

Phaser® 3124  
Phaser® 3125

XEROX®

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laser printer

# User Guide



[www.xerox.com/office/support](http://www.xerox.com/office/support)

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## Safety Notes

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Read these safety notes carefully before using this product to ensure you operate the equipment safely.

Your Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

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

**WARNING: Any unauthorized alternation, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized local dealer for more information**

### Warning Markings

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



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



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

### Electrical Supply

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



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

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

### Operator Accessible Areas

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

### Maintenance

Any operator product maintenance procedures will be described in the user documentation supplied with the product. Do not carry out any maintenance on this product, which is not described in the customer documentation.

### Cleaning Your Product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

### WARNING - Electrical Safety Information

- Use only power cord supplied with this equipment.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- This equipment is to be operated from the type of electrical supply indicated on the product data plate label. If this machine needs to be moved to a different location, contact a Xerox service representative or your authorized local representative or service support organization.
- Improper connection of the equipment-grounding conductor can result in electrical shock.
- **Do not** place this equipment where people might step on or trip on the power cord.
- **Do not** place objects on the power cord.
- **Do not** override or disable electrical or mechanical interlocks.
- **Do not** obstruct the ventilation openings.
- **Never** push objects of any kind into slots or openings on this equipment
- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.
  - The equipment emits unusual noise or odors.

- The power cord is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the copier/printer.
- The equipment is exposed to water.
- Any part of the equipment is damaged.

## Disconnect Device

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

## Operational Safety Information

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times.

### Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
- This equipment must be connected to a protective earth circuit.

This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.
- Always locate the equipment in an area that has adequate ventilation, and the room for servicing. See install guide for minimum dimensions
- Always use materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance.
- Always unplug this equipment from the electrical outlet before cleaning.

### Do Not Do These:

- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance function that is not specifically described in this documentation.
- This equipment should not be placed in a built-in installation unless proper ventilation is provided, please contact your Authorized local dealer for further information.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the equipment near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or "cheat" any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately.

## Maintenance Information

Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your copier/printer.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.
- Use supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

## Ozone Safety Information

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

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

## For Consumables

Store all consumables in accordance with the instructions given on the package or container.

- Keep all consumables away from the reach of children.
- Never throw toner, print cartridges or toner containers into an open flame.

## Radio Frequency Emissions

### United States, Canada, Europe, Australia/New Zealand

**NOTE:** 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 when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

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

## Laser Safety Information

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

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

## Product Safety Certification

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

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1st Edition (USA/Canada)
SEMKO	IEC60950-1st <sup>rd</sup> Edition (2001)

This product was manufactured under a registered ISO9001 Quality system.

## Regulatory Information

### CE Mark

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:

January 1, 1995: Council Directive 72/23/EEC amended by Council directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

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

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your Authorized local dealer.

**WARNING:** In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

# Environmental Compliance

## USA

### Energy Star



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

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

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

Xerox ENERGY STAR equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption in half when compared to conventional equipment.

## Canada



### Environmental Choice

Terra Choice Environmental Serviced, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products.

## Product Recycling and Disposal

### European Union



#### 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 dealer or Xerox representative for end of life takeback information.

## 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](http://www.xerox.com/environment) or for recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: [www.eiae.org](http://www.eiae.org).

## Others Countries

Please contact your local waste authorities and request disposal guidance.

# 1 Introduction

Congratulations on the purchase of your printer!

This chapter includes:

- **Special features**
- **Printer overview**
- **Control panel overview**
- **Finding more information**
- **Selecting a location**

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## Special features

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Your new printer is equipped with several special features that improve the print quality. You can:

### Print with excellent quality and high speed



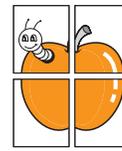
- You can print up to **1200 x 1200 dpi** effective output (Phaser 3125/B, Phaser 3125/N) or **1200 x 600 dpi** effective output (Phaser 3124/B). See the **Software Section**.
- Your printer prints A4-sized paper at up to 24 ppm<sup>a</sup> and letter-sized paper at up to 25 ppm.

### Handle paper flexibly



- Manual tray supports one sheet of envelopes, labels, transparencies, custom-sized materials, postcards and heavy paper.
- Standard 250-sheet tray supports plain paper.
- 100-sheet output tray supports convenient access.

### Create professional documents



- Print **Watermarks**. You can customize your documents with words, such as “Confidential.” See the **Software Section**.
- Print **Posters**. The text and pictures of each page of your document are magnified and printed across the sheet of paper and can then be taped together to form a poster. See the **Software Section**.

### Save time and money



- Your printer allows you to use toner save mode to save toner. See the **Software Section**.
- You can print on both sides of the paper manually to save paper [**Double-side Printing (Manual)**].
- You can print multiple pages on a single sheet of paper to save paper (**N-Up printing**). See the **Software Section**.
- You can use preprinted forms and letterhead with plain paper. See the **Software Section**.
- Your printer automatically **conserves electricity** by substantially reducing power consumption when not in use.

a. pages per minute

## Print in various environments

- A PostScript 3 Emulation\* (PS) enables PS printing in the Phaser 3125/B and Phaser 3125/N.

\* Zoran IPS Emulation compatible with PostScript 3



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\* 136 PS3 fonts

- Contains UFST and MicroType from Monotype Imaging Inc.

- You can print in **Windows 98/Me/NT 4.0/2000/XP(32/64 bit)/2003**.
- Your printer is compatible with **Macintosh**.
- Your printer comes with both **Parallel** and **USB** interfaces.
- You can also use a **Network interface**. The Phaser 3125/N comes with a built-in network interface, 10/100 Base TX.

## Printer features

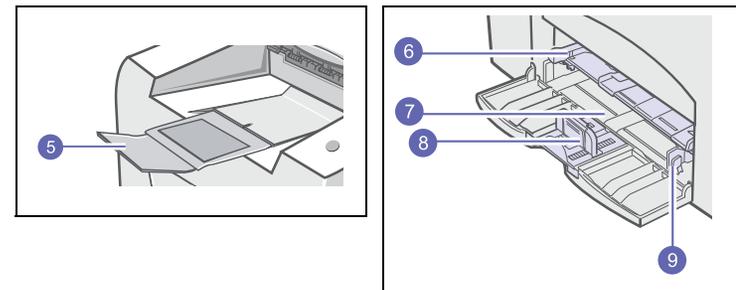
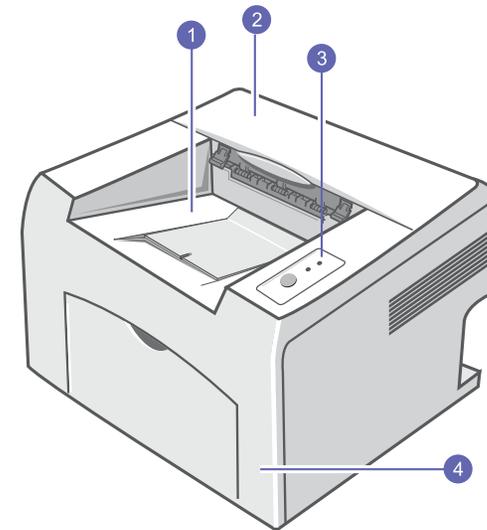
The table below lists a general overview of features supported by your printer.

(I: Installed, O: Option, NA: Not Available)

Features	Phaser 3124/B	Phaser 3125/B	Phaser 3125/N
IEEE 1284 Parallel	I	I	I
USB 2.0	I (USB 1.1: Compatible with USB 2.0)	I (USB 2.0: Hi- Speed USB 2.0)	I (USB 2.0: Hi- Speed USB 2.0)
Network Interface (Ethernet 10/100 Base TX)	NA	NA	I
PCL Emulation	NA	I	I
PostScript Emulation	NA	I	I

## Printer overview

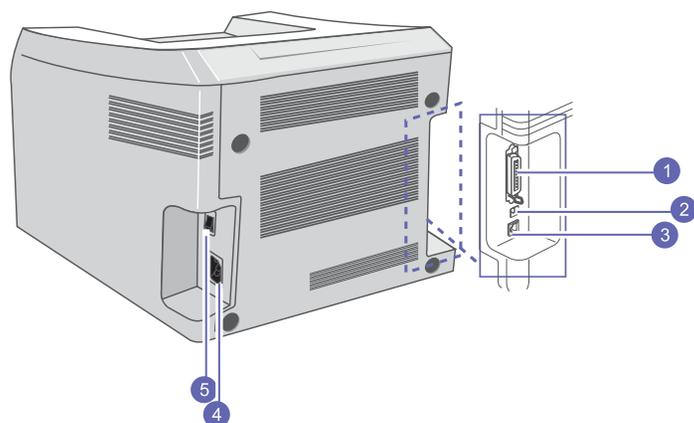
### Front view



\* The figure above shows an **Phaser**

<b>1</b>	<b>output tray</b>	<b>6</b>	<b>manual tray</b>
<b>2</b>	<b>top cover</b>	<b>7</b>	<b>standard tray</b>
<b>3</b>	<b>control panel</b>	<b>8</b>	<b>paper length guide</b>
<b>4</b>	<b>front cover</b>	<b>9</b>	<b>paper width guide</b>
<b>5</b>	<b>output tray extension</b>		

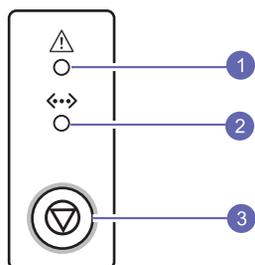
## Rear view



\* The figure above shows an Phaser 3125/N.

1	parallel port	4	power receptacle
2	USB port	5	power switch
3	network port		

## Control panel overview

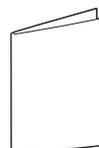


1	<b>Error:</b> Indicates the status of your printer. See page 9.4.
2	<b>Online:</b> Indicates the status of your printer. See page 9.4.
3	<b>Cancel:</b> Prints a demo page or configuration page. Cancels the print job. Makes the printer pick up the print media.

## Finding more information

You can find information for setting up and using your printer from the following resources, either printed or onscreen.

### Quick Install Guide



Provides information on setting up your printer, therefore, be sure to follow the instructions in the guide to get the printer ready.

### Online User's Guide



Provides you with step-by-step instructions for using your printer's full features, and contains information for maintaining your printer, troubleshooting, and installing accessories.

This user's guide also contains a **Software Section** providing you with information on how to print documents with your printer on various operating systems, and how to use the supplied software utilities.



### Note

- You can access the user's guides in other languages from the **Manual** folder on the printer driver CD.

### Printer Driver Help



Provides you with help information on printer driver properties and instructions for setting up the properties for printing. To access a printer driver help screen, click **Help** from the printer properties dialog box.

### Xerox Website

If you have Internet access, you can get help, support, printer drivers, manuals, and order information from the **Xerox** website, [www.xerox.com/office/support](http://www.xerox.com/office/support).

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## Selecting a location

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Select a level, stable place with adequate space for air circulation. Allow extra space for opening covers and trays.

The area should be well-ventilated and away from direct sunlight or sources of heat, cold, and humidity. Do not set the printer close to the edge of your desk or table.

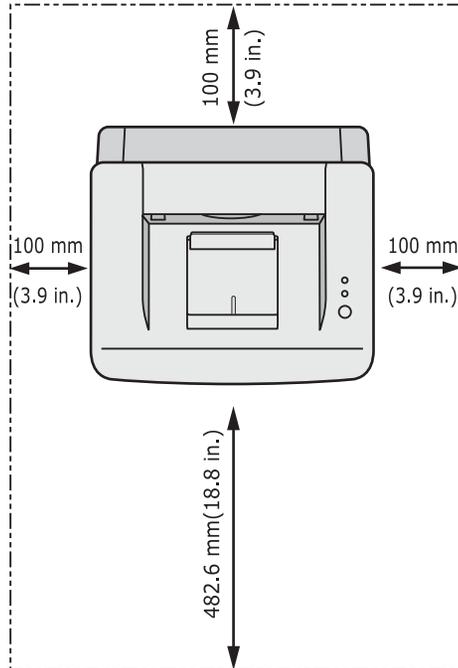
### Clearance space

**Front:** 482.6 mm  
(enough space so that tray can be opened)

**Back:** 100 mm (enough space for ventilation)

**Right:** 100 mm (enough space for ventilation)

**Left:** 100 mm (enough space for ventilation)



## 2 Basic setup

This chapter includes:

- **Printing a demo page**
- **Using toner save mode**

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### Printing a demo page

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After setting up your printer, print a demo page to make sure that the printer is operating correctly.

Press and hold the **Cancel** button for about 2 seconds.

A demo page prints out.

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### Using toner save mode

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Toner save mode allows the printer to use less toner on each page. Activating this mode extends the life of your toner cartridge and reduces your cost per page beyond what one would experience in the normal mode, but it reduces print quality. This setting is not available with the **1200dpi (Best)** setting.

You can set the toner save mode from the printer properties window on your printer driver. See the **Software Section**.

# 3 Software overview

This chapter gives you an overview of the software that comes with your printer. Further details about installing and using the software are explained in the **Software Section**.

This chapter includes:

- **Supplied software**
- **Printer driver features**
- **System requirements**

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## Supplied software

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You must install the printer software using the supplied CDs after you have set up your printer and connected it to your computer.

Each CD provides you with the following software:

CD	Contents
printer software CD	Windows <ul style="list-style-type: none"><li>• <b>Printer driver:</b> Use this driver to take full advantage of your printer's features.</li><li>• <b>Status Monitor:</b> Appears when printing errors occur.</li><li>• <b>Printer Settings Utility:</b> You can configure print settings. (Phaser 3125/B, Phaser 3125/N only)</li><li>• <b>PCL6 driver:</b> Use this driver to print documents in the PCL6, PCL5e language. (Phaser 3125/B, Phaser 3125/N only)</li><li>• <b>Postscript Printer Description (PPD) file:</b> Use the PostScript driver to print documents with complex fonts and graphics in the PostScript language. (Phaser 3125/B, Phaser 3125/N only)</li><li>• <b>Set IP:</b> Use this program to set your printer's TCP/IP addresses. (Phaser 3125/N only)</li><li>• <b>User's Guide</b> in PDF</li></ul>
	Macintosh (Phaser 3125/B, Phaser 3125/N only)

## Printer driver features

Your printer drivers support the following standard features:

- Paper source selection
- Paper size, orientation and type
- Number of copies

In addition, you can use various special printing features. The following table shows a general overview of features supported by your printer drivers:

Feature	Windows			Macintosh
	GDI	PCL 6	PostScript	PostScript
Toner save	○	○	○	X
Print quality option	○	○	○	○
Poster printing	○	○	X	X
Multiple pages per sheet (N-up)	○	○	○	○
Fit to page printing	○	○	○	○
Scale printing	○	○	○	○
Watermark	○	○	X	X
Overlay	○	○	X	X



### Note

- Overlay is not supported in Windows NT 4.0.

## System requirements

Before you begin, ensure that your system meets the following requirements:

### Windows

Item	Requirements		Recommended
Operating system	Windows 98/Me/NT 4.0/2000/XP(32/64 bit)/2003		
CPU	Windows 98/Me/NT 4.0/2000	Pentium II 400 MHz or higher	Pentium III 933 MHz
	Windows XP(32/64 bit)/2003	Pentium III 933 MHz or higher	Pentium IV 1 GHz
RAM	Windows 98/Me/NT 4.0/2000	64 MB or more	128 MB
	Windows XP(32/64 bit)/2003	128 MB or more	256 MB
Free disk space	Windows 98/Me/NT 4.0/2000	300 MB or more	1 GB
	Windows XP(32/64 bit)/2003	1 GB or more	5 GB
Internet Explorer	5.0 or higher		



### Note

- For Windows NT 4.0/2000/XP(32/64 bit)/2003, users who have an administrator right can install the software.

### Macintosh

Item	Requirements
Operating system	Macintosh OS 8.6 ~ 9.2, 10.1 ~ 10.4 (Phaser 3125/B, Phaser 3125/N)
RAM	128 MB
Free disk space	200 MB
Connection	USB interface, Network interface

# 4 Network setup(Phaser 3125/N only)

This chapter gives you basic information for setting up your printer for network connections.

This chapter includes:

- **Introduction**
- **Supported operating systems**

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## Introduction

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Once you have connected your printer to a network with an RJ-45 Ethernet cable, you can share the printer with other network users.

You need to set up the network protocols on the printer to use it as your network printer.

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## Supported operating systems

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The following table shows the network environments supported by the printer:

Item	Requirements
Network interface	<ul style="list-style-type: none"><li>• 10/100 Base-TX</li></ul>
Network operating system	<ul style="list-style-type: none"><li>• Windows 98/Me/NT 4.0/2000/XP(32/64 bit)/2003</li><li>• Linux OS including Red Hat 8 ~ 9, Fedora Core 1 ~ 3, Mandrake 9.2 ~ 10.1, SuSE 8.2 ~ 9.2</li><li>• Mac OS 8.6 ~ 9.2, 10.1 ~ 10.4</li><li>• Unix HP-UX, Solaris, SunOS, SCO UNIX</li></ul>
Network protocols	<ul style="list-style-type: none"><li>• TCP/IP</li><li>• EtherTalk</li><li>• HTTP 1.1</li><li>• SNMPv2</li></ul>
Dynamic addressing server	<ul style="list-style-type: none"><li>• DHCP, BOOTP</li></ul>

- TCP/IP: Transmission Control Protocol/Internet Protocol
- DHCP: Dynamic Host Configuration Protocol
- BOOTP: Bootstrap Protocol

# 5 Loading print media

This chapter will help you understand the types of paper you can use with your printer and how to properly load paper in the different paper trays for the best print quality.

This chapter includes:

- **Selecting print media**
- **Loading paper**
- **Knowing an output location**

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## Selecting print media

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You can print on a variety of print media, such as plain paper, envelopes, labels, and transparencies. Always use print media that meet the guidelines for use with your printer. Print media that does not meet the guidelines outlined in this user's guide may cause the following problems:

- Poor print quality
- Increased paper jams
- Premature wear on the printer

Properties, such as weight, composition, grain, and moisture content, are important factors that affect the printer's performance and the output quality. When you choose print media, consider the following:

- **Desired outcome:** The print media you choose should be appropriate for your project.
- **Size:** You can use any size print media that fits easily within the paper adjusters of the paper tray.
- **Weight:** Your printer supports print media weights as follows:
  - 16 to 43 lb (60 to 163 g/m<sup>2</sup>) for the standard tray and manual tray
  - 20 to 24 lb (75 to 90 g/m<sup>2</sup>) for the manual duplex printing
- **Brightness:** Some print media are whiter than others and produce sharper, more vibrant images.
- **Surface smoothness:** The smoothness of the print media affects how crisp the printing looks on the paper.



### Notes

- Some print media may meet all of the guidelines in this section and still not produce satisfactory results. This may be the result of improper handling, unacceptable temperature and humidity levels, or other variables over which **Xerox** has no control.
- Before purchasing large quantities of print media, ensure that it meets the requirements specified in this user's guide.



### Caution

- Using print media that does not meet these specifications may cause problems, requiring repairs. Such repairs are not covered by **Xerox**'s warranty or service agreements.

## Supported sizes of paper

Type	Size	Dimensions	Weight	Capacity <sup>a</sup>
Plain paper	Letter	216 x 279 mm (8.5 x 11 inches)	<ul style="list-style-type: none"> <li>• 16 to 24 lb (60 to 90 g/m<sup>2</sup>) for the tray with multi-pages feeding</li> <li>• 16 to 43 lb (60 to 163 g/m<sup>2</sup>) for the tray with single page feeding and the manual tray</li> </ul>	<ul style="list-style-type: none"> <li>• 250 sheets of 75 g/m<sup>2</sup> (20 lb) paper for the standard tray</li> <li>• 1 sheet of paper for the manual tray</li> </ul>
	Legal	216 x 356 mm (8.5 x 14 inches)		
	Folio	216 x 330.2 mm (8.5 x 13 inches)		
	Oficio	216 x 343 mm (8.5 x 13.5 inches)		
	A4	210 x 297 mm (8.27 x 11.69 inches)		
	JIS B5	182 x 257 mm (7.18 x 10.12 inches)		
	ISO B5	176 x 250 mm (6.93 x 9.84 inches)		
	Executive	184.2 x 266.7 mm (7.25 x 10.5 inches)		
	A5	148.5 x 210 mm (5.85 x 8.27 inches)		
	A6	105 x 148.5 mm (4.13 x 5.85 inches)		
Envelope	Envelope Monarch	98.4 x 190.5 mm (3.88 x 7.5 inches)	20 to 24 lb (75 to 90 g/m <sup>2</sup> )	1 sheet of paper for the manual tray
	Envelope No.10	105 x 241 mm (4.12 x 9.5 inches)		
	Envelope DL	110 x 220 mm (4.33 x 8.66 inches)		
	Envelope C5	162 x 229 mm (6.38 x 9.02 inches)		
	Envelope C6	114 x 162 mm (4.49 x 6.38 inches)		
Transparency	Letter, A4	Refer to the Plain paper section	37 to 39 lb (138 to 146 g/m <sup>2</sup> )	
Labels	Letter, A4	Refer to the Plain paper section	32 to 40 lb (120 to 150 g/m <sup>2</sup> )	
Card stock	Letter, A4	Refer to the Plain paper section	24 to 43 lb (90 to 163 g/m <sup>2</sup> )	
Minimum size (custom)		76 x 127 mm (3 x 5 inches)	16 to 43 lb (60 to 163 g/m <sup>2</sup> )	Refer to the above Capacity sections
Maximum size (custom)		216 x 356 mm (8.5 x 14 inches)		

a. Maximum capacity may differ depending on print media weight, thickness and environmental conditions.

### Print media for manual duplex printing

Type	Size	Weight
Plain paper	A4, Letter, Oficio, Legal, and Folio	20 to 24 lb (75 to 90 g/m <sup>2</sup> )

## Guidelines for selecting and storing print media

When selecting or loading paper, envelopes, or other print media, keep these guidelines in mind:

- Always use print media that conform with the specifications listed on the next column.
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- For the best print quality, use only high quality copier grade paper specifically recommended for use in laser printers.
- Avoid using the following print media types:
  - Paper with embossed lettering, perforations, or a texture that is too smooth or too rough
  - Erasable bond paper
  - Multi-paged paper
  - Synthetic paper and thermally reactive paper
  - Carbonless paper and Tracing paper.
- Use of these types of paper could result in paper jams, chemical smells, and damage to your printer.
- Store print media in its ream wrapper until you are ready to use it. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture or other conditions that can cause it to wrinkle or curl.
- Store unused print media at temperatures between 15° C and 30° C (59° F to 86° F). The relative humidity should be between 10% and 70%.
- Store unused print media in a moisture-proof wrap, such as a plastic container or bag, to prevent dust and moisture from contaminating your paper.
- Load special print media types one sheet at a time through the manual tray to avoid paper jams.
- To prevent print media, such as transparencies and label sheets, from sticking together, remove them as they print out.



### Caution

- If you print 20 envelopes in succession, the surface of the top cover may become hot. Please exercise caution.

## Guidelines for special print media

Type	Guidelines
Envelopes	<ul style="list-style-type: none"> <li>• Successful printing on envelopes depends upon the quality of the envelopes. When selecting envelopes, consider the following factors:           <ul style="list-style-type: none"> <li>- Weight: The weight of the envelope paper should not exceed 90 g/m<sup>2</sup> (24 lb) or jamming may occur.</li> <li>- Construction: Prior to printing, envelopes should lie flat with less than 6 mm (0.25 inches) curl, and should not contain air.</li> <li>- Condition: Envelopes should not be wrinkled, nicked, or otherwise damaged.</li> <li>- Temperature: You should use envelopes that are compatible with the heat and pressure of the printer during operation.</li> </ul> </li> <li>• Use only well-constructed envelopes with sharp and well creased folds.</li> <li>• Do not use stamped envelopes.</li> <li>• Do not use envelopes with clasps, snaps, windows, coated lining, self-adhesive seals, or other synthetic materials.</li> <li>• Do not use damaged or poorly made envelopes.</li> <li>• Be sure the seam at both ends of the envelope extends all the way to the corner of the envelope.</li> </ul> <div style="text-align: center;"> <p>Acceptable</p> <p>Unacceptable</p> </div> <ul style="list-style-type: none"> <li>• Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the printer's fusing temperature of 180° C (356° F) for 0.1 second. The extra flaps and strips might cause wrinkling, creasing, or jams, and may even damage the fuser.</li> <li>• For the best print quality, position margins no closer than 15 mm (0.6 inches) from the edges of the envelope.</li> <li>• Avoid printing over the area where the envelope's seams meet.</li> </ul>

Type	Guidelines
Transparencies	<ul style="list-style-type: none"> <li>To avoid damaging the printer, use only transparencies designed for use in laser printers.</li> <li>Transparencies used in the printer must be able to withstand 180° C (356° F), the printer's fusing temperature.</li> <li>Place them on a flat surface after removing them from the printer.</li> <li>Do not leave them in the paper tray for long periods of time. Dust and dirt may accumulate on them, resulting in spotty printing.</li> <li>To avoid smudging caused by fingerprints, handle them carefully.</li> <li>To avoid fading, do not expose printed transparencies to prolonged sunlight.</li> <li>Ensure that transparencies are not wrinkled, curled, or have any torn edges.</li> </ul>
Labels	<ul style="list-style-type: none"> <li>To avoid damaging the printer, use only labels designed for use in laser printers.</li> <li>When selecting labels, consider the following factors: <ul style="list-style-type: none"> <li>- Adhesives: The adhesive material should be stable at 180° C (356° F), the printer's fusing temperature.</li> <li>- Arrangement: Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious jams.</li> <li>- Curl: Prior to printing, labels must lie flat with no more than 13 mm (5 inches) of curl in any direction.</li> <li>- Condition: Do not use labels with wrinkles, bubbles, or other indications of separation.</li> </ul> </li> <li>Make sure that there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to printer components.</li> <li>Do not run a sheet of labels through the printer more than once. The adhesive backing is designed for only a single pass through the printer.</li> <li>Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.</li> </ul>
Card stock or custom-sized materials	<ul style="list-style-type: none"> <li>Do not print on print media smaller than 76 mm (3 inches) wide or 127 mm (5 inches) long.</li> <li>In the software application, set margins at least 6.4 mm (0.25 inches) away from the edges of the material.</li> </ul>

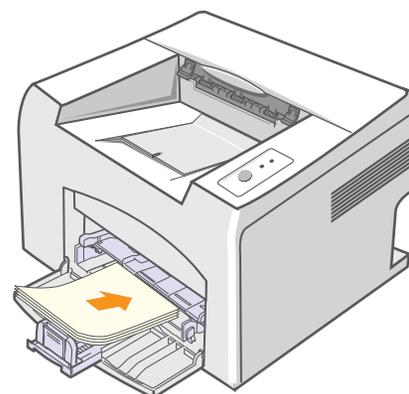
Type	Guidelines
Preprinted paper	<ul style="list-style-type: none"> <li>Letterhead must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the printer's fusing temperature of 180° C (356° F) for 0.1 second.</li> <li>Letterhead ink must be non-flammable and should not adversely affect printer rollers.</li> <li>Forms and letterhead should be sealed in a moisture-proof wrapping to prevent changes during storage.</li> <li>Before you load preprinted paper, such as forms and letterhead, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper, reducing print quality.</li> </ul>

## Loading paper

Load the print media you use for the majority of your print jobs in the tray. The tray can hold a maximum of 250 sheets of 75 g/m<sup>2</sup> (20 lb) plain paper.

### Using the standard tray

To load paper, open the tray and load paper with the side to be printed on facing up.



You can load letterhead paper with the design side face up. The top edge of the sheet with the logo should be entered into the printer first.



#### Notes

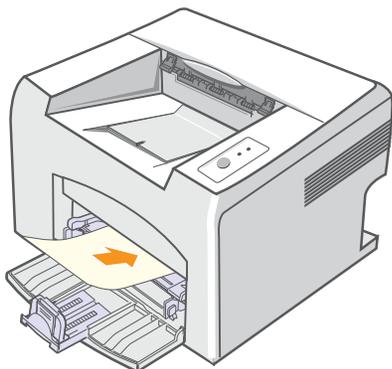
- If you experience problems with paper feed, place one sheet at a time in the manual tray.
- You can load previously printed paper. The printed side should be facing down with an uncurled edge enter the printer first. If you experience problems with paper feed, turn the paper around. Note that the print quality is not guaranteed.

## Using the manual tray

The manual tray can hold special sizes and types of print media, such as transparency, postcard, note card, and envelope. It is useful for single page printing on special print media.

To load paper in the manual tray:

- 1 Load one sheet of paper **with the side to be printed on facing up**.



Depending on the print media type you are using, keep the following loading guidelines:

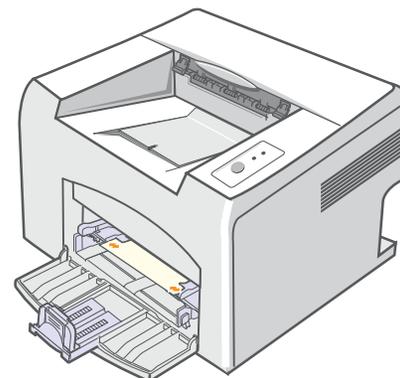
- Envelopes: Flap side down and with the stamp area on the top left side.
- Transparencies: Print side up and the top with the adhesive strip entering the printer first.
- Labels: Print side up and the top short edge entering the printer first.
- Preprinted paper: Design side up and the top edge entering the printer first.
- Card stock: Print side up and the short edge entering the printer first.
- Previously printed paper: Previously printed side down and an uncurled edge entering the printer first.



### Note

- For transparency, hold it by the edges and avoid touching the print side. Oils from your fingers can cause print quality problems.

- 2 Adjust the manual tray paper width guides to the width of the paper. Do not force too much, or the paper will bend, which could result in a paper jam or skew.



- 3 When you print a document, set the paper source and type in the software application. See the **Software Section**.

### Tips on using the manual tray

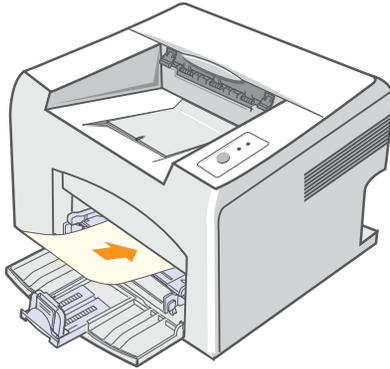
- Load only one sheet of print media at a time in the manual tray.
- To prevent paper jams, do not add paper when there is still paper in the manual tray. This also applies to the standard tray.
- Print media should be loaded face up with the top edge going into the manual tray first and be placed in the center of the tray.
- Always load only the print media specified in page 5.2 to avoid paper jams and print quality problems.

### Using manual feed mode

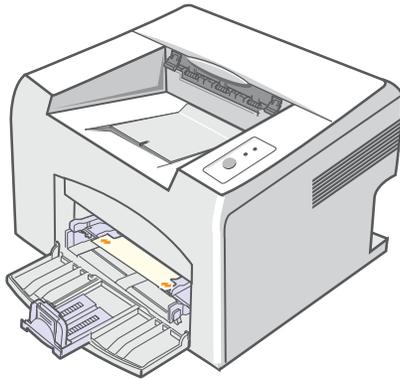
You can manually load a sheet of print media in the manual tray if you select **Manual Feeder** in the **Source** option from the **Paper** tab when you change print settings to print a document. See the **Software Section**. Manually loading paper can be helpful when you want to check the print quality after each page is printed.

Load paper sheet-by-sheet in the manual tray, send print data to print the first page, and press the **Cancel** button on the control panel to print each following page.

- 1 Load the paper in the manual tray **with the side to be printed on facing up**.



- 2 Adjust the manual tray paper width guides to the width of the paper. Do not force too much, or the paper will bend, which could result in a paper jam or skew.



- 3 When you print a document, set the paper source to **Manual Feeder** and select the appropriate paper size and type in the software application. See the **Software Section**.
- 4 Print a document.
- 5 Press the **Cancel** button.  
The printer picks up the print media and prints.



**Note**

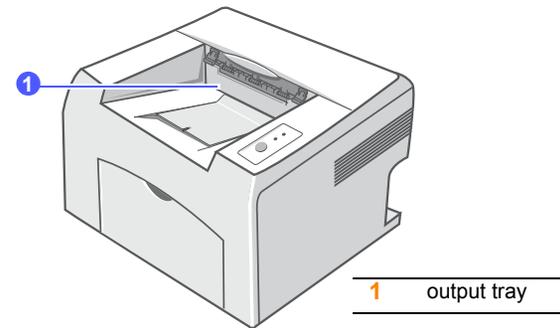
- If you do not press the **Cancel** button, after a pause the printer will automatically pick the print media.

- 6 Insert the next sheet into the manual tray and press the **Cancel** button.  
Repeat this step for every page to be printed.

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## Knowing an output location

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The output tray collects paper face down, in the order in which the sheets were printed.



**Note**

- If you continuously print many pages, the surface of the output tray may become hot. Be careful not to touch the surface, and especially keep children away from the surface.
- The output tray can hold up to 100 sheets of 75 g/m<sup>2</sup> (20 lb) plain paper. Remove the pages so that the tray is not overloaded.

# 6 Basic printing

This chapter explains common printing tasks.

This chapter includes:

- **Printing a document**
- **Canceling a print job**

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## Printing a document

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This printer allows you to print from various Windows, Macintosh applications. The exact steps for printing a document may vary depending on the application you use.

For details about printing, see the **Software Section**.

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## Canceling a print job

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If the print job is waiting in a print queue or print spooler, such as the printer group in Windows, delete the job as follows:

- 1 Click the Windows **Start** button.
- 2 For Windows 98/Me/NT 4.0/2000, select **Settings** and then **Printers**.  
For Windows XP(32/64 bit)/2003, select **Printers and Faxes**.
- 3 Double-click the **Xerox Phaser 3124**, **Xerox Phaser 3125 PCL 6** or **Xerox Phaser 3125 PS** icon.
- 4 From the **Document** menu, select **Cancel Printing** (Windows 98/Me) or **Cancel** (Windows NT 4.0/2000/XP(32/64 bit)/2003).



### Note

- You can access this window simply by double-clicking the printer icon at the bottom right corner of the Windows desktop.

You can also cancel the current job by pressing the **Cancel** button on the control panel of your printer.

# 7 Ordering supplies and accessories

This chapter provides information on the toner cartridge and accessory that are available for your printer.

This chapter includes:

- **Toner cartridge**
- **How to purchase**

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## Toner cartridge

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When the toner runs out, you can order the following type of toner cartridge for your printer:

Type	Yield <sup>a</sup>	Part number
High yield	Approx. 3,000 pages	106R01159

a. ISO 19752 5% coverage

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## How to purchase

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To order Xerox-authorized supplies or accessories, contact your local Xerox dealer or the retailer where you purchased your printer, or visit [www.Xerox.com/office/support](http://www.Xerox.com/office/support) and select your country/region for information on calling for technical support.

# 8 Maintenance

This chapter provides information for maintaining your printer and the toner cartridge.

This chapter includes:

- **Cleaning the printer**
- **Maintaining the toner cartridge**
- **Printing a configuration page**
- **Maintenance parts**

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## Cleaning the printer

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During the printing process, paper, toner, and dust particles can accumulate inside the printer. This buildup can cause print quality problems, such as toner specks or smearing.



### Caution

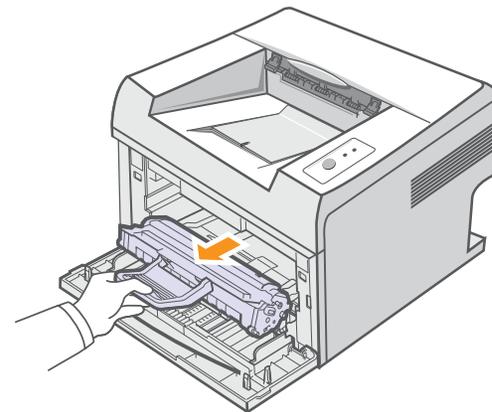
- Cleaning the cabinet of the printer with cleaning materials containing large amounts of alcohol, solvents, or other strong substances can discolor or crack the cabinet.

## Cleaning the outside of the printer

Clean the cabinet of the printer with a soft, lint-free cloth. You can dampen the cloth slightly with water, but be careful not to let any water drip onto or into the printer.

## Cleaning the inside of the printer

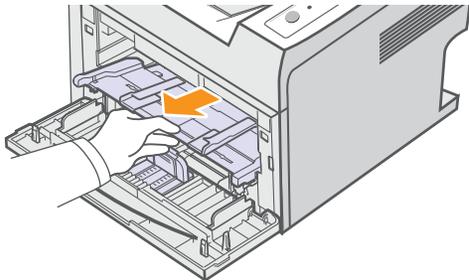
- 1 Turn the printer off and unplug the power cord. Wait for the printer to cool down.
- 2 Open the front cover and pull the toner cartridge out. Set it on a clean flat surface.



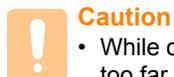
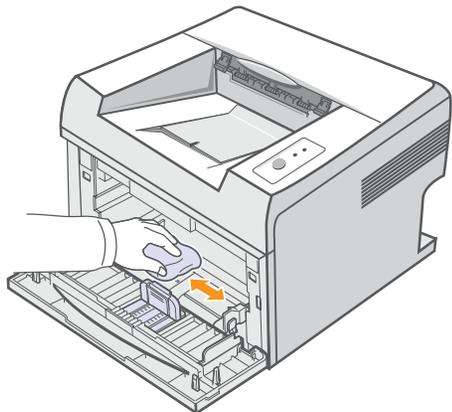
### Caution

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

- 3 Pull the manual tray out.



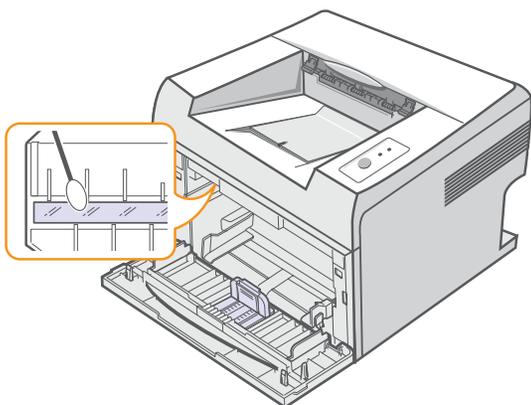
- 4 With a dry lint-free cloth, wipe away any dust and spilled toner from the toner cartridge area and the toner cartridge cavity.



**Caution**

- While cleaning the inside of the printer, be careful not to reach too far into the printer. The fuser area may be hot.

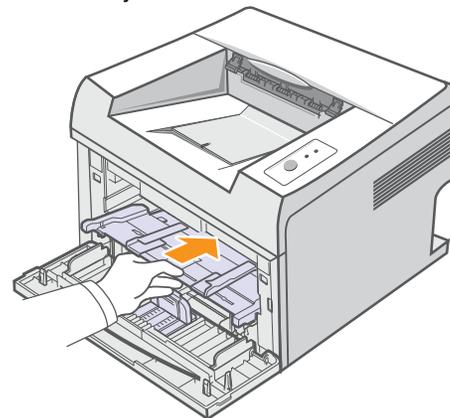
- 5 Gently swab the long strip of glass (LSU) inside the top of the cartridge and check for dirt or dust.



**Note**

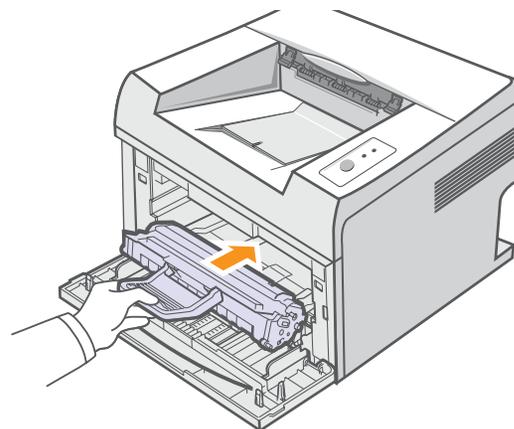
- The long strip of glass is hard to locate.

- 6 Reinsert the manual tray.



- 7 Hold the toner cartridge by the handle and slowly insert the cartridge into the opening in the printer.

Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until it locks into place completely.



- 8 Close the front cover. Make sure that the cover is securely closed.  
9 Plug in the power cord and turn the printer on.

## Maintaining the toner cartridge

### Toner cartridge storage

To get the most from the toner cartridge, keep the following guidelines in mind:

- Do not remove the toner cartridge from its package until ready for use.
- Do not refill the toner cartridge. The printer warranty does not cover damage caused by using a refilled cartridge.
- Store toner cartridge in the same environment as the printer.
- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.

### Expected cartridge life

The life of the toner cartridge depends on the amount of toner that print jobs require. When printing text at ISO 19752 5% coverage, a new toner cartridge lasts an average of 3,000 pages. (The original toner cartridge supplied with the printer lasts an average of 1,000 pages.) The actual number may also be different depending on the print density of the pages you print on, and the number of pages may be affected by operating environment, printing interval, print media type, and print media size. If you print a lot of graphics, you may need to change the cartridge more often.

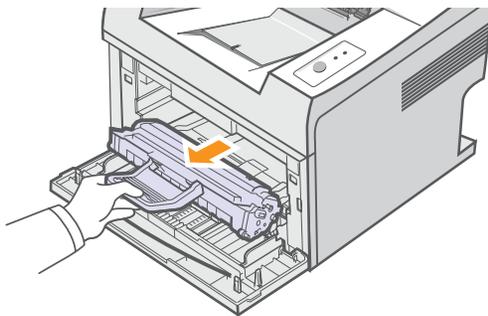
## Redistributing toner cartridge

When the toner cartridge is near the end of its life span:

- White streaks and light printing occur.
- The **Error** LED blinks red.

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

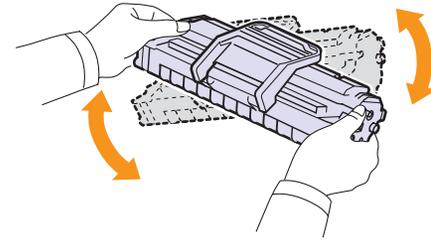
- 1 Open the front cover.
- 2 Pull the toner cartridge out.



### Caution

- Avoid reaching too far into the printer. The fuser area may be hot.
- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green surface underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.

- 3 Thoroughly shake the cartridge 5 or 6 times to distribute the toner evenly inside the cartridge.

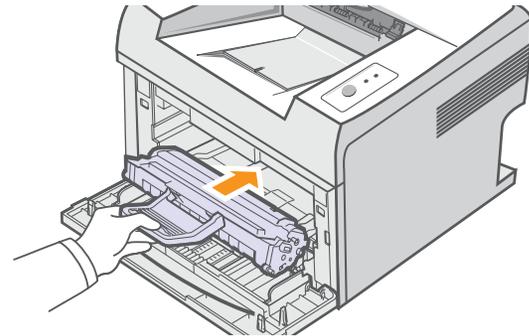


### Caution

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

- 4 Hold the toner cartridge by the handle and slowly insert the cartridge into the opening in the printer.

Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until it locks into place completely.



- 5 Close the front cover. Make sure that the cover is securely closed.



### Note

- At this stage, if you need to replace the toner cartridge, see page 8.4.

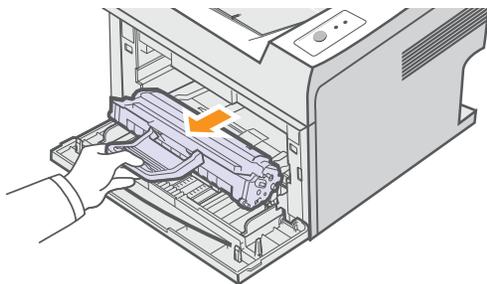
## Replacing the toner cartridge

When the toner is completely empty or the toner cartridge reaches the end of its life span:

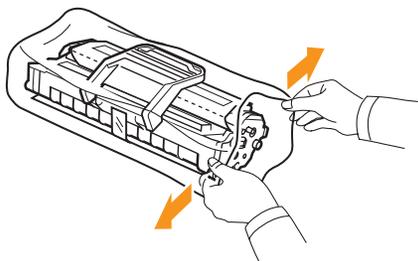
- The **Error** LED blinks red.

At this stage, the toner cartridge needs to be replaced. For toner cartridge ordering information, see page 7.1.

- 1 Open the front cover.
- 2 Pull the old toner cartridge out.



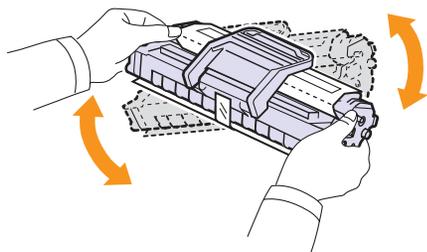
- 3 Remove the new toner cartridge from its bag.



### Caution

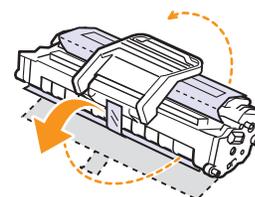
- Do not use sharp objects, such as a knife or scissors, to open the toner cartridge package. They might scratch the drum of the cartridge.

- 4 Thoroughly shake the cartridge 5 or 6 times to distribute the toner evenly inside the cartridge.



Thoroughly shake the cartridge to assure maximum copies per cartridge.

- 5 Remove the paper protecting the toner cartridge by pulling the packing tape.



### Note

- Refer to the helpful pictures on the cartridge wrapping paper.

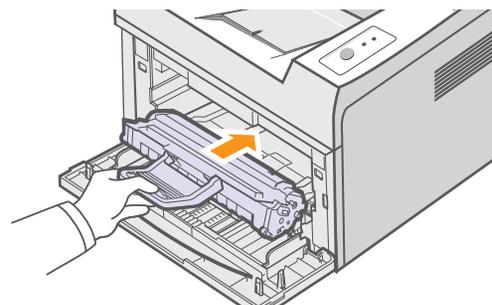


### Caution

- If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.
- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green surface underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.

- 6 Hold the toner cartridge by the handle and slowly insert the cartridge into the opening in the printer.

Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until it locks into place completely.



- 7 Close the front cover. Make sure that the cover is securely closed.

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## Printing a configuration page

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You can print a configuration page to view current printer settings, or to help troubleshoot printer problems.

Press and hold the **Cancel** button for about 5 seconds.

A configuration page prints out.

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## Maintenance parts

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To avoid print quality and paper feed problems resulting from worn parts and to maintain your printer in top working condition, the following items will need to be replaced when the specified number of pages have been printed or when the life span of each item has expired.

Items	Yield (Average)
Transfer roller	Approx. 50,000 pages
Fuser unit	Approx. 50,000 pages
Pick-up roller	Approx. 50,000 pages

Xerox highly recommends that an authorized service provider, dealer or the retailer where you bought the printer replaces the items.

# 9 Troubleshooting

This chapter provides helpful information for what to do if you encounter an error while using your printer.

This chapter includes:

- **Clearing paper jams**
- **Troubleshooting checklist**
- **Understanding the LEDs**
- **Solving general printing problems**
- **Solving print quality problems**
- **Common Windows problems**
- **Common PostScript problems (Phaser 3125/B, 3125/N only)**
- **Common Macintosh problems (Phaser 3125/B, 3125/N only)**

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## Clearing paper jams

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### Note

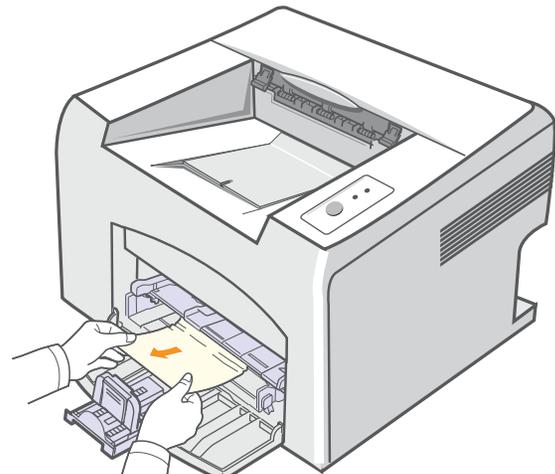
- When removing paper that is jammed in the printer, if possible always pull the paper in the direction that it normally moves so as not to damage internal components. Always pull firmly and evenly; do not jerk the paper. If the paper tears, ensure that all fragments of paper are removed; otherwise a jam will occur again.

When a paper jam occurs, the **Error** LED lights red. Open and close the front cover. The jammed paper automatically exits the printer.

### In the paper feed area

#### In the standard tray

- 1 Remove the jammed paper by gently pulling it straight out. Make sure that all of the paper is properly aligned in the standard tray.

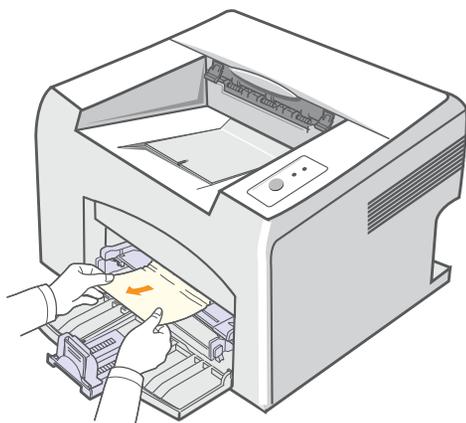


If the paper does not move when you pull, or if you do not see the paper in this area, check the fuser area around the toner cartridge. See page 9.2.

- 2 Open and close the front cover to resume printing the document from failed pages.

## In the manual tray

- 1 Remove the jammed paper in the manual tray by gently pulling it straight out.



If the paper does not move when you pull, or if you do not see the paper in this area, check the fuser area around the toner cartridge. See page 9.2.

- 2 Open and close the front cover to resume printing the document from failed pages.

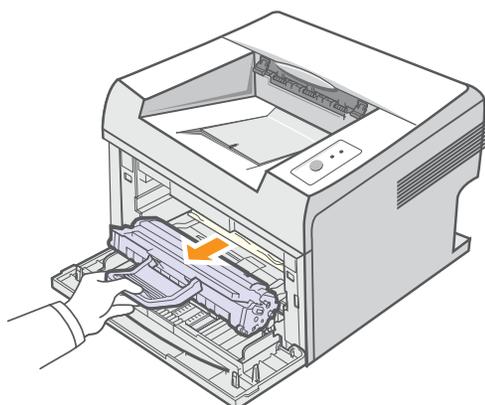
## Around the toner cartridge



### Note

- The fuser area is hot. Be careful when removing paper from the printer.

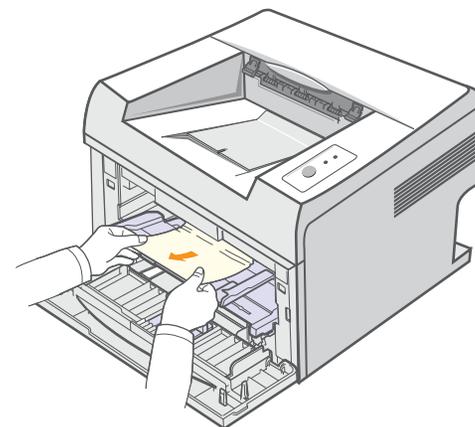
- 1 Open the front cover and pull the toner cartridge out.



### Caution

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

- 2 If necessary, pull the manual tray out.
- 3 Remove the jammed paper by gently pulling it out.

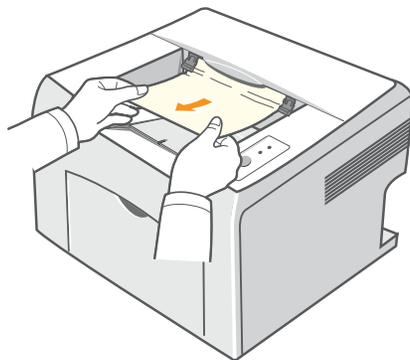


If you do not see the jammed paper or if there is any resistance removing the paper, stop pulling and go to the paper exit area. See page 9.3.

- 4 If necessary, reinsert the manual tray.
- 5 Replace the toner cartridge and close the front cover. Printing automatically resumes.

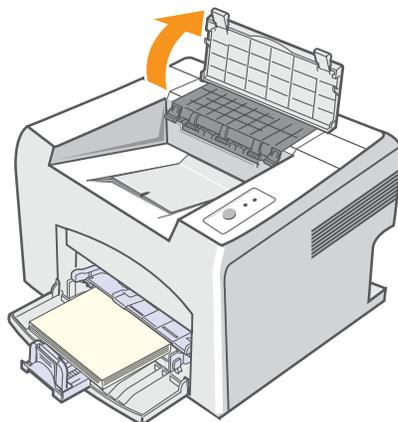
## In the paper exit area

- 1 Open and close the front cover. The jammed paper is automatically ejected from the printer.
- 2 Gently pull the jammed paper out of the output tray.



If you do not see the jammed paper or if there is any resistance when you pull, stop pulling and go to the next step.

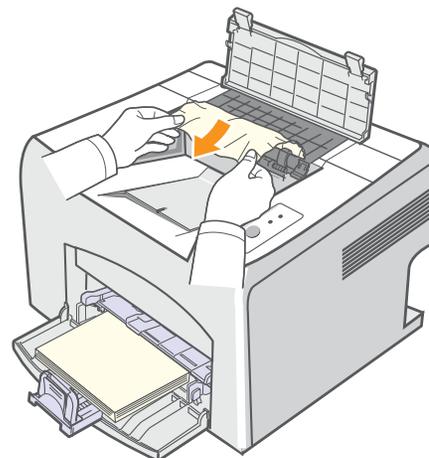
- 3 Open the top cover and inner cover.



### Caution

- When removing the jammed paper, be careful not to touch the heat roller (located underneath the inner cover). It is hot and could cause burns!
- The top and inner cover themselves may also be hot due to the heat roller. Allow the printer to cool before opening the covers.

- 4 Loosen the jammed paper if it is caught in the heat roller. Then gently pull the jammed paper out.



- 5 Close the inner cover and top cover. Printing automatically resumes.

## Tips for avoiding paper jams

By selecting the correct print media types, most paper jams can be avoided. When a paper jam occurs, follow the steps outlined on page 9.1.

- Follow the procedures on page 5.4. Ensure that the adjustable guides are positioned correctly.
- Do not overload the tray.
- Do not remove paper from the tray while your printer is printing.
- Flex, fan, and straighten paper before loading.
- Do not use creased, damp, or highly curled paper.
- Do not mix paper types in the tray.
- Use only recommended print media. See page 5.1.
- Ensure that the recommended print side of print media is facing up in the tray.

## Troubleshooting checklist

If the printer is not working properly, consult the following checklist. If the printer does not pass a step, follow the corresponding suggested solutions.

Condition	Suggested solutions
Make sure that the <b>Online</b> LED on the control panel lights green.	<ul style="list-style-type: none"> <li>If the <b>Online</b> LED is off, check the power cord connection. Check the power switch. Check the power source by plugging the power cord into another outlet.</li> </ul>
Print a demo page to verify that the printer is feeding paper correctly. See page 2.1.	<ul style="list-style-type: none"> <li>If a demo page does not print, check the paper supply in the tray.</li> <li>If the paper jams in the printer, see page 9.1.</li> </ul>
Check the demo page to see if it printed correctly.	If there is a print quality problem, see page 9.7.
Print a short document from a software application to verify that the computer and printer are connected and are communicating correctly.	<ul style="list-style-type: none"> <li>If the page does not print, check the cable connection between the printer and the computer.</li> <li>Check the print queue or print spooler to see if the printer has been paused.</li> <li>Check the software application to ensure that you are using the proper printer driver and communication port. If the page is interrupted during printing, see page 9.5.</li> </ul>
If completing the checklist does not resolve the printer problem, check the following troubleshooting sections.	<ul style="list-style-type: none"> <li>"Understanding the LEDs" on page 9.4.</li> <li>"Solving general printing problems" on page 9.5.</li> <li>"Common Windows problems" on page 9.9.</li> <li>"Common PostScript problems (Phaser 3125/B, 3125/N only)" on page 9.9.</li> <li>"Common Macintosh problems (Phaser 3125/B, 3125/N only)" on page 9.10.</li> </ul>

## Understanding the LEDs

LED	Status		Description
Error	Red	On	<ul style="list-style-type: none"> <li>A paper jam has occurred. To solve the problem, see page 9.1.</li> <li>The cover is open. Close the cover.</li> <li>There is no paper in the tray. Load paper in the tray.</li> <li>The printer has stopped printing due to a major error.</li> <li>The toner cartridge is not installed. Install the toner cartridge.</li> <li>Your system has some problems. If this problem occurs, contact your service representative.</li> </ul>
		Blinking	<ul style="list-style-type: none"> <li>A minor error is occurring and the printer is waiting for the error to be cleared. When the problem is cleared, the printer resumes printing.</li> <li>The toner cartridge is low. Order a new toner cartridge. You can temporarily improve print quality by redistributing the toner. See page 8.3.</li> <li>The toner is totally exhausted. Remove the old toner cartridge and install a new one. See page 8.4.</li> <li>The toner cartridge reached the end of its life.</li> </ul>
Online	Green	On	<ul style="list-style-type: none"> <li>The printer is in power save mode.</li> <li>The printer is on-line and can receive data from the computer.</li> </ul>
		Blinking	<ul style="list-style-type: none"> <li>Blinks slowly indicates that the printer is receiving data from the computer.</li> <li>Blinks quickly indicates that the printer is printing data.</li> </ul>

## Solving general printing problems

For problems with the operation of your printer, refer to the table for suggested solutions.

Condition	Possible cause	Suggested solutions
The printer does not print.	The printer is not receiving power.	Check the power cord connections. Check the power switch and the power source.
	The printer is not selected as the default printer.	Select <b>Xerox Phaser 3124</b> , <b>Xerox Phaser 3125 PCL 6</b> or <b>Xerox Phaser 3125 PS</b> as your default printer.
	The printer cover is not closed.	Close the printer cover.
	Paper is jammed.	Clear the paper jam. See page 9.1.
	No paper is loaded.	Load paper. See page 5.4.
	The toner cartridge is not installed.	Install the toner cartridge.
	The printer may be in manual feed mode and out of paper.	Add paper to the manual tray, and press the <b>Cancel</b> button on the control panel.
	The connection cable between the computer and the printer is not connected properly.	Disconnect the printer cable and reconnect it.
	The connection cable between the computer and the printer is defective.	If possible, attach the cable to another computer that is working properly and try to print a document. You can also try using a different printer cable.
The port setting is incorrect.	Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the printer is attached to the correct one.	

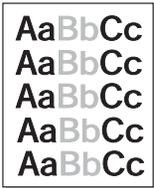
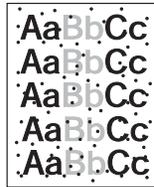
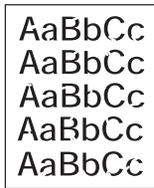
Condition	Possible cause	Suggested solutions
The printer does not print. (Continued)	The printer may be configured incorrectly.	Check the printer properties to ensure that all of the print settings are correct.
	The printer driver may be incorrectly installed.	Reinstall the printer driver; See the <b>Software Section</b> . Try printing a test page.
	The printer is malfunctioning.	Check the LEDs on the control panel to determine if the printer is indicating a system error.
Printer selects print media from the wrong paper source.	The paper source selection in the printer properties may be incorrect.	For many software applications, the paper source selection is found under the <b>Paper</b> tab within the printer properties. Select the correct paper source. See the <b>Software Section</b> .
Paper does not feed into the printer.	Paper has not been loaded correctly.	Remove paper from the tray and reload it correctly. Check that the adjustable guides are set correctly.
	There is too much paper in the tray.	Remove excess paper from the tray.
	The paper is too thick.	Use only paper that meets printer specifications.
Print job is extremely slow.	The job may be very complex.	Reduce the complexity of the page(s) or try adjusting the print quality settings. To adjust the print quality settings, reduce the resolution. If you have set the resolution to <b>1200 dpi (Best)</b> , change it to <b>600 dpi (Normal)</b> . See the <b>Software Section</b> . Change the port setting to the USB or network port to improve print speed. Your printer prints A4-sized paper at 24 ppm and letter-sized paper at 25 ppm.

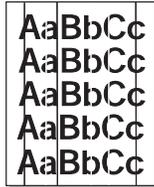
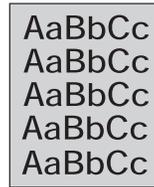
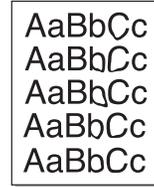
Condition	Possible cause	Suggested solutions
Print job is extremely slow. (Continued)	If using Windows 98/Me, the Spooling Setting may be set incorrectly.	From the <b>Start</b> menu, choose <b>Settings</b> and <b>Printers</b> . Right-click the <b>Xerox Phaser 3124</b> , <b>Xerox Phaser 3125 PCL 6</b> , or <b>Xerox Phaser 3125 PS</b> printer icon, choose <b>Properties</b> , click the <b>Details</b> tab, and then choose the <b>Spool Settings</b> button. Select the desired spool setting.
	The computer may have insufficient random-access memory (RAM).	Simplify the page layout and remove any unnecessary graphics from the document.
Half the page is blank.	The page layout is too complex.	Simplify the page layout and remove any unnecessary graphics from the document.
	The page orientation setting may be incorrect.	Change the page orientation in your application. See the <b>Software Section</b> .
	The paper size and the paper size settings do not match.	Ensure that the paper size in the printer driver settings matches the paper in the tray.  Or, ensure that the paper size in the printer driver settings matches the paper selection in the software application settings you use.
The paper keeps jamming.	There is too much paper in the tray.	Remove excess paper from the tray.  If printing on special print media, use the manual tray.
	An incorrect type of paper is being used.	Use only paper that meets printer specifications.  If printing on special print media, use the manual tray.
	There may be debris inside the printer.	Open the front cover and remove the debris.

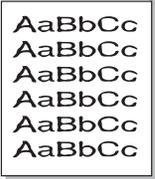
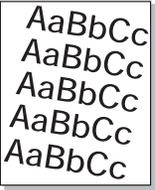
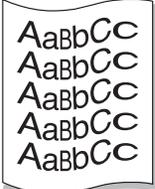
Condition	Possible cause	Suggested solutions
The printer prints, but the text is wrong, garbled, or incomplete.	The printer cable is loose or defective.	Disconnect and reconnect the printer cable. Try a print job that you have already printed successfully. If possible, attach the cable and printer to another computer and try a print job that you know works. Finally, try a new printer cable.
	The wrong printer driver was selected.	Check the application's printer selection menu to ensure that your printer is selected.
	The software application is malfunctioning.	Try printing a job from another application.
	The operating system is malfunctioning.	If printing from Windows (any version), exit to a DOS prompt and verify functionality with the following command: At a <b>C:\</b> prompt, type <b>Dir LPT1</b> , and press <b>Enter</b> . (This assumes you are connected to LPT1.)  Exit Windows and reboot the computer. Turn the printer off and then back on again.
Pages print, but are blank.	The toner cartridge is defective or out of toner.	Redistribute the toner cartridge. See page 8.3.  If necessary, replace the toner cartridge. See page 8.4.
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
The illustrations print incorrectly in Adobe Illustrator.	The setting in the software application is wrong.	Select <b>Download as Bitmap</b> in the <b>Advanced Options</b> window of the graphic properties. Print the document again.

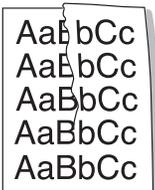
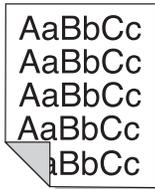
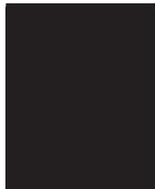
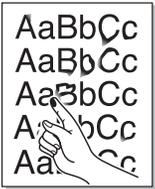
## Solving print quality problems

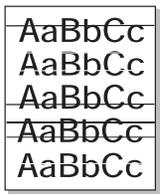
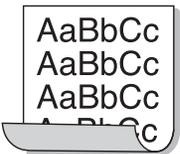
Dirt inside of the printer or improper paper loading may reduce print quality. See the table below to troubleshoot problems.

Condition	Suggested solutions
<p><b>Light or faded print</b></p> 	<p>If a vertical white streak or faded area appears on the page:</p> <ul style="list-style-type: none"> <li>The toner supply is low. You may be able to temporarily extend the toner cartridge life. See page 8.3. If this does not improve print quality, install a new toner cartridge.</li> <li>The paper may not meet paper specifications (for example, the paper is too moist or too rough). See page 5.3.</li> <li>If the entire page is light, the print resolution setting is too light or toner save mode is on. Adjust the print resolution and toner save mode in the printer properties. See the <b>Software Section</b>.</li> <li>A combination of faded or smeared defects may indicate that the printer needs cleaning. See page 8.1.</li> <li>The surface of LSU may be dirty. Clean the LSU. See page 8.2.</li> </ul>
<p><b>Toner spots</b></p> 	<ul style="list-style-type: none"> <li>The paper may not meet specifications (for example, the paper is too moist or too rough). See page 5.3.</li> <li>The transfer roller or paper path may be dirty. See page 8.1.</li> </ul>
<p><b>Dropouts</b></p> 	<p>If generally rounded, faded areas occur randomly on the page:</p> <ul style="list-style-type: none"> <li>A single sheet of paper may be defective. Try reprinting the job.</li> <li>The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. See page 5.3.</li> <li>The paper lot is bad. The manufacturing processes can cause some areas to reject toner. Try a different kind or brand of paper.</li> <li>The toner cartridge may be defective. See "Vertical repetitive defects" on the next column.</li> <li>If these steps do not correct the problems, contact a service representative.</li> </ul>

Condition	Suggested solutions
<p><b>Vertical lines</b></p> 	<p>If black vertical streaks appear on the page:</p> <ul style="list-style-type: none"> <li>The drum inside the toner cartridge has probably been scratched. Install a new toner cartridge. See page 8.4.</li> </ul> <p>If white vertical streaks appear on the page:</p> <ul style="list-style-type: none"> <li>The surface of the LSU part inside the printer may be dirty. Clean the LSU. See page 8.2.</li> </ul>
<p><b>Gray background</b></p> 	<p>If the amount of background shading becomes unacceptable, the procedures below may fix the problem.</p> <ul style="list-style-type: none"> <li>Change to lighter weight pages. See page 5.3.</li> <li>Check the printer's environment; low humidity (lower than 20% RH) or high humidity (higher than 80% RH) conditions can increase the amount of background shading.</li> <li>Remove the old toner cartridge and install a new one. See page 8.4.</li> </ul>
<p><b>Toner smear</b></p> 	<ul style="list-style-type: none"> <li>Clean the inside of the printer. See page 8.1.</li> <li>Check the paper type and quality. See page 5.2.</li> <li>Remove the toner cartridge and install a new one. See page 8.4.</li> </ul>
<p><b>Vertical repetitive defects</b></p> 	<p>If marks repeatedly appear on the printed side of the page at even intervals:</p> <ul style="list-style-type: none"> <li>The toner cartridge may be damaged. If a repetitive mark occurs on the page, install a new toner cartridge. See page 8.4.</li> <li>Parts of the printer may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages.</li> <li>The fusing assembly may be damaged. Contact a service representative.</li> </ul>

Condition	Suggested solutions
<b>Background scatter</b> 	<p>Background scatter results from bits of toner distributed on the printed page.</p> <ul style="list-style-type: none"> <li>The paper may be too damp. Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture.</li> <li>If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems.</li> <li>If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or via the printer properties window.</li> </ul>
<b>Misformed characters</b> 	<ul style="list-style-type: none"> <li>If characters are improperly formed and producing hollowed images, the paper stock may be too slick. Try a different paper. See page 5.3.</li> </ul>
<b>Page skew</b> 	<ul style="list-style-type: none"> <li>Ensure that the paper is loaded properly.</li> <li>Check the paper type and quality. See page 5.2.</li> <li>Ensure that the paper is loaded correctly and the adjustable guides are not too tight or too loose against the paper stack.</li> </ul>
<b>Curl or wave</b> 	<ul style="list-style-type: none"> <li>Ensure that the paper is loaded properly.</li> <li>Check the paper type and quality. Both high temperature and humidity can cause paper curl. See page 5.2.</li> <li>Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.</li> </ul>

Condition	Suggested solutions
<b>Wrinkles or creases</b> 	<ul style="list-style-type: none"> <li>Ensure that the paper is loaded properly.</li> <li>Check the paper type and quality. See page 5.2.</li> <li>Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.</li> </ul>
<b>Back of printouts are dirty</b> 	<ul style="list-style-type: none"> <li>The transfer roller may be dirty. See page 8.1.</li> <li>Check for leaking toner. Clean the inside of the printer.</li> </ul>
<b>Solid black pages</b> 	<ul style="list-style-type: none"> <li>The toner cartridge may not be installed properly. Remove the cartridge and reinsert.</li> <li>The toner cartridge may be defective and need replacing. Install a new toner cartridge.</li> <li>The printer may require repair. Contact a service representative.</li> </ul>
<b>Loose toner</b> 	<ul style="list-style-type: none"> <li>Clean the inside of the printer.</li> <li>Check the paper type and quality. See page 5.2.</li> <li>Install a new toner cartridge. See page 8.4.</li> <li>If the problem persists, the printer may require repair. Contact a service representative.</li> </ul>
<b>Character voids</b> 	<p>Character voids are white areas within characters that should be solid black:</p> <ul style="list-style-type: none"> <li>If you are using transparencies, try another type of transparency. Because of the composition of the transparency, some character voids may be normal.</li> <li>You may be printing on the wrong surface on the paper. Turn over the paper in the tray.</li> <li>The paper may not meet paper specifications. See page 5.3.</li> </ul>

Condition	Suggested solutions
<b>Horizontal stripes</b> 	<p>If horizontally aligned black streaks or smears appear:</p> <ul style="list-style-type: none"> <li>The toner cartridge may be installed improperly. Remove the cartridge and reinsert.</li> <li>The toner cartridge may be defective. Install a new toner cartridge. See page 8.4.</li> <li>If the problem persists, the printer may require repair. Contact a service representative.</li> </ul>
<b>Curl</b> 	<p>If the printed paper is curled or paper does not feed into the printer:</p> <ul style="list-style-type: none"> <li>Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.</li> </ul>
<p>An unknown image repetitively appears on a next few sheets or loose toner, light print or contamination occurs.</p>	<p>Your printer is probably being used at an altitude of 2,500 m (8,200 ft) or above.</p> <p>The high altitude may affect the print quality such as loose toner or light imaging. You can set this option through <b>Printer Settings Utility</b> or <b>Printer Tab</b> in printer driver's properties. Refer to the <b>Software Section</b> for details.</p>

### Common Windows problems

Condition	Suggested solutions
<p>"File in Use" message appears during installation.</p>	<p>Exit all software applications. Remove all software from the StartUp Group, then restart Windows. Reinstall the printer driver.</p>
<p>"Error Writing to LPTx" message appears.</p>	<ul style="list-style-type: none"> <li>Ensure that the cables are connected correctly and the printer is on.</li> <li>If bi-directional communication is not turned on in the driver, it will also cause this message.</li> </ul>
<p>"General Protection Fault", "Exception OE", "Spool32", or "Illegal Operation" messages appear.</p>	<p>Close all other applications, reboot Windows, and try printing again.</p>

Condition	Suggested solutions
<p>"Fail To Print," "A printer timeout error occurred," messages appear.</p>	<p>These messages may appear during printing. Just keep waiting until the printer finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.</p>



#### Note

- Refer to Microsoft Windows 98/Me/NT 4.0/2000/XP(32/64 bit)/2003 User's Guide that came with your PC for further information on Windows error messages.

### Common PostScript problems (Phaser 3125/B, 3125/N only)

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



#### Note

- To receive a printed or screen displayed message when PostScript errors occur, open the Print Options window and click the desired selection next to the PostScript errors section.

Condition	Possible cause	Suggested solutions
<p>PostScript file can not be printed.</p>	<p>The PostScript driver may not be installed correctly.</p>	<ul style="list-style-type: none"> <li>Print a configuration page and verify that the PostScript version is available for printing.</li> <li>Install the PostScript driver; to installing the PS printer driver, see the <b>Software Section</b>.</li> <li>If problem consists, contact a service representative.</li> </ul>
<p>"Limit Check Error" message appears.</p>	<p>The print job was too complex.</p>	<p>You might need to reduce the complexity of the page.</p>
<p>A PostScript error page prints.</p>	<p>Print job may not be PostScript.</p>	<p>Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the printer.</p>
<p>When print a document in Macintosh with Acrobat Reader 6.0 or higher, colors print incorrectly.</p>	<p>The resolution setting in the printer driver may not be matched with that in Acrobat Reader.</p>	<p>Make sure that the resolution setting in your printer driver matches that in Acrobat Reader.</p>

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## Common Macintosh problems (Phaser 3125/B, 3125/N only)

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Condition	Suggested solutions
The printer does not print a document from Acrobat Reader.	Change the <b>Print Method</b> option to <b>Print as Image</b> when you print from Acrobat Reader.
The document has printed, but the print job has not disappeared from the spooler in Mac OS 10.3.2.	Update your Mac OS to OS 10.3.3 or higher.
The printer does not print a document from Illustrator on IPP printing.	Change the <b>Data type</b> option in the Adobe Illustrator print menu to <b>Binary</b> . Or, you can use Appletalk printing.

# 10 Specifications

## Printer specifications

Item	Specifications and description	
Printing speed <sup>a</sup>	Up to 24 ppm in A4 (25 ppm in Letter)	
Resolution	Phaser 3124/B	Up to 1200 x 600 dpi effective output
	Phaser 3125/B, Phaser 3125/N	Up to 1200 x 1200 dpi effective output
Warm-up time	Less than 15 seconds	
First print out time	9 seconds (From Ready) Sleep mode: 25 seconds	
Power rating	110 ~ 127 VAC, 50 / 60 Hz, 5.5 A 220 ~ 240 VAC, 50 / 60 Hz, 3 A	
Power consumption	Average: 390 W (Phaser 3124/B), 400 W (Phaser 3125/B, Phaser 3125/N) Power save mode: Less than 6.5 W (Phaser 3124/B), 8.5 W (Phaser 3125/B, Phaser 3125/N)	
Noise level <sup>b</sup>	Standby mode: Less than 35 dBA Printing mode: Less than 53 dBA	
Toner cartridge life <sup>c</sup>	3,000 pages at ISO 19752 5% coverage (ships with 1,000 pages starter toner cartridge)	
Duty cycle	Monthly: Up to 20,000 pages	
Weight	8.9 Kg (including consumables)	
Package weight	Paper: 1.6 Kg, Plastic: 0.3 Kg	
External dimensions (W x D x H)	14.1 X 11.7 X 10 inches (358 X 298 X 253 mm)	
Operating environment	Temperature: 50° F to 90° F (10° C to 32° C) Humidity: 20% to 80% RH	
Printer language	Phaser 3124/B	GDI
	Phaser 3125/B, Phaser 3125/N	PostScript 3, PCL6 <sup>d</sup>
Memory	Phaser 3124/B	8 MB (non expandable)
	Phaser 3125/B, Phaser 3125/N	32 MB (non expandable)
Fonts	Windows fonts	

Item	Specifications and description
Interface	<ul style="list-style-type: none"> <li>• IEEE 1284 Bidirectional Parallel Standard <ul style="list-style-type: none"> <li>- Modes supported: Compatible, Nibble, Byte, ECP</li> </ul> </li> <li>• USB Interface Standard <ul style="list-style-type: none"> <li>- USB 1.1: Compatible with USB 2.0 (Phaser 3124/B only)</li> <li>- USB 2.0: Hi-Speed USB 2.0: (Phaser 3125/B, Phaser 3125/N only)</li> <li>- 480 Mbps 1 port</li> </ul> </li> <li>• Network Interface <ul style="list-style-type: none"> <li>- Ethernet 10/100 Base TX wired LAN (Phaser 3125/N only)</li> </ul> </li> </ul>
OS compatibility	<ul style="list-style-type: none"> <li>• Windows 98/Me/NT 4.0/2000/XP(32/64 bit)/2003</li> <li>• Mac 8.6 ~ 9.2/10.1 ~ 10.4 (Phaser 3125/B, Phaser 3125/N only)</li> </ul>
Printer drivers <sup>e</sup>	<ul style="list-style-type: none"> <li>• GDI: Windows</li> <li>• PCL6 driver (Phaser 3125/B, Phaser 3125/N only): Windows 98/Me/NT 4.0/2000/XP(32/64 bit)/2003</li> <li>• PostScript driver (Phaser 3125/B, Phaser 3125/N only): Windows 98/Me/NT 4.0/2000/XP(32/64 bit)/2003, Macintosh OS 8.6 ~ 9.2/10.1 ~ 10.4</li> </ul>

- a. Print speed will be affected by operating system used, computing performance, application software, connection method, print media type, print media size, and job complexity.
- b. Sound pressure Level, ISO7779
- c. The number of pages may be affected by operating environment, printing interval, print media type, and print media size.
- d. Compatible with PCL6 version 2.1
- e. Please visit [www.Xerox.com/office/support](http://www.Xerox.com/office/support) to download the latest software version.

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## Software section



# SOFTWARE SECTION

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# 1 Installing Printer Software in Windows

This chapter includes:

- **Installing Printer Software**
- **Reinstalling Printer Software**
- **Removing Printer Software**

## Installing Printer Software

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

A printer driver is software that lets your computer communicate with your printer. The procedure to install drivers may differ depending on the operating system you are using.

All applications should be closed on your PC before beginning installation.

## Installing Software for Local Printing

A local printer is a printer directly attached to your computer using the printer cable supplied with your printer, such as a USB or parallel cable. If your printer is attached to a network, skip this step and go to “Installing Software for Network Printing” on page 7.

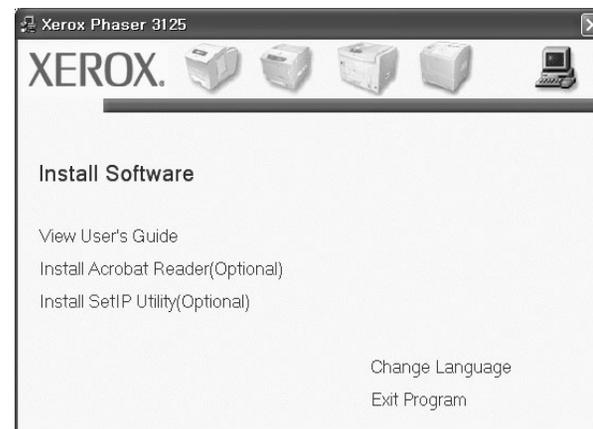
You can install the printer software using the typical or custom method.

**NOTE:** If the “New Hardware Wizard” window appears during the installation procedure, click  in the upper right corner of the box to close the window, or click **Cancel**.

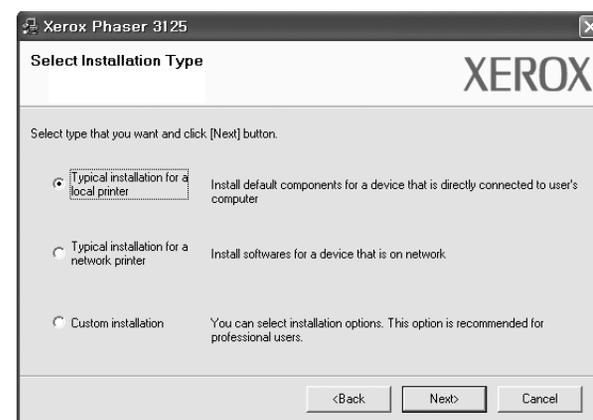
## Typical Installation

This is recommended for most users. All components necessary for printer operations will be installed.

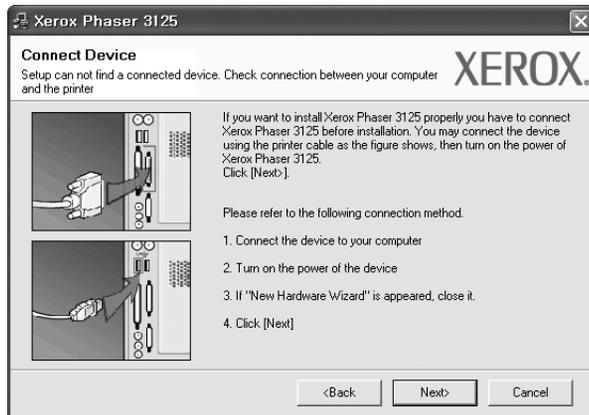
- 1 Make sure that the printer is connected to your computer and powered on.
- 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive and click **OK**.



- 3 Click **Install Software**.
- 4 Select **Typical installation for a local printer**. Click **Next**.



**NOTE:** If your printer is not already connected to the computer, the following window will appear.



- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- **The installation window that appears in this User's Guide may differ depending on the printer and interface in use.**

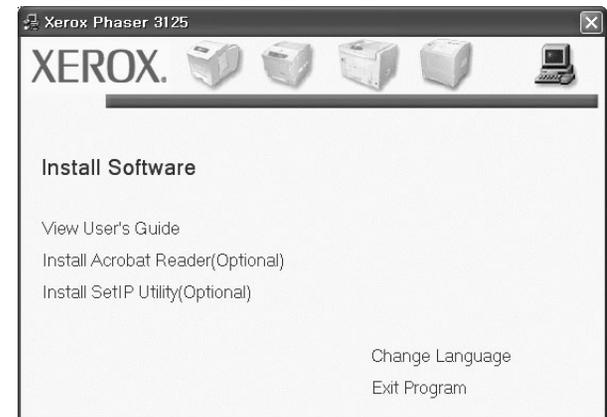
- 5 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**. Otherwise, just click **Next** and skip to step 7.
- 6 If the test page prints out correctly, click **Yes**. If not, click **No** to reprint it.
- 7 Click **Finish**.

**NOTE:** After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 10.

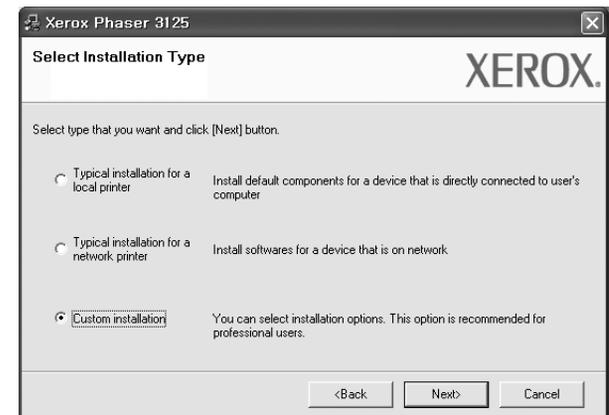
## Custom Installation

You can choose individual components to install.

- 1 Make sure that the printer is connected to your computer and powered on.
- 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and click **OK**.



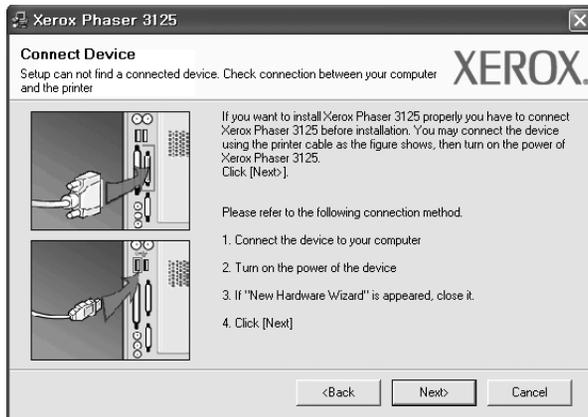
- 3 Click **Install Software**.
- 4 Select **Custom installation**. Click **Next**.



5 Select your printer and click **Next**.

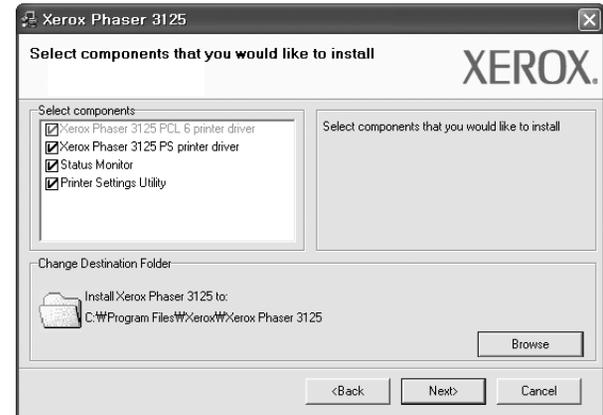


**NOTE:** If your printer is not already connected to the computer, the following window will appear.



- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The installation window that appears in this User's Guide may differ depending on the printer and interface in use.*

6 Select the components to be installed and click **Next**.



**NOTE:** You can change the desired installation folder by clicking [**Browse**].

7 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**.

Otherwise, just click **Next** and skip to step 9.

8 If the test page prints out correctly, click **Yes**.

If not, click **No** to reprint it.

9 Click **Finish**.

**NOTE:** After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 10.

## Installing Software for Network Printing

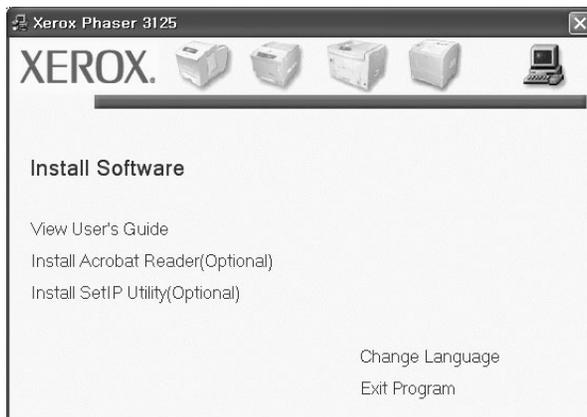
When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network.

You can install the printer software using the typical or custom method.

### Typical Installation

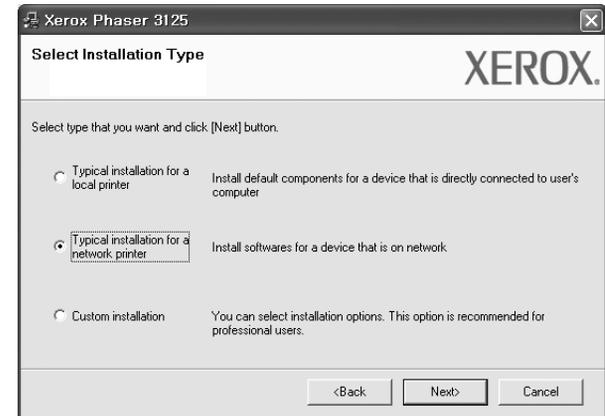
This is recommended for most users. All components necessary for printer operations will be installed.

- 1 Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see the supplied printer's User's Guide.
- 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and click **OK**.

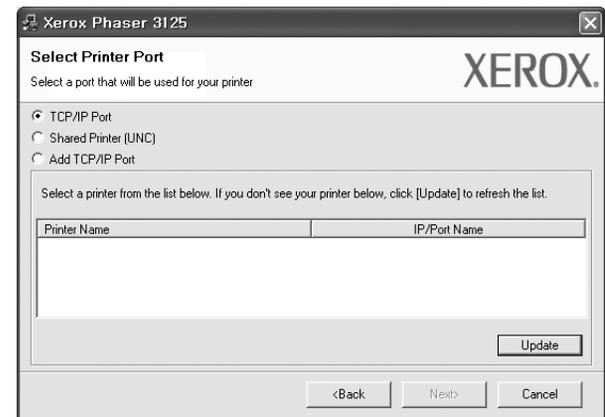


- 3 Click **Install Software**.

- 4 Select **Typical installation for a network printer**. Click **Next**.



- 5 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.



- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer. To verify your printer's IP address or the MAC address, print a Network Configuration page.
  - To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.
- 6 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**. Otherwise, just click **Next** and skip to step 8.

- 7** If the test page prints out correctly, click **Yes**.  
If not, click **No** to reprint it.

- 8** Click **Finish**.

---

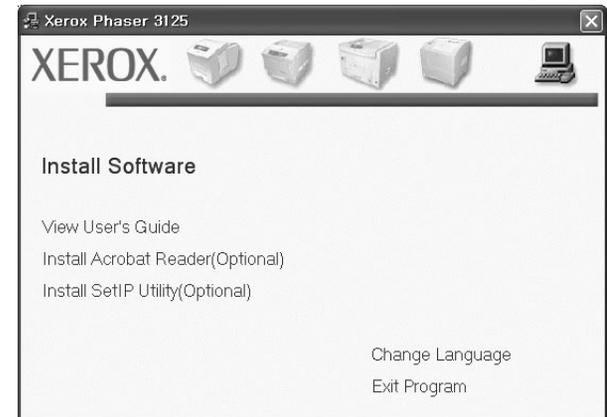
**NOTE:** After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 10.

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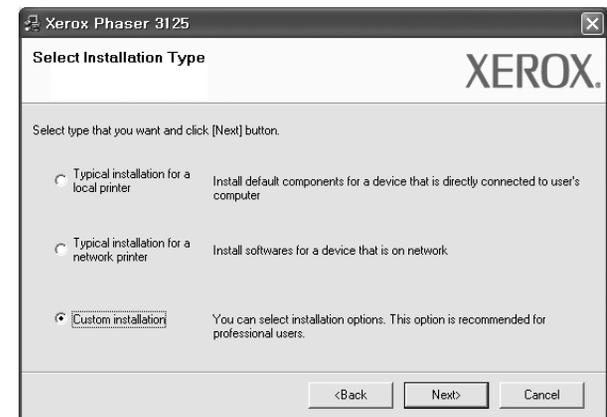
## Custom Installation

You can choose individual components to install and set a specific IP address.

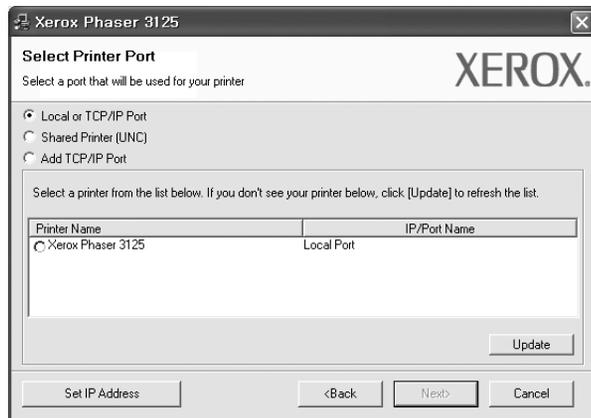
- 1** Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see the supplied printer's User's Guide.
- 2** Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears.  
If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and click **OK**.



- 3** Click **Install Software**.
- 4** Select **Custom installation**. Click **Next**.

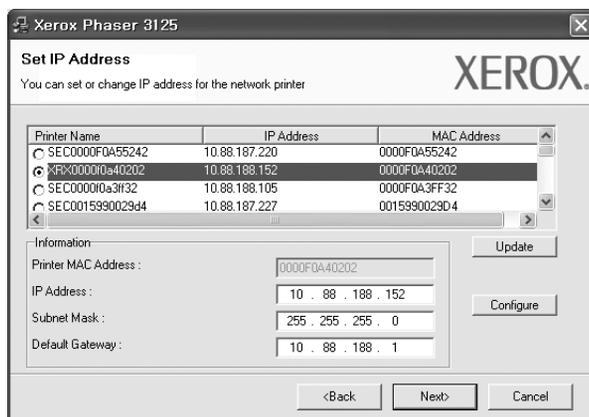


- 5 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.



- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer. To verify your printer's IP address or the MAC address, print a Network Configuration page.
- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

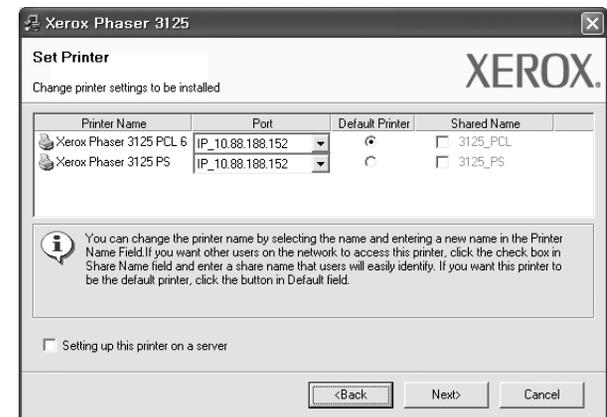
**TIP:** If you want to set a specific IP address on a specific network printer, click the **Set IP Address** button. The Set IP Address window appears. Do as follows:



- a. Select a printer to be set with a specific IP address from the list. To verify your printer's IP address or MAC address, print a Network Configuration page.
- b. Configure an IP address, subnet mask, and gateway for the printer manually and click **Configure** to set the specific IP address for the network printer.

- c. Click **Next**.

- 6 Select the components to be installed. After selecting the components, the following window appears. You can also change the printer name, set the printer to be shared on the network, set the printer as the default printer, and change the port name of each printer. Click **Next**.



To install this software on a server, select the **Setting up this printer on a server** checkbox.

- 7 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**. Otherwise, just click **Next** and skip to step 9.
- 8 If the test page prints out correctly, click **Yes**. If not, click **No** to reprint it.
- 9 Click **Finish**.

**NOTE:** After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 10.

## Reinstalling Printer Software

You can reinstall the software if installation fails.

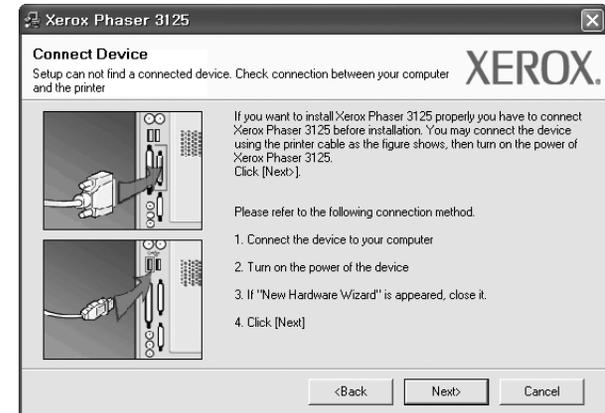
- 1 Start Windows.
- 2 From the **Start** menu select **Programs** or **All Programs** → **your printer driver name** → **Maintenance**.
- 3 Select **Repair** and click **Next**.
- 4 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.



- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer.
- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

You will see a component list so that you can reinstall any item individually.

**NOTE:** If your printer is not already connected to the computer, the following window will appear.



- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The reinstallation window that appears in this User's Guide may differ depending on the printer and interface in use.*

- 5 Select the components you want to reinstall and click **Next**.

If you installed the printer software for local printing and you select **your printer driver name**, the window asking you to print a test page appears. Do as follows:

- a. To print a test page, select the check box and click **Next**.
- b. If the test page prints out correctly, click **Yes**.  
If it doesn't, click **No** to reprint it.

- 6 When the reinstallation is done, click **Finish**.

---

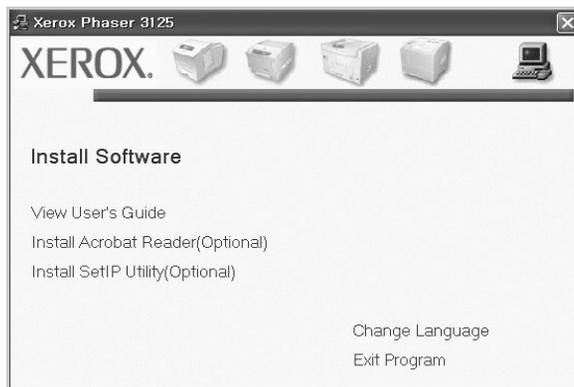
## Removing Printer Software

- 1 Start Windows.
- 2 From the **Start** menu select **Programs** or **All Programs** → **your printer driver name** → **Maintenance**.
- 3 Select **Remove** and click **Next**.  
You will see a component list so that you can remove any item individually.
- 4 Select the components you want to remove and then click **Next**.
- 5 When your computer asks you to confirm your selection, click **Yes**.  
The selected driver and all of its components are removed from your computer.
- 6 After the software is removed, click **Finish**.

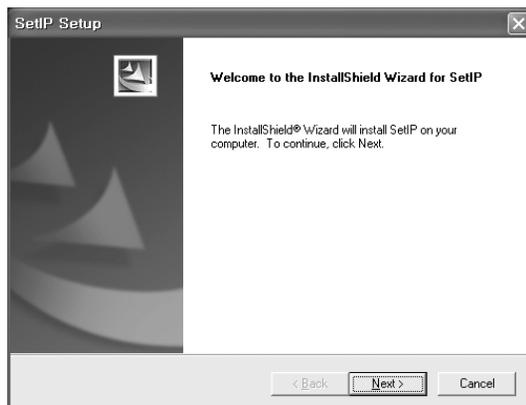
## 2 Using SetIP (Phaser 3125/N only)

### Installing SetIP

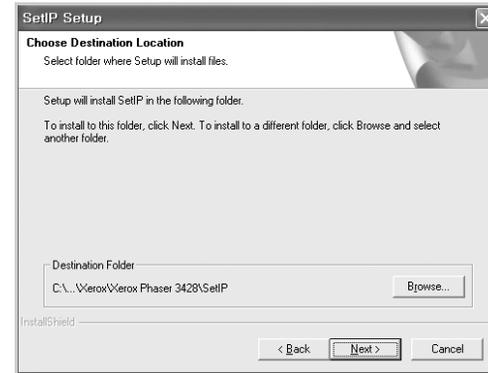
- 1 Make sure that the printer is connected to your computer and powered on.
- 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and click **OK**.



- 3 Click **Install SetIP Utility(Optional)**.
- 4 Click **Next**.



- 5 Click **Next**.



- 6 Click **Finish**.

### Using SetIP

- 1 From the Windows Start menu, select **Programs** or **All Programs** → **Xerox Phaser 3125** → **SetIP** → **SetIP**. The program automatically detects and displays new and configured print servers on your network.



- 2 Select the name of your printer and click . If you cannot find your printer name, click to refresh the list.

#### NOTES:

- To confirm the MAC address, see the NETWORK PRINTER CARD TEST PAGE. The NETWORK PRINTER CARD TEST PAGE will be printed after the Configuration Page.
- The refreshed list doesn't show your printer, click enter your network printer card's MAC address, IP address, subnet mask, default gateway, and then click **Apply**.

- 3 Click **OK** to confirm the settings.

- 4 Click **Exit** to close the SetIP program.

# 3 Basic Printing

This chapter explains the printing options and common printing tasks in Windows.

This chapter includes:

- **Printing a Document**
- **Printer Settings**
  - **Layout Tab**
  - **Paper Tab**
  - **Graphics Tab**
  - **Extras Tab**
  - **Troubleshooting Tab**
  - **Printer Tab**
  - **Using a Favorite Setting**
  - **Using Help**

---

## Printing a Document

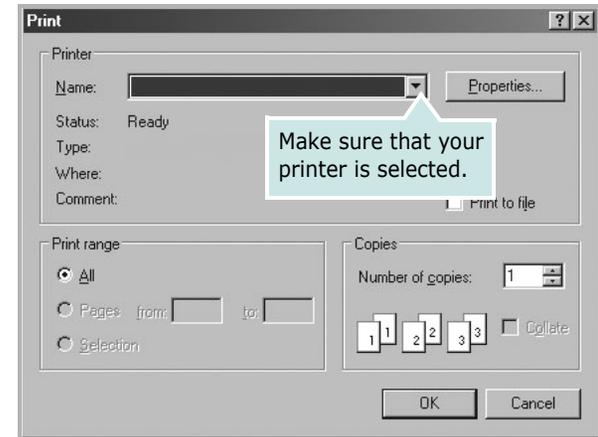
### NOTES:

- Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- **Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User's Guide.**
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to the User's Guide of your software application for the exact printing procedure.

- 1 Open the document you want to print.
- 2 Select **Print** from the **File** menu. The Print window is displayed. It may look slightly different depending on your application.

The basic print settings are selected within the Print window. These settings include the number of copies and print range.



- 3 Select **your printer driver** from the **Name** drop-down list.
- 4 To take advantage of the printer features provided by your printer driver, click **Properties** or **Preferences** in the application's Print window. For details, see "Printer Settings" on page 14.  
If you see **Setup, Printer, or Options** in your Print window, click it instead. Then click **Properties** on the next screen.
- 5 Click **OK** to close the printer properties window.
- 6 To start the print job, click **OK** or **Print** in the Print window.

## Printer Settings

You can use the printer properties window, which allows you to access all of the printer options you need when using your printer. When the printer properties are displayed, you can review and change the settings needed for your print job.

Your printer properties window may differ, depending on your operating system. This Software User's Guide shows the Properties window for Windows XP.

Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use.

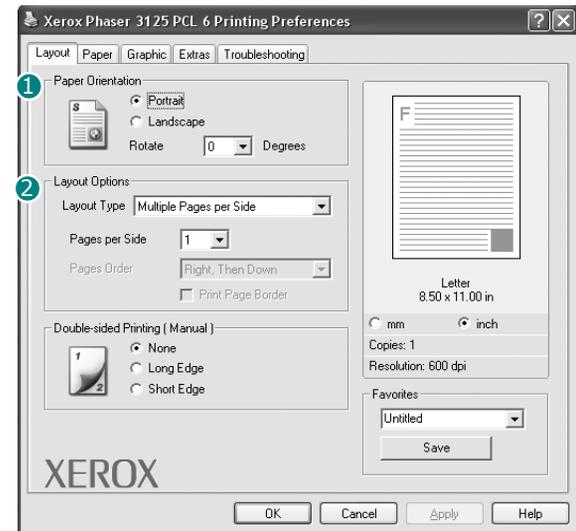
If you access printer properties through the Printers folder, you can view additional Windows-based tabs (refer to your Windows User's Guide) and the Printer tab (see "Printer Tab" on page 17).

### NOTES:

- Most Windows applications will override settings you specify in the printer driver. Change all print settings available in the software application first, and change any remaining settings using the printer driver.
- The settings you change remain in effect only while you are using the current program. **To make your changes permanent**, make them in the Printers folder.
- The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.
  1. Click the Windows **Start** button.
  2. Select **Printers and Faxes**.
  3. Select **your printer driver icon**.
  4. Right-click on the printer driver icon and select **Printing Preferences**.
  5. Change the settings on each tab, click OK.

## Layout Tab

The **Layout** tab provides options to adjust how the document appears on the printed page. The **Layout Options** includes **Multiple Pages per Side**, **Poster Printing** and **Booklet Printing**. See "Printing a Document" on page 13 for more information on accessing printer properties.



### Paper Orientation

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

- **Portrait** prints across the width of the page, letter style.
- **Landscape** prints across the length of the page, spreadsheet style.
- **Rotate** allows you to rotate the page the selected degrees.



▲ Portrait



▲ Landscape

### Layout Options

**Layout Options** allows you to select advanced printing options. You can choose **Multiple Pages per Side** and **Poster Printing**.

- For details, see "Printing Multiple Pages on One Sheet of Paper (N-Up Printing)" on page 19.
- For details, see "Printing Posters" on page 20

### Double-sided Printing

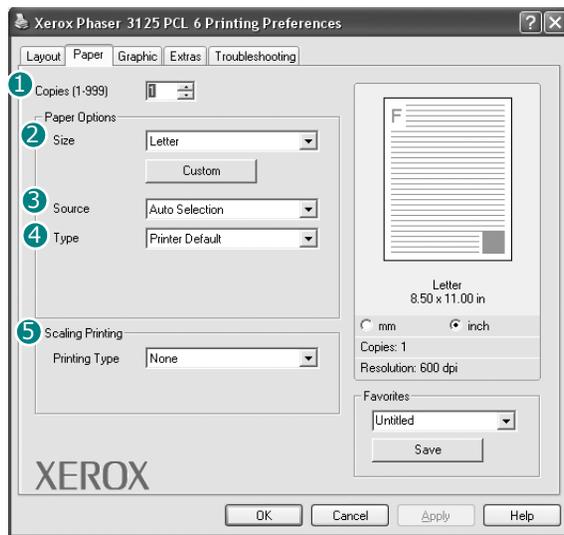
**Double-sided Printing** allows you to print on both sides of paper. **If this option does not appear, your printer does not have this feature.**

- For details, see "Printing on Both Sides of Paper" on page 21.

## Paper Tab

Use the following options to set the basic paper handling specifications when you access the printer properties. See "Printing a Document" on page 13 for more information on accessing printer properties.

Click the **Paper** tab to access various paper properties.



### 1 Copies

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

### 2 Size

**Size** allows you to set the size of paper you loaded in the tray. If the required size is not listed in the **Size** box, click **Custom**. When the **Custom Paper Setting** window appears, set the paper size and click **OK**. The setting appears in the list so that you can select it.

### 3 Source

Make sure that **Source** is set to the corresponding paper tray. Use **Manual Feeder** when printing on special materials like envelopes and transparencies. You have to load one sheet at a time into the Manual Tray or Multi-Purpose Tray. If the paper source is set to **Auto Selection**, the printer automatically picks up print material in the following tray order: Manual Tray or Multi-Purpose Tray, Tray1.

### 4 Type

Set **Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If not, print quality may not be achieved as you want.  
**Cotton:** 20 lb to 24 lb (75~90 g/m<sup>2</sup>) cotton paper such as Gilbert 25 % and Gilbert 100 %.

**Plain Paper:** Normal plain paper. Select this type if your printer is monochrome and printing on the 16 lb (60 g/m<sup>2</sup>) cotton paper.

**Recycled Paper:** 20 lb to 24 lb (75~90 g/m<sup>2</sup>) recycled paper.  
**Color Paper:** 20 lb to 24 lb (75~90 g/m<sup>2</sup>) color-backgroundd paper.

### 5 Scaling Printing

**Scaling Printing** allows you to automatically or manually scale your print job on a page. You can choose from **None**, **Reduce/Enlarge**, and **Fit to Page**.

- For details, see "Printing a Reduced or Enlarged Document" on page 21.
- For details, see "Fitting Your Document to a Selected Paper Size" on page 21.

## Graphics Tab

Use the following Graphic options to adjust the print quality for your specific printing needs. See “Printing a Document” on page 13 for more information on accessing printer properties.

Click the **Graphic** tab to display the properties shown below..



### Resolution

*The Resolution options you can select may vary depending on your printer model.* The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

### Image Mode

The available options are Normal and Text Enhance. *Some printers do not support this feature.*

- **Printer Setting:** If you select this option, this feature is determined by the setting you’ve made on the control panel of the printer.
- **Normal:** This setting is for normal documents.
- **Text Enhancement:** Image Mode allows the user to enhance printouts.

### Darkness

Use this option to lighten or darken your print job. *Some printers do not support this feature.*

- **Normal:** This setting is for normal documents.
- **Light:** This setting is for bolder line widths or darker gray-scale images.
- **Dark:** This setting is for finer line width, higher definition in graphics, and lighter gray-scale images.

### Toner Save Mode

Selecting this option extends the life of your toner cartridge and reduces your cost per page without a significant reduction in print quality. *Some printers do not support this feature.*

- **Printer Setting:** If you select this option, this feature is determined by the setting you’ve made on the control panel of the printer.
- **On:** Select this option to allow the printer to use less toner on each page.
- **Off:** If you don’t need to save toner when printing a document, select this option.

### Advanced Options

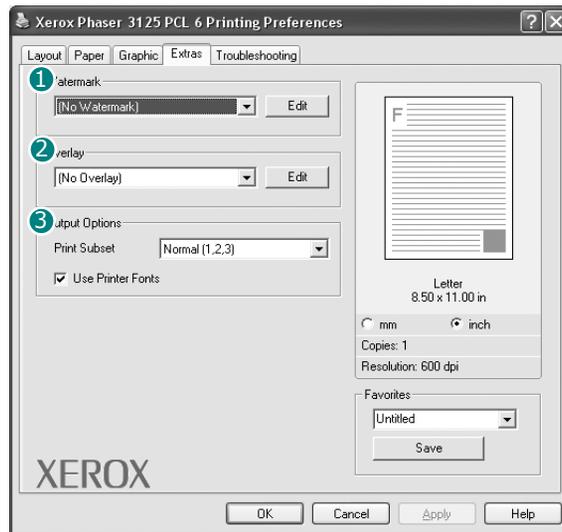
You can set advanced settings by clicking the **Advanced Options** button.

- **TrueType Options:** This option determines what the driver tells the printer about how to image the text in your document. Select the appropriate setting according to the status of your document. *This option may be available only in Windows 9x/Me, depending on your particular printer model.*
  - **Download as Outline:** When this option is selected, the driver will download any TrueType fonts that are used in your document not already stored (resident) on your printer. If, after printing a document, you find that the fonts did not print correctly, choose Download as bit image and resubmit your print job. The Download as bit image setting is often useful when printing Adobe. *This feature is available only when you use the PCL printer driver.*
  - **Download as Bitmap:** When this option is selected, the driver will download the font data as bitmap images. Documents with complicated fonts, such as Korean or Chinese, or various other fonts, will print faster in this setting.
  - **Print as Graphics:** When this option is selected, the driver will download any fonts as graphics. When printing documents with high graphic content and relatively few TrueType fonts, printing performance (speed) may be enhanced in this setting.
- **Print All Text To Black:** When the **Print All Text To Black** option is checked, all text in your document prints solid black, regardless of the color it appears on the screen.
- **Print All Text To Darken:** When the **Print All Text To Darken** option is checked, all text in your document is allowed to print darker than on a normal document. *Some printers do not support this feature.*

## Extras Tab

You can select output options for your document. See “Printing a Document” on page 13 for more information about accessing the printer properties.

Click the **Extras** tab to access the following feature:



### 1 Watermark

You can create a background text image to be printed on each page of your document. For details, see “Using Watermarks” on page 22.

### 2 Overlay

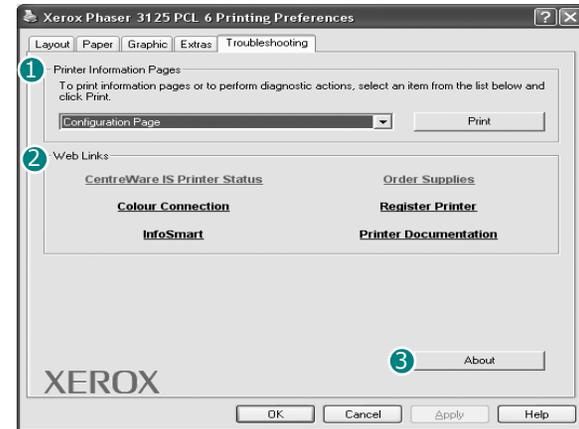
Overlays are often used to take the place of preprinted forms and letterhead paper. For details, see “Using Overlays” on page 23.

### 3 Output Options

- **Print Subset:** You can set the sequence in which the pages print. Select the print order from the drop-down list.
  - **Normal(1,2,3):** Your printer prints all pages from the first page to the last page.
  - **Reverse All Pages(3,2,1):** Your printer prints all pages from the last page to the first page.
  - **Print Odd Pages:** Your printer prints only the odd numbered pages of the document.
  - **Print Even Pages:** Your printer prints only the even numbered pages of the document.
- **Use Printer Fonts:** When Use Printer Fonts is checked, the printer uses the fonts that are stored in its memory (resident fonts) to print your document, rather than downloading the fonts used in your document. Because downloading fonts takes time, selecting this option can speed up your printing time. When using Printer fonts, the printer will try to match the fonts used in your document to those stored in its memory. If, however, you use fonts in your document that are very different from those resident in the printer, your printed output will appear very different from what it looks like on the screen.  
*This feature is available only when you use the PCL printer driver.*

## Troubleshooting Tab

Click the **Troubleshooting** tab to access the following feature:



### 1 Printer Information Page

To print information pages or to perform diagnostic actions, select an item from the list below and click **Print**

### 2 Web Links

If you have an Internet connection and a browser installed, click one of the web links to connect to a web page directly from the driver.

### 3 About

Use the **About** tab to display the copyright notice and the version number of the driver.

## Printer Tab

If you access printer properties through the **Printers** folder, you can view the **Printer** tab. You can set the printer configuration.

The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.

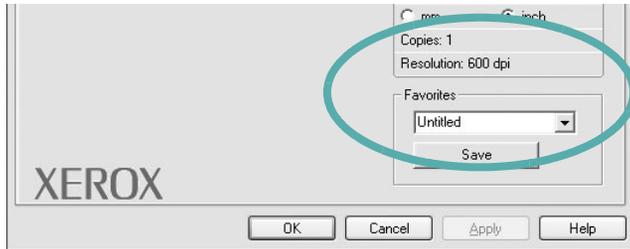
- 1 Click the Windows **Start** menu.
- 2 Select **Printers and Faxes**.
- 3 Select **your printer driver** icon.
- 4 Right-click on the printer driver icon and select **Properties**.
- 5 Click the **Printer** tab and set the options.

## Using a Favorite Setting

The **Favorites** option, which is visible on each properties tab, allows you to save the current properties settings for future use.

To save a **Favorites** item:

- 1 Change the settings as needed on each tab.
- 2 Enter a name for the item in the **Favorites** input box.



- 3 Click **Save**.

When you save **Favorites**, all current driver settings are saved.

To use a saved setting, select the item from the **Favorites** drop down list. The printer is now set to print according to the Favorites setting you selected.

To delete a Favorites item, select it from the list and click **Delete**.

You can also restore the printer driver's default settings by selecting **Printer Default** from the list.

## Using Help

Your printer has a help screen that can be activated by clicking the **Help** button in the printer properties window. These help screens give detailed information about the printer features provided by the printer driver.

You can also click **?** from the upper right corner of the window, and then click on any setting.

# 4 Advanced Printing

This chapter explains printing options and advanced printing tasks.

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**NOTE:**

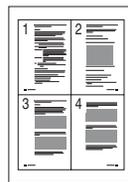
- Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
  - If you need to know the exact name of your printer, you can check the supplied CD-ROM.
- 

This chapter includes:

- **Printing Multiple Pages on One Sheet of Paper (N-Up Printing)**
- **Printing Posters**
- **Printing Booklets**
- **Printing on Both Sides of Paper**
- **Printing a Reduced or Enlarged Document**
- **Fitting Your Document to a Selected Paper Size**
- **Using Watermarks**
- **Using Overlays**

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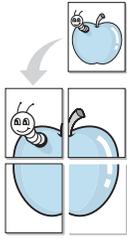
## Printing Multiple Pages on One Sheet of Paper (N-Up Printing)



You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify. You can print up to 16 pages on one sheet.

- 1** To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2** From the **Layout** tab, choose **Multiple Pages per Side** in the **Layout Type** drop-down list.
- 3** Select the number of pages you want to print per sheet (1, 2, 4, 6, 9, or 16) in the **Pages per Side** drop-down list.
- 4** Select the page order from the **Page Order** drop-down list, if necessary.  
Check **Print Page Border** to print a border around each page on the sheet.
- 5** Click the **Paper** tab, select the paper source, size, and type.
- 6** Click **OK** and print the document.

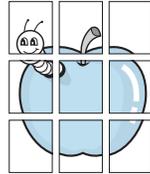
## Printing Posters



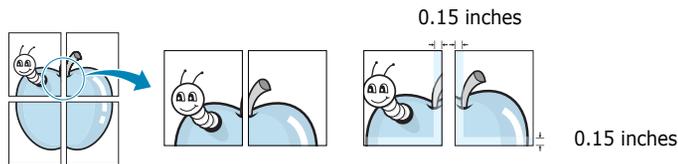
This feature allows you to print a single-page document onto 4, 9, or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-size document.

- 1 To change the print settings from your software application, access printer properties. See “Printing a Document” on page 13.
- 2 Click the **Layout** tab, select **Poster Printing** in the **Layout Type** drop-down list.
- 3 Configure the poster option:

You can select the page layout from **Poster<2x2>**, **Poster<3x3>**, or **Poster<4x4>**. If you select **Poster<2x2>**, the output will be automatically stretched to cover 4 physical pages.

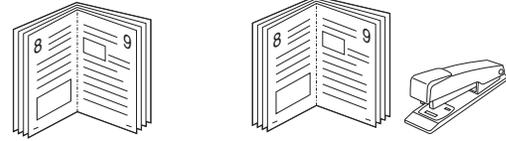


Specify an overlap in millimeters or inches to make it easier to pasting the sheets together.



- 4 Click the **Paper** tab, select the paper source, size, and type.
- 5 Click **OK** and print the document. You can complete the poster by pasting the sheets together.

## Printing Booklets



This printer feature allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet.

- 1 To change the print settings from your software application, access the printer properties. See “Printing a Document” on page 13.
- 2 From the **Layout** tab, choose **Booklet Printing** from the **Type** drop-down list.

**NOTE:** The booklet printing option is available when A4, Letter, Legal, or Folio size is selected in the **Size** option on the **Paper** tab.

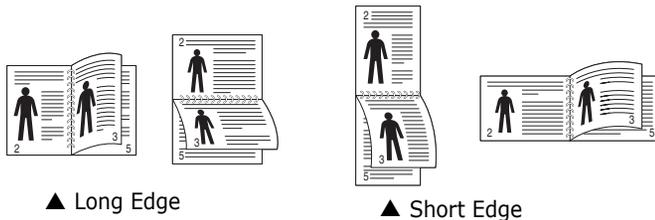
- 3 Click the **Paper** tab, and select the paper source, size, and type.
- 4 Click **OK** and print the document.
- 5 After printing, fold and staple the pages.

## Printing on Both Sides of Paper

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

The options are:

- **Printer Setting**, if you select this option, this feature is determined by the setting you've made on the control panel of the printer. *If this option does not appear, your printer does not have this feature.*
- **None**
- **Long Edge**, which is the conventional layout used in book binding.
- **Short Edge**, which is the type often used with calendars.



- **Reverse Duplex**, allows you to select general print order compare to duplex print order. *If this option does not appear, your printer does not have this feature.*

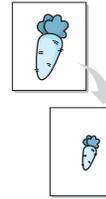
### NOTE:

- Do not print on both sides of labels, transparencies, envelopes, or thick paper. Paper jamming and damage to the printer may result.
- To use double-sided printing, you can use only the following paper sizes: A4, Letter, Legal, Oficio and Folio, with a weight of 20~24 lbs (75~90 g/m<sup>2</sup>).

- 1 To change the print settings from your software application, access printer properties. "Printing a Document" on page 13.
- 2 From the **Layout** tab, select the paper orientation.
- 3 From the **Double-sided Printing(Manual)** section, select the binding option you want.
- 4 Click the **Paper** tab and select the paper source, size, and type.
- 5 Click **OK** and print the document.

**NOTE:** If your printer does not have a duplex unit, you should complete the printing job manually. The printer prints every other page of the document first. After printing the first side of your job, the Printing Tip window appears. Follow the on-screen instructions to complete the printing job.

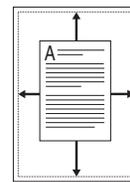
## Printing a Reduced or Enlarged Document



You can change the size of a page's content to appear larger or smaller on the printed page.

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 From the **Paper** tab, select **Reduce/Enlarge** in the **Printing Type** drop-down list.
- 3 Enter the scaling rate in the **Percentage** input box. You can also click the ▼ or ▲ button.
- 4 Select the paper source, size, and type in **Paper Options**.
- 5 Click **OK** and print the document.

## Fitting Your Document to a Selected Paper Size



This printer feature allows you to scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 From the **Paper** tab, select **Fit to Page** in the **Printing Type** drop-down list.
- 3 Select the correct size from the **Target Page** drop-down list.
- 4 Select the paper source, size, and type in **Paper Options**.
- 5 Click **OK** and print the document.

---

## Using Watermarks

The Watermark option allows you to print text over an existing document. For example, you may want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all pages of a document.

There are several predefined watermarks that come with the printer, and they can be modified, or you can add new ones to the list.

### Using an Existing Watermark

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 Click the **Extras** tab, and select the desired watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.
- 3 Click **OK** and start printing.

---

**NOTE:** The preview image shows how the page will look when it is printed.

---

### Creating a Watermark

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 Click the **Extras** tab, and click the **Edit** button in the **Watermark** section. The **Edit Watermark** window appears.
- 3 Enter a text message in the **Watermark Message** box. You can enter up to 40 characters. The message displays in the preview window.  
When the **First Page Only** box is checked, the watermark prints on the first page only.
- 4 Select watermark options.  
You can select the font name, style, size, or grayscale level from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.
- 5 Click **Add** to add a new watermark to the list.
- 6 When you have finished editing, click **OK** and start printing.

To stop printing the watermark, select **<No Watermark>** from the **Watermark** drop-down list.

## Editing a Watermark

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 Click the **Extras** tab and click the **Edit** button in the **Watermark** section. The **Edit Watermark** window appears.
- 3 Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message and options.
- 4 Click **Update** to save the changes.
- 5 Click **OK** until you exit the Print window.

## Deleting a Watermark

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 From the **Extras** tab, click the **Edit** button in the Watermark section. The **Edit Watermark** window appears.
- 3 Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**.
- 4 Click **OK** until you exit the Print window.

---

## Using Overlays

### What is an Overlay?



An overlay is text and/or images stored in the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you do not need to load preprinted letterhead paper in the printer. You need only tell the printer to print the letterhead overlay on your document.

### Creating a New Page Overlay



To use a page overlay, you must create a new page overlay containing your logo or image.

- 1 Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay.
- 2 To save the document as an overlay, access printer properties. See "Printing a Document" on page 13.
- 3 Click the **Extras** tab, and click **Edit** button in the **Overlay** section.
- 4 In the Edit Overlay window, click **Create Overlay**.
- 5 In the Create Overlay window, type a name of up to eight characters in the **File name** box. Select the destination path, if necessary. (The default is C:\Formover).
- 6 Click **Save**. The name appears on the **Overlay List** box.
- 7 Click **OK** or **Yes** to finish creating.  
The file is not printed. Instead it is stored on your computer hard disk drive.

---

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

---

## Using a Page Overlay

After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

- 1 Create or open the document you want to print.
- 2 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 3 Click the **Extras** tab.
- 4 Select the desired overlay from the **Overlay** drop-down list box.
- 5 If the overlay file you want does not appear in the **Overlay** list, click **Edit** button and **Load Overlay**, and select the overlay file.

If you have stored the overlay file you want to use in an external source, you can also load the file when you access the **Load Overlay** window.

After you select the file, click **Open**. The file appears in the **Overlay List** box and is available for printing. Select the overlay from the **Overlay List** box.

- 6 If necessary, click **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.  
If this box is not checked and an overlay has been selected, the overlay automatically prints with your document.
- 7 Click **OK** or **Yes** until printing begins.  
The selected overlay downloads with your print job and prints on your document.

---

**NOTE:** The resolution of the overlay document must be the same as that of the document you will print with the overlay.

---

## Deleting a Page Overlay

You can delete page overlays that you no longer use.

- 1 In the printer properties window, click the **Extras** tab.
- 2 Click the **Edit** button in the **Overlay** section.
- 3 Select the overlay you want to delete from the **Overlay List** box.
- 4 Click **Delete Overlay**.
- 5 When a confirming message window appears, click **Yes**.
- 6 Click **OK** until you exit the Print window.

# 5 Using Utility Applications

(Phaser 3125/B, 3125/N only)

If an error occurs while printing, the Status Monitor window appears, showing the error.

## NOTES:

- To use this program, you need:
  - Windows 98 or higher (Windows NT 4.0 can be used only for network-supported printers.) To check for Operating System(s) that are compatible with your printer, refer to Printer Specifications in your Printer User's Guide.
  - Internet Explorer version 5.0 or higher for flash animation in HTML Help.
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

## Using Printer Settings Utility

Using the Printer Settings Utility, you can configure and check print settings.

- 1 from the **Start** menu, select **Programs** or **All Programs** → **Xerox Phaser 3125** → **Printer Settings Utility**.
- 2 Change the settings.
- 3 To send the changes to the printer, click the **Apply** button.

## Using Onscreen Help

For more information about **Printer Settings Utility**, click  .

## Opening the Troubleshooting Guide

Double click the Status Monitor icon on the Windows task bar.

Double click this icon.

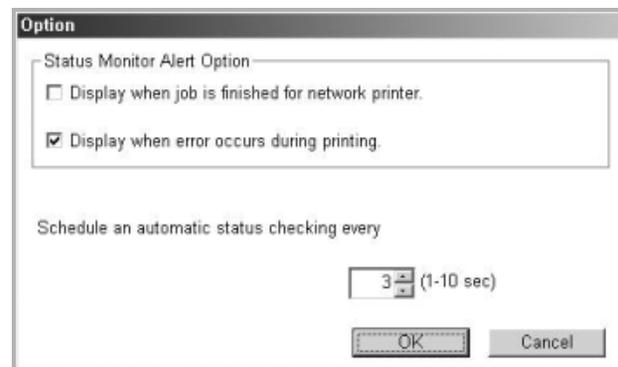


Or, from the **Start** menu, select **Programs** or **All Programs** → **Xerox Phaser 3125** → **Troubleshooting Guide**.

## Changing the Status Monitor Program Settings

Select the Status Monitor icon on the Windows task bar and right-click on the Status Monitor icon. Select **Options**.

The following window opens.



- **Display when job is finished for network printer** shows the Status Monitor balloon when your job is complete.
- **Display when error occurs during printing** shows the Status Monitor balloon when an error occurs during printing.
- **Schedule an automatic status checking every** allows the computer to update the printer status regularly. Setting the value close to 1 second causes the computer to check the printer status more frequently, thereby allowing a faster response to any printer error.

# 6 Using Windows PostScript Driver

(Phaser 3125/B, 3125/N only)

If you want to use the PostScript driver provided with your system CD-ROM to print a document.

PPDs, in combination with the PostScript driver, access printer features and allow the computer to communicate with the printer. An installation program for the PPDs is provided on the supplied software CD-ROM.

This chapter includes:

---

## Printer Settings

You can use the printer properties window, which allows you to access all of the printer options you need when using your printer. When the printer properties are displayed, you can review and change the settings needed for your print job.

Your printer properties window may differ, depending on your operating system. This Software User's Guide shows the Properties window for Windows XP.

Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use.

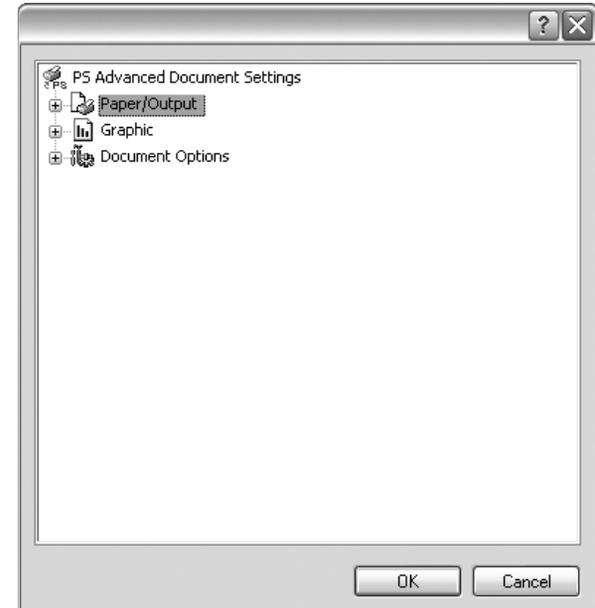
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### NOTES:

- Most Windows applications will override settings you specify in the printer driver. Change all print settings available in the software application first, and change any remaining settings using the printer driver.
  - The settings you change remain in effect only while you are using the current program. **To make your changes permanent**, make them in the Printers folder.
  - The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.
    1. Click the Windows **Start** button.
    2. Select **Printers and Faxes**.
    3. Select **your printer driver icon**.
    4. Right-click on the printer driver icon and select **Printing Preferences**.
    5. Change the settings on each tab, click OK.
- 

## Advanced

You can use advanced settings by clicking the **Advanced** button.



- **Paper/Output** this option allows you to select the size of the paper loaded in the tray.
- **Graphic** this option allows you to adjust the print quality for your specific printing needs.
- **Document Options** this options allow you to set the PostScript options or printer features.

## Using Help

You can click  from the upper right corner of the window, and then click on any setting.

# 7 Sharing the Printer Locally

You can connect the printer directly to a selected computer, which is called "host computer," on the network.

The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.

---

## NOTES:

- Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User's Guide.
  - If you need to know the exact name of your printer, you can check the supplied CD-ROM.
- 

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## Setting Up a Host Computer

- 1** Start Windows.
- 2** From the **Start** menu select **Printers and Faxes**.
- 3** Double-click **your printer driver icon**.
- 4** From the **Printer** menu, select **Sharing**.
- 5** Check the **Share this printer** box.
- 6** Fill in the **Shared Name** field, and then click **OK**.

---

## Setting Up a Client Computer

- 1** Right-click the Windows **Start** button and select **Explorer**.
- 2** Open your network folder in the left column.
- 3** Click the shared name.
- 4** From the **Start** menu select **Printers and Faxes**.
- 5** Double-click **your printer driver icon**.
- 6** From the **Printer** menu, select **Properties**.
- 7** From the **Ports** tab, click **Add Port**.
- 8** Select **Local Port** and click **New Port**.
- 9** Fill in the **Enter a port name** field with the shared name.
- 10** Click **OK** and click **Close**.
- 11** Click **Apply** and click **OK**.

# 8 Using Your Printer with a Macintosh

## (Phaser 3125/B, 3125/N only)

Your printer supports Macintosh systems with a built-in USB interface or 10/100 Base-TX network interface card. When you print a file from a Macintosh computer, you can use the driver by installing the PPD file.

**NOTE:** *Some printers do not support a network interface. Make sure that your printer supports a network interface by referring to Printer Specifications in your Printer User's Guide.*

This chapter includes:

- **Installing printer driver for Macintosh**
- **Setting Up the Printer**
- **Printing**

## Installing printer driver for Macintosh

The PostScript driver CD-ROM that came with your machine provides you with the PPD file to use the PS driver, Apple LaserWriter driver, for printing on a Macintosh computer.

### Install the Printer driver

- 1** Connect your machine to the computer using the USB cable or the Ethernet cable.
- 2** Turn on your computer and the machine.
- 3** Insert the PostScript driver CD-ROM which came with your machine into the CD-ROM drive.
- 4** Double-click **CD-ROM icon** that appears on your Macintosh desktop.
- 5** Double-click the **MAC\_Installer** folder.
- 6** Double-click the **MAC\_Printer** folder.
- 7** For Mac OS 8.6~9.2, double-click the **Xerox Phaser 3125\_Classic** icon.  
For Mac OS 10.1~10.4, double-click the **Xerox Phaser 3125\_OSX** icon.
- 8** Click **Continue**.
- 9** Click **Install**.
- 10** After the installation is finished, click **Quit**.

### Uninstalling the Printer driver

Uninstall is required if you are upgrading the software, or if installation fails.

- 1** Insert the CD-ROM which came with your printer into the CD-ROM drive.
- 2** Double-click **CD-ROM icon** that appears on your Macintosh desktop.
- 3** Double-click the **MAC\_Installer** folder.
- 4** Double-click the **MAC\_Printer** folder.
- 5** For Mac OS 8.6~9.2, double-click the **Xerox Phaser 3125\_Classic** icon.  
For Mac OS 10.1~10.4, double-click the **Xerox Phaser 3125\_OSX** icon.
- 6** Click **Continue**.
- 7** Select **Uninstall** and then click **Uninstall**.
- 8** When the uninstallation is done, click **Quit**.

## Setting Up the Printer

Set up for your printer will be different depending on which cable you use to connect the printer to your computer—the network cable or the USB cable.

### For a Network-connected Macintosh

**NOTE:** *Some printers do not support a network interface. Before connecting your printer, make sure that your printer supports a network interface by referring to Printer Specifications in your Printer User's Guide.*

- 1 Follow the instructions on “Installing printer driver for Macintosh” on page 27 to install the PPD file on your computer.
- 2 Open **Print Center** or **Printer Setup Utility** from the Utilities folder.
- 3 Click **Add** on the Printer List.
- 4 Select the **AppleTalk** tab.  
The name of your machine appears on the list. Select **XRX000xxxxxxxxx** from the printer box, where the **xxxxxxxxx** varies depending on your machine.
- 5 Click **Add**.
- 6 If Auto Select does not work properly, select **Xerox** in **Printer Model** and **your printer name** in **Model Name**.  
Your machine appears on the Printer List and is set as the default printer.

### For a USB-connected Macintosh

- 1 Follow the instructions on “Installing printer driver for Macintosh” on page 27 to install the PPD file on your computer.
- 2 Open **Print Center** or **Printer Setup Utility** from the Utilities folder.
- 3 Click **Add** on the Printer List.
- 4 Select the **USB** tab.
- 5 Select **your printer name** and click **Add**.
- 6 If Auto Select does not work properly, select **Xerox** in **Printer Model** and **your printer name** in **Model Name**.  
Your machine appears on the Printer List and is set as the default printer.

## Printing

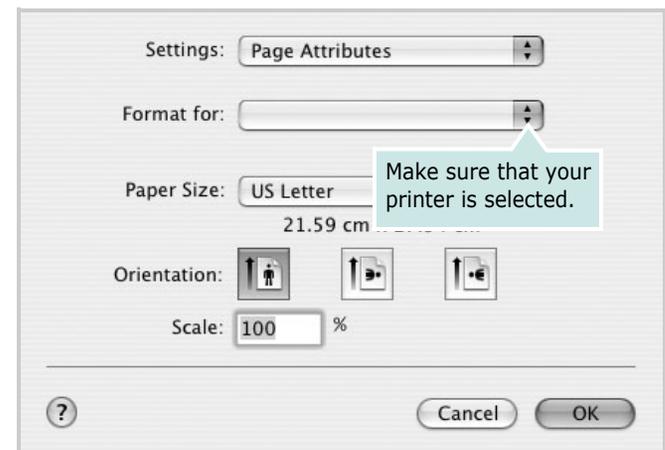
### NOTES:

- The Macintosh printer's properties window that appears in this User's Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- *You can check your printer name in the supplied CD-ROM.*

## Printing a Document

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

- 1 Open a Macintosh application and select the file you want to print.
- 2 Open the **File** menu and click **Page Setup (Document Setup** in some applications).
- 3 Choose your paper size, orientation, scaling, and other options and click **OK**.



▲ Mac OS 10.3

- 4 Open the **File** menu and click **Print**.
- 5 Choose the number of copies you want and indicate which pages you want to print.
- 6 Click **Print** when you finish setting the options.

## Changing Printer Settings

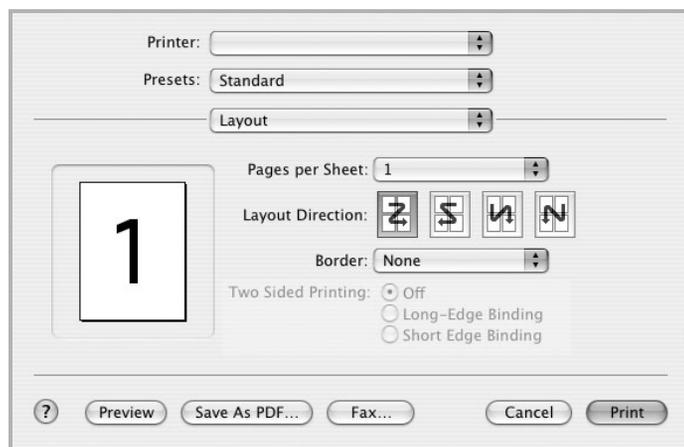
You can use advanced printing features when using your printer.

From your Macintosh application, select **Print** from the **File** menu. The printer name which appears in the printer properties window may differ depending on the printer in use. Except for the name, the composition of the printer properties window is similar.

### Layout Setting

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

Select **Layout** from the **Presets** drop-down list to access the following features. For details, see "Printing Multiple Pages on One Sheet of Paper" on the next column.



▲ Mac OS 10.3

### Printer Features Setting

The **Printer Features** tab provides options for selecting the paper type and adjusting print quality.

Select **Printer Features** from the **Presets** drop-down list to access the following features:



▲ Mac OS 10.3

### Image Mode

Image Mode allows the user to enhance printouts. The available options are Normal and Text Enhance.

### Fit to Page

This printer feature allows you to scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.

### Paper Type

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

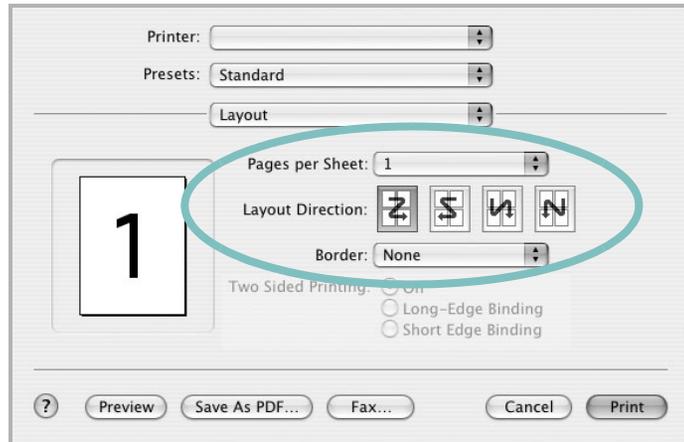
### Resolution(Quality)

*The Resolution options you can select may vary depending on your printer model.* You can select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

## Printing Multiple Pages on One Sheet of Paper

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

- 1 From your Macintosh application, select **Print** from the **File** menu.
- 2 Select **Layout**.



▲ Mac OS 10.3

- 3 Select the number of pages you want to print on one sheet of paper on the **Pages per Sheet** drop-down list.
- 4 Select the page order from the **Layout Direction** option.  
To print a border around each page on the sheet, select the option you want from the **Border** drop-down list.
- 5 Click **Print**, and the printer prints the selected number of pages on one side of each page.

# SOFTWARE SECTION

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