paper that you do not want others to use, you can have the printer prompt you when it is time to load the paper for your print job.

Selecting Manual Feed Using Windows

To select manual feed using Windows 2000, Windows XP, or Windows Server 2003:

1. In the Windows printer driver, click the **Paper/Output** tab.
2. Select the arrow next to the **Paper** section and select **Select By Tray > Manual Feed (Tray 1).**
3. When prompted by the control panel, remove the paper from Tray 1 (MPT) (if any).
4. Load the appropriate paper for your job into the tray.

Selecting Manual Feed Using Macintosh

To select manual feed using Macintosh:

1. In the **Print** dialog box, select **Paper Feed** from the drop-down list.
2. Select **Manual Feed Tray 1 (MPT)** in the **All pages from** drop-down list.
3. Submit your print job.
4. When prompted by the control panel, remove the paper from Tray 1 (MPT) (if any).
5. Load the appropriate paper for your job into the tray.

Loading Paper in Trays 2–5

Use Trays 2–5 for the following paper types:
- Plain paper
- Heavy plain paper
- Transparencies
- Thin Card Stock
- Card Stock
- Thick Card Stock
- Letterhead

- Thin Glossy Paper
- Glossy Paper
- Thick Glossy Paper
- Preprinted paper
- Prepunched paper
- Recycled paper
- Specialty media

   Note: Transparencies cannot be printed from Tray 3, 4, or 5.

Long-Edge Feed

Use long-edge feed for faster printing when the paper fits that way. To load paper or other media in Trays 2–5:
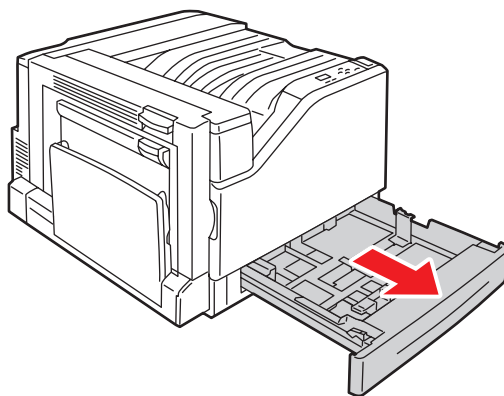
1. Pull out the tray.

7500-049

2. Fan the paper to release sheets that are stuck together.
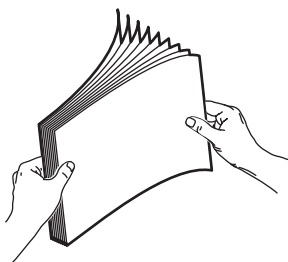
7500-050

3. Load the paper with the long edge towards the left side of the tray.
    - For **single-sided** printing, insert side one **faceup**, with the top of the paper at the **rear** of the tray. Prepunched holes should be on the **left** side of the tray.
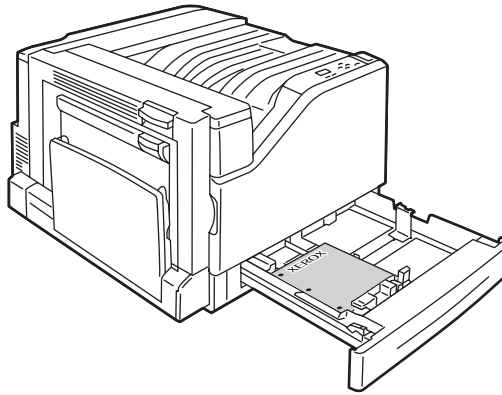
7500-122

    - For automatic **2-sided** printing, insert side one **facedown**, with the top of the paper at the **rear** of the tray. Prepunched holes should be on the **right** side of the tray.
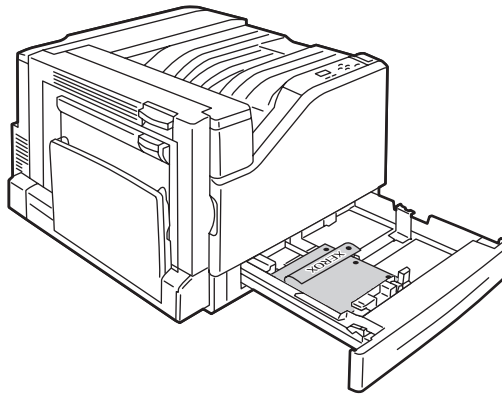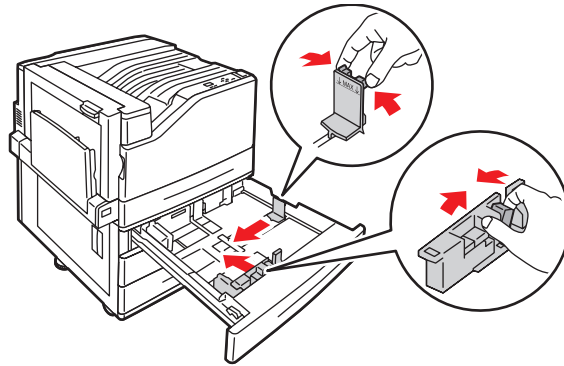
7500-121

Caution: Do not load paper or media above the fill line indicated on the tray. Overloading the tray may cause jams.
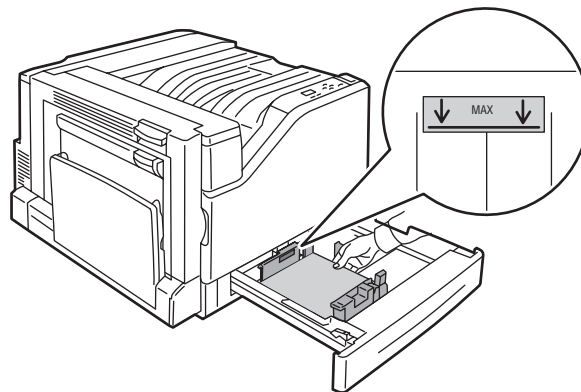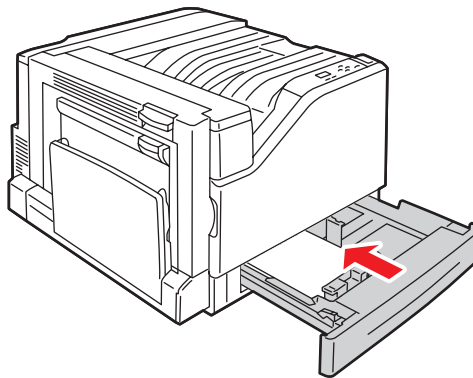
7500-054

4. Adjust the guides to fit the paper.

7500-021

5. Push the tray completely into the printer.

7500-056

6. When the control panel prompts you to confirm the type and size of paper in the tray, press the **OK** button to use the current tray setup. If you loaded a new type of paper in the tray or loaded a custom size, do the following:

    a. Select **Change setup**, then press the **OK** button.
    b. Select the appropriate paper type, then press the **OK** button.
    c. Select the paper size, then press the **OK** button.

Note: If you loaded custom size paper, select it if it is already defined. If not, select
New Custom Size for the paper size and follow the prompts; see Using Custom Size Paper on
page 73 for more information. If you loaded standard-size paper, select **Auto Select** for the paper
size; the tray guides are then used by the printer to determine the paper size in the tray.

Short-Edge Feed

Use short-edge feed for sizes that do not fit long-edge feed or when the media curls or peels, such as
labels. To load paper or other media in Trays 2–5:

1. Pull out the tray.

7500-049

2. Fan the paper to release sheets that are stuck together.
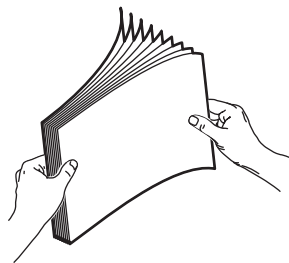
7500-050

3. Load the paper with the long edge of the paper facing the front of the tray.
   - For **single-sided** printing, insert side one **faceup**, with the top of the paper towards the **left** of the tray. Prepunched holes should be at the **front** of the tray.
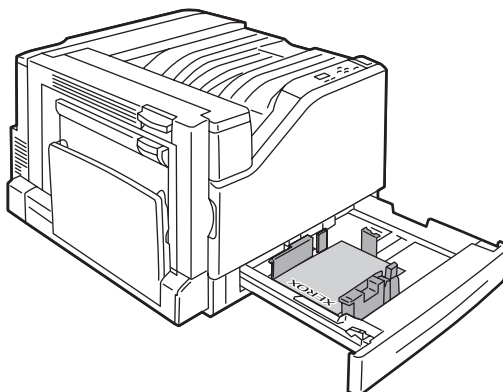
7500-057

   - For automatic **2-sided** printing, insert side one **facedown**, with the top of the paper towards the **right** side of the tray. Prepunched holes should be towards the **front** of the tray.
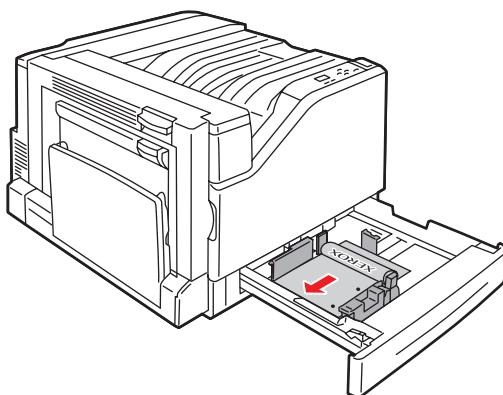
7500-096

Caution: Do not load paper or media above the fill line indicated on the tray. Overloading the tray may cause jams.
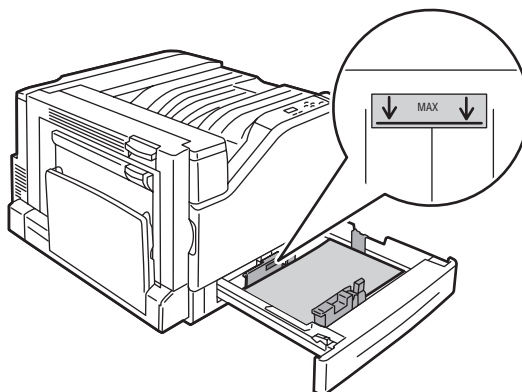
7500-059

4. Adjust the guides to fit the paper.

7500-021

5. Push the tray completely into the printer.

7500-056

6. When the control panel prompts you to confirm the type and size of paper in the tray, press the **OK** button to use the current tray setup. If you loaded a new type of paper in the tray or loaded a custom size, do the following:

   a. Select **Change setup**, then press the **OK** button.
   b. Select the appropriate paper type, then press the **OK** button.
   c. Select the paper size, then press the **OK** button.

   Note: If you loaded custom size paper, select it if it is already defined. If not, select **New Custom Size** for the paper size and follow the prompts; see Using Custom Size Paper on page 73 for more information. If you loaded standard-size paper, select **Auto Select** for the paper size; the tray guides are then used by the printer to determine the paper size in the tray.

Printing on Special Media

This section includes:

Printing on Transparencies

Transparencies can be printed from Tray 1 (MPT) and Tray 2. They should be printed on one side only. For best results, use only recommended Xerox transparencies.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/7500supplies.

> **Caution:** Damage caused by using unsupported paper, transparencies, or other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

See also:

> www.xerox.com/paper Recommended Media List (United States)
>
> www.xerox.com/europaper Recommended Media List (Europe)

Guidelines

- Remove all paper before loading transparencies in the tray.
- Do not load more than 50 transparencies in Tray 1 (MPT). Do not load more than 100 transparencies in Tray 2. Overloading the tray may cause the printer to jam.
- Handle transparencies by the edges using both hands to avoid fingerprints and creases, which can cause poor print quality.
- After loading the transparencies in the tray, use the control panel to change the paper type to **Xerox Transparency**.

Printing on Envelopes

Envelopes can be printed from Tray 1 (MPT) only.

Guidelines

- Successful envelope printing is highly dependent on the quality and construction of the envelopes. Use envelopes made specifically for laser printers.
- It is recommended that you maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid the effects of moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Avoid padded envelopes; purchase envelopes that lie flat on a surface.
- Remove air bubbles from the envelopes before loading by setting a heavy book on top of the envelopes.
- If wrinkling or embossing problems occur, use a different brand of envelopes made specifically for laser printers.

  Caution: Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas, please contact your local representative for details.

Printing on Labels

Labels can be printed from Tray 1 (MPT) only.

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website at www.xerox.com/office/7500supplies.

Guidelines

- Do not use vinyl labels.
- Print only on one side of the sheet of labels. Use full sheet labels only.
- Do not use any sheet where labels are missing; it may damage the printer.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause print quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.
- In the printer driver, select either **Labels** as the paper type or Tray 1 (MPT) as the paper source.

Printing on Glossy Paper

Glossy paper can be printed from any tray within the following weight range:

- Thin Glossy Paper: 106–169 g/m^2

- Glossy Paper: 170–220 g/m^2

- Thick Glossy Paper: 221–256 g/m^2

    Note: Glossy paper should be printed on one side only.

To order paper, transparencies, or other specialty media, contact your local reseller or go to the Xerox Supplies website for your printer: www.xerox.com/office/7500supplies.

Guidelines

- Do not open sealed packages of glossy paper until you are ready to load them into the printer.
- Leave glossy paper in the original wrapper, and store unopened packages in the original shipping carton until ready to use.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of glossy paper you plan to use and remove the unused portion from the tray when you are finished printing. Replace the unused portion in the original wrapper and seal for later use.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam in the printer.

Using Custom Paper Types

Use this feature to create your own custom paper type with specific settings that you can reuse for routine print jobs, for example, monthly reports. Custom paper types are created in CentreWare IS and appear in the printer driver, control panel, and CentreWare IS. You can define up to 5 custom names and assign base paper types to them. The control panel always lists all five types, but the driver only lists the ones that are not hidden.

Note: Only Windows or Macintosh drivers connected over a network can show the redefined names and hide the types. Other drivers show all five default names.

To modify custom paper types:
1. Launch your Web browser.
2. Enter the printer's IP address in the browser's **Address** field.
3. Click **Properties**.
4. Select the **General** folder on the left navigation panel.
5. Select **Custom Paper Types**.
6. Enter or modify the settings, then click **Save Changes** at the bottom of the page.

   Notes:
   - Uncheck the **Hide** checkbox in order for the custom paper type to appear in the network connected Windows or Macintosh printer driver.

   - For more information about creating custom paper types, click the **Help** button on the **Properties** tab to view the online help.

To load custom paper types in your printer:
1. Load the paper into the tray of your choice.
2. When the control panel prompts you to confirm the type of paper in the tray, select **Change setup**, then press the **OK** button.
3. Select the appropriate paper type, then press the **OK** button.
4. Select the appropriate paper size, then press the **OK** button.

To select custom paper types in your printer driver:

Windows 2000 or newer
1. Select the **Paper/Output** tab.
2. Click the button to the right of the **Paper** summary and select **Other Type**.
3. From the drop-down list, select the custom paper type you want to use.
4. Click the **OK** button.

Mac OS X version 10.4 and newer

1. Go the **Print** menu.
2. In the print drop-down list, select **Xerox Features**.

   The Paper/Output drop-down appears.
3. In the **Paper** drop-down list, select **Other Type**.
4. From the drop-down list, select the custom paper type you want to use.
5. Click the **Print** button.

   Note: For other drivers, select one of the five default custom paper type names that you set up in CentreWare IS.

Using Custom Size Paper

Custom size paper can print from all trays. Many custom sizes can fit in all trays, but some of the smallest and largest sizes can fit in only one or some trays. Use the following dimensions for custom size paper:

	Tray 1 (MPT)	Tray 2	Trays 3–5
Short edge	89–320 mm (3.5–12.6 in.)	140–297 mm (5.5–11.7 in.)	140–330 mm (5.5–13 in.)
Long edge	99–1200 mm (3.9–47.25 in.)	182–432 mm (7.2–17 in.)	182–457 mm (7.2–18 in.)

The best way for custom sizes to work is to do the following:

1. Define the settings in the printer driver or application.
2. Define the size in the printer.
3. Load the paper in the printer.
4. Send the print job.

To define a custom size at the printer:

1. Load the paper into the tray of your choice.
2. When the control panel prompts you to confirm the type of paper in the tray, press the **OK** button to use the current tray setup. If you loaded a new type of paper in the tray, do the following:
   a. Select **Change setup**, then press the **OK** button.
   b. Select the appropriate paper type, then press the **OK** button.
3. At the **Paper Size** menu, select **New Custom Size**, then press the **OK** button.
4. At the **Short Edge** menu:
   a. Press the **OK** button if the correct short edge size is displayed as the current setup.
   b. Select **Change**, then press the **OK** button and use the arrow buttons to enter a new short edge size. Press the **OK** button when you are finished.
5. At the **Long Edge** menu:
   a. Press the **OK** button if the correct long edge size is displayed as the current setup.
   b. Select **Change**, then press the **OK** button and use the arrow buttons to enter a new long edge size. Press the **OK** button when you are finished.

6. If the paper can be loaded both LEF or SEF, the **Paper Orientation** menu is displayed. Select **Long-Edge Feed** for faster printing. Select **Short-Edge Feed** when the media curls or peels.

    Note: When you replace the custom size in the tray with a standard size:

    - In the Tray 1 (MPT) size list, select the size you loaded.
    - In the Tray 2–5 size list, select **Auto-Sensed**, so that the tray guides determine the standard size.

To define a custom size in your printer driver:

Windows 2000 or newer
1. Select the **Paper/Output** tab.
2. Click the button to the right of the **Paper** summary and select **Other Size**.
3. In the **Paper Size** dialog box, select **New** in the **Output Paper Size** drop-down list.
4. In the **New Custom Size** dialog box, enter a descriptive name in the **Name** box and the dimensions in the **Width** and **Height** boxes.
5. Click the **OK** button.

Mac OS X version 10.4 and newer
1. Select **Page Setup** from the **File** menu.
2. Select the **Xerox Phaser 7500** printer.
3. In the Paper Size drop-down list select **Manage Custom Sizes**.
4. Click the **+** button to add a new custom page size.
5. Provide a descriptive name for the custom page size and enter the page size and margin information.

Set up your document with the custom size so that the driver will select it automatically. If your document is another size, select the custom size as follows:
1. Select the **Paper/Output** tab.
2. Click the button to the right of the **Paper** summary and select **Other Size**.
3. In the **Paper Size** dialog box, select the custom size you created in the **Output Paper Size** drop-down list.
4. Click the **OK** button.

Selecting Printing Options

Printing options, also referred to as printer driver options, are specified as **Printing Preferences** in Windows, and **Xerox Features** in Macintosh. Printing Options include 2-sided printing, page layout, and print quality.

Printing Options for Windows

The following table lists printing options organized in tabs within the Printing Preferences window:

Tab	Printing Options
Paper/Output	Job type Paper size, paper type, and tray selection 2-sided printing Print quality Covers Separators
Color Options	Color corrections Black and white conversion Color adjustments
Layout/Watermark	Pages per sheet Booklet layout Orientation 2-sided printing Watermark
Advanced	Copies and Collate Mirrored Output RGB Neutral Gray Black trapping Halftones and spot colors Thin Line Enhancement

Note: For more information about Windows printer driver options, click the **Help** button in the lower left-hand corner of the screen.

Setting Default Printing Options for Windows

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

For example, if you want to print to both sides of the paper for most jobs, specify 2-sided printing in Printing Preferences.

To change Printing Preferences:

1. Click **Start**, select **Settings**, and then click **Printers and Faxes**.
2. In the **Printers and Faxes** folder, right-click the icon for your printer and select **Printing Preferences**.
3. Select a tab in the **Printing Preferences** window, make selections, and click **OK** to save.

   Note: For more information about Windows printer driver options, click the **Help** button in the lower left-hand corner of the screen.

Selecting Printing Options for an Individual Job in Windows

If you want to use special printing options for a particular job, change the Printing Preferences before sending the job to the printer. For example, if you want to use the **Enhanced** print-quality mode when printing a particular document, select this setting in Printing Preferences before printing that job.

1. With the document open in your application, access the **Print** dialog box (CTRL+P for most applications).
2. Select the Phaser 7500 Color Printer and click the **Properties** button to open the **Printing Preferences** window. This button is labeled **Preferences** in some applications. Select a tab in the **Printing Preferences** window, and make selections.
3. Click **OK** to save and close the **Printing Preferences** window.
4. Print the job.

Saving a Set of Commonly Used Printing Options in Windows

You can save and name a set of printing options, so that you can quickly apply them to future print jobs.

To save a set of printing options:

1. Select **Saved Settings** at the bottom of the **Printing Preferences** window, and select **Save As** from the list.
2. Name the set of printing options and click **OK**. The set of options is saved and will appear in the list. The next time you want to print using these options, just select the name from the list and click **OK**.

Printing Options for Macintosh

See the following table for specific printing options in the Macintosh PostScript printer driver.

Tab	Printing Options
Paper/Output	Job type Paper size and paper type 2-sided printing Print quality Covers Separators
Color Options	Automatic Color Black and White Color adjustments Vivid Color
Booklet/Watermark	Booklet layout Watermark
Advanced	Booklet Image Order Black Trapping Mirrored Output Print Optimization Thin Line Enhancement

Selecting Options for an Individual Job for Macintosh

To select print settings for a particular job, change the driver settings before sending the job to the printer.

1. With the document open in your application, select **File > Print**.
2. Select your printer from the **Printer** list.
3. Select the desired printing options from the drop-down lists that are displayed.
4. Click **Print** to print the job.

Saving a Set of Commonly Used Printing Options for Macintosh

You can save and name a set of printing options, so that you can quickly apply them to future print jobs.

To save a set of printing options:

1. Select the desired printing options from the drop-down lists on the **Print** menu screen.
2. Select **Save As** from the **Presets** menu to save and name the set of printing options.
3. The set of options is saved and will appear in the **Presets** list. The next time you want to print using these options, just select the name from the list.

Printing on Both Sides of the Paper

- 2-Sided Printing Guidelines on page 78
- Printing a 2-Sided Document on page 79
- Page Layout Options on page 80

2-Sided Printing Guidelines

To use the printer's automatic 2-sided printing feature:
- The paper's leading edge must have a length of 128–322 mm (5.0–12.65 in.).
- The paper's side edge must have a length of 140–457 mm (5.5–18 in.)
- The paper must have a weight of 67–169 g/m^2 (20–40 lb. Bond).
- The paper type must be: **Plain Paper**, **Heavy Plain Paper**, **Preprinted**, **Prepunched**, **Letterhead**, **Thin Card Stock**, **Card Stock**, **Thin Glossy Paper**, **Glossy Paper**, **Recycled paper**, or **Specialty media**.

The following paper and media cannot be used for 2-sided printing:
- Thick and Extra Thick Card Stock
- Thick Glossy Paper
- Transparencies
- Envelopes
- Labels
- Any die-cut specialty media, such as business cards

See also:

> Supported Media on page 55

Printing a 2-Sided Document

To perform automatic 2-sided printing:

1. Load paper into the tray:

   Tray 1 (MPT)

   - **Long-Edge Feed**: Insert side one **faceup**, with the top of the page towards the **rear** of the printer. Prepunched holes should enter the printer **last**.
   - **Short-Edge Feed**: Insert side one **faceup**, with the top of the page entering the printer **first**. Place prepunched paper with the holes toward the **front** of the printer.

   Trays 2–5

   - **Long-Edge Feed**: Insert side one **facedown**, with the top of the paper at the **rear** of the tray. Prepunched holes should be on the **right** side of the tray.
   - **Short-Edge Feed**: Insert side one **facedown**, with the top of the paper towards the **left** side of the tray. Prepunched holes should be towards the **front** of the tray.

2. In the printer driver, select 2-sided printing. The location of the selection depends on your computer's operating system.
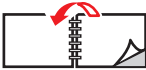
Operating System	Steps
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	1. Select the **Paper/Output** tab. 2. Select an option under **2-Sided Printing**: • **2-Sided Print** • **2-Sided Print, Flip on Short Edge**
Mac OS X, version 10.3 or newer	In the **Print** dialog box, select **Layout**. 1. Select **Print on Both Sides**. 2. Click the **Binding** icon that matches the edges you want to bind.

Page Layout Options

When you select 2-Sided Printing on the **Paper/Output** tab, you can specify the page layout which determines how the pages turn.

Windows and Macintosh

1. Select the **Layout/Watermark** tab (Windows) or the **Layout** section (Macintosh).
2. Select **Portrait**, **Landscape**, or **Rotated Landscape**.
3. Select **2-Sided Print**, or **2-Sided Print, Flip on Short Edge**.

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

See also:

Selecting Paper Type to Use

When you send your print job to the printer, you can choose to let the printer automatically select which paper to use based on your document size and the paper type you select, or you can force the printer to use paper from a specific tray.

Selecting Paper Type to Use for a Supported Driver

Windows 2000 and newer

1. In the printer driver, select the **Paper/Output** tab.
2. To change the paper, select the arrow next to the **Paper** section and select the paper type from the list.
   - To specify a tray, select the tray in the **Select by Tray** menu.
   - To specify a paper type, select the type in the **Other Type** menu.
   - To specify a paper size, select the **Other Size** menu item and select the **Output Paper Size** in the **Paper Size** dialog box.
   - To specify both a paper type and tray, select **Advanced Paper Selection**.

Macintosh OS X 10.3 and newer

1. In the **Print** dialog box, select **Paper Feed**.
2. From the **All pages from** drop-down list, click **Auto Select** to select the paper based on your application settings, or select a specific paper type or tray.

Printing Multiple Pages to a Single Sheet (N-Up)

When printing a multiple-page document, you can print more than one page on a single sheet of paper. Print one, two, four, six, nine, or 16 pages per side.
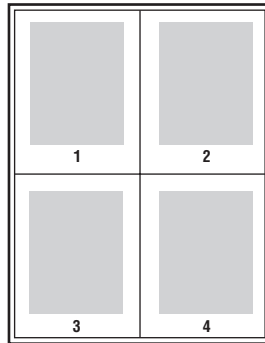
Printing N-Up Using a supported Driver

Windows 2000 or newer

1. Select the **Layout/Watermark** tab.
2. Select the **Pages Per Sheet (N-Up)** option.
3. Click the button for the number of pages you want to appear on each side of the sheet.

Mac OS X version 10.3 and newer

1. In the **Print** dialog box, select **Layout**.
2. Select the number of **Pages per Sheet** and **Layout Direction**.

Printing Booklets

With 2-sided printing, you can print a document in the form of a small book. Create booklets for any paper size that is supported for 2-sided (duplex) printing. The driver automatically reduces each page image and prints four pages per sheet of paper (two on each side). The pages are printed in the correct order so that you can fold and staple the pages to create a booklet.

When you print booklets, you can also specify the *creep* and *gutter* in supported drivers.

- **Creep**: Specifies how much the page images are shifted inward (in 10ths of a point). This compensates for the thickness of the folded paper, which otherwise would cause the page images to shift slightly outward when folded. You can select a value from zero to 1.0 points.

- **Gutter**: Specifies the horizontal distance (in points) between the page images. A point is .35 mm (1/72 in.).

Creep	Gutter
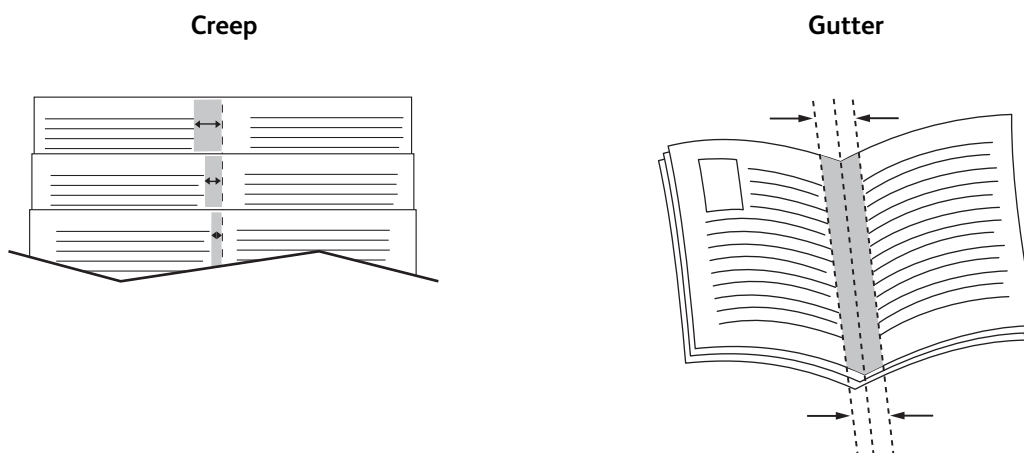
The following additional booklet printing options are available in some drivers:

- **Draw Page Borders**: Prints a border around each page.
- **Target Paper Size**: Specifies the size of the paper for the booklet.
- **Right to Left**: Reverses the order of the pages in the booklet.

Selecting Booklet Printing in a Supported Driver

Windows 2000 or newer and PostScript driver

1. Select the **Layout/Watermark** tab.
2. Select the **Booklet Layout** option.

   If you are using the PostScript driver, click the **Booklet Options** button to specify the creep and gutter.
3. If desired, select **Draw Page Borders** from the drop-down list.

Mac OS X 10.3 and newer driver

1. In the **Print** dialog box, select **Xerox Features**, then the **Layout/Watermark** drop-down list.
2. Select **Enable for Booklet Printing**.
3. If desired, specify the creep and gutter with the **Booklet Options** button.
4. If desired, specify the paper size from the **Target Paper Size** drop-down list.

Using Color Corrections

This section includes:

The Color Correction options provide simulations of different color devices. **Automatic** is the default correction for general image processing. See the following table to determine what option you want to use.

Color Correction	Description
Automatic Color (Recommended)	Applies the best color correction to each graphic element: text, graphics, and images.
Vivid Color	Produces brighter and more saturated colors.
Black and White	Converts all colors to black and white or shades of gray.
Color Adjustments	Allows you to make minor adjustments, or access **Custom...** options for Press Matching.

Color by Words

Note: This feature is only available in the English language driver.

For office documents (using the RGB color model), you can adjust a particular color's brightness, saturation, or contrast in a print by using phrases such as: **light sky-blue colors slightly more light**. To make these selections:

1. Select the **Color Options** tab.
2. Click the **Color Adjustments** option, then click the **Color Adjustments** button.

   You will see the **Color by Words** section.
3. Describe the color in the print you want to adjust using the first two drop-down menus:
   a. From the second drop-down menu, select a color.
   b. To describe the selected color in better detail, use the first drop-down menu (optional).
4. Describe the color adjustment using the third and fourth drop-down menus:
   a. From the third drop-down menu, select the level of adjustment (a lot more, slightly less…).
   b. From the fourth drop-down menu, select the type of adjustment.
5. Press the green down arrow button to enter the entire phrase into the text box.

   Note: You can enter more than one phrase per print. Use the 3 buttons below the text box to change the order of the phrases.
6. Press the **OK** button to make the changes to the print.

Selecting Color Correction in a Supported Driver

Windows 2000 or newer and PostScript driver

1. Select the **Color Options** tab.
2. Select the desired color correction: **Automatic, Vivid Color, Black and White, or Color Adjustments**.

Mac OS X 10.3 and newer driver

1. In the **Print** dialog box, select **Xerox Features**, and then the **Color Options** drop-down list.
2. Select the desired color correction from the available options.

Making Color Adjustments in a Supported Driver

Windows 2000 or newer driver

1. Select the **Color Options** tab.
2. Select **Color Adjustments.**
3. Click the **Color Adjustments** button.
4. Select the arrow next to the **Color Correction** section and select **Custom**.
5. Make the desired adjustments in the **Custom Color Adjustments** dialog box.
6. Click the **OK** button to save your changes.

If you need to make additional color adjustments for your job, click the **Show Advanced** button in the lower left-hand corner of the screen. You can move the following sliders in a supported driver:

- **Lightness**: Move the slider to the right to lighten or to the left to darken the colors in your print job. (White remains white and black remains black.)
- **Saturation**: Move the slider to the right to increase or to the left to decrease the color intensity without changing the darkness.
- **Contrast**: Move the slider to the right to increase or to the left to decrease the contrast. With increased contrast, saturated colors become more saturated, darker colors become more black, and lighter colors become more white.
- **Color Cast**:
  - **Cyan/Red**: Move the slider to change the color variation between cyan and red. Increasing the cyan decreases the red (its complement) and vice versa.
  - **Magenta/Green**: Move the slider to change the color variation between magenta and green. Increasing the magenta decreases the green (its complement) and vice versa.
  - **Yellow/Blue**: Move the slider to change the color variation between yellow and blue. Increasing the yellow decreases the blue (its complement) and vice versa.

The sample images change as you move the sliders. To track the adjustments and print the file name, print-quality mode, and color settings for your job on the edge of the page, select the **Print Settings on Page** box on the **Color Options** tab.

Making Custom Color Adjustments

The Automatic color correction selection is designed to apply the best color correction to each element such as text, graphics, or images. If needed, you can select the color table being used for these elements in your jobs.

You can make adjustments to RGB colors, CMYK colors, and spot colors as shown in the following table:

Custom Automatic Color	Description
Office Color	Controls the RGB color adjustments.
Press Match	Controls the CMYK color adjustments.
Spot Color	Controls spot color matching.
CIE Color	Controls color output.
Gray	Controls which color settings are printed in black.

Note: The Spot Color tab has an option to allow the printer to manage spot colors.

To use the default color table associated with a particular element on the tab, select **Automatic** or click the **Reset** button.

If required in specific circumstances, you can make additional color adjustments to the lightness, saturation, contrast, cyan/red color variation, magenta/green color variation, and yellow/blue color variation used for a particular element.

Adjusting the Automatic Color Correction in a Supported Driver

Windows 2000 or newer and PostScript driver

1. Select the **Advanced** tab.
2. Select **Image Options**, and select **Color Configuration**.
3. From the **Color Configuration** drop-down menu, select **Custom**.
4. Make adjustments to the **Custom Automatic Color Correction** settings, and click **OK** to save your changes.

Printing in Black and White

Printing Black and White Using a Supported Driver

Windows 2000 or newer and PostScript driver

1. Select the **Color Options** tab.
2. Select the **Black and White** option.

Mac OS X 10.3 and newer driver

1. In the **Print** dialog box, select **Xerox Features**, and then the **Color Options** drop-down list.
2. Select **Black and White**.

Printing Separators

A separator (a divider page or slipsheet) can be inserted after a print job, between copies of a print job, or between individual pages of a print job. Specify the tray to use as the source for the insert pages.

Printing Insert Pages in a Supported Driver

Windows 2000 or newer

1. Select the **Paper/Output** tab.
2. Click the button to the right of the **Paper** summary and select **Separators**.
3. Select the desired options and press the **OK** button.

Mac OS X 10.3 and newer driver

1. In the **Print** dialog box, select **Printer Features** from the drop-down list.
2. Under **Paper Feed Options**, select **Last Page Paper Source** drop-down list, and then select the tray to use for the insert pages.

Printing Cover Pages

A cover page is the first or last page of a document. You can choose a different paper source for the cover page than for the body of a document. For instance, use your company letterhead for the first page of a document, or use heavyweight paper for the first and last pages of a report.

* Use any applicable paper tray as the source for printing cover pages.
* Verify that the cover page is the same size as the paper used for the rest of your document.

  If you specify a different size in the driver than the tray you select as a cover pages source, your cover(s) print on the same paper as the rest of your document.

You have several choices for cover pages:

* **No Covers**: Prints the first and last pages of your document from the same tray as the rest of your document.
* **Front Only**: Prints the first page on paper from the specified tray.
* **Front and Back:** Front and back cover pages print from the same tray.

Cover Page	Print Option	Pages Printed on Cover
First	1-sided printing	Page 1
	2-sided printing	Pages 1 and 2
Last	1-sided printing	Last page
	2-sided printing (odd-numbered pages)	Last page
	2-sided printing (even-numbered pages)	Last two pages

For the back of your front cover to remain blank when 2-sided printing, page two of your document must be blank. For the back cover of your document to remain blank, see the following table for inserting blank pages.

Print Option	Last Page of Text	Blank Pages
1-sided printing		Add one blank page at the end of the document.
2-sided printing	Odd-numbered	Add two blank pages at the end of the document.
	Even-numbered	Add one blank page at the end of the document.

Printing Cover Pages in a Supported Driver

Windows 2000 or newer

1. Select the **Paper/Output** tab.
2. Click the button to the right of the **Paper** summary and select **Covers**.
3. Select the desired options and press the **OK** button.

Mac OS X 10.3 and newer driver

1. In the **Print** dialog box, select **Paper Feed**.
2. Select **First page from**, and then select the tray to use for the covers.
3. Under **Paper Feed Options**, select the tray to use for the cover pages from the **Last Page Paper Source** drop-down list.

   Note: For booklet printing, the cover page needs to be selected as the Last Page Paper Source.

Printing Watermarks

A watermark is additional text that can be printed across one or more pages. For example, terms like Draft and Confidential, which you might stamp on a page before distribution, can be inserted with a watermark.
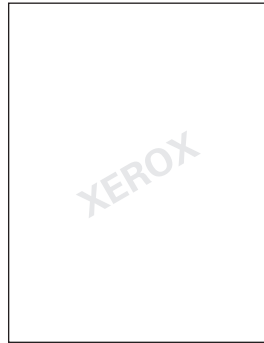
Some Windows Print Drivers allow you to:

- Create a watermark.
- Edit an existing watermark's text, color, location, and angle.
- Place a watermark on either the first page or every page in a document.
- Print a watermark in the foreground or background or blend with the print job.
- Use a graphic for the watermark.
- Use a time stamp for the watermark.

    Note: Not all applications support watermark printing.

Selecting, Creating, and Editing Watermarks in a Supported Driver

Windows 2000 or newer

1. Select the **Layout/Watermark** tab.
    - To use an existing watermark, select it from the **Watermark** drop-down list.
    - To modify the watermark, click the **Edit** button to display the **Watermark Editor** dialog box.
    - To create a new watermark, select **New**, and then use the **Watermark Editor** dialog box.
2. In the **Watermark** drop-down list for **Options**:
    - Select an option to print the watermark in the foreground or background or to blend it with the job.
    - Select an option to print the watermark on all pages or only the first page.

Printing Mirror Images

You can print pages as a mirror image (flips images horizontally on pages when printed).

Selecting Mirror Image in a Supported Driver

Windows 2000 or newer and PostScript driver

1. Select the **Advanced** tab.
2. Select **Yes** for **Mirrored Output** under **Image Options**.

Printing Special Job Types

You can select one of the following special job types from the **Paper/Output** tab:

- Sending Personal, Personal Saved, Secure, Proof, or Saved Print Jobs on page 94
- Sending Print With Jobs on page 95
- Printing or Deleting Secure Print Jobs on page 95
- Printing or Deleting Personal Print Jobs on page 96
- Printing or Deleting Proof and Saved Print Jobs on page 96
- Printing or Deleting Personal Saved Jobs on page 96

    Note: A Productivity Kit is required to access these special job types.

- **Personal Print Jobs**: Prints the job when you select your user name on the control panel or in CentreWare IS.
- **Personal Saved Print Jobs**: Stores the job on the hard drive, with your passcode so that only you can print it from the control panel in order to print it. The job is not deleted after printing.
- **Secure Print Jobs**: Prints the job only after you enter the four-digit numeric password on the control panel.
- **Proof Print Jobs**: Prints only one copy of the job so that you can proof the copy. If you want to print additional copies, select the job name on the control panel.
- **Saved Print Job**: Stores the job on the hard drive so you can print it on demand from the control panel. The job is not deleted after printing.
- **Print With Jobs**: Prints existing stored personal and/or shared saved jobs along with the current job.

Sending Personal, Personal Saved, Secure, Proof, or Saved Print Jobs

Use a supported driver to specify a job as a personal, personal saved, secure, proof, or saved job.

Operating System	Steps
Windows 2000 or later	1. Select the **Paper/Output** tab. 2. Select the job type under **Job Type**. 3. In the dialog box: • For a secure job, enter your four-digit passcode. • For a proof print or a shared saved print job, enter the name you want to give this job. • For a personal saved job, enter your four-digit passcode and enter the name you want to give this job. 4. Click the **OK** button.
Mac OS X (version 10.3 and higher)	In the **Print** dialog box, select the job type from the **Job Types** drop-down list. • For a secure print or personal saved job, enter a four-digit number, ranging from **0000** through **9999**, in the **Numeric Password** field. • For a proof print or saved print job, enter a document name (up to 20 alpha characters) in the **Document Name** field.

Sending Print With Jobs

To select jobs to send with your current job in a supported driver:

Operating System	Steps
Windows 2000 or later	1. Select the **Paper/Output** tab. 2. Select **Print With** under **Job Type**. 3. In the **Print With** dialog box, select a personal saved or shared saved job from the list on the left to be printed with the current job, and then click the **Add** button to add it to the **Final Job** list on the right. 4. To change the order of the jobs to be printed, select a job to be moved in the list on the right, then click the **Move Up** or **Move Down** button. 5. Click the **OK** button.
Mac OS X (version 10.3 and higher)	1. In the **Print** dialog box, select **Print With** from the **Job Types** drop-down list. 2. Enter a four-digit number, ranging from **0000** through **9999**, in the **Numeric Password** field and click the **Set** button. 3. Select a personal saved or shared saved job from the list on the left to be printed with the current job, then click the **Move Right** button. 4. To change the order of the jobs to be printed, select a job to be moved in the list on the right, then click the **Move Up** or **Move Down** button.

Note: Print With jobs are not available for AppleTalk or USB connected printers.

Printing or Deleting Secure Print Jobs

To print or delete a secure print job, specify the four-digit password on the control panel:

1. Select **Walk-Up Features > Walk-Up Printing**, then press the **OK** button.
2. Select **Secure Print Jobs**, then press the **OK** button.
3. Scroll to your User Name, then press the **OK** button.
4. Scroll to the correct number for the first digit of the numeric password, then press the **OK** button to accept that digit.
5. Repeat Step 4 for the second, third, and fourth digits.

   Note: If you enter less than four digits in the driver's **Password** field, enter zeros before your password so that there are four digits displayed on the control panel. For example, if you entered **222** in the driver, enter **0222** on the control panel. Use the **Back** button to return to a previous digit.

6. If you submitted more than one secure print job with that password, select the desired job or select **All of Them**, then press the **OK** button.
7. Select **Print and Delete** or **Delete**, then press the **OK** button to print or delete the job.

Printing or Deleting Personal Print Jobs

To print or delete a personal print job, select your user name on the control panel:

1. Select **Walk-Up Features** > **Walk-Up Printing**, then press the **OK** button.
2. Select **Personal Print Jobs**, then press the **OK** button.
3. Select your User Name, then press the **OK** button.
4. Select **Print and Delete** or **Delete**, then press the **OK** button to print or delete all of your personal print jobs.

Printing or Deleting Proof and Saved Print Jobs

To print a saved print job, print the remaining copies of a proof print job, or delete a saved or proof print job, select the job name on the control panel:

1. Select **Walk-Up Features** > **Walk-Up Printing**, then press the **OK** button.
2. Select **Proof Print Jobs** or **Saved Print Job**, then press the **OK** button.
3. Select your job name, then press the **OK** button.
4. Select **Print and Delete** (for proof prints), **Print and Save** (for saved prints), or **Delete**, then press the **OK** button.
5. If you are printing, scroll to the desired number of copies, then press the **OK** button to print the job.

Printing or Deleting Personal Saved Jobs

To print or delete a personal saved print job, select the job name on the control panel:

1. Select **Walk-Up Features** > **Walk-Up Printing**, then press the **OK** button.
2. Select **Personal Saved Jobs**, then press the **OK** button.
3. Select your job name, then press the **OK** button.
4. Scroll to the correct number for the first digit of the numeric password, then press the **OK** button to accept that digit.
5. Repeat Step 4 for the second, third, and fourth digits.

   Note: If you enter less than four digits in the driver's **Password** field, enter zeros before your password so that there are four digits displayed on the control panel. For example, if you entered **222** in the driver, enter **0222** on the control panel. Use the **Back** button to return to a previous digit.

6. Select the desired job, then press the **OK** button.
7. Select **Print and Save** or **Delete**, then press the **OK** button.

Maintenance

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

This chapter includes:

- Maintenance and Cleaning on page 98
- Ordering Supplies on page 103
- Moving the Printer on page 105

Maintenance and Cleaning

This section includes:

See also:

General Precautions

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

Warning: Internal parts of the printer may be hot. Use caution when doors and covers are open.

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

Caution: Do NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your printer.

To avoid damaging the printer, keep the following guidelines in mind:

- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lit places. Light exposure can damage the imaging units.
- Do not open covers and doors during printing.
- Do not tilt the printer while in use.
- Do not touch the electrical contacts or gears. Doing so may damage the printer and cause the print quality to deteriorate.
- Make sure any parts removed during cleaning are replaced before you plug in the printer.

Locating the Serial Number

When ordering supplies or contacting Xerox for assistance, you will be asked to provide your printer's serial number.

The serial number is located behind the right hand door on the printer frame.

The serial number can also be found using the printer's control panel.

On the printer's control panel, press **Information > Printer Identification**.

The serial number is displayed.

Billing Meters

The usage counters feature provides access to the printer's usage and billing information.

On the printer's control panel, press the **Down Arrow** to **Information** > **Billing Meters**.

The impressions list is displayed.

Cleaning the Printer

-
-

Cleaning the Exterior

To remove stains, clean the outside of the printer using a soft, damp cloth moistened with a mild neutral detergent. Do not spray detergent directly onto the printer.

> **Warning:** To prevent electric shock, turn the printer off and unplug the power cord from the electrical outlet before cleaning the printer.

Use only an approved toner vacuum to clean the printer. Do not lubricate the printer with oil.

Cleaning the LEDs

> Note: Each imaging unit has a cleaning rod located inside its slot.

1. Open the front door.
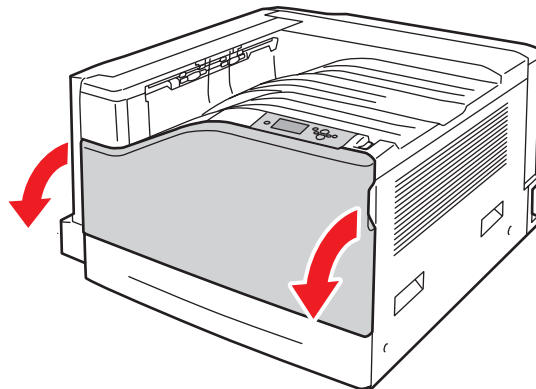
7500-080

2. Rotate the lever on the front left side to unlock it.
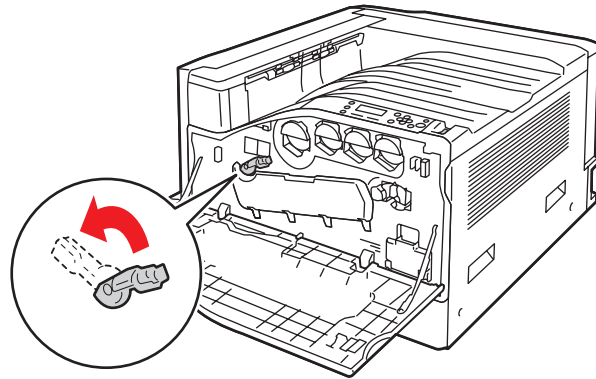
7500-081

3. Open the imaging unit cover.
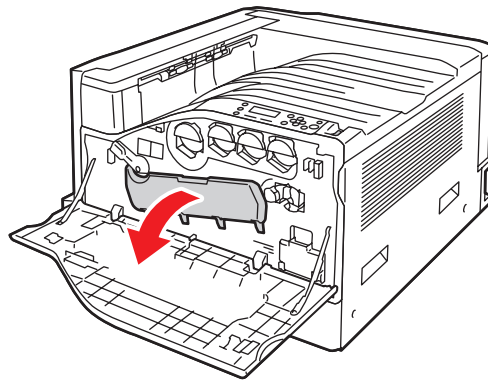
7500-074

4. Pull the cleaning rod from the lower right corner of the imaging unit slot.
5. Pull out the cleaning rod until it stops, then move it all the way in and out two or three times to clean the LEDs. Repeat this for all four imaging units.

   Note: Make sure to pull the cleaning rods out as far as they will go. Push them in as far as they will go. Do not use excessive force.

4X
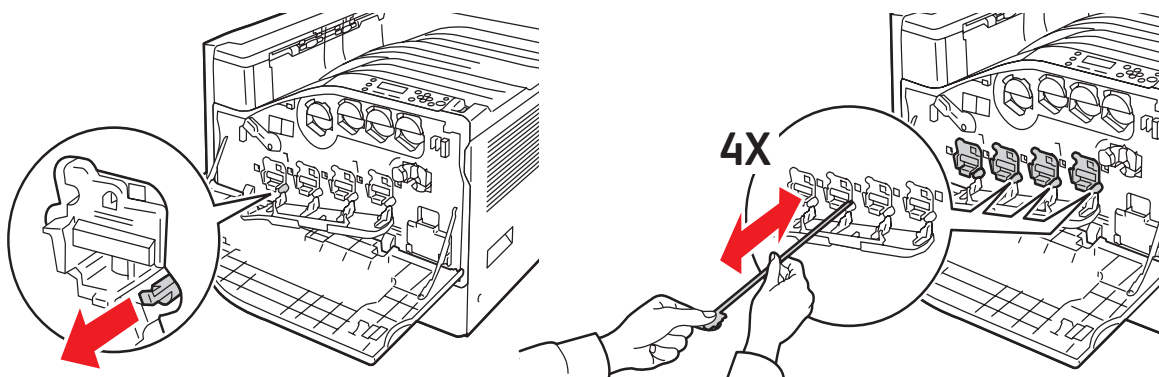
7500-077

6.   Close the imaging unit cover.
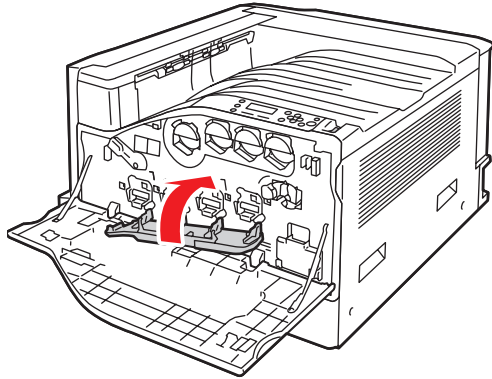
7500-078

7.   Rotate the lever to the right to lock it.
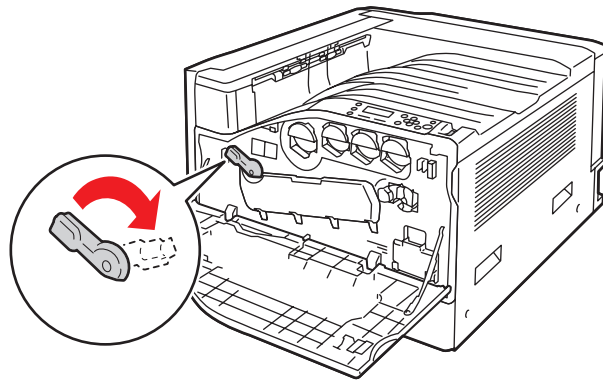
7500-083

8.   Close the front door.
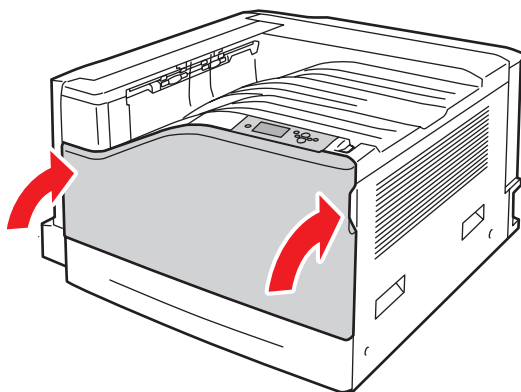
7500-082

Ordering Supplies

This section includes:

- Consumables on page 103
- Routine Maintenance Items on page 103
- Customer Replaceable Parts on page 104
- When to Order Supplies on page 104
- Recycling Supplies on page 104

Certain consumables and routine maintenance items need to be ordered occasionally. Each supply item includes installation instructions.

Note: Grayscale images printed with the composite black setting count as color pages, because color consumables are used. This is the default setting on most printers.

Consumables

Genuine Xerox Toner Cartridges (Cyan, Magenta, Yellow, and Black)

- Standard–Capacity Toner Cartridge (C, M, Y)
- High–Capacity Toner Cartridge (C, M, Y, K)

Note: Each toner cartridge includes installation instructions.

Caution: Use of toner other than Genuine Xerox Toner may affect print quality and printer reliability. It is the only toner designed and manufactured under strict quality controls by Xerox for specific use with this printer.

Routine Maintenance Items

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

The following items are routine maintenance items:

- Imaging Unit
- Waste Cartridge
- Main Paper Tray Feed Rollers
- Fuser
- Belt Cleaner

Customer Replaceable Parts

Customer replaceable parts are long life items that may occasionally break and require replacement.
- Transfer Roller
- Productivity Kit
- Configuration Card
- Image Processor Board

When to Order Supplies

The printer's control panel displays a warning when the supply nears its replacement time. Verify that you have replacements on hand. It is important to order these supplies when the messages first appear to avoid interruptions to your printing. The control panel displays an error message when the supply must be replaced.

Note: You can set these error messages by going to the control panel and selecting **Printer Setup > Printer Controls**.

Order supplies from your local reseller or from the Xerox Supplies website at www.xerox.com/office/7500supplies.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Recycling Supplies

For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Moving the Printer

- Always turn the printer off and wait for the printer to shut down.
- Disconnect the power cord from the back of the printer.
- Always use three people to lift the printer.
- When lifting the printer, grasp the areas as shown in the figure.
- Keep the printer level to avoid toner spillage.
- Failure to repackage the printer properly for shipment can result in damage to the printer not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee.
- Damage to the printer caused by improper moving is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee.

66.0 kg
145.2 lb
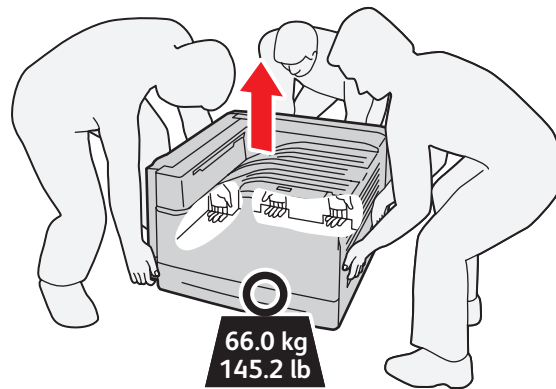
7500-032

Note: The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Troubleshooting

6

This chapter includes:

General Troubleshooting

This section contains procedures to help you locate and resolve problems. Some problems can be resolved by simply restarting the printer.

To restart the printer:

1. Locate the power switch to the right side of the control panel.
2. Turn the switch **OFF**, wait 2 minutes, and turn the switch back **ON**.

If the problem is not resolved by restarting the printer, see the table in this chapter that best describes the problem.

- Printer Does Not Turn On on page 108
- Printing Takes Too Long on page 109
- Printer Resets or Turns Off Frequently on page 109
- Printer Is Making Unusual Noises on page 110
- The Date and Time Are Incorrect on page 110
- Duplex Problems on page 110
- Front Door Will Not Close on page 110

Printer Does Not Turn On

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, and plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	Plug another electrical appliance into the outlet and see whether it operates properly. Try a different outlet.
The power switch is not correctly turned on.	Turn the power switch off, wait two minutes, then turn it back on.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications on page 148.

Caution: Plug the three-wire cord (with grounding prong) directly into a grounded AC outlet only. Do not use a power strip. If necessary, contact a licensed electrician to install a properly grounded outlet.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower printing mode (for example, heavyweight stock or transparency).	It takes more time to print with special media. Make sure that the media type is set properly in the driver and at the printer's control panel.
The printer is in ENERGY SAVE mode.	It takes time for printing to start in power saving mode.
The job is very complex.	Wait. No action needed.

Printer Resets or Turns Off Frequently

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, confirm that the power cord is correctly plugged into the printer and the outlet, and then turn on the printer.
A system error occurred.	Contact your local Xerox service representative with the fault information. Check the fault history. For more information see Control Panel Messages on page 143.

Printer Is Making Unusual Noises

Probable Causes	Solutions
The printer is not level.	Place the printer on a flat, hard, level surface.
The tray is not installed correctly.	Open and close the tray you are printing from.
There is an obstruction or debris inside the printer.	Turn off the printer and remove the obstruction or debris. If you cannot remove it, contact Technical Support.

The Date and Time Are Incorrect

Probable Causes	Solutions
Did you set the correct date and time?	Ensure you have set the correct Date and Time on the control panel.

Duplex Problems

Probable Causes	Solutions
Media or settings are not correct.	Make sure that you are using correct media. For more information see Supported Media on page 55. Do not duplex envelopes, labels, heavyweight stock, or transparencies.

Front Door Will Not Close

Probable Causes	Solutions
One or more of the consumables are missing or installed incorrectly.	Check the toner cartridges, imaging units and waste cartridge for correct installation.
The imaging unit door latch is not rotated all the way to the right.	Make sure to the latch is rotated all the way to the right.

Paper Feed Problems

This section includes:

Clearing Paper Jams

This section includes:

To avoid damage, always remove misfed paper gently, without tearing it. Try to remove the paper in the direction that the paper would normally feed. Any piece of media left in the printer, whether large or small, can obstruct the paper path and cause further misfeeds. Do not reload paper that has misfed.

Note: The image is not fixed on the media before the fusing process. Do not touch the printed surface of the media when removing it. Unfused toner may stick to your hands. Make sure not to spill any toner inside the printer.

Warning: If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

Jam at Tray 1 (MPT)

Follow these steps to clear the jam.

1. Remove jammed paper and the rest of the paper from Tray 1 (MPT). Confirm that all paper fragments are removed.
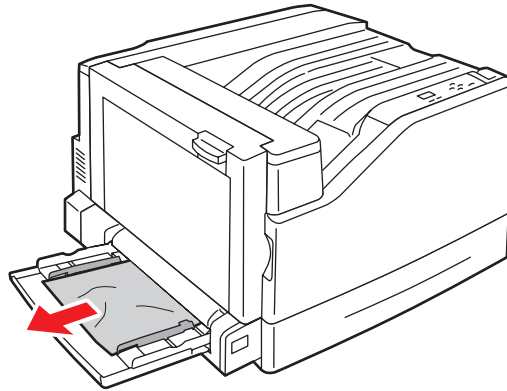
7500-008

2. If you did not find jammed paper in Step 1, push up the latch on the left side of the printer to open Left Door A.

   Warning: Use caution, some components are behind the left door may be hot.
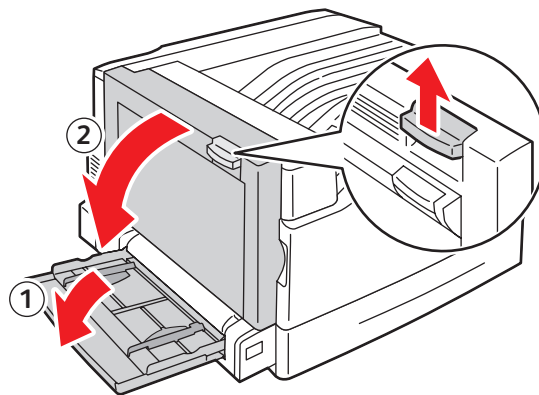
7500-001

3. Remove the jammed paper. Confirm that all paper fragments are removed.
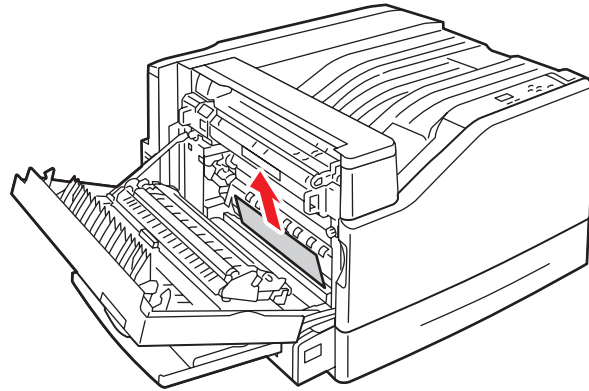
7500-010

4. Close Left Door A.
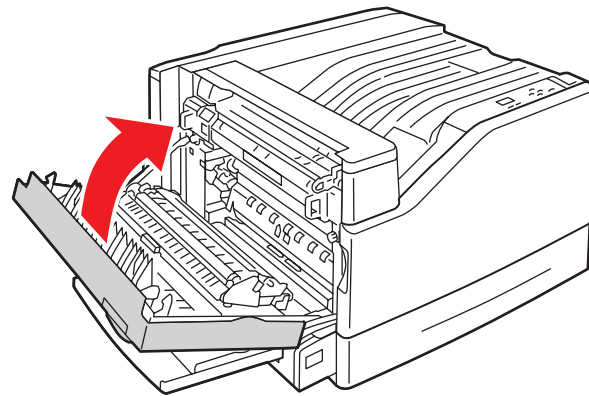
7500-003

5. Replace the paper in the tray.

Note: Do not load paper above the fill line.

↑ MAX ↑
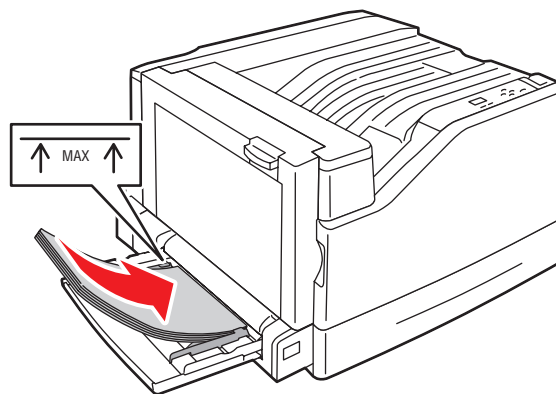
7500-011

Jam at Tray 2

Follow these steps to clear the jam.

1. Open Left Door A.
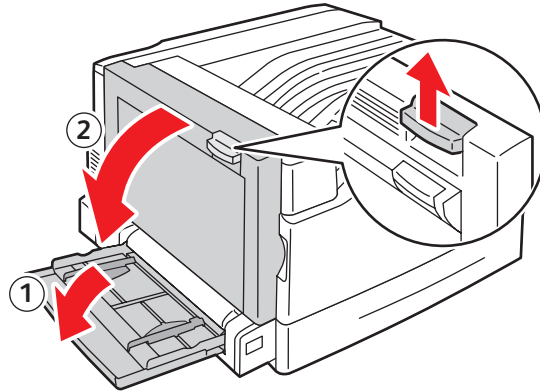
7500-001

2. Remove the jammed paper. Confirm that all paper fragments are removed.
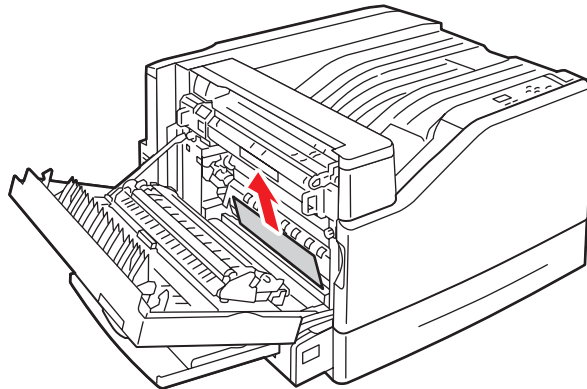
7500-010

3. Close Left Door A.
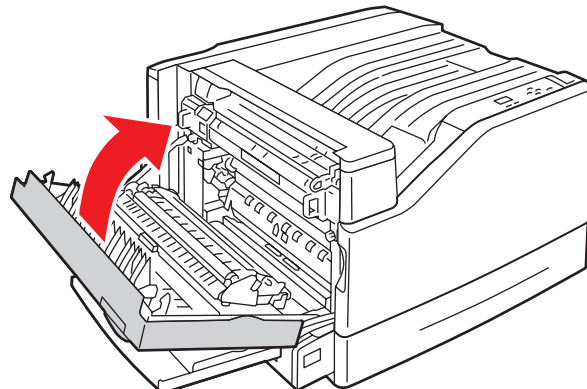
7500-003

4. Pull Tray 2 out of the printer.
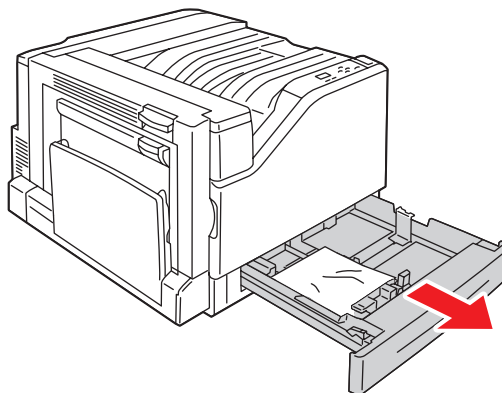
7500-012

5. Remove any crumpled paper from the tray.
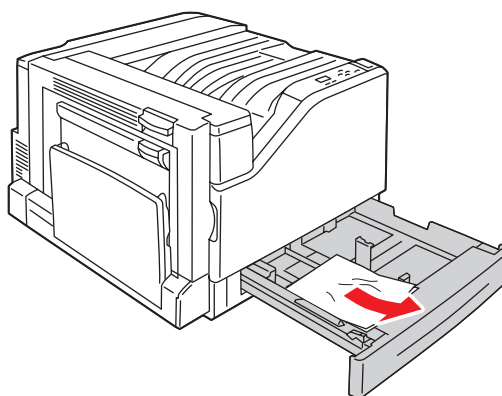
7500-013

6. Verify that the paper is loaded correctly in the tray and that the guides are pressed firmly against the paper.
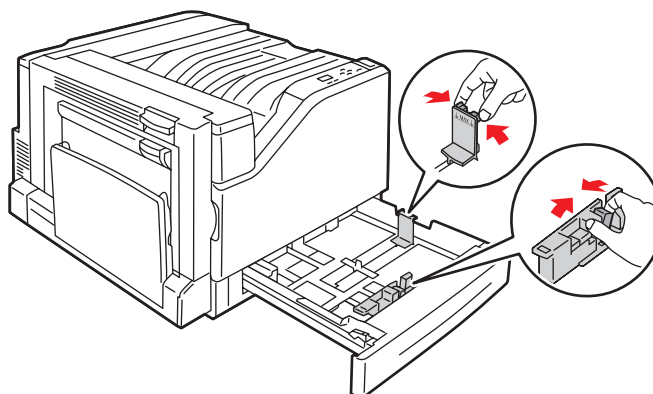
7500-014

7. Push Tray 2 completely back into the printer.
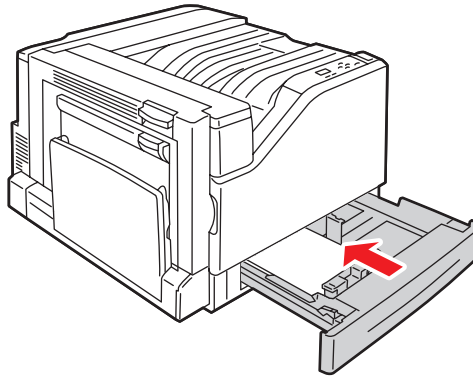
7500-056

Jam at Tray 3, 4, or 5

Follow these steps to clear the jam.

1. Open Left Door C.
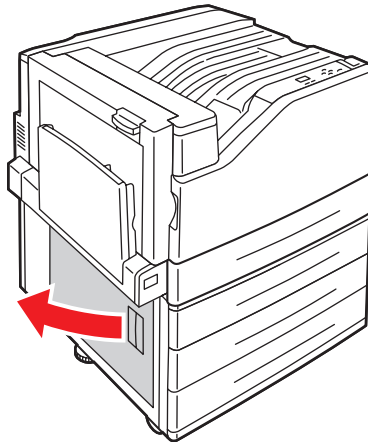
7500-015

2. Remove the jammed paper. Confirm that all paper fragments are removed.
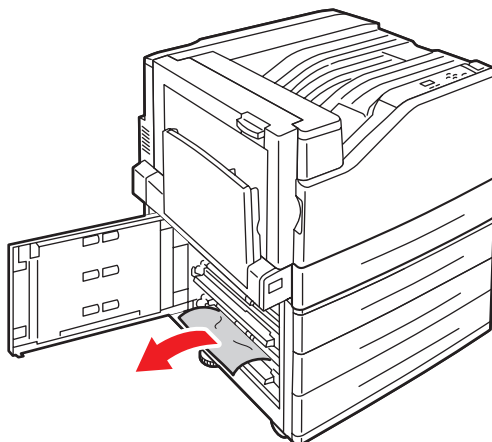
7500-016

3. Close Left Door C.
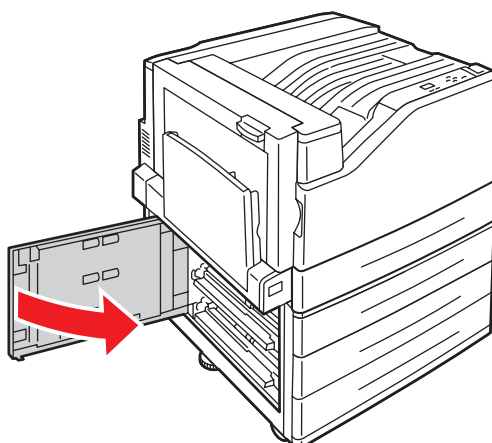
7500-017

4. Pull out the tray specified on the control panel.
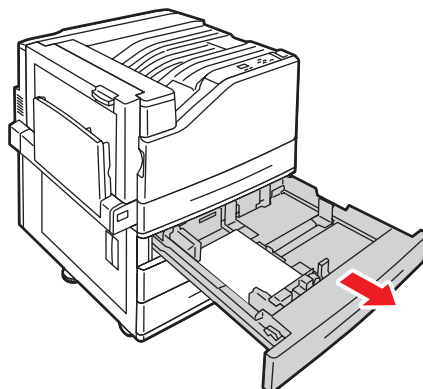
7500-018

5. Remove crumpled paper from the tray.
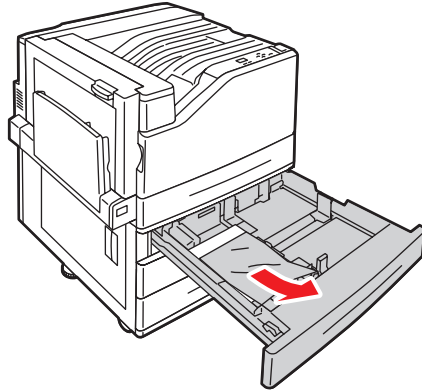
7500-019

6. Verify that the paper is loaded correctly in the tray and that the guides are pressed firmly against the paper.
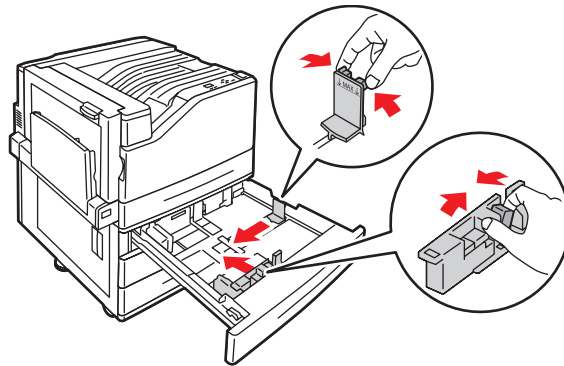
7500-021

7. Push the tray completely into the printer.
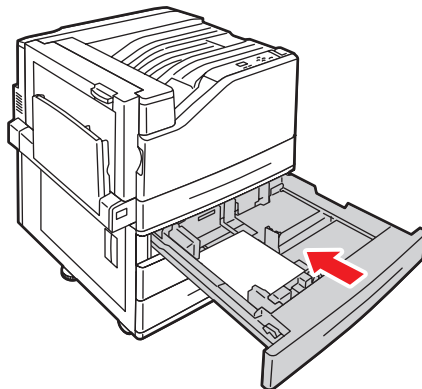
7500-022

Jam at Left Door A

Follow these steps to clear the jam.
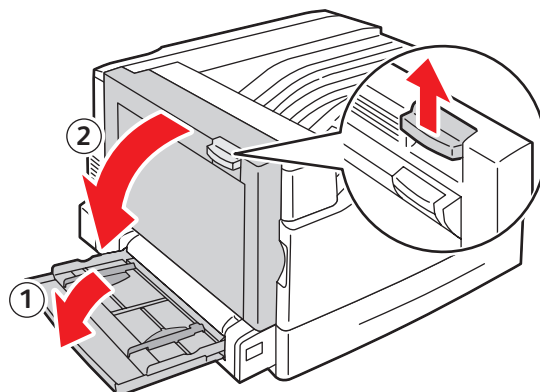
1. Open Left Door A.

7500-001

2. Remove the jammed paper. Confirm that all paper fragments are removed.
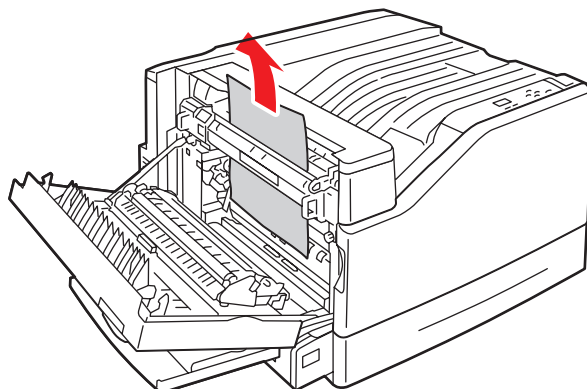
7500-002

3. Close the left door.
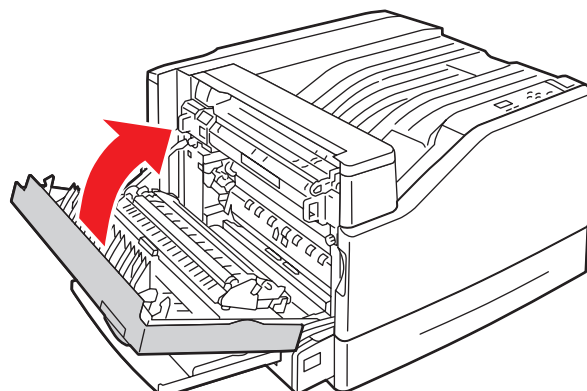
7500-003

Jam at the Duplex Unit at Door B

There is a jam at the duplex unit at Door B. Follow these steps to clear the jam.

1. Open Tray 1 (MPT).
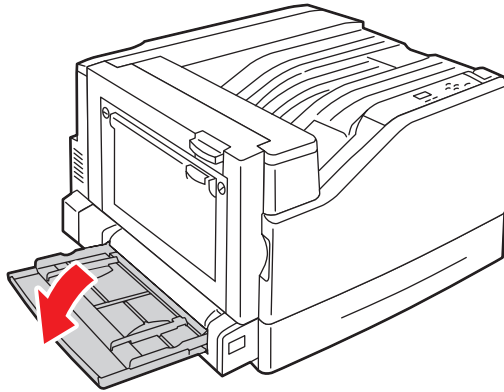
2. Open Left Door B.
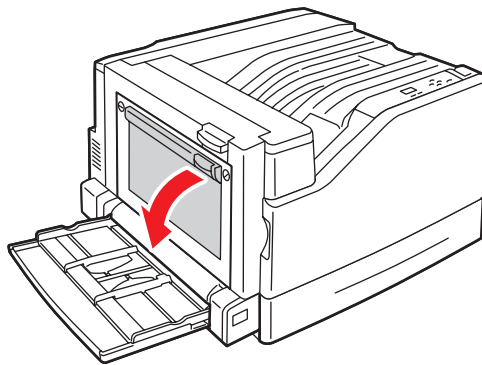
7500-087

3. Remove the jammed paper.
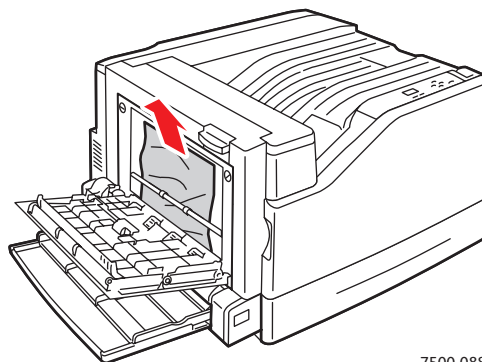
7500-088

4. Close Left Door B.
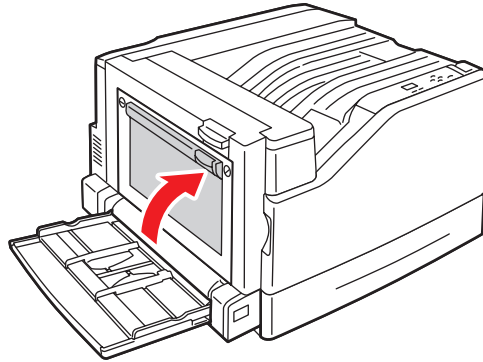
7500-089

Jam at the Duplex Unit at Door A and B

There is a jam at the duplex unit at doors A and B. Follow these steps to clear the jam.

1. Open Left Door A.

    Warning: Use caution, some components behind the left door may be hot.
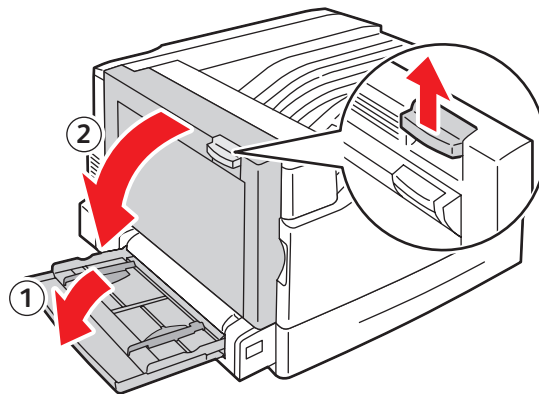
7500-001

2. Remove the jammed paper.
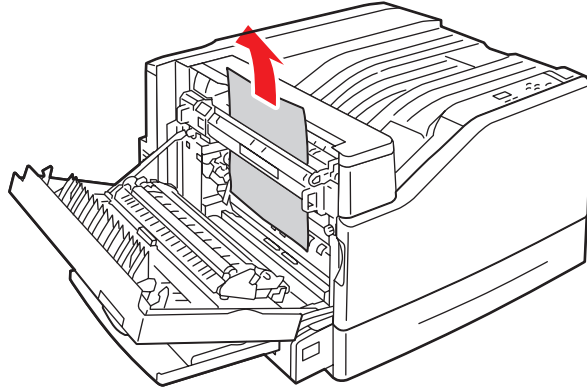
7500-002
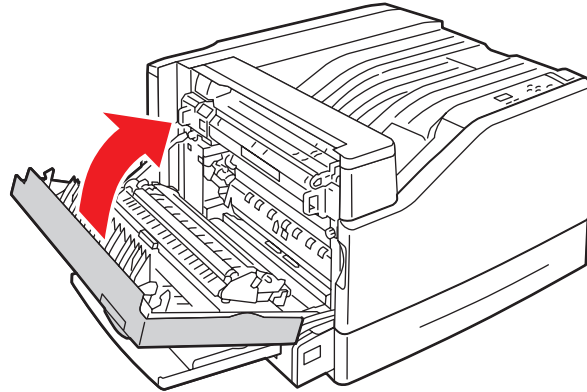
3. Close Left Door A.

7500-003

4. Open Left Door B.
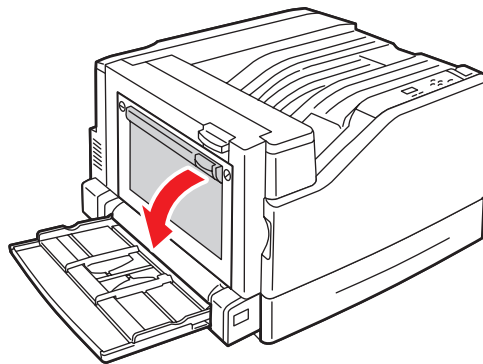
7500-087

5. Remove the jammed paper.
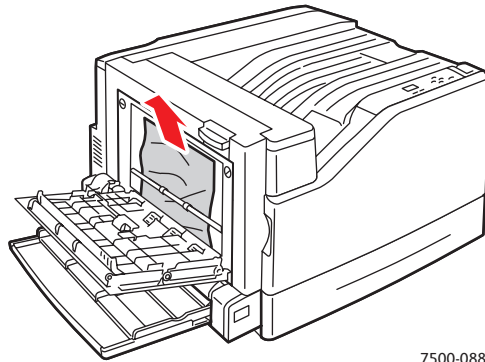
7500-088

6. Close Left Door B.
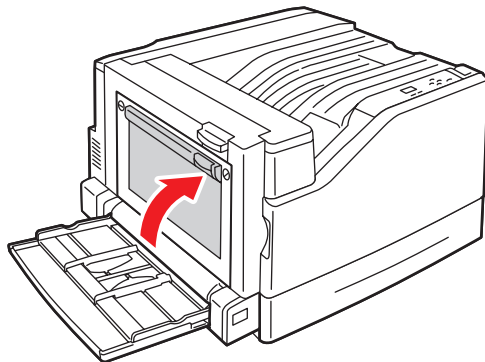
7500-089

Paper Size Jam

There is a paper size jam in Tray 1 (MPT). Follow these steps to clear the jam.

1. Open Left Door A.

    Warning: Use caution, some components behind the left door may be hot.
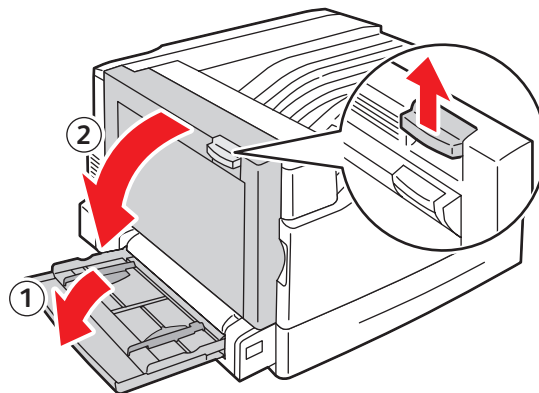
7500-001

2. Remove the jammed paper.
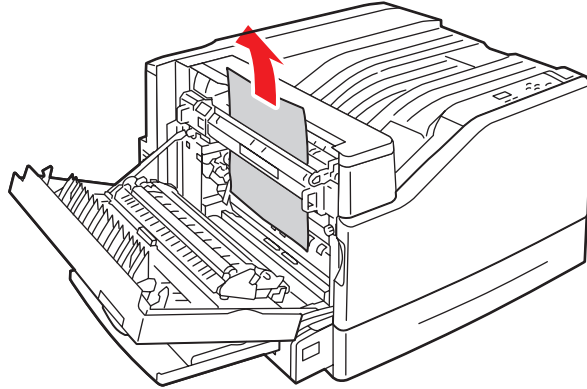
7500-002

3. Close Left Door A.
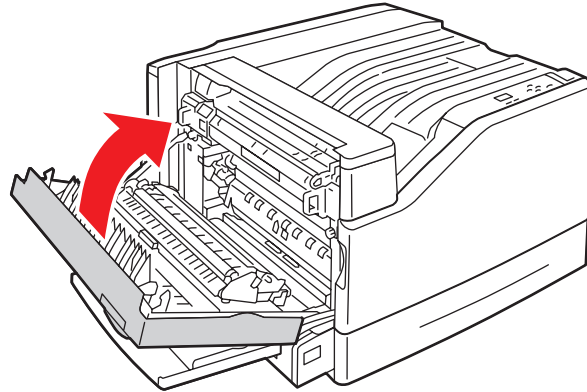
7500-003

4. Replace the paper in the tray specified on the control panel with the specified size and type.

Paper Type Jam

Follow these steps to clear the jam.

1. Open Left Door A.

   Warning: Use caution, some components behind the left door may be hot.
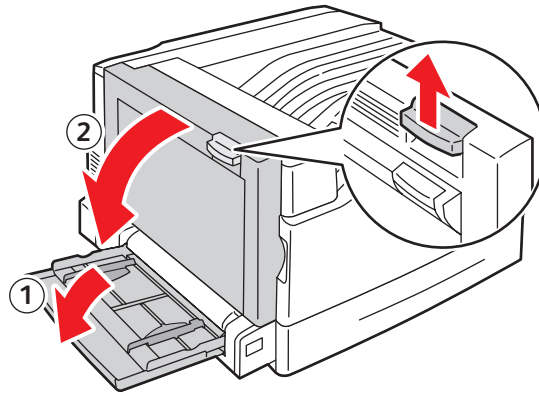
   7500-001

2. Remove the jammed paper.
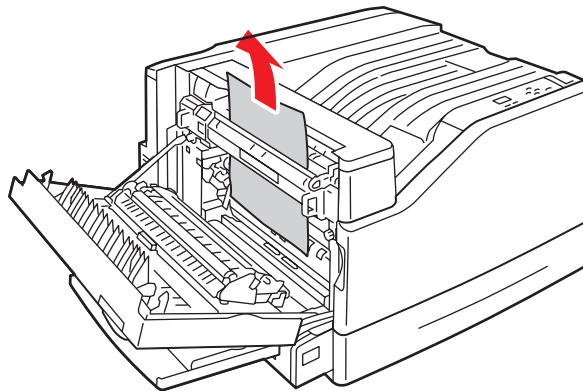
   7500-002

3. Close Left Door A.
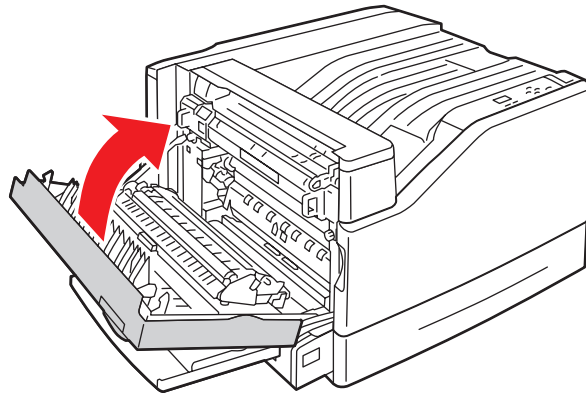
7500-003

4. Replace the paper in the tray specified on the control panel with the specified size and type.

Misfeed at Tray 1 (MPT)

1. Remove paper including jammed paper from Tray 1 (MPT).
2. Make sure that the paper is clean and not stuck together.
3. Insert paper in Tray 1 (MPT). See the following illustrations for proper paper orientation.

Long-Edge Feed (LEF)

Single-Sided Printing   2-Sided Printing
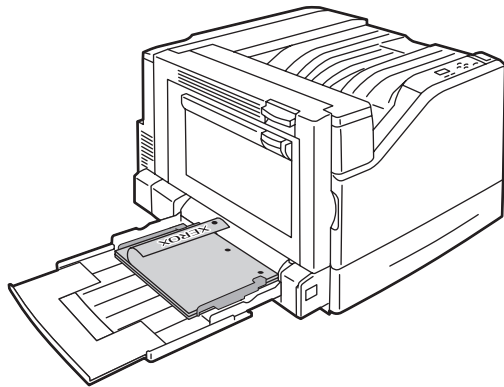
- Prepunched holes should enter the printer first.
- Letterhead should be facedown at the back of the tray.
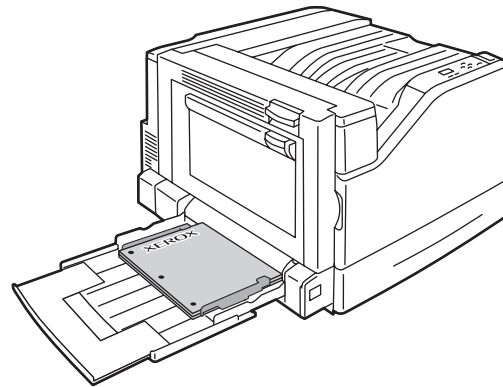
- Prepunched holes should enter the printer last.
- Letterhead should be faceup at the back of the tray.

Short-Edge Feed (SEF)
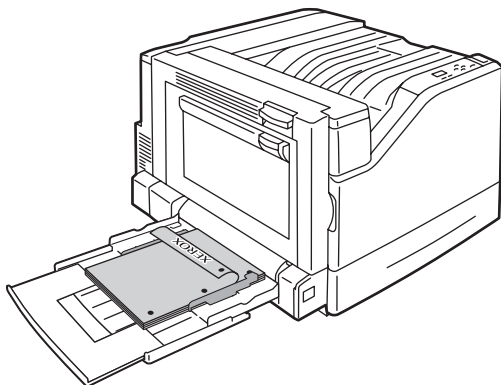
Single-Sided Printing   2-Sided Printing

7500-123
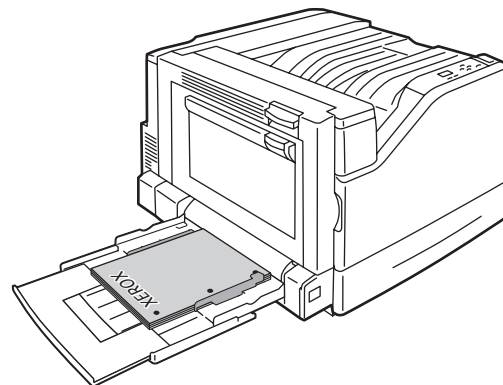
7500-117

• Prepunched holes should be at the front of the printer.	• Prepunched holes should be towards the front of the printer.
• Letterhead should be facedown and enter the printer first.	• Letterhead should be faceup and enter the printer last.

4. Slide the width guides to match the size of your paper and verify that the guides are pressed firmly against the paper.

   Note: Confirm that the arrow on the right width guides is in the correct position for the paper size you are loading.
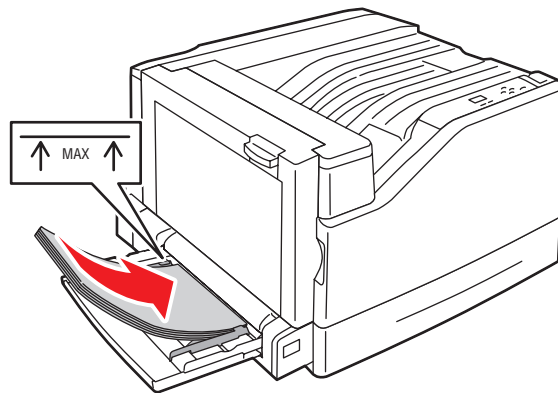
7500-011

Minimizing Paper Jams

This section provides information to help you minimize paper jams.

Make sure to:
- Use only supported media. For more information see Supported Media on page 55.
- Set the tray settings to the loaded media size and type.
- Load the media flat, especially on the leading edge.
- Install the printer on a hard, flat, level surface.
- Store media in a dry location.
- Remove transparencies from the output tray immediately after printing to avoid static buildup.
- Adjust the media guides in all trays after inserting the media. A guide that is not properly adjusted can cause poor print quality, media misfeeds, skewed prints, and printer damage.

Avoid the following:

- Media that is specially designed for ink-jet printers with polyester coating.
- Media that is folded, wrinkled, or excessively curled.
- Fanning transparencies since this causes static.
- Loading more than one type/size/weight of media in a tray at the same time.
- Loading dog-eared (folded corners), stapled, or punched media in the document feeder.
- Overfilling the trays.
- Allowing the output tray to overfill.
- Allowing the output tray to fill with more than a few transparencies.

Troubleshooting Paper Feed Problems

The printer is designed to function with minimal paper jams using Xerox supported media. Other media types may cause more frequent paper jams. If supported media is jamming frequently in one area, that area may need to be cleaned or repaired. This section contains help on the following problems:

- The Printer Pulls Multiple Sheets Together on page 129
- Paper Jam Message Stays On on page 129
- Media Misfeeds on page 130

The Printer Pulls Multiple Sheets Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past fill line.
The front edges of the paper are not even.	Remove the paper, align the front edges, and then reload it.
The paper is moist from humidity.	Remove the paper from the tray, and replace it with new dry media.
Too much static electricity is present.	Try a new ream of paper. Do not fan transparencies.

Paper Jam Message Stays On

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the paper path and make sure that you have removed all of the jammed paper.

Media Misfeeds

Probable Causes	Solutions
The media is not correctly positioned in the tray.	Remove the misfed media and reposition the media properly in the tray. Ensure that the media guides in the tray are set correctly.
The number of sheets in the tray exceeds the maximum sheets allowed.	Remove the excess media and load media below the fill line.
The media guides are not correctly adjusted to the media size.	Adjust the media guides in the tray to match the size of the media.
Warped or wrinkled media is loaded in the tray.	Remove the media, smooth it out, and reload it. If it still misfeeds, do not use that media.
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Special media must be loaded in Tray 1 (MPT) only. Use Xerox-approved media. See Supported Media on page 55.
The recommended transparency or label sheet is facing the wrong way in Tray 1 (MPT).	Load the transparencies or label sheets according to the manufacturer's instructions.
Envelopes are loaded incorrectly in the tray..	Envelopes must be loaded LEF. To use SEF, you must define a SEF custom size.
The media feed roller is dirty.	Clean the media feed roller. For more details, see Maintenance and Cleaning on page 98.

Print-Quality Problems

This section includes:

Your Phaser 7500 printer is designed to produce consistently high quality prints. If you observe print-quality problems, use the information on these pages to troubleshoot the problem. For more information, go online to Xerox Support & Drivers at www.xerox.com/office/7500support.

> **Caution:** The Xerox warranty, service agreement, or Total Satisfaction Guarantee does not cover damage caused by using unsupported paper, transparencies, or other specialty media. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

> Note: To enhance print quality, toner cartridge(s) for many equipment models have been designed to cease functioning at a predetermined point.

Using Built-in Troubleshooting Tools

Your printer contains the following built-in tools to help you diagnose print quality problems as well as adjust your printer's image quality.

Printing the Troubleshooting Print Quality Page

Print this Information Page for more help.
1. Press the **Down Arrow** button.
2. Select **Troubleshooting** > **Print Quality Problems** > **Troubleshooting Print Quality Page**.
3. Press the **OK** button to print.

Setting Color Calibration

1. Press the **Down Arrow** button.
2. Select **Troubleshooting** > **Print Quality Problems** > **Calibrate Colors**.
3. Press the **OK** button to print.

Calibrating the Paper Type

1. Press the **Down Arrow** button.
2. Select **Troubleshooting** > **Print Quality Problems** > **Calibrate for Paper**.
3. Press the **OK** button to print.

Adjusting the Print Margins

1. Press the **Down Arrow** button.
2. Select **Troubleshooting** > **Print Quality Problems** > **Calibrate Margins**.
3. Press the **OK** button to print.

Selecting Paper Type

For information on supported paper type and weight:

1. Press the **Down Arrow** button.
2. Select **Information** > **Information Pages** > **Paper Tips Page**.
3. Press the **OK** button to print.

See also:

      www.xerox.com/paper Recommended Media List (United States)

      www.xerox.com/europaper Recommended Media List (Europe)

      www.xerox.com/office/7500supplies to order Xerox printing media

Troubleshooting Print-Quality Problems

Nothing Prints or Black Spots Print on Page

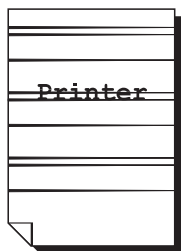| Probable Causes	Solutions
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
The printer driver is not set correctly.	Select the proper setting in the printer driver to switch from transparencies to plain paper.
The media is moist from humidity.	Adjust the humidity for media storage. Remove the moist media and replace it with new, dry media.
The media set in the printer driver mismatches the media loaded in the printer.	Load the correct media in the printer.
Several sheets are being fed at the same time.	Remove the media from the tray and check for static electricity. Fan plain paper or other media (but not transparencies), and replace it in the tray.
Media is not set properly in the tray(s).	Remove the media, tap it to straighten it out, return it into the tray, and realign the media guides.

Entire Page Prints Black or Color

Probable Causes	Solutions
One or more of the the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.

Image Prints Too Light
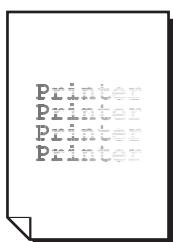
Probable Causes	Solutions
The density is too light.	Select a darker copy density.
The paper is moist from humidity.	Remove the paper and try a fresh ream.
Media type is set incorrectly.	When printing envelopes, labels, heavyweight stock, or transparencies, specify the appropriate media type in the printer driver.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See Supported Media on page 55.
The printer needs to be calibrated.	Perform the color calibration procedure. For more information see Setting Color Calibration on page 131.

Image Prints Too Dark

Probable Causes	Solutions
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If it is damaged, replace it.
The printer needs to be calibrated.	Perform the color calibration procedure. For more information see Setting Color Calibration on page 131.

Image is Blurred or Stained
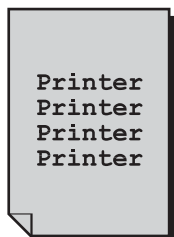
Probable Causes	Solutions
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If it is damaged, replace it.

Print Density is Uneven
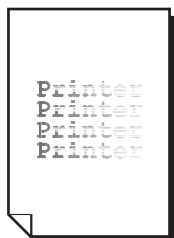
Probable Causes	Solutions
One or more of the toner cartridges may be defective or low.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
The printer is not level.	Place the printer on a flat, hard, level surface.

Print is Irregular or Mottled

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Probable Causes	Solutions
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See Supported Media on page 55.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If it is damaged, replace it.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.

Ink Rubs Off After Printing

Probable Causes	Solutions
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See Supported Media on page 55.
Media type is set incorrectly.	When printing envelopes, labels, heavyweight stock, or transparencies, specify the appropriate media type in the printer driver.

Toner Smudges and Residual Images Print

Probable Causes	Solutions
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See Supported Media on page 55.
Media type is set incorrectly.	When printing envelopes, labels, heavyweight stock, or transparencies, specify the appropriate media type in the printer driver.

Toner Smudges Appear on the Back of the Page

Probable Causes	Solutions
The media transfer roller is dirty.	Check the transfer roller for toner accumulation. Replace if necessary.
The media path is dirty with toner.	Print several blank sheets and the excess toner should disappear.
Foreign material has entered the printer.	Check the transfer belt for foreign material or damage. Check the fuser for foreign material.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.

White or Black Areas Print in Regular Pattern
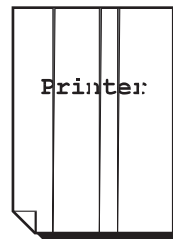
Probable Causes	Solutions
Foreign material in the paper path.	Inspect the paper path and remove any foreign material.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.

Image Prints with Defects

Probable Causes	Solutions
A toner cartridge may be defective.	Remove the toner cartridge with the color causing the abnormal image. Replace it with a new toner cartridge.
The imaging unit may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.

Lateral Lines or Bands Print on Image

Probable Causes	Solutions
The printer is not level.	Place the printer on a flat, hard, level surface.
The media path is dirty with toner.	Print several blank sheets and the excess toner should disappear.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.

Colors Look Wrong

Probable Causes	Solutions
The printer is not level.	Place the printer on a flat, hard, level surface.
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
Incorrect driver settings.	Check the Color Matching settings in the printer driver or your application.
One or more of the toners may be low or empty.	Check the Control Panel for a Toner Status message. If necessary, replace the specified toner cartridge.

Colors Do Not Register Properly

Colors do not register correctly or colors are mixed with page-to-page variations.

Probable Causes	Solutions
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.

Colors Reproduce Poorly

The colors do not reproduce as expected or they have poor color density.

Probable Causes	Solutions
One or more of the imaging units may be defective.	Remove the imaging units one at a time, and check for damage. If it is damaged, replace it.
Incorrect color matching settings.	Check the Color Matching settings in the printer driver or your application.

Getting Help

This section includes:

- Control Panel Messages on page 143
- Online Support Assistant on page 143
- PhaserSMART Technical Support on page 144
- Helpful Websites on page 144

Control Panel Messages

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel displays a message informing you of the problem. In many cases, the control panel also displays an animated graphic showing the location of the problem, such as the location of a paper jam.

Press the **Help** button on the control panel to view additional information about the message or menu displayed. The **Help** button is labeled with a **?** symbol.

Phaser 7500

7500-084

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for print quality, copy quality, media jams, software installation, and much more.

To access the Online Support Assistant, go to www.xerox.com/office/7500support.

PhaserSMART Technical Support

PhaserSMART Technical Support is an automated, internet-based support system that uses your default Web browser to send diagnostic information from your printer to the Xerox website for analysis. PhaserSMART Technical Support examines the information, diagnoses the problem, and proposes a solution. If the problem is not resolved with the solution, PhaserSMART Technical Support assists you in opening a Service Request with Xerox Customer Support.

To access PhaserSMART Technical Support:

1. Open your Web browser and go to www.phasersmart.com.
2. Enter your printer's IP address in the browser window.
3. Follow the instructions on the screen.

Helpful Websites

Xerox provides several websites that offer additional help on your Phaser 7500 printer.

Resource	Link
PhaserSMART Technical Support automatically diagnoses problems on your networked printer and proposes solutions	www.phasersmart.com
Technical support information for your printer, includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, video tutorials, and much more	www.xerox.com/office/7500support
Supplies for your printer	www.xerox.com/office/7500supplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials	www.xerox.com/msds (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies	www.xerox.com/environment (U.S. and Canada) www.xerox.com/environment_europe (European Union)

Printer Specifications

A

This chapter includes:

- Physical Specifications on page 146
- Environmental Specifications on page 147
- Electrical Specifications on page 148
- Performance Specifications on page 149
- Controller Specifications on page 150

For media specifications and capacities, see Supported Media on page 55.

Physical Specifications

Base Unit

- Width: 640 mm (25.2 in.)
- Depth: 665 mm (26.2 in.)
- Height: 399 mm (15.7 in.)
- Weight: 66 kg (145.2 lb.)

Optional Trays 3, 4, and 5

- Width: 559 mm (22.0 in.)
- Depth: 665 mm (26.2 in.)
- Height: 371 mm (14.6 in.)
- Weight: 33 kg (73 lb.)

Clearance Requirements
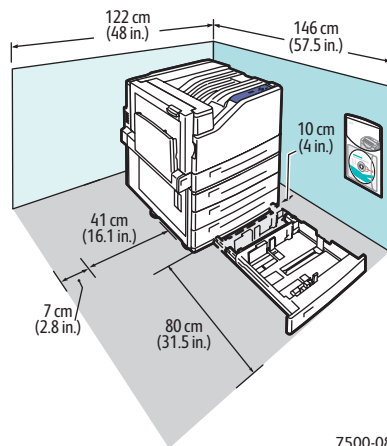
7500-085

Environmental Specifications

Temperature

- Storage: -20˚ to 48˚ C / -4˚ to 118.4˚ F
- Operating: 10˚ to 32˚ C / 50˚ to 90˚ F

Relative Humidity

- Storage: 10 % to 85 % (non-condensing)
- Operating: 10 % to 85 % (non-condensing)
- Optimal Operating: 25 % to 75 %

Electrical Specifications

- 110-127 VAC, 50-60 Hz +/-3 %
- 220-240 VAC, 50-60 Hz +/-3 %

ENERGY STAR qualified printer:

Default time to Power Saver: 3 minutes

Performance Specifications

Resolution

Maximum Resolution: 1200 x 1200 dpi

Print Speed

Color: 35 ppm (2-sided: 28 ppm)

Monochrome: 35 ppm (2-sided: 28 ppm)

Controller Specifications

RISC CPU (1 GHz) processor

Memory

Optional up to 2 GB (SDRAM)

Interfaces

Ethernet 10/100/1000Base-TX

Universal Serial Bus (USB 2.0)

Regulatory Information B

This chapter includes:

- Basic Regulations on page 152
- Material Safety Data Sheets on page 154

Basic Regulations

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

United States (FCC Regulations)

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

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

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

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

Canada (Regulations)

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

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

European Union

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

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

- December 12, 2006: Low Voltage Directive 2006/95/EC
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC

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

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

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

Ozone Release

During print operation, a small quantity of ozone is released. This amount is not large enough to harm anyone adversely. However, be sure the room where the printer is being used has adequate ventilation, especially if you are printing a high volume of materials, or if the printer is being used continuously over a long period.

Material Safety Data Sheets

For Material Safety Data information regarding your Phaser 7500 printer, go to:

North America: www.xerox.com/msds

European Union: www.xerox.com/environment_europe

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

Recycling and Disposal

C

This chapter includes:

Guidelines and Information

All Countries

If you are managing the disposal of your Xerox product, please note that the printer may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance website: www.eiae.org. Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

North America

Xerox operates an equipment takeback 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 or for recycling and disposal information, contact your local authorities.

European Union

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

Domestic/Household Environment

Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

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

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local reseller or Xerox representative for end of life takeback information.

Information for Users on Collection and Disposal of Old Equipment and Used Batteries
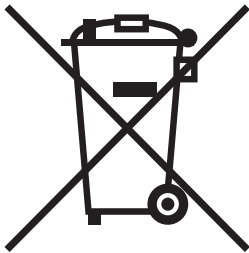
These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

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

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

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

For Business Users in the European Union

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

Information on disposal in other countries outside the European Union

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

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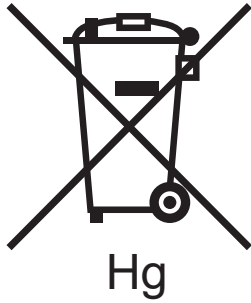
This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Removal

Batteries should only be replaced by a MANUFACTURER approved service facility.

Other Countries

Please contact your local waste authorities and request disposal guidance.

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