



User Guide

Guide D'utilisation

Guida dell'utente

Benutzerhandbuch

Guía del usuario

Guia do Usuário

Gebruikershandleiding

Användarhandbok

Руководство пользователя



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Environmental and Safety Consideration

Laser Safety Statement

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

Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

WARNING

Never operate or service the printer with the protective cover removed from Laser/Scanner assembly. The reflected beam, although invisible, can damage your eyes. When using this product, these basic safety precautions should always be followed to reduce risk of fire, electric shock, and injury to persons:



CAUTION - INVISIBLE LASER RADIATION
WHEN THIS COVER OPEN.
DO NOT OPEN THIS COVER.

VORSICHT - UNSICHTBARE LASERSTRAHLUNG,
WENN ABDECKUNG GEÖFFNET.
NICHT DEM STRAHL AUSSETZEN.

ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS
D'OUVERTURE. EXPOSITION DANGEREUSE
AU FAISCEAU.

ATTENZIONE - RADIAZIONE LASER INVISIBILE IN CASO DI
APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.

PRECAUCIÓN - RADIACIÓN LASER INVISIBLE CUANDO SE ABRE.
EVITAR EXPONERSE AL RAYO.

PERIGO - RADIAÇÃO LASER INVISÍVEL AO ABRIR. EVITE
EXPOSIÇÃO DIRECTA AO FEIXE.

GEVAAR - ONZICHTBARE LASERSTRALEN BIJ GEOPENDE
KLEP. DEZE KLEP NIET OPENEN.

ADVARSEL - USYNLIG LASERSTRÅLNING VED ÅBNING, NÅR
SIKKERHEDSBRYDERE ER UDE AF FUNKTION.
UNDGÅ UDSAETTEELSE FOR STRÅLNING.

ADVARSEL - USYNLIG LASERSTRÅLNING NÅR DEKSEL
ÅPNES. STIRR IKKE INN I STRÅLEN. UNNGÅ
EKSPONERING FOR STRÅLEN.

WARNING - OSYNLIG LASERSTRÅLNING NÅR DENNA DEL
ÄR ÖPPEN OCH SPÄRREN ÄR URKOPPLAD.
BETRAKTA EJ STRÅLEN. STRÅLEN ÄR FARLIG.

VARO! - AVATTAESSA JA SUOJALUKITUS OHITETTAESSA
OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASER-
SÄTEILYLLE ÄLÄ KATSO SÄTEESEEN.

注 意 - 严禁揭开此盖, 以免激光泄露灼伤

주 의 - 이 덮개를 열면 레이저광에 노출될 수 있으므로
주의하십시오.

Ozone Safety



During normal operation, this machine may produce ozone, which does not present a hazard to the operator. However, it is advisable that the machine be operated in a well ventilated area.

If you need additional information about ozone, please contact your nearest Xerox dealer.

Radio Frequency Emissions

Federal Communications Commission (FCC), United States of America

This device has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

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



CAUTION: Changes or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment.

Canadian Radio Interference Regulations

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry and Science Canada.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", ICES-003 édictée par l'Industrie et Sciences Canada.

Declaration of Conformity (European Union)

Approvals and Certifications



The CE marking applied to this product symbolizes the Xerox Corporation's Declaration of Conformity with the following 93/68/EEC Directives of the European Union as of the dates indicated.

January 1, 1995: Council Directive 73/23/EEC Approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC (92/31/EEC), approximation of the laws of the Member States related to electromagnetic compatibility.

A signed copy of the Declaration of Conformity, defining the relevant Directives and referenced standards can be obtained from your Xerox Corporation representative.

MEMO

1

INTRODUCTION

Congratulations on the purchase of your printer!

This chapter includes:

- **Special Features**
- **Printer Components**
- **Changing the Display Language**

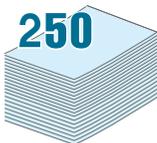
Special Features

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



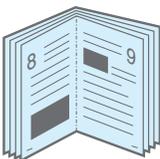
Print in color with excellent quality and speed

- You can print in a full range of colors using cyan, magenta, yellow, and black.
- You can print at **1200 dpi** (Enhanced). See page 3.9.
- In black & white mode your printer prints A4-sized paper at 20 ppm and letter-sized paper at 21 ppm (pages per minute). For color printing, A4/letter-sized paper prints at 5 ppm.
- In duplex printing, your printer prints A4/Letter sized paper at 9.6 IPM (images per minute) for black & white and 5 IPM for color.



Handle paper flexibly

- **Multi-purpose Tray** supports letterhead, envelopes, labels, transparencies, custom size paper, postcards, and heavy paper. A 100-sheet **Multi-purpose Tray** supports plain paper.
- The **Standard 250-sheet feeder** (Tray1) and **optional 500-sheet feeder** (Tray2) supports A4/letter-sized paper.



Create professional documents

- Print **Watermarks**. You can customize your documents with a word, such as "Confidential." See page 4.10.
- Print **Booklets**. This feature enables you to easily print the pages to create books. Once printed, all you have to do is to fold and staple the pages. See page 4.9.
- Print **Posters**. The text and pictures on each page of your document are magnified and printed across sheets of paper. Tape them together to form a poster. See page 4.7.

Save time and money

- You can print on both sides of the paper to save paper (**double-sided printing**). See page 4.2.
- You can print multiple pages on one single sheet of paper to save paper.
- You can use preprinted forms and letterhead on plain paper. See "Using Overlays" on page 4.13.
- The printer saves electricity by lowering power consumption when it is not printing.

Expand the printer capacity

- You can install an optional 500-sheet tray in your printer. This tray reduces how often you have to add paper to the printer.
- A **Network interface** enables network printing.

The Phaser 6100DN printer comes with a built-in network interface, 10/100 Base TX.

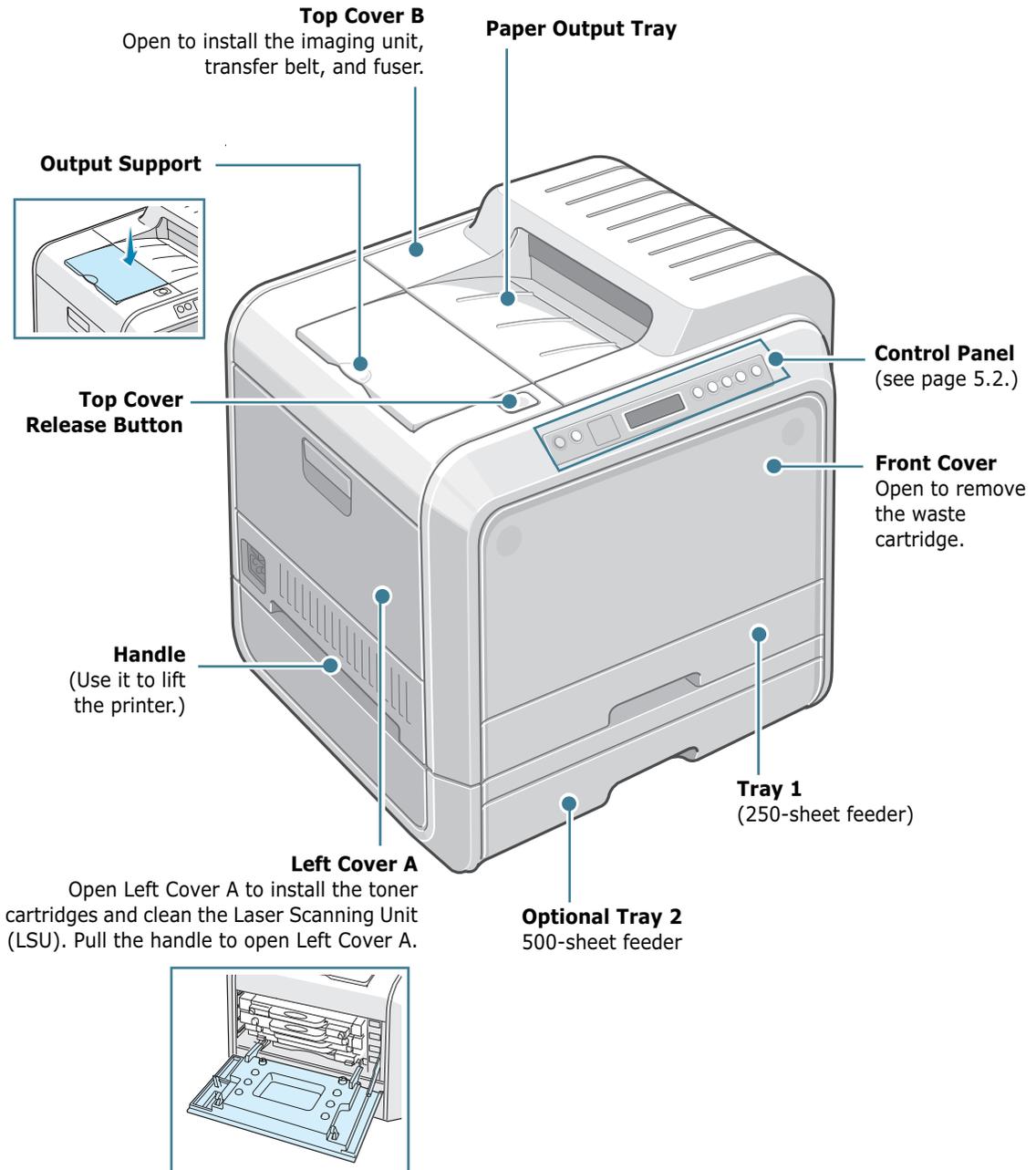
Print in various environments



- You can print in **Windows 98/Me/2000/XP/Server 2003**.
- Your printer is compatible with a **Macintosh (USB only)** and **Linux**.
- Your printer comes with both the **USB** and **Parallel** interface.

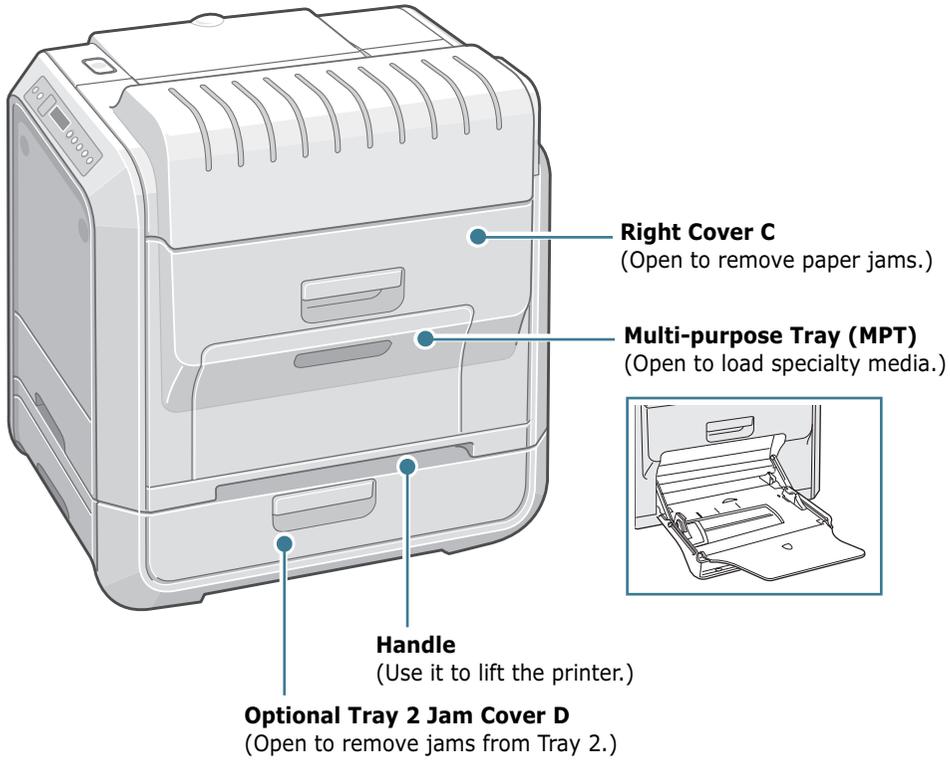
Printer Components

Front View

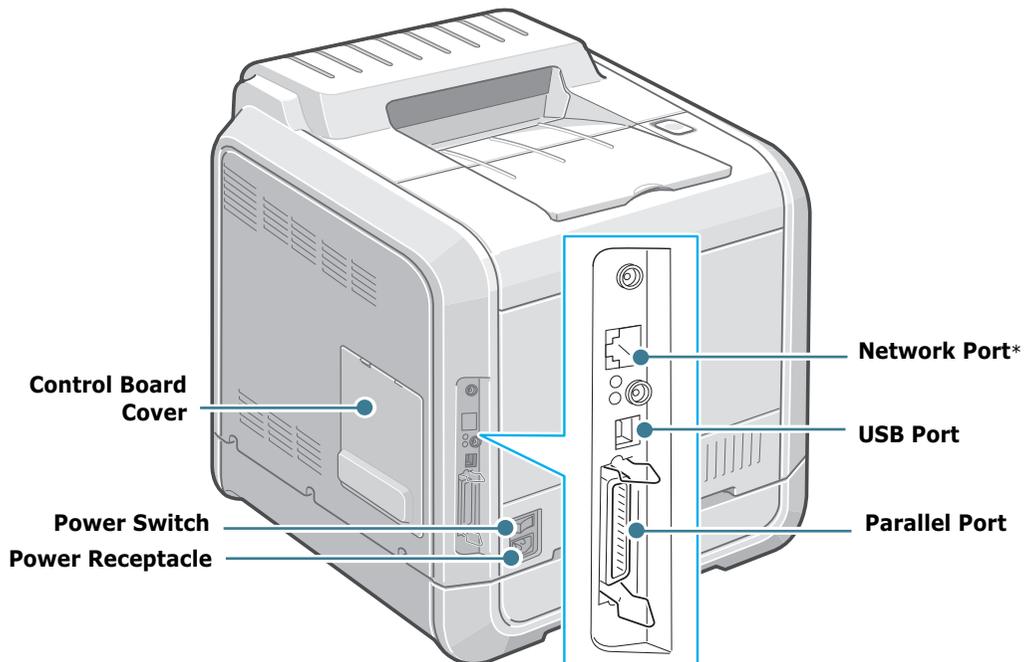


NOTE: If you continuously print many pages, the surface of the output tray may become hot. Be careful not to touch the surface, especially for children.

Right View



Rear View



* Available only on Phaser 6100DN.

Changing the Display Language

To change the language that is displayed on the control panel, take the following steps:

- 1** In ready mode press the **Menu** button () on the control panel until you see 'Printer Setup' on the bottom line of the display.
- 2** Press the **OK** button () to access the menu.
- 3** Press the scroll button ( or ) until you see 'Language' on the bottom line.
- 4** Press the **OK** button () to confirm the menu item.
- 5** Press the scroll button ( or ) to display the language you want to use.
- 6** Press the **OK** button () to save the selection.
- 7** Press the **On Line/Continue** button to return to ready mode.



2

USING PAPER OR SPECIALTY 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:

- **Choosing Paper and other Specialty Media**
- **Loading Paper**
- **Printing Specialty Media**

Choosing Paper and other Specialty Media

You can print on a variety of paper types and sizes, such as plain paper, envelopes, labels, transparencies and so on. See "Printing Specialty Media" on page 2.14.

When you choose paper, consider the following:

- **Desired outcome:** The paper you choose should be appropriate for the project.
- **Size:** You can use any size paper that fits easily within the paper adjusters of the paper tray.
- **Weight :** Your printer supports paper weights as follows:
 - 16~24lbs (60~90g/m²) bond for Tray 1 or optional Tray 2
 - 16~32lbs (60~160g/m²) bond, up to 60 lb cover, for the Multi-purpose Tray
 - 20~24lbs (75~90g/m²) bond for duplex printing
- **Brightness:** Some papers are whiter than others and produce sharper, more vibrant images.



CAUTION: Using a paper that does not conform to the specifications listed on page E.6 can cause problems that may require service. This service is not covered by the warranty or service agreements.

Sizes and Capacities

Size	Input Source/Capacity*			
	Tray 1	Tray 2 (option)	Multi-purpose Tray	Manual Feed
Plain Paper	250	500	100	1
Envelopes**	—	—	10	1
Labels**	—	—	10	1
Transparencies	—	—	30	1
Card stock**	—	—	10	1

*Depending on paper thickness, the maximum capacity may be reduced.

** If you are experiencing excessive jamming, feed one sheet or envelope at a time through the Multi-purpose Tray.

Guidelines for Paper and Specialty Media

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

- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- Use cut-sheet paper only. You cannot use multi-part paper.
- When printing transparencies, use only Phaser 35-Series Premium Transparency Film.
- Do not use paper with irregularities, such as tabs or staples.
- Do not attempt to load any tray while printing and never overfill the tray. This could cause a paper jam.
- Avoid paper with embossed lettering, perforations, or a texture that is too smooth or too rough.
- Colored paper should be of the same high quality as white photocopy paper. The pigments must withstand the printer's fusing temperature of 180°C (356°F) for 0.1 seconds without deteriorating. Do not use paper with a colored coating that was added after the paper was produced.
- Preprinted forms must be printed with nonflammable, heat-resistant ink that does not melt, vaporize, or release hazardous emissions when subject to the printer's fusing temperature.
- Store paper 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 paper away from moisture, direct sunlight or other conditions that can cause it to wrinkle or curl.



NOTE: Do not use carbonless paper and tracing paper. The chemicals can damage your printer.

Loading Paper

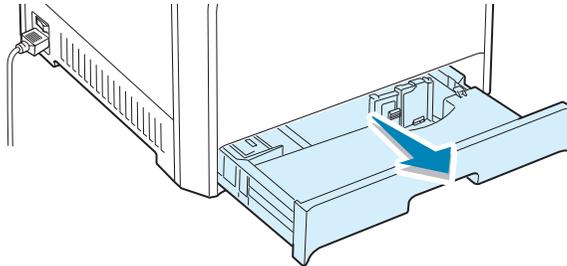
Proper paper loading helps prevent paper jams and ensure trouble-free printing. Do not remove the paper tray while a job is printing. Doing so may cause a paper jam. See "Sizes and Capacities" on page 2.2 for acceptable paper capacities for each tray.

Using Tray 1

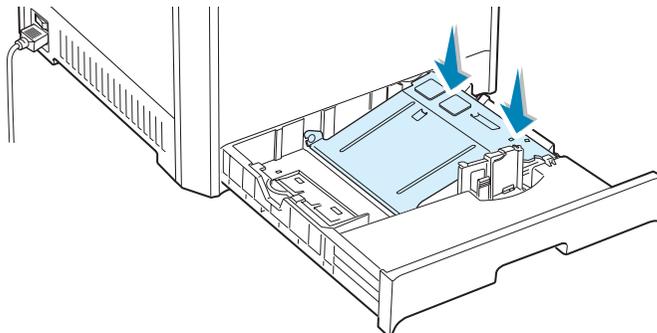
Tray 1 can hold a maximum of 250 sheets plain A4 and letter-sized paper.

You can purchase an optional tray, Tray 2, and attach it below Tray 1, to load an additional 500 sheets of paper.

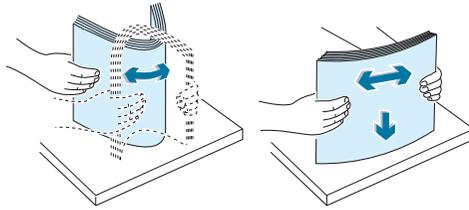
- 1 Pull the tray out of the printer.



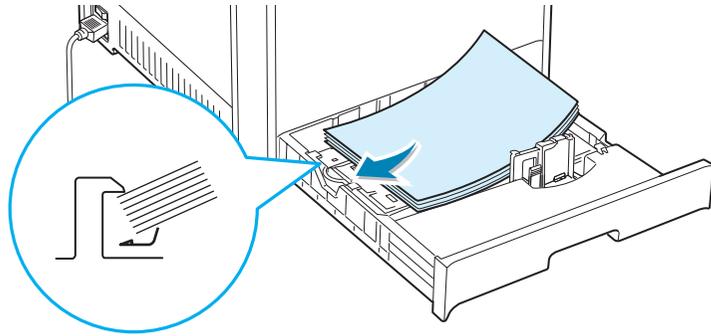
- 2 Push down on the metal plate until it locks into position.



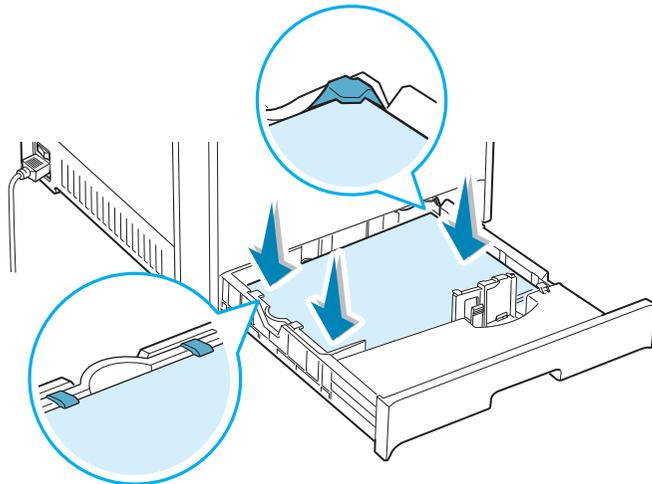
3 Flex the paper sheets back and forth to separate the pages, and then fan them while holding one edge. Tap the edge of the stack on a flat surface to even it up.



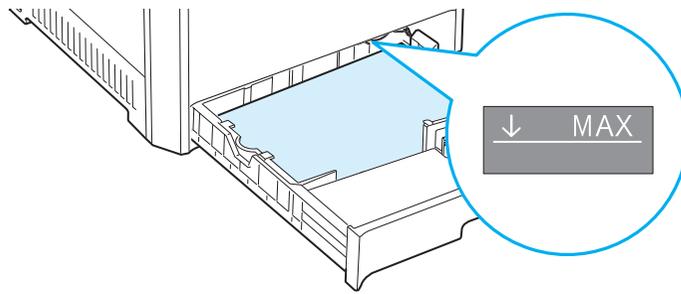
4 Load paper **with the print side facing up**.



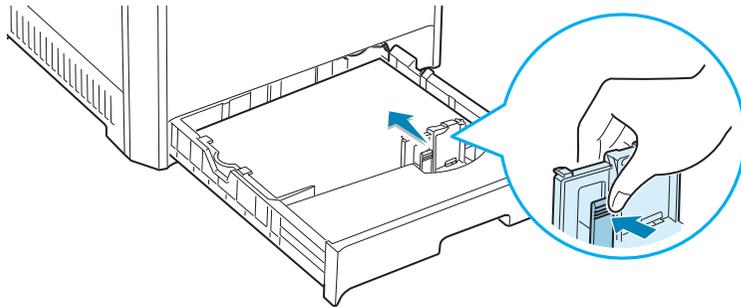
Make sure that all four corners are flat in the tray and under the corner brackets as shown below.



- 5** Do not exceed the maximum stack height. Overfilling the tray may cause a paper jam.

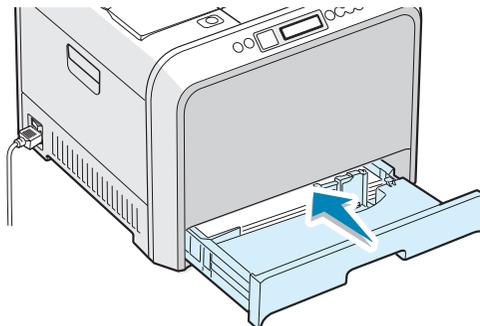


- 6** While pinching the paper guide as shown, move it toward the paper until it lightly touches the side of the stack. Do not press the guide too tightly against the edge of the paper; the guide may bend the paper.



NOTE: If you want to change the paper size in the tray, refer to page 2.7.

- 7** Slide the tray back into the printer.

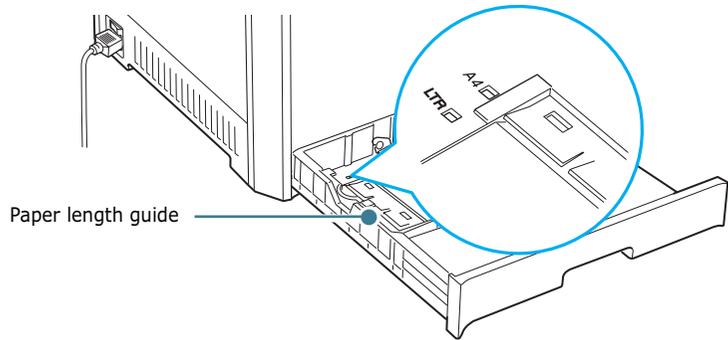


- 8** When you print a document, select the paper type, paper size and tray selection in your software application. For details, see page 3.7.

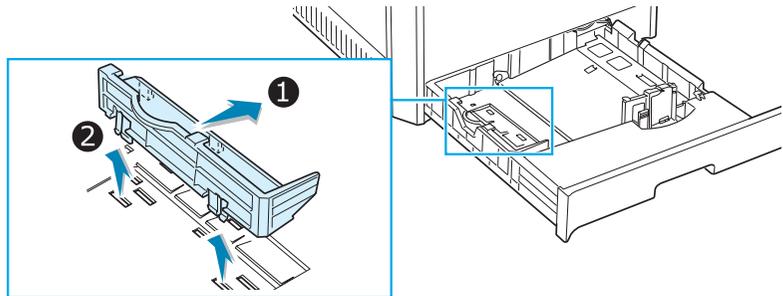
Changing the Paper Size in the Tray

The tray is preset to Letter or A4 size, depending on your country. To change the size to A4 or Letter, you must adjust the paper length guide properly.

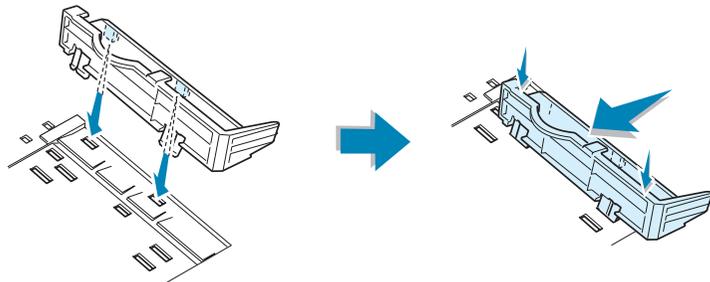
- 1 Lift the paper length guide and place it in the correct position for the paper size you are loading.



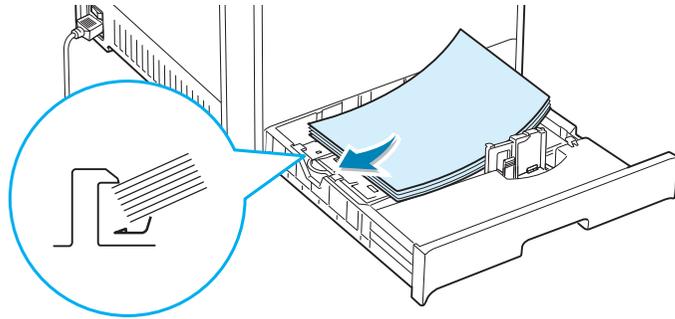
To remove the paper length guide, turn it slightly to your right to release the locks on the bottom of the guide, then pull it up.



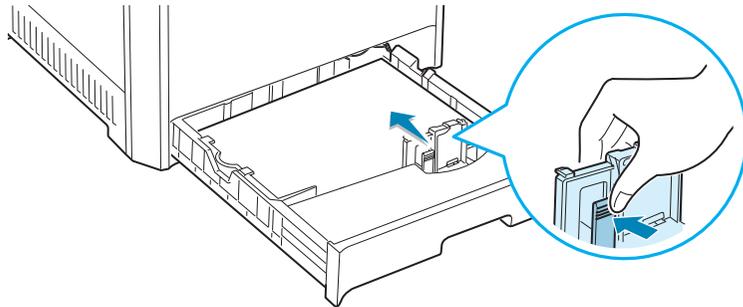
To place the paper length guide in the paper position you want, insert the locks on the bottom of the guide into the desired paper slot and push it all the way in.



- 2** Load paper with the **print side facing up**. For more information see steps 4 and 5 on page 2.5~2.6.



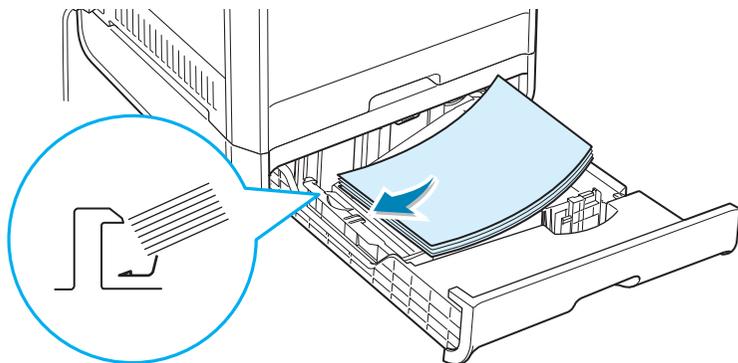
- 3** While pinching the paper guide as shown, move it toward the paper until it lightly touches the side of the stack. Do not push the guide to tightly against the edge of the paper as it may cause the paper to bend.



Using the Optional Tray 2

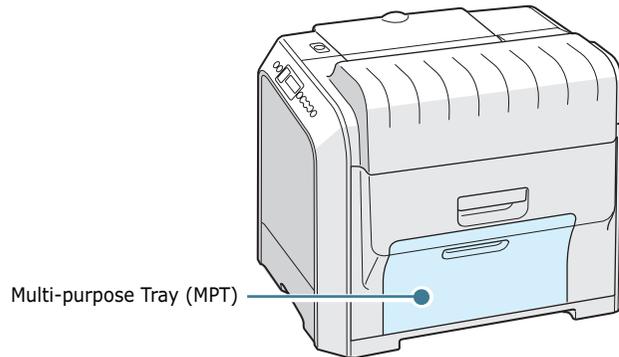
The optional tray, Tray 2, can hold a maximum of 500 sheets of plain paper.

To load paper in Tray 2, follow the instructions for loading paper on page 2.4.



Using the Multi-Purpose Tray (MPT)

The Multi-purpose Tray (MPT) is located on the right side of your printer. It can be closed when you are not using it, making the printer more compact.

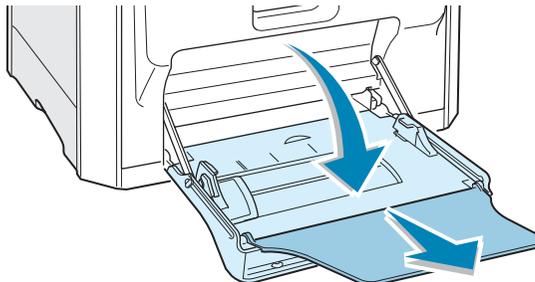


The Multi-purpose Tray can hold several sizes and types of paper, such as transparencies, cards and envelopes. You may also want to use the Multi-purpose Tray for single page print jobs on letterhead, colored paper for use as separator sheets, or other specialty media that you do not normally keep in the paper tray. You can load approximately 100 sheets of plain paper, 10 envelopes, 30 transparencies, 10 sheets of card stock or 10 labels at a time.

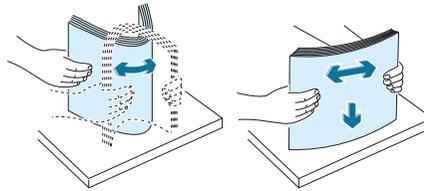
- Load only one size of paper at a time in the Multi-purpose Tray.
- To prevent paper jams, do not add paper when there is still paper in the Multi-purpose Tray. This also applies to other types of specialty media.
- Paper should be loaded face down with the top edge going into the Multi-purpose Tray first and be placed in the center of the tray.

To load paper in the Multi-purpose Tray:

- 1** Lower the Multi-purpose Tray and unfold the paper support extension as shown.

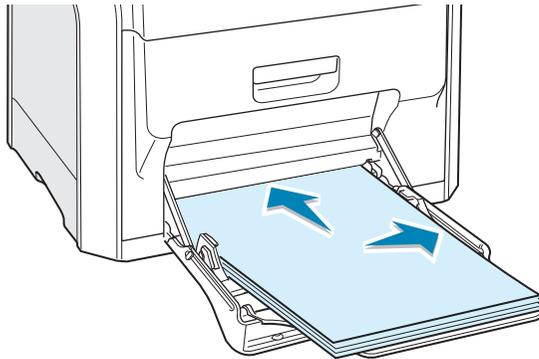


- 2 If you are using paper, flex or fan the edge of the paper stack to separate the pages before loading.

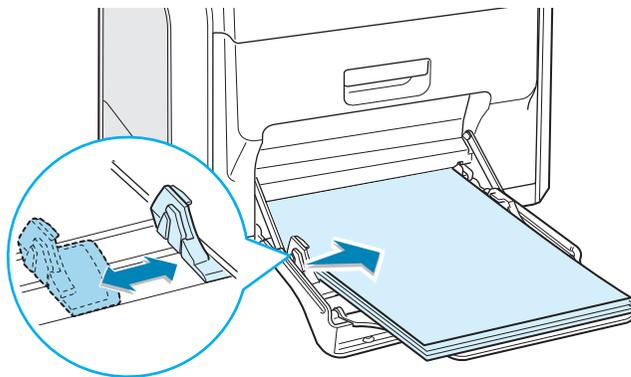


For transparencies, hold them by the edges and avoid touching the print side. Oils from your fingers can cause print quality problems.

- 3 Load the paper **with the print side facing down** and against the right edge of the tray.



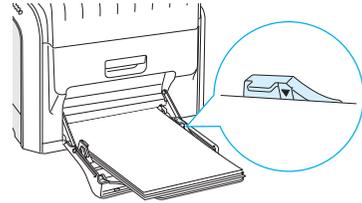
- 4 Pinch the paper width guide and slide it to the right to touch lightly against the edge of the paper without bending it.



If you want to print on previously printed paper from the Multi-purpose Tray, the printed side should be facing up with the uncurled edge towards the printer. If you experience problems with the paper feeding, turn the paper around.

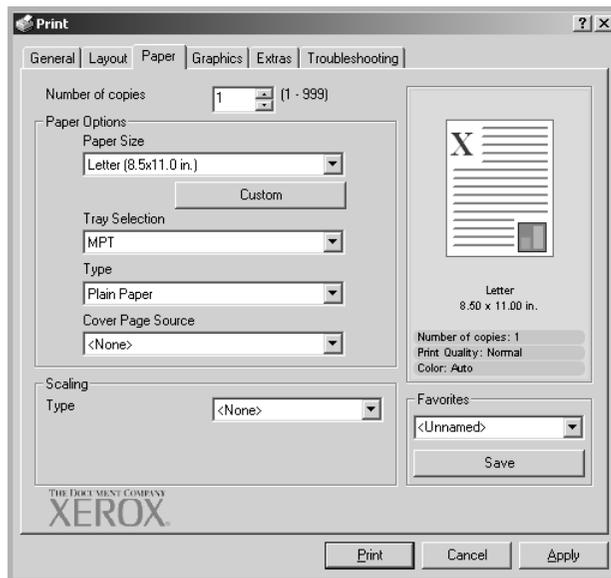


NOTE: Make sure that you have not loaded too much paper. The paper buckles if you load a stack that is too deep or if you push it in too far.

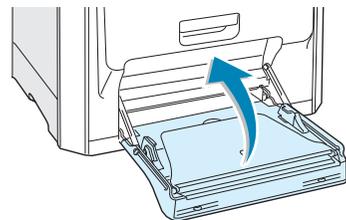


2

- 5 When you print a document, set the tray selection to **MPT** and select the correct paper type in the software application. For details, see page 3.7.



NOTE: After printing fold away the paper support extension and close the Multi-purpose Tray.

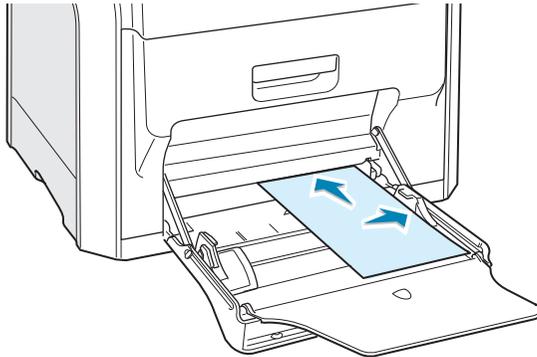


Using the Manual Feed

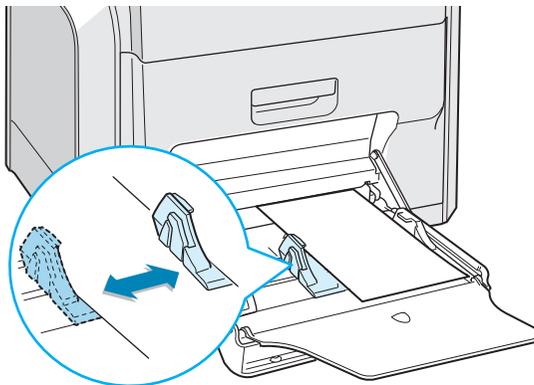
If you select **Manual** in the **Tray selection** option when changing print settings, you can manually load a sheet of paper in Multi-purpose Tray. Manually loading paper can be helpful when you want to check the print quality after each page is printed.

This loading procedure is almost the same as the procedure for loading in the Multi-purpose Tray, except you load paper sheet-by-sheet in the Tray, send print data to print the first page, and press the **On Line/Continue** button on the control panel to print each following page.

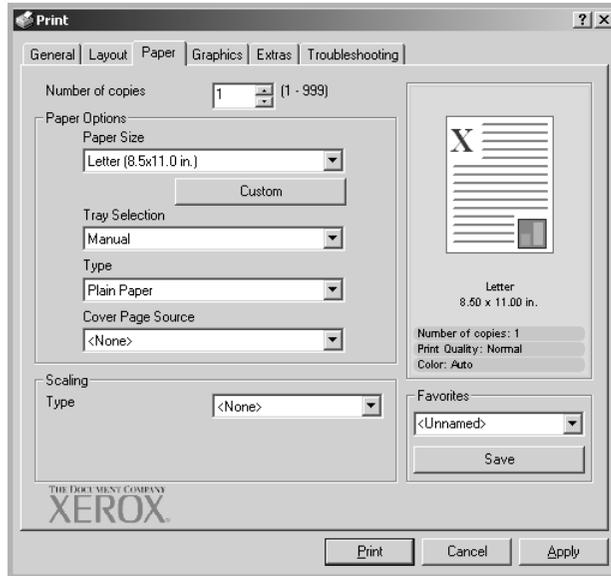
- 1 Load a sheet of paper **with the print side down** and against the right edge of the Multi-purpose Tray.



- 2 Pinch the paper width guide and slide it to the right to touch lightly against the edge of the paper without bending it.



- 3 When you print a document, you must select **Manual** for **Tray selection** in the software application, and then select the correct paper size and type. For details, see page 3.7.



- 4 Print the document.

The display shows a message prompting you to load paper.

- 5 Press the **On Line/Continue** button.

The printer picks up the paper and prints. After one page is printed, the message appears again.

- 6 Insert the next sheet into the Multi-purpose Tray and press the **On Line/Continue** button.

Repeat this step for every page to be printed.

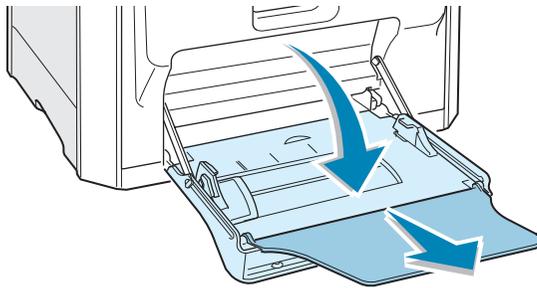
Printing Specialty Media

Printing on Envelopes

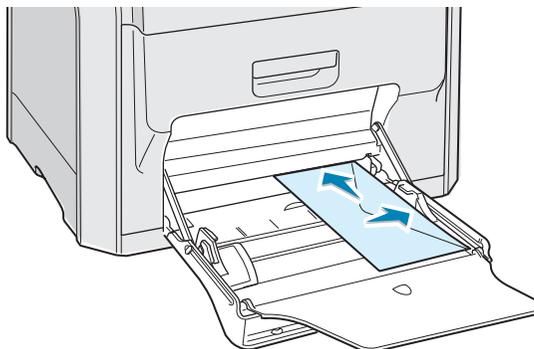
- Load envelopes into the Multi-purpose Tray only.
- Only use envelopes recommended for laser printers. Before loading envelopes in the Multi-purpose Tray, make sure that they are undamaged and are not stuck together.
- Do not feed stamped envelopes.
- Never use envelopes with windows, metal clasps or snaps, or adhesives.

To print on envelopes:

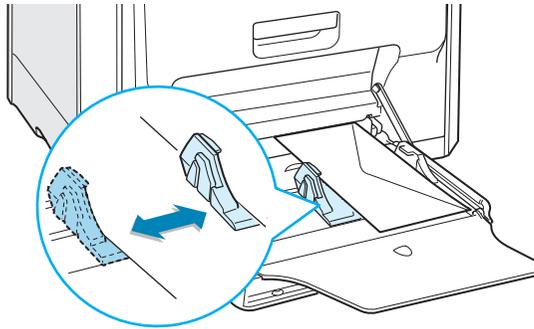
- 1 Open the Multi-purpose Tray and unfold the paper support.



- 2 Flex or fan the edge of the envelope stack to separate them before loading.
- 3 Load the envelopes into the Multi-purpose Tray **with the flap side up**. The end of the envelope with the stamp area enters the tray first.



- 4 Pinch the paper width guide and slide it to the right to touch lightly against the edge of the stack without bending it.



2

- 5 When you print, configure the tray selection to **MPT**, the paper type to **Envelope** and the paper size in the software application. For details, see page 3.7.

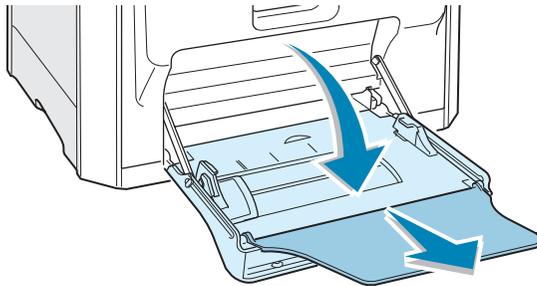


Printing on Labels

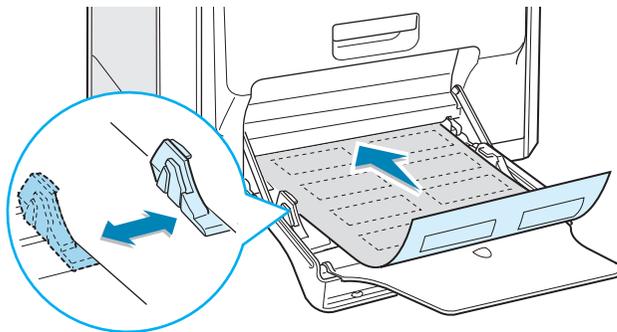
- Only use labels recommended for laser printers.
- Verify that the labels' adhesive material can tolerate a fusing temperature of 180°C (356°F) for 0.1 seconds.
- Make sure that there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to the printer components.
- Never print on any sheet where labels are missing.
- Do not use labels that are curled, wrinkled, or damaged.
- To prevent labels from sticking together, do not let the printed label sheets stack up as they are printed out.

To print on labels:

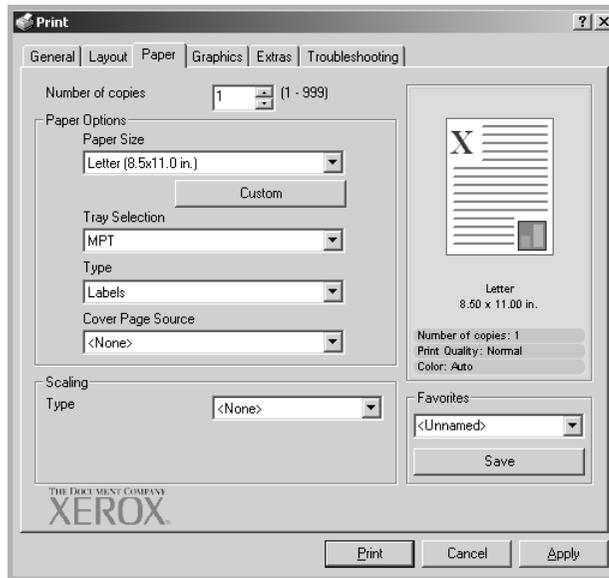
- 1 Open the Multi-purpose Tray and unfold the paper support.



- 2 Load labels only in the Multi-purpose Tray **with the print side down** and the top, short edge in first. Adjust the guide to fit the width of the labels.



- 3 When you print, configure the tray selection to **MPT**, the paper type to **Labels** and the paper size in the software application. For details, see page 3.7.



Printing on Transparencies

- Do not use transparencies attached to plain paper.
- Only use Phaser 35-Series Premium Transparency Film with the Phaser 6100 printer.
- Ensure that transparencies do not have torn edges and are not wrinkled or curled.
- Hold the transparencies by the edges and avoid touching the print side. Oils from your fingers can cause print quality problems.
- Be careful not to leave fingerprints on or scratch the print side.



CAUTION: To avoid damaging the printer, use only transparencies recommended for laser printers using oil-less fusers. Do not use transparencies with paper backing or paper tape. Use only Phaser 35-Series Premium Transparency Film.



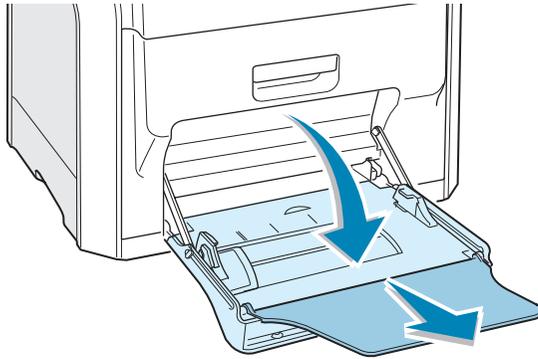
NOTES:

- Transparencies print only in black and white.
- Before printing on transparencies, make sure that the output support is laid down.

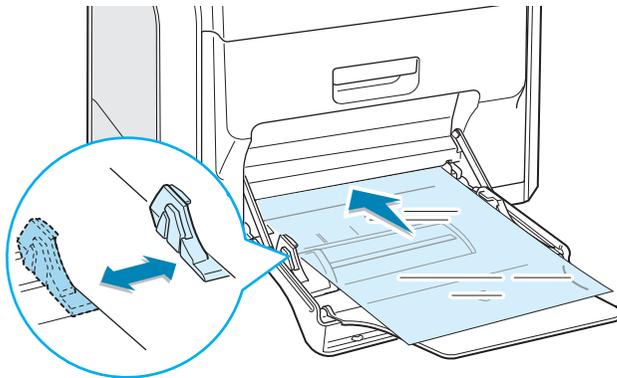


To print on transparencies:

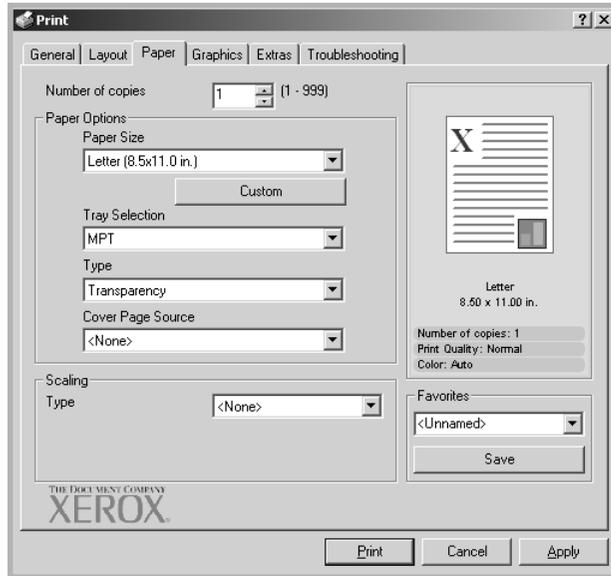
- 1 Open Multi-purpose Tray and unfold the paper support.



- 2 They must be loaded **with the print side downwards**. Adjust the guide to fit the width of the transparencies.



- 3 When you print, configure the tray selection to **MPT**, the paper type to **Transparency**, and the paper size in the software application. For details, see page 3.7.



NOTES:

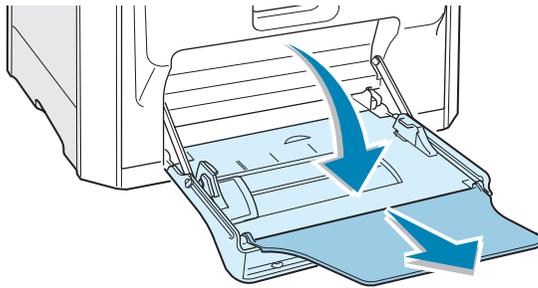
- To prevent transparencies from sticking together, do not let the printed sheets stack up as they are printed out.
- Place transparencies on a flat surface after removing them from the printer.

Printing on Preprinted Paper

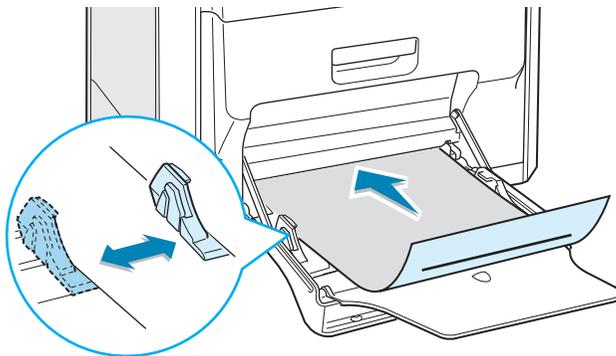
- Preprinted paper is paper that has some type of printing placed on it before it is sent through the printer (paper that has a preprinted logo at the top of the page, for example).
- Letterhead must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the printer's fusing temperature of 180°C (356°F) for 0.1 seconds.
- Ink on letterhead must be non-flammable, non-metallic, and should not adversely affect any printer rollers.
- Forms and letterhead should be sealed in moisture-proof wrapping to prevent changes during storage.
- 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 of preprinted paper, reducing the print quality.

To print on preprinted paper:

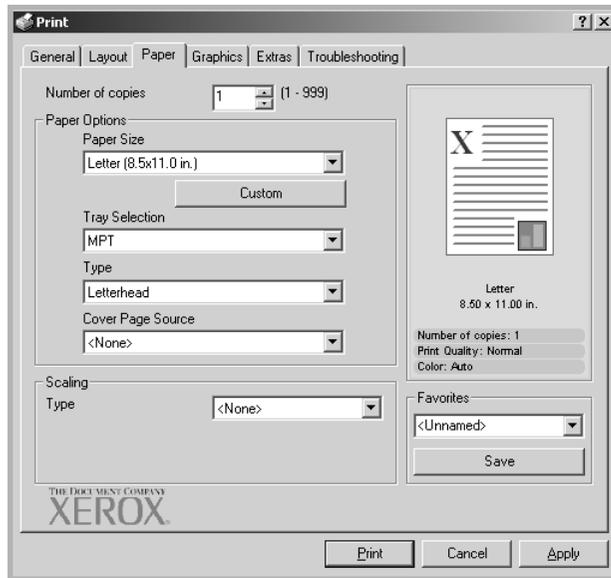
- 1 Open the Multi-purpose Tray and unfold the paper support.



- 2 Load letterhead only in the Multi-purpose Tray **with the print side down and the top, short edge, in first.** Adjust the guide to fit the width of the paper stack.



- 3 When you print, configure the tray selection to **MPT**, the paper type to **Letterhead**, and the paper size in the software application. For details, see page 3.7.

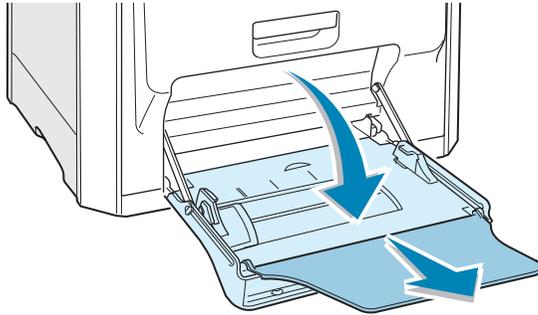


Printing on Card Stock or Custom Size Paper

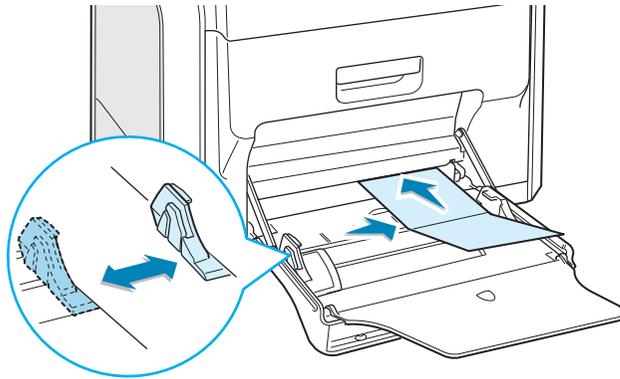
- Print index cards (3.5 in. x 5.5 in.), postcards, and custom size paper with the Phaser 6100 printer. The minimum size is 90mm by 140mm (3.5in. by 5.5in.) and the maximum size is 216mm by 356mm (8.5in. by 14in.).
- Always insert the short edge into the Multi-purpose Tray first. If you want to print in landscape mode, make this selection using your software. Do not insert paper with the long edge entering the printer first as it may cause the paper to jam.
- Do not load more than 10 cards into the Multi-purpose Tray at a time.
- Do not print on paper smaller than 90mm (3.5in.) wide or 140mm (5.5in.) long.
- Set margins at least 4.3mm away from the edges of the paper in the software application.

To print on card stock:

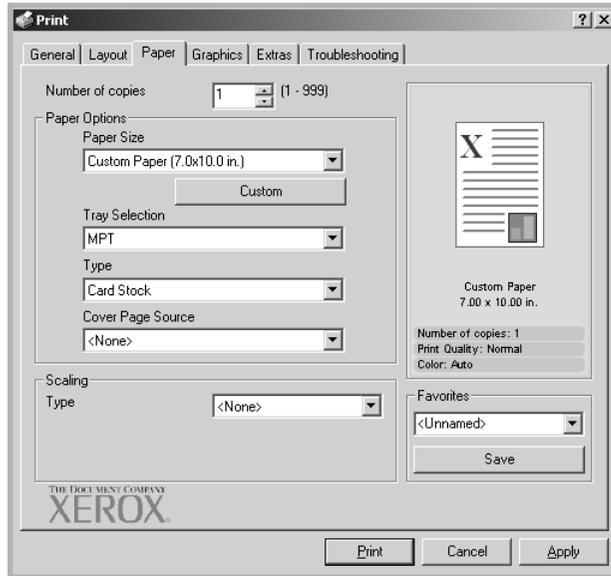
- 1 Open the Multi-purpose Tray and unfold the paper support.



- 2 Load paper only in the Multi-purpose Tray **with the print side down** and the **short edge first**. Slide the guide until it lightly touches the stack without bending it.



- 3 When you print, configure the tray selection to **MPT**, the paper type and paper size in the software application. For details, see page 3.7.



2

If the paper size of your paper is not listed in the **Paper Size** box in the **Paper** tab, click the **Custom** button and set the paper size manually. See page 3.7.

MEMO



3

PRINTING TASKS

This chapter explains the printing options and common printing tasks.

This chapter includes:

- **Printer Driver Features**
- **Printing a Document**
- **Printer Settings**

Printer Driver Features

The Phaser 6100 printer drivers will support the following standard features:

- Paper tray selection
- Paper size, orientation and media type
- number of copies

Table below lists a general overview of features supported by your printer drivers.

Feature				
	Win98/Me	Win2000/XP/ Server 2003	NT4.0	Macintosh
Color mode	Y	Y	Y	Y
Print quality option	Y	Y	Y	N
Poster printing	Y	Y	Y	N
Double-sided printing	Y	Y	Y	N
Booklet printing	Y	Y	Y	N
Multiple pages per sheet (N-up)	Y	Y	Y	Y
Fit to page printing	Y	Y	Y	N
Scale printing	Y	Y	Y	Y
Different source for first page	Y	Y	Y	N
Watermark	Y	Y	Y	Y
Overlay	Y	Y	Y	N



NOTES:

- Some of feature are not supported on Mac OS 10.x such as Tray selection, Paper Type, Grayscale and Black&White.
 - The Watermark feature is not supported on Mac OS 9.1 or higher.
-

Printing a Document

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 Guide of your software application for the exact printing procedure.

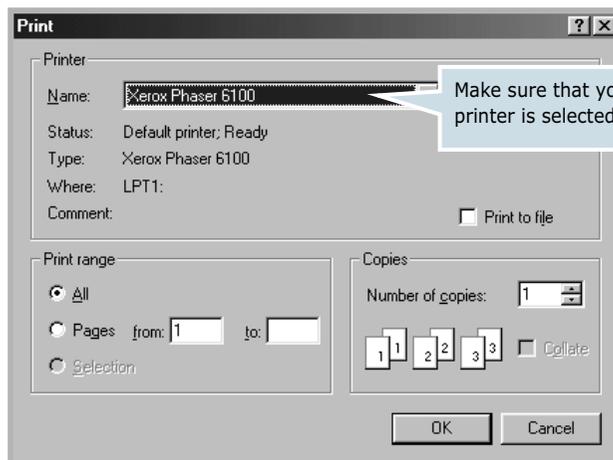


NOTE: For information about printing from a Macintosh computer or a Linux system, see Appendix A and Appendix B.

3

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

You can select the basic print settings within the Print window. These settings include the number of copies and the print range.



▲ Windows 98

- 3 To take advantage of the printer features provided by your printer, click **Properties** in the application's print window. For details, see "Printer Settings" on page 3.5

If you see a **Setup**, **Printer** or **Options** button in your Print window, click it instead. Then click **Properties** on the next screen.

- 4 Click **OK** to close the Properties window.
- 5 To start the print job, click **OK** in the Print window.

Canceling a Print Job

Select one of the following options to cancel a print job:

Control Panel

Press the **Cancel** button () to stop a job that is printing. The printer prints pages that are currently in the printer then deletes the remainder of the print job.

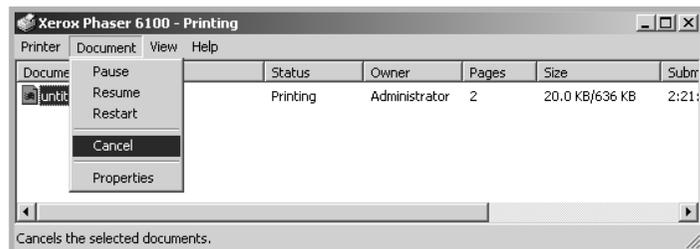


NOTE: To cancel more than one print job if several jobs have been sent to the printer, press the **Cancel** button once when each job begins printing to cancel it.

Printers Folder

To delete a pending print job:

- 1 From the Windows **Start** menu, select **Settings**.
- 2 Select **Printers** to open the Printers window, and double-click the **Xerox Phaser 6100** printer icon.
- 3 From the **Document** menu, select **Cancel Printing** (Windows 98/Me) or **Cancel** (Windows NT 4.0/2000/XP/Server 2003).



▲ Windows 2000

Printer Settings

You can use the Xerox Phaser 6100 printer Properties window, which allows you to access all of the information you need when using your printer. When the printer properties are displayed, you can review and change whatever settings are needed for your print job.

Your printer's Properties window consists of 5 tabs: **Layout**, **Paper**, **Graphics**, **Extras** and **Troubleshooting**.

If you access the printer properties through the **Printers** folder, you can view more Windows-based tabs; refer to your Windows User Guide.

The printer's Properties window may differ, depending on your operating system. This User Guide shows the Properties window on Windows 2000.

3



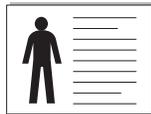
Notes:

- Most Windows applications will override the settings you specify in the printer driver. Change all of the 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. Follow this procedure:
 1. Click the Windows **Start** menu.
 2. For Windows 98/Me/NT 4.0/2000, select **Settings** and then **Printers**.
For Windows XP/Server 2003, select **Printers and Faxes**.
 3. Select the **Xerox Phaser 6100** printer.
 4. Click the right mouse button on the printer icon and:
 - In Windows 98/Me, select **Properties**.
 - In Windows 2000/XP/Server 2003, select **Printing Preferences**.
 - In Windows NT 4.0, select **Document Default**.
 5. Change the settings on each tab, and click **OK**.
-

Layout tab

The **Layout** tab provides options for you to adjust how the document appears on the printed page. The **Layout Options** includes **Multiple Pages per Side**, **Booklet Printing**, and **Poster**. You can also use **Print on Both Sides** in this tab. See page 3.3 for more information on accessing your software application.

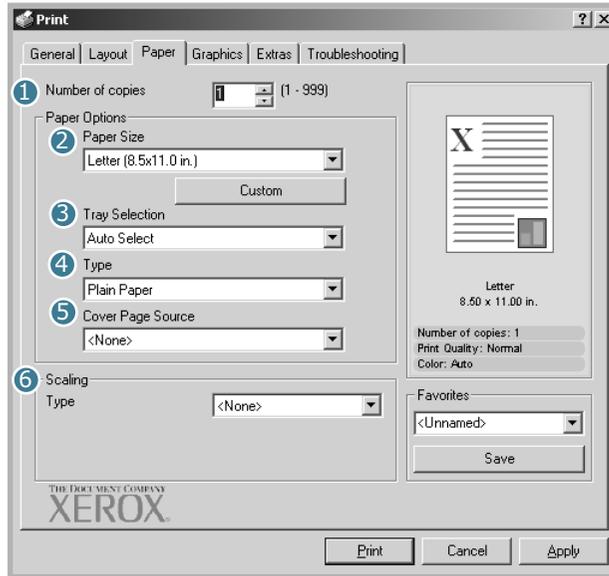


Property	Description
<p>1 Orientation</p>	<p>Orientation allows you to select the direction in which information is printed on a page.</p> <ul style="list-style-type: none"> • Portrait prints across the width of the page, letter style. • Landscape prints across the length of the page, spreadsheet style. <p>If you want to turn the page upside down, select Rotate 180 degrees.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>▲ portrait</p> </div> <div style="text-align: center;">  <p>▲ Landscape</p> </div> </div>
<p>2 Layout Options</p>	<p>Layout Options allows you to select advanced printing options. For details , see Chapter 4, "Advanced Printing."</p>
<p>3 Print on Both Sides</p>	<p>Print on Both Sides allows you to automatically print two-sided documents. If you use the printer driver's default setting, select Printer Selection. For details, see page 4.3.</p>

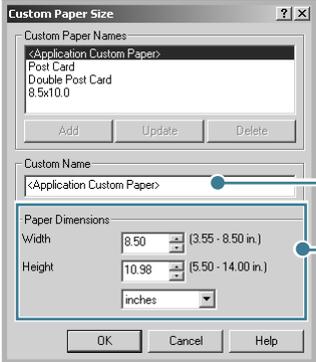
Paper tab

You can use the following options for basic paper handling. See page 3.3 for more information about accessing your software application.

Click the **Paper** tab to display the Paper properties.



3

Property	Description
<p>1 Number of Copies</p>	<p>Number of Copies allows you to choose the number of copies to be printed. You can enter up to 999.</p>
<p>2 Paper Size</p>	<p>Paper Size allows you to choose the size of the paper loaded in the tray.</p> <p>If the required size is not listed in the Paper Size box, click Custom. When the Custom Paper Size window appears, set the paper size and click OK. The setting appears on the list so that you can select it.</p>  <p>Enter the custom name you want to use.</p> <p>Enter the paper size.</p>

Property	Description
<p>3 Tray Selection</p>	<p>Make sure that Tray Selection is set to the corresponding paper tray.</p> <p>Use the Manual source when printing to specialty media. You have to load one sheet at a time into the Multi-purpose Tray. See page 2.9.</p> <p>If the tray selection is set to Auto Select, the printer automatically picks up paper in the following order: Multi-purpose Tray, Tray1, Optional Tray2.</p>
<p>4 Type</p>	<p>Make sure that Type is set to Plain Paper. If you load a different type of paper, select the corresponding paper type. For more information on paper, refer to Chapter 2, "Using Paper or Specialty Media."</p> <p>If you use cotton paper, which weighs from 16lb to 24lb (60~90g/m²), such as Gilbert 25% and Gilbert 100%, set the paper type to Cotton for the best printing.</p> <p>To use recycled paper, which weighs from 20lb to 24lb (75~90g/m²), or colored paper, select Colored.</p>
<p>5 Cover Page Source</p>	<p>This property allows you to print the first page using a different paper type from the rest of the document. You can select the tray selection for the first page.</p> <p>For example, load thick stock for the first page into the Multi-purpose Tray, and plain paper into Tray1. Then, select Tray1 in the Tray Selection option and MPT in the Cover Page Source option.</p>
<p>6 Scaling</p>	<p>Scaling allows you to automatically or manually scale your printer job on a page.</p> <p>You can choose from None, Scale Printing, Fit to Page. For details, see page 4.4 and page 4.5.</p>

Graphics tab

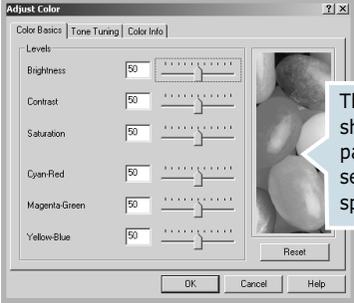
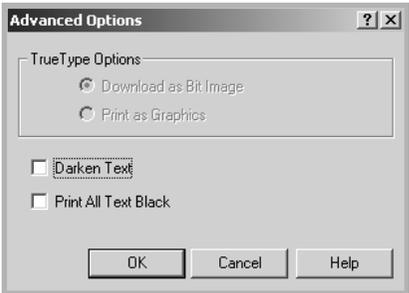
Use the following graphic options to adjust the print quality for your specific printing needs. See page 3.3 for more information about accessing your software application.

Click the **Graphics** tab to display the Graphics properties.



3

Property	Description
1 Print Quality	You can select the printing resolution by choosing from 1200 dpi (Enhanced) , 600 dpi (Standard) . The higher the setting, the sharper the printed characters and graphics. The higher settings may increase the time it takes to print a document.
2 Color Mode	You can set the color options. Setting to Color typically produces the best possible print quality for color documents. If you want to print a color document in grayscale, select Black & White .

Property	Description
<p>2 Color Mode (Continued)</p>	<p>If you click Adjust Color, you can change the appearance of the document's images.</p>  <ul style="list-style-type: none"> • Color Basics: You can adjust the appearance of the images by changing the settings in the Levels option. • Tone Tuning: You can adjust the tonal range of images by changing the Tone Curve option. • Color Info: This tab contains information about the driver's color conversion system.
<p>3 Advanced Options</p>	<p>You can make advanced settings by clicking the Advanced Options button.</p>  <ul style="list-style-type: none"> • Darken Text: When this option is selected, all text in your document prints darker than normal. • Print All Text Black: When this option is selected, all text in your document prints solid in black, regardless of the color it appears on the screen. When it is not checked, colored text prints in shades of gray.

Extras tab

See page 3.3 for more information about accessing your software application. Click the **Extras** tab to access the following features:



3

Option	Description
<p>1 Watermark</p>	<p>You can create a background image of text to print on each page of your document. See “Using Watermarks” on page 4.10.</p>
<p>2 Overlay</p>	<p>Overlays are often used to take the place of preprinted forms and letterhead paper. See “Using Overlays” on page 4.13.</p>
<p>3 Output Options</p>	<p>Page Order: You can set the sequence for the pages to print. Select the print order from the drop-down list.</p> <ul style="list-style-type: none"> • Front to Back: Your printer prints all pages from the first page to the last page. • Back to Front: Your printer prints all pages from the last page to the first page. • Print Odd Pages: Your printer prints only the odd pages of the document. • Print Even Pages: Your printer prints only the even pages of the document. <p>Reprint When Jammed: When this option is checked, the printer keeps the image for a printed page until the printer signals that the page has successfully exited the printer. When a paper jam occurs, the printer reprints the last page after you clear the jam.</p>

Troubleshooting

The **Troubleshooting** tab offers help and information about using your printer. If you have internet access, use the web links to connect to helpful web locations.

Using a Favorite Setting

The **Favorites** option, which is visible on each 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 using the **Help** button in the printer's Properties window. The help screen gives you detailed information about the printer features provided by the printer driver.

You can also click **?** in the upper right hand corner, and then click on any setting.

MEMO



3.14 PRINTING TASKS

4

ADVANCED PRINTING

This chapter explains the printing options and advanced printing tasks.

This chapter includes:

- **Printing on Both Sides of the Paper**
- **Scaling Your Document**
- **Fitting Your Document to a Selected Paper Size**
- **Printing Multiple Pages on One Sheet of Paper**
- **Printing Posters**
- **Printing Booklets**
- **Using Watermarks**
- **Using Overlays**

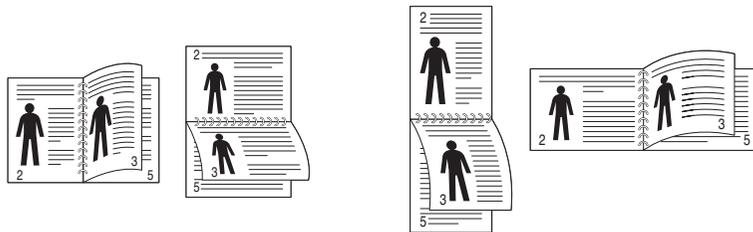
Printing on Both Sides of the Paper



You can print on both sides of the paper automatically. Before printing, decide how you want your documents oriented.

The options are:

- **Flip on Long Edge**, which is the conventional layout used in book binding, or portrait.
- **Flip on Short Edge**, which is the type often used with calendars, or landscape.



▲ Long Edge

▲ Short Edge



CAUTION: Do not print on both sides of labels, transparencies, envelopes, or thick paper. Paper jamming and damage to the printer may result.



NOTE: To use double-sided printing, you can use only the following paper sizes: A4, Letter, Legal and Folio that weigh 20~24lbs (75~90g/m²).

There are two ways to enable or disable double-sided printing:

Using the Control Panel Menu

Select **Duplex** in the **Page Layout** menu. Set the **Duplex Margin** item in the same menu, if necessary. See page 5.7 for more details.

For further details about using the control panel menu, see page 5.5.

From the software application

- 1 When you change the print settings from your software application, access the printer's Properties. See page 3.3.
- 2 From the **Layout** tab, select the paper orientation.
- 3 From the **Print on Both Sides** section, select either Printer Selection, None, Flip on Short Edge, or Flip on Long Edge.



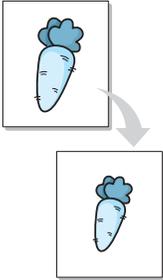
4

- 4 Click the **Paper** tab and select the paper tray, paper size and type.
- 5 Click **OK** and print the document.



NOTE: The settings in the software application override those on the control panel.

Scaling Your Document



You can scale your print job on a page.

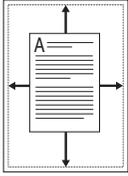
- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Paper** tab, select **Scale Printing** from the **Type** drop-down list.
- 3 Enter the scaling rate in the **Percentage** input box.

You can also click the ▲ or ▼ button.



- 4 Select the paper tray, paper size and type in **Paper Options**.
- 5 Click **OK** and print the document.

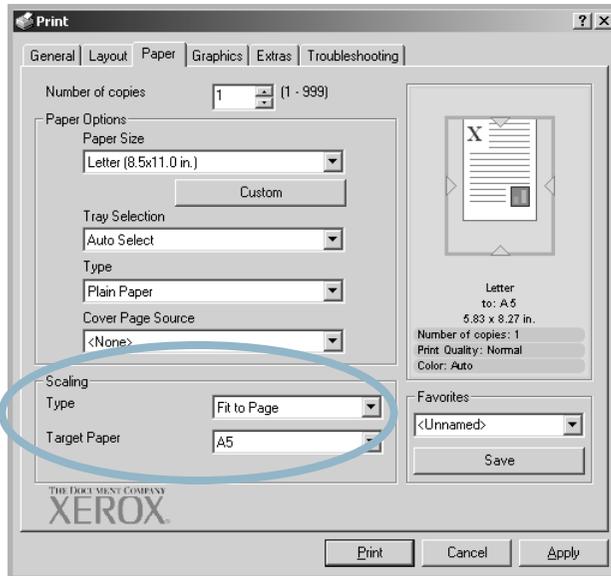
Fitting Your Document to a Selected Paper Size



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

- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Paper** tab, select **Fit to Page** from the **Type** drop-down list.
- 3 Select the correct size from the **Target Paper** drop-down list.

4



- 4 Select the paper tray, paper size and type in **Paper Options**.
- 5 Click **OK** and print the document.

Printing Multiple Pages on One Sheet of Paper



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 are smaller and arranged in the order you specify on the sheet. You can print up to 16 pages on one sheet.

- 1 To change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Layout** tab, choose **Multiple Pages per Side** from the **Type** drop-down list.
- 3 Select the number of pages you want to print per sheet (1, 2, 4, 9 or 16) from the **Pages per sheet** drop-down list.



- 4 Select the page order from the **Page Order** drop-down list, if necessary.



Right, Then Down



Down, Then Right



Left, Then Down



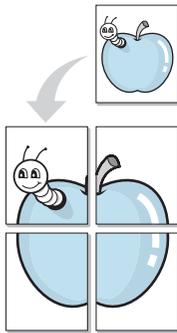
Down, Then Left

The **Page Order** drop down list is enabled only if the number of pages per side is 4, 9 or 16.

Check **Print Page Border** to print a border around each page on the sheet. **Print Page Border** is enabled only if the number of pages per side is 2, 4, 9, or 16.

- 5 Click the **Paper** tab and select the paper tray, paper size and type.
- 6 Click **OK** and print the document.

Printing Posters



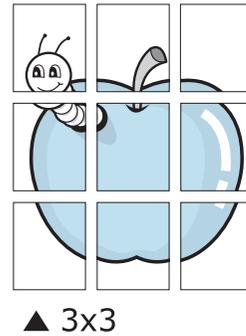
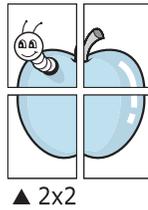
This feature allows you to print a single-page document onto 4, 9 or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-sized document.

- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Layout** tab, select **Poster** from the **Type** drop-down list.

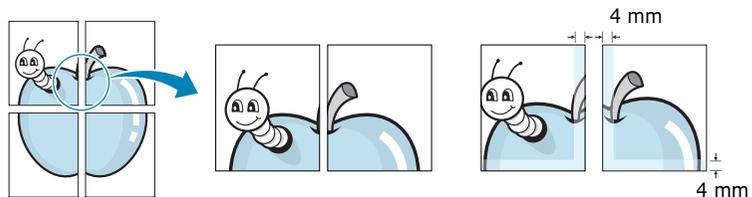


3 Configure the poster option:

You can select the page layout from 2x2, 3x3 or 4x4. If you select 2x2, the image is automatically stretched to cover 4 physical pages.



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

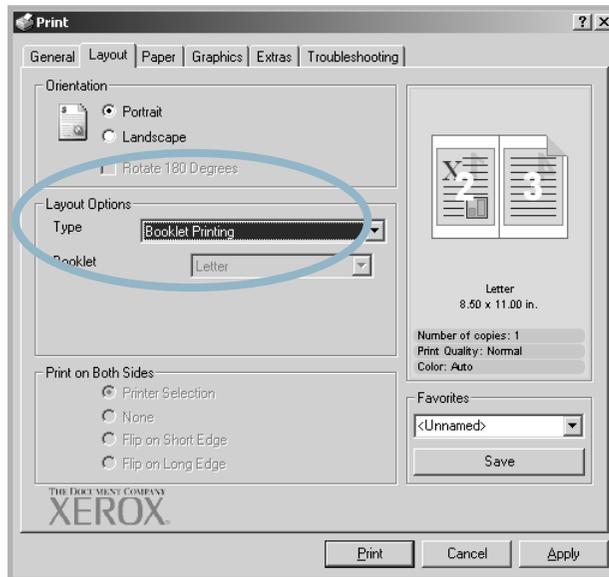


- 4 Click the **Paper** tab and select the paper tray, paper size and type.
- 5 Click **OK** and print the document. You can complete the poster by pasting the sheets together.

Printing Booklets

The Booklet printing 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 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Layout** tab, choose **Booklet Printing** from the **Type** drop-down list.

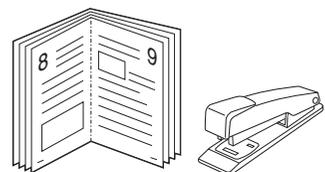


4



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

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



Using Watermarks

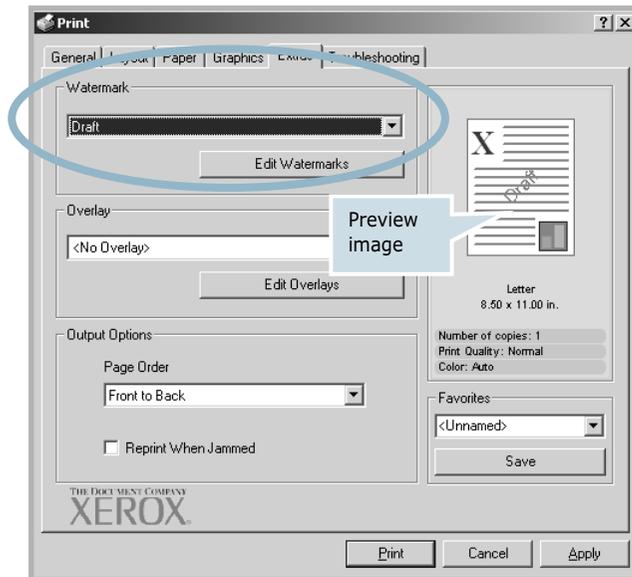


A watermark is additional text that can be printed across one or more pages. For example, terms like Draft, Confidential, Date, or Version can be inserted using the watermark feature.

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

Using an Existing Watermark

- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 Click the **Extras** tab, and select a watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.



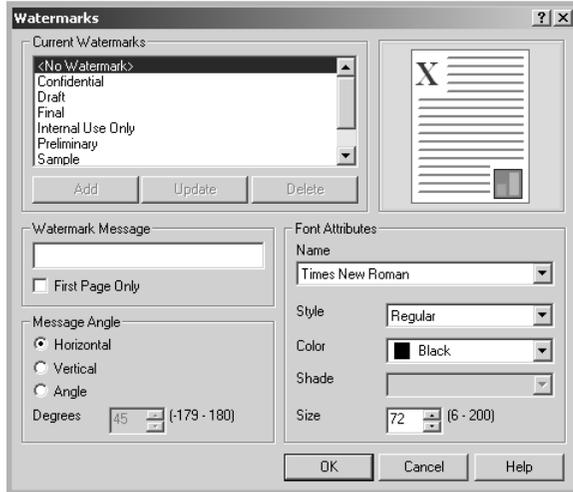
- 3 Click **OK** and start printing.



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

Creating a Watermark

- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 Click the **Extras** tab, and click the **Edit Watermarks** button in the **Watermark** section. The Watermarks window appears.



- 3 Enter a text message in the **Watermark Message** box. You can enter up to 40 characters and it displays in the preview window.

When the **First Page Only** box is checked, the watermark prints on the first page only.

- 4 Select the watermark options.

You can select the font name, style, color, grayscale level and size 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 finish editing, click **OK** and start printing.

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

Editing a Watermark

- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 Click the **Extras** tab, and click the **Edit Watermarks** button in the **Watermark** section. The Watermarks window appears.
- 3 Select the watermark you want to edit from the **Current Watermarks** list to change the watermark message and the options. Refer to page 4.11.
- 4 Click **Update** to save the changes.
- 5 Click **OK**.

Deleting a Watermark

- 1 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 2 From the **Extras** tab, click the **Edit Watermarks** button in the **Watermark** section. The Watermarks window appears.
- 3 Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**.
- 4 Click **OK**.

Using Overlays

What is an Overlay?



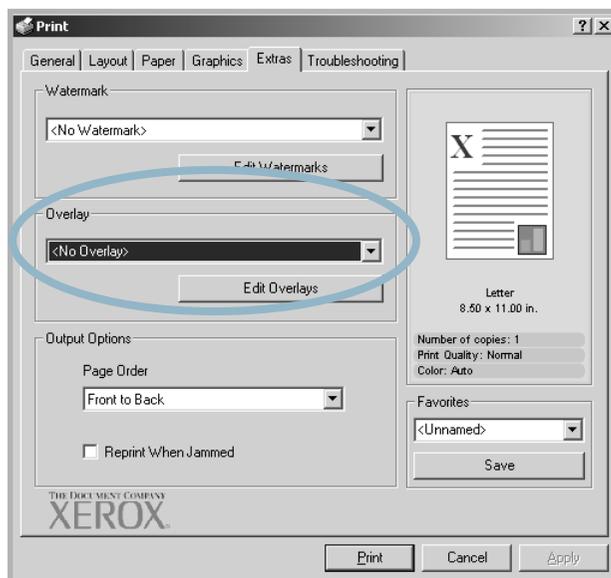
An overlay is text and/or images stored on the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you need only tell the printer to print the letterhead overlay on your document.

Creating a New Page Overlay

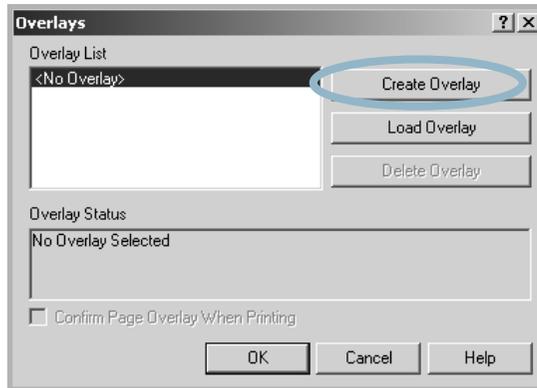


To use a page overlay, you must create a new page overlay containing your logo or image.

- 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. If needed, save the file for later use.
- 2 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 3 Click the **Extras** tab, and click the **Edit Overlays** button in the **Overlay** section.



- 4 In the Overlays 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 out. Instead it is stored on your computer hard disk drive.



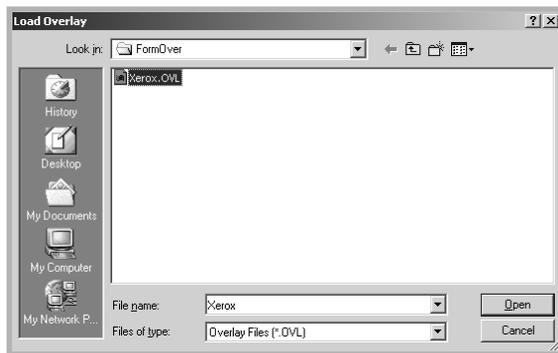
NOTE: The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

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:

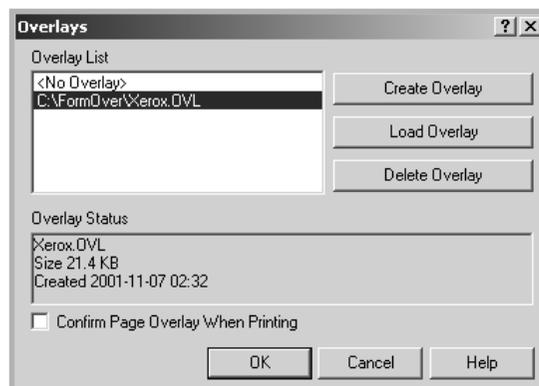
- 1 Create or open the document you want to print.
- 2 When you change the print settings from your software application, access the printer Properties. See page 3.3.
- 3 Click the **Extras** tab.
- 4 Select an overlay from the **Overlay** drop-down list box.
- 5 If the overlay file you want does not appear on the **Overlay** list, click the **Edit Overlays** button and **Load Overlay**, and select the overlay file.

4



If you have stored the overlay file you want to use in an external source, you can also load the file when you access this 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 empty and an overlay has been selected, the overlay automatically prints with your document.

- 7 Click **OK** or **Yes** until the printing starts.

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 are printing 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 **Edit Overlays** button in the **Overlay** section.
- 3 Select the overlay you want to delete from the **Overlay List** box.
- 4 Click **Delete Overlay**.
- 5 Click **OK** until you exit the Print window.



5

USING THE CONTROL PANEL

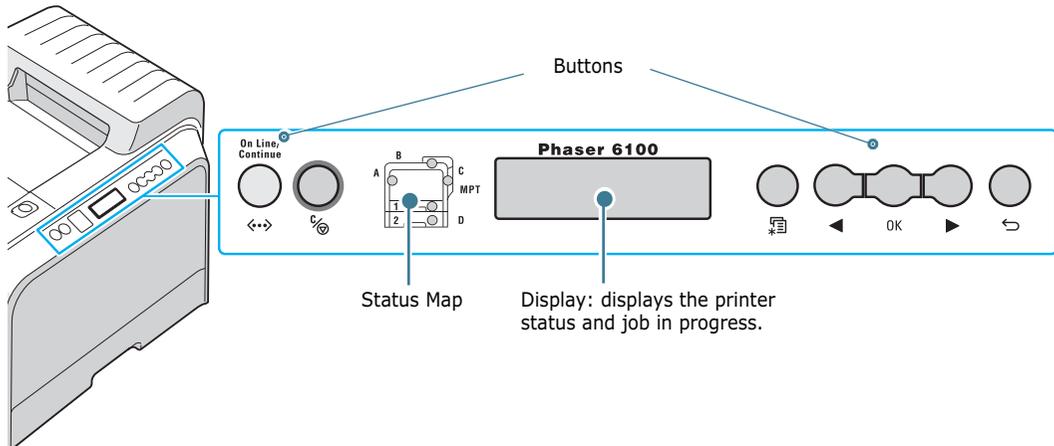
This chapter describes how to use the printer's control panel.

This chapter includes:

- **Understanding the Control Panel**
- **Using Control Panel Menus**

Understanding the Control Panel

The control panel on the top right side of your printer has a display and seven buttons.

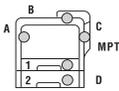


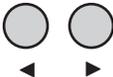
Display

Message	Description
Ready	<ul style="list-style-type: none"> The printer is on-line and ready to print. If you press On Line/Continue, the printer switches to off-line.
Offline	<ul style="list-style-type: none"> The printer is off-line and cannot print. If you press On Line/Continue, the printer switches to on-line.
Processing...	<ul style="list-style-type: none"> The printer is printing. If you want to cancel printing, press OK (OK).
Power Saver	<ul style="list-style-type: none"> The printer is in Power Saver mode, using less power. When a print job is received from the computer or if any button is pressed, the printer switches to on-line. To deactivate the Power Saver mode or change the power-saving time, see page 5.9.

See "Understanding Display Messages" on page 7.25 for a complete listing of all the printer messages.

Buttons

Button	Description	
 <p>(status map)</p>	<p>When an error occurs, a lamp turns on at the corresponding location on the Status map. An error message appears on the display so that you can locate the error. For details on the meaning of the error messages, see page 7.25.</p>	
	<ul style="list-style-type: none"> • Press to switch between on-line and off-line. • In menu mode, press to return to ready mode. <p>The color of the On Line/Continue button indicates the status of the printer.</p>	
	Green	<p>On</p> <p>The printer is on-line and can receive data from the computer.</p>
	Blinking	<ul style="list-style-type: none"> • When the backlight blinks slowly, the printer is receiving data from the computer. • When the backlight blinks quickly, the printer is receiving and printing data.
	Orange	<p>On</p> <p>The printer stops printing due to a major error. Check the display message. See page 7.25 for details on the meaning of the error message.</p>
	Blinking	<p>A minor error has occurred and the printer is waiting for the error to be cleared.</p>
Off	<ul style="list-style-type: none"> • The printer is off-line and cannot print. • The printer is in Power Save mode. When data is received, it switches to on-line. 	
	<ul style="list-style-type: none"> • Press to enter menu mode. • In menu mode, press to scroll through the menus. 	
	<p>In menu mode, press to select the displayed submenu item or confirm the changed setting. The selected item is marked with an *.</p>	

Button	Description
	<p>In menu mode, press to scroll through submenu items or setting options. Pressing ► moves you to the next option and pressing ◀ sends you back to the previous option.</p>
	<ul style="list-style-type: none"> • Press to cancel the current print job. • In menu mode, press to return to ready mode.
	<p>In menu mode, press to go back to the upper menu level.</p>

Using Control Panel Menus

A number of menus are available to make it easy for you to change the printer settings. The diagram on page 5.6 shows the menus and all of the items available in each menu. The items in each menu and the options you can select are described in more detail in the tables beginning on page 5.6.

Accessing Control Panel Menus

You can configure your printer from the printer's control panel. You can also use the control panel menus while the printer is in use.

- 1 In ready mode press the **Menu** button () until you see the menu you want on the bottom line of the display.
- 2 Press the **OK** button () to access the menu.
- 3 Press the scroll button ( or ) until the menu item you want displays on the bottom line.
- 4 Press the **OK** button () to confirm the selected item.
- 5 If the menu item has submenus, repeat steps 3 and 4.
- 6 Press the scroll button ( or ) until the setting option you want displays on the bottom line or enter the required value.
- 7 Press the **OK** button () to save your input or selection.

An asterisk (*) appears next to the selection on the display, indicating that it is now the default.

- 8 To exit the menu, press the **Back** button () repeatedly, or the **Cancel** button ().

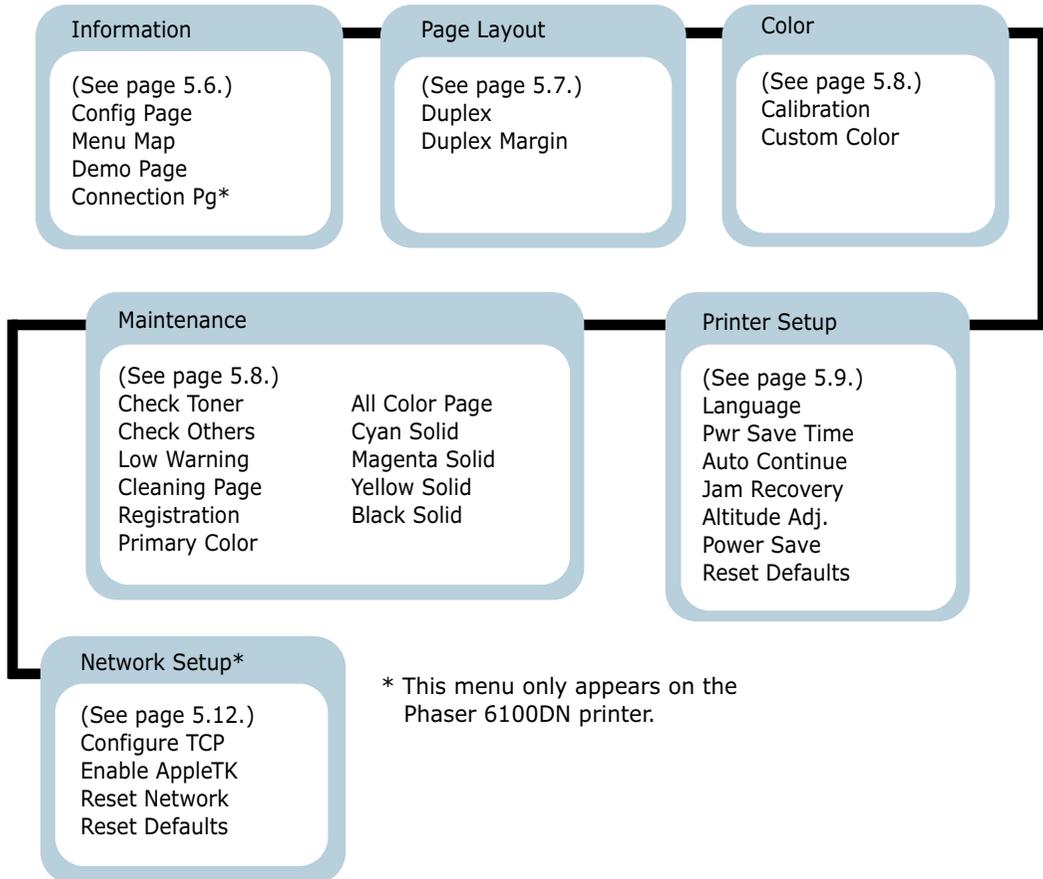
After 60 seconds of inactivity (no key has been pressed), the printer automatically returns to ready mode.



NOTE: Print settings made from the printer driver override the settings on the control panel.

Overview of Control Panel Menus

The control panel menus are used to configure the printer. The control panel provides access to the following menus:



Information Menu

This menu contains information pages that you can print to give details about the printer and its configuration.

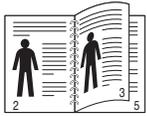
Item	Explanation
Config Page	The configuration page shows the printer's current configuration. See page 6.2.
Menu Map	The menu map shows the layout and current settings of the control panel menu items.

Item	Explanation
Demo Page	The demo page allows you to check to see if your printer is printing properly.
Connection Pg	The Connection Page prints displaying the current network settings when using a Phaser 6100DN printer.

Page Layout Menu

Use the **Page Layout** menu to define all settings relating to output.

(*: the default setting)

Item	Explanation
Duplex	<p>Options: Off*, Long Edge, Short Edge</p> <p>To print on both sides of paper, choose the edge as follows.</p> <ul style="list-style-type: none"> • Long Edge: Flips on the long edge. Prints pages to read like a book. • Short Edge: Flips on the short edge. Prints pages to read by flipping over like a note pad. <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Long Edge in the Portrait orientation</p> </div> <div style="text-align: center;">  <p>Long Edge in the Landscape orientation</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>Short Edge in the Portrait orientation</p> </div> <div style="text-align: center;">  <p>Short Edge in the Landscape orientation</p> </div> </div> <p>Select Off to print on one side of the paper.</p>

Item	Explanation
Duplex Margin	<p>In this menu, you can set the margins for double-sided printing. You can increase or decrease the value in 0.1mm increments.</p> <ul style="list-style-type: none"> • Top Margin: Set the top margin, from 0.0mm to 9.9mm. • Left Margin: Set the left margin, from 0.0mm to 9.9mm. • Short Binding: Set the bottom margin of the back of the page for short binding, from 0.0mm to 10mm. Binding position: In the portrait orientation, appears in the upper line of the page. In the landscape orientation, appears on the right side of the page. • Long Binding: Set the right margin of the back of the page for long binding, from 0.0mm to 22mm. Binding position: In the portrait orientation, appears on the left side of the page. In the landscape orientation, appears in the upper line of the page.

Color Menu

This menu allows you to adjust the color setting.

Item	Explanation
Calibration	<p>Options: Off, Auto*, Run Now</p> <p>This menu item allows you to calibrate the printer for the best possible color printer quality.</p> <ul style="list-style-type: none"> • Off: The printer is calibrated by the default setting. • Auto: It automatically calibrates the printer to produce the best possible print quality for color documents. • Run Now: It manually calibrates the printer.

Item	Explanation
Custom Color	<p>This item allows you to adjust a specific color contrast individually.</p> <ul style="list-style-type: none"> • CMYK: It allows you to adjust the contrast of the toner in each toner cartridge. <p>Default: It optimizes the colors automatically.</p> <p>Manual Adjust: It allows you to manually adjust the selected color contrast for each cartridge.</p> <p>Note: You should use the Default setting for a best color quality.</p>

Printer Setup Menu

Use the **Printer Setup** menu to configure a variety of printer features.

(*: the default setting)

Item	Explanation
Language	<p>Options: English*, German, French, Italian, Spanish, Russian</p> <p>The Language setting determines the language of the text that appears on the control panel display and information printing.</p>
Pwr Save Time	<p>Options: 30 Minutes, 45 Minutes, 60 Minutes, 120 Minutes*</p> <p>Set how long the printer waits before going to power save (when Power Save is enabled).</p>

Item	Explanation
Auto Continue	<p data-bbox="691 200 1195 253">Options: Off, On*</p> <p data-bbox="662 278 1163 369">This item determines whether or not the printer continues printing when it detects paper mismatched to your paper setting.</p> <ul data-bbox="662 382 1204 633" style="list-style-type: none"> <li data-bbox="662 382 1204 508">• Off: If a paper mismatch occurs, the message remains on the display and the printer remains off-line until you insert the correct paper. <li data-bbox="662 513 1204 633">• On: If the paper is mismatched, an error message displays. The printer goes off-line for 30 seconds then automatically clears the message and continues printing.
Jam Recovery	<p data-bbox="691 683 1195 736">Options: Off*, On</p> <p data-bbox="662 761 1116 813">This item determines how the printer behaves when a paper jam occurs.</p> <ul data-bbox="662 826 1177 991" style="list-style-type: none"> <li data-bbox="662 826 1177 917">• Off: The printer does not reprint pages. Printing performance might be increased with this setting. <li data-bbox="662 923 1177 991">• On: The printer automatically reprints pages after you clear the paper jam.
Altitude Adj.	<p data-bbox="691 1041 1195 1093">Options: Low*, High</p> <p data-bbox="662 1118 1195 1170">You can optimize the print quality according to your altitude.</p>
Power Save	<p data-bbox="691 1224 1195 1277">Options: On*, Off</p> <p data-bbox="662 1302 1195 1418">When the printer does not receive data for an extended period of time, power consumption is automatically lowered when Power Save is enabled.</p>
Reset Defaults	<p data-bbox="662 1449 1185 1501">This menu allows you to reset the printer's factory default settings.</p>

Maintenance Menu

Use the **Maintenance** menu to maintain the toner cartridges and other consumables.

Item	Explanation
Check Toner	Allows you to check how much toner is left in the each toner cartridge.
Check Others	<ul style="list-style-type: none"> • Imaging Unit: allows you to check the total number of images printed, since the image counter was last set to zero. See page 6.14. • Transfer Belt: allows you to check the total number of images printed, since the image counter was last set to zero. See page 6.22. • Fuser, Transfer Roll: allows you to check the total number of pages printed and reset the life count after the fuser or transfer roller is replaced. • MPT Roller, Tray 1 Roller, Tray 2 Roller: allows you to check the total number of images fed from each tray.
Low Warning	<p>This item determines how the printer behaves when the consumables are low.</p> <ul style="list-style-type: none"> • Off: The printer does not display the warning message. • On: The printer displays the warning message.
Cleaning Page	Allows you to print a page that cleans the fuser unit inside the printer.
Registration	Allows you print a color registration print page.
Primary Color	Allows you to print a 4x4 color bar test print page.
All Color Page	Allows you to print a primary and secondary test print page.
Cyan Solid	Allows you to print a 100% Cyan fill test page.
Magenta Solid	Allows you to print a 100% Magenta fill test page.
Yellow Solid	Allows you to print a 100% Yellow fill test page.

Item	Explanation
Black Solid	Allows you to print a 100% Black fill test page.

Network Setup Menu

This menu lets you configure the network interface card installed in your printer according to how the network is set up.

(*: the default setting)

Item	Explanation
Configure TCP	<p>Options: Yes*, No</p> <p>Sets whether or not you want to manually configure the network. If you select Yes, you can configure the IP Address settings.</p> <p>If you select Yes, the IP Source menu appears displaying the following options:</p> <ul style="list-style-type: none"> • BOOTP • DHCP • Static <p>See the IP Source table for information on BOOTP, DHCP, and Static options.</p>
Enable AppleTK	<p>Options: Yes, No*</p> <p>This item enables AppleTalk.</p>
Reset Network	<p>This item reboots the network interface card. Select Reset Now to reboot.</p>
Reset Defaults	<p>Options: Yes, No</p> <p>This item performs a simple reset and restores the network configuration parameters to the factory defaults.</p>

IP Source

The **IP Source** menu option provides three methods for setting an IP address:

Item	Explanation
BOOTP	<ul style="list-style-type: none">• BOOTP: The BOOTP server allots the IP address to you automatically.
DHCP	<ul style="list-style-type: none">• DHCP: The DHCP server allots the IP address to you automatically.
Static	<ul style="list-style-type: none">• Static: You can enter IP address, subnetmask, and gateway manually. <p>See the Static table for information on manually entering an IP address.</p>

Static

The **Static** menu option provides three methods for manually entering an IP address:

Item	Explanation
IP Address	<p>This item lets you enter the IP address manually.</p> <ul style="list-style-type: none">• Press the scroll button to set the value of the 1st byte between 1 and 255, and then press the OK button.• Set the value for the 2nd to the 4th byte the same way.
Subnet Mask	<p>This item lets you enter the subnet mask manually.</p> <ul style="list-style-type: none">• Press the scroll button to set the value of the 1st byte between 1 and 255, and then press the Enter button.• Set the value for the 2nd to the 4th byte the same way.
Gateway	<p>This item lets you enter the gateway manually.</p> <ul style="list-style-type: none">• Press the scroll button to set the value of the 1st byte between 1 and 255, and then press the Enter button.• Set the value for the 2nd to the 4th byte the same way.

MEMO



5.14 USING THE CONTROL PANEL

6

MAINTAINING YOUR PRINTER

This chapter provides information for maintaining your printer and suggestions for high-quality and economical printing.

This chapter includes:

- **Printing a Config Page**
- **Replacing the Supplies**
- **Managing the Toner Cartridges**
- **Replacing the Toner Cartridges**
- **Replacing the Waste Cartridge**
- **Replacing the Imaging Unit**
- **Replacing the Transfer Belt**
- **Cleaning the Printer**
- **Replacement Parts**

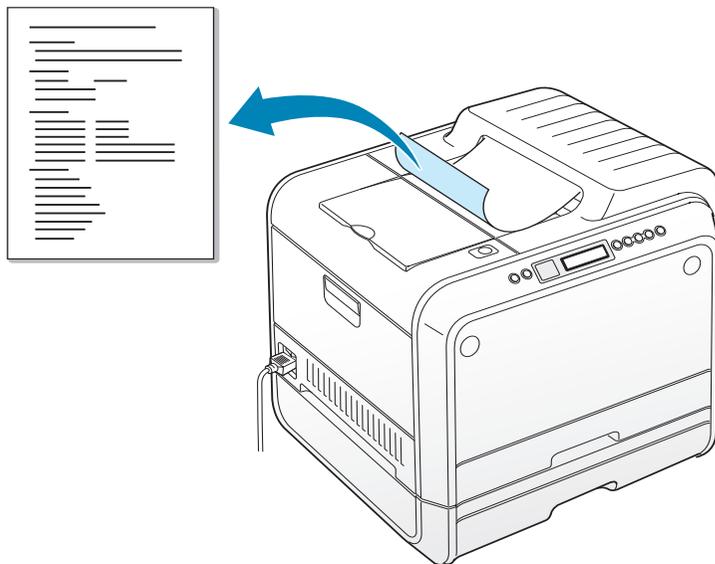
Printing a Config Page

You can print a config page from the printer's control panel. Use the config page to view the current settings, to help troubleshoot problems, or to verify the installation of options.

To print the config page:

- 1** In ready mode press the **Menu** button () on the control panel until you see 'Information' on the bottom line of the display.
- 2** Press the **OK** button () to access the menu.
- 3** Press the **OK** button () when 'Config Page' displays on the bottom line.

The config page prints out.



Replacing the Supplies

From time to time, you need to replace the following items to maintain top performance and to avoid print quality problems. Refer to the table below:

Item(s)	Printer message	Pages Printed	See page
Black toner cartridge	Replace Black Toner	3,000 pages* (standard capacity)	6.8.
		7,000 pages (high capacity)	6.8.
Color toner cartridges	Replace [Color] Toner	2,000 pages* (standard capacity)	6.8.
		5,000 pages (high capacity)	6.8.
Waste cartridge	Waste Box Full/ Not Install	3,000 to 5,000 pages**	6.11.
Imaging Unit	Replace Imaging Unit	50,000 images**	6.14.
Transfer Belt	Replace Transfer Belt	50,000 images**	6.22.
Fuser	Replace Fuser	100,000 monochrome pages 50,000 color pages	
Transfer Roller	Replace Transfer Roller	50,000 pages	

*Average A4-/letter-sized pages counts based on 5% coverage of individual colors on each page. Usage conditions and print patterns may cause results to vary.

**Image counts are based on one color on each page. If you print documents in full colors (Cyan, Magenta, Yellow, Black) then 1 page is equivalent to 4 images and these three items are reduced to 25% of the indicated value.

Managing the Toner Cartridges

Toner Cartridge Storage

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

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

Toner Cartridge Life Expectancy

The life of the toner cartridge depends on the amount of toner that your print jobs require. When printing text at 5% coverage, a high-capacity toner cartridge lasts an average of 7,000 pages for black and 5,000 pages for each color. The standard-capacity toner cartridge supplied with the printer lasts an average of 3,000 pages for black and 2,000 pages for each color.

At any time, you can verify the life expectancy by checking the toner level. See the below.

Checking the Remaining Toner

You can check the level of toner left in each cartridge.

- 1 In ready mode press the **Menu** button () on the control panel until you see 'Maintenance' on the bottom line of the display.
- 2 Press the **OK** button () to access the menu.
- 3 When 'Check Toner' displays on the bottom line, press the **OK** button ().
- 4 Press the scroll button ( or ) until the color of the toner cartridge you want to check displays on the bottom line.

- 5 Press the **OK** button (OK).

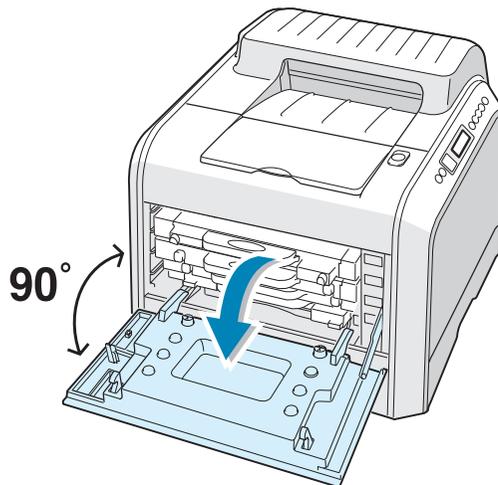
The display shows the percentage of the remaining toner.

Redistributing the Toner

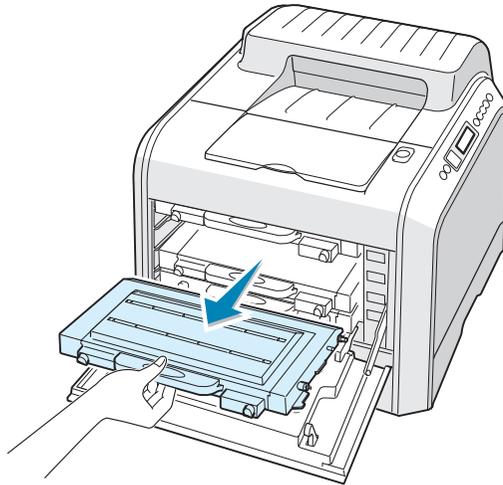
When a toner cartridge is nearly empty, faded or light areas may appear. Equally it is possible that colored images may have incorrect colors due to incorrect mixing of the toner colors when one of the colored toner cartridge is nearly empty. 'Ready [Color] Low Toner' appears on the display. The printer can continue to print using the current toner cartridge until the control panel displays a message telling you to replace the cartridge.

You may be able to temporarily improve the print quality by redistributing the toner. The control panel display tells you which color cartridge is low in toner.

- 1 Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.

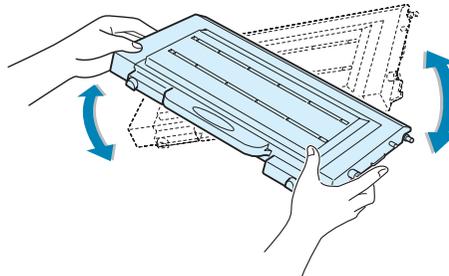


- 2 Pull the handle lightly first, and then holding the used toner cartridge, remove it.



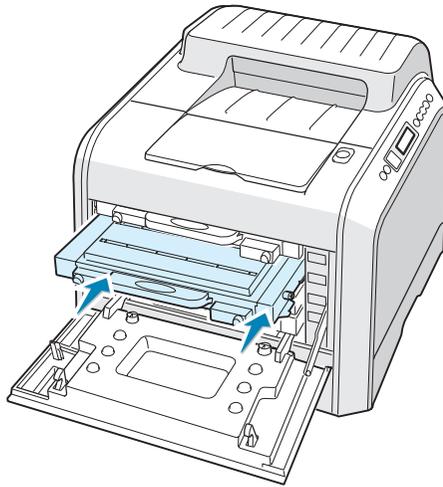
CAUTION: If you open the left cover A for a few minutes, the imaging unit can be exposed to light. This causes damage to the imaging unit.

- 3 Holding both sides of the toner cartridge, gently roll it from side to side to redistribute the toner.

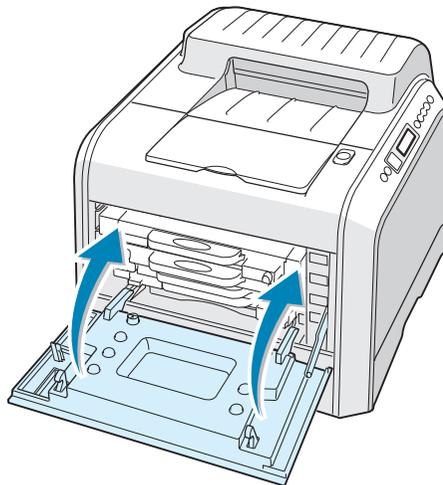


NOTE: If toner gets on your clothing, wipe it off with a dry cloth and wash it in cold water. Hot water sets toner into fabric.

- 4 Slide the toner cartridge back into the printer.



- 5 Close the left cover A. Make sure that the cover is securely latched.



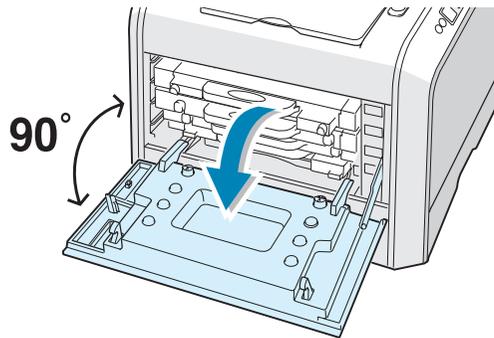
Make sure you have correctly installed the toner cartridge. The left cover will not close properly if toner cartridges are installed incorrectly. Never use force to close the cover.

Replacing the Toner Cartridges

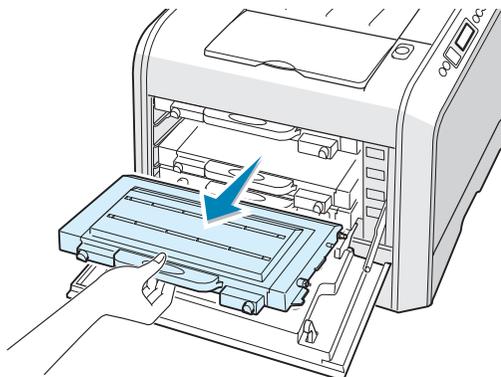
The printer uses four colors and has a different toner cartridge for each one: cyan (C), magenta (M), yellow (Y), and black (K).

Replace a toner cartridge when the printer control panel displays 'Replace [Color] Toner'. The control panel display tells you which color needs to be replaced.

- 1 Turn the printer off, then wait a few minutes for the printer to cool.
- 2 Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.

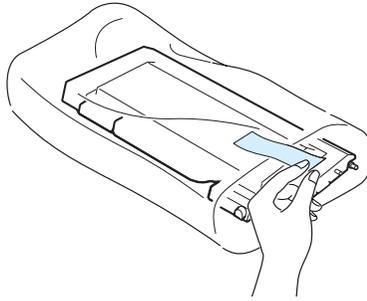


- 3 Pull the handle lightly first, and then holding the used toner cartridge, remove it.



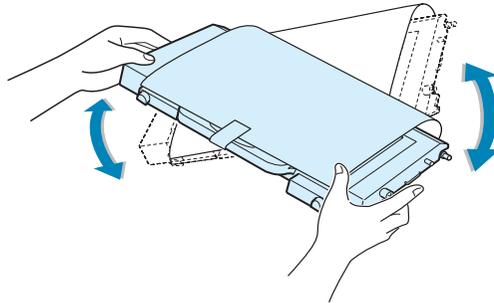
CAUTION: If you open the left cover A for a few minutes, the imaging unit can be exposed to light. This causes damage to the imaging unit. Close the top and left cover A should the setup need to be halted for any reason.

- 4 Take a new toner cartridge out of the package.

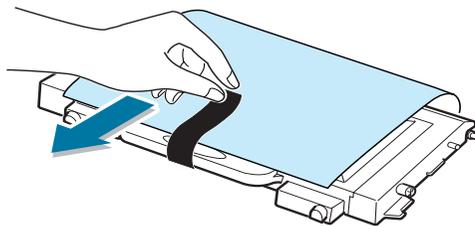


CAUTION: Don't use sharp objects, such as a knife or scissors, to open the toner cartridge package. You could damage the surface of the toner cartridge.

- 5 Holding both sides of the toner cartridge, gently roll it from side to side to distribute the toner.

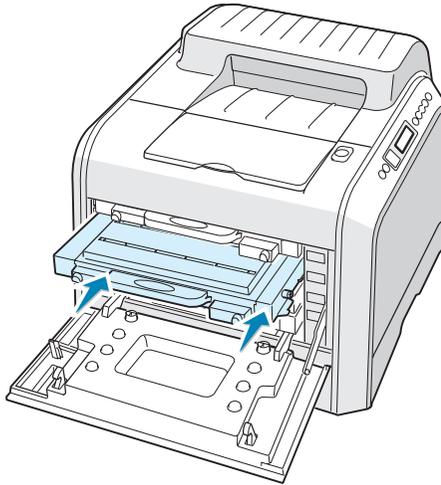


- 6 Place the toner cartridge on a flat surface as shown and remove the paper covering the toner cartridge by removing the tape. Discard the paper and tape.



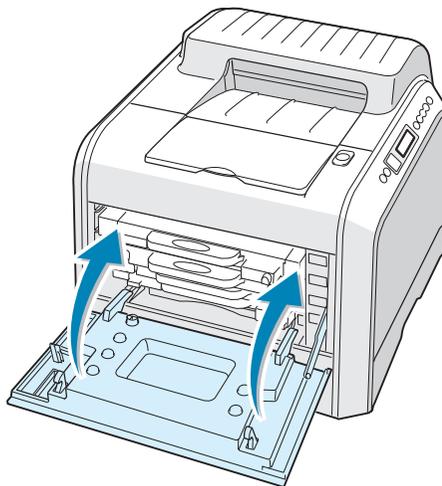
NOTE: If toner gets on your clothing, wipe it off with a dry cloth and wash it in cold water. Hot water sets toner into fabric.

- 7 Make sure that the color of the toner cartridge matches the color slot and then slide the new toner cartridge into the printer. Using both hands, grip the cartridge to insert into the slot. Then hold the handle to slide the cartridge in.



Although you correctly install the toner cartridges, the black and yellow toner cartridges are not inserted completely. When you close the left cover, they insert into place.

- 8 Close the left cover A. Make sure that the cover is securely latched, and then turn the printer on.

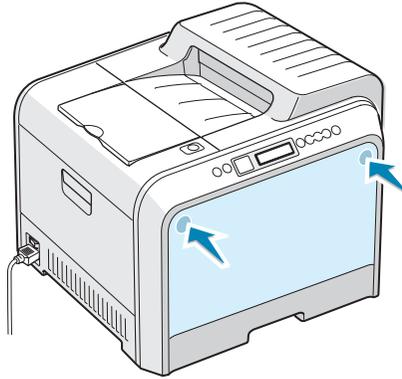


Make sure you have correctly installed the toner cartridge. The left cover will not close properly if toner cartridges are installed incorrectly. Never use force to close the cover.

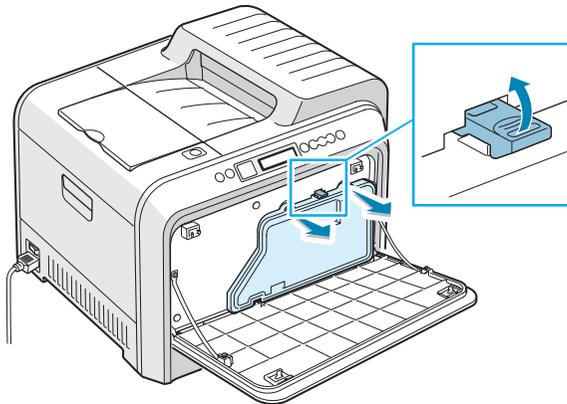
Replacing the Waste Cartridge

Replace the waste cartridge when the control panel displays 'Waste Box Full/Not Install'.

- 1 Unlatch the front cover, by quickly pressing and releasing it using the depressions at the top.

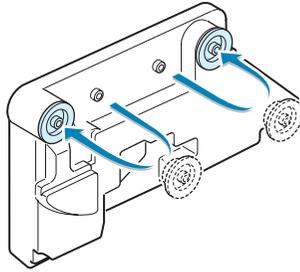


- 2 Push the lock lever up and pull the waste cartridge out.

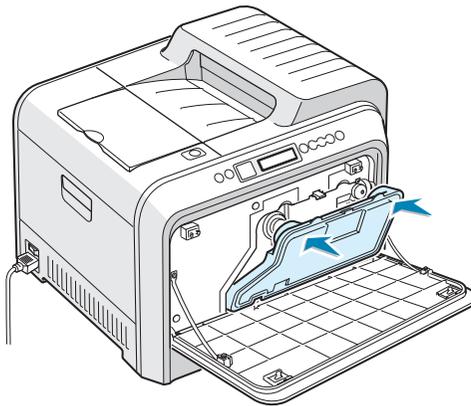


CAUTION: Make sure that you lay the waste cartridge on a flat surface so that the toner does not spill.

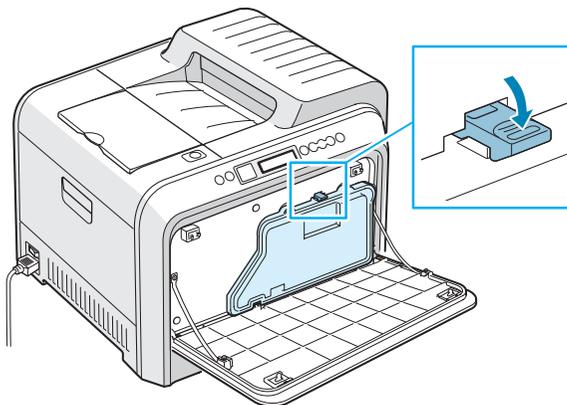
- 3** Remove the container's caps which are attached as shown below and use them to close the waste cartridge.



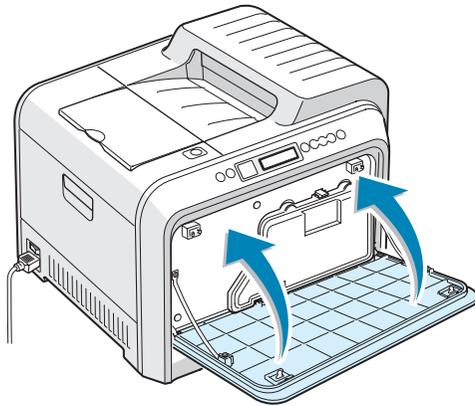
- 4** Take a new waste cartridge out of the package.
- 5** Insert the lower of the new container into place and then push it to make sure that it is seated in place.



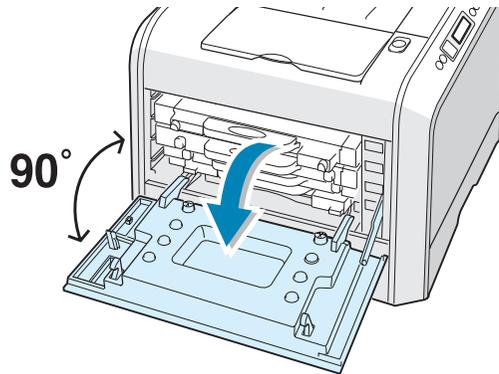
- 6** Make sure that the lock lever latches the container.



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



- 8** Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.

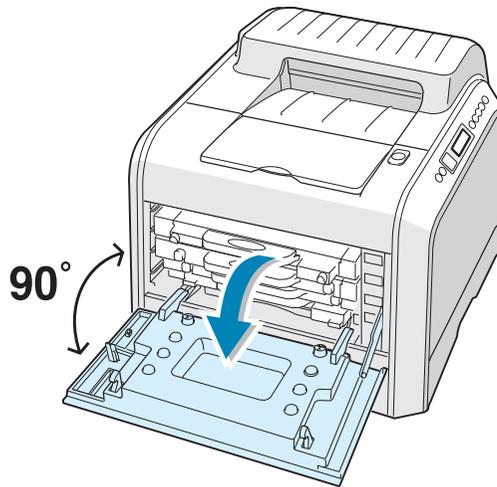


- 9** Close the left cover A firmly.

Replacing the Imaging Unit

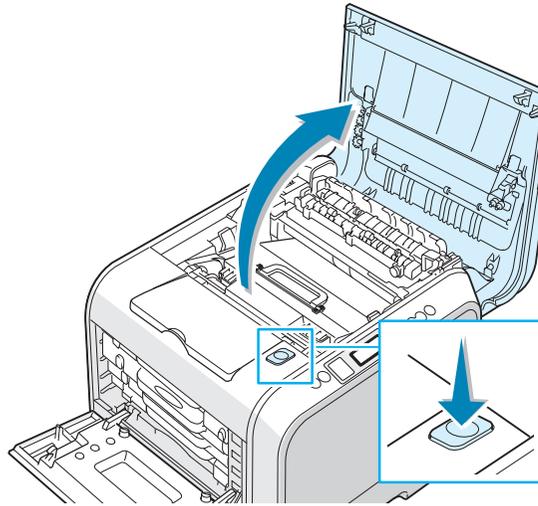
The life of the imaging unit is approximately 50,000 images. Replace the imaging unit when the printer control panel displays 'Replace Imaging Unit'.

- 1 Turn the printer off, then wait a few minutes for the printer to cool.
- 2 Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.

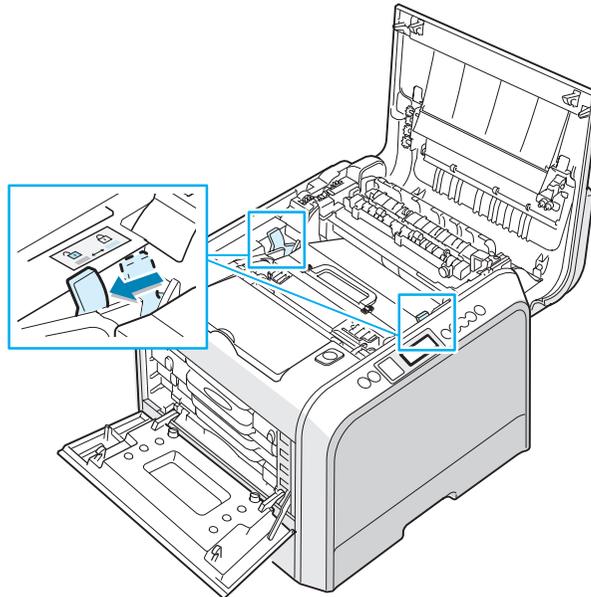


CAUTION: If the left cover A is not completely open, the top cover release button does not press.

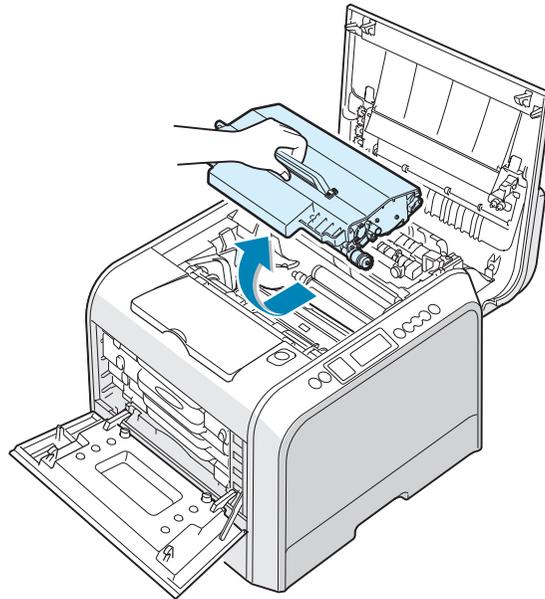
- 3 Press the top cover release button to unlatch the top cover B and open it all the way.



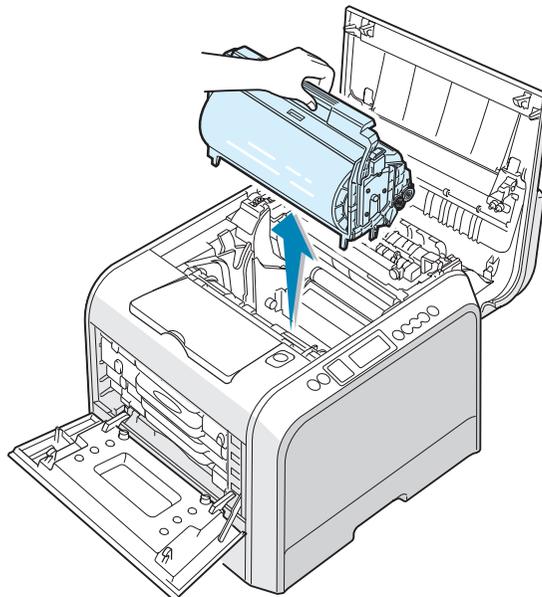
- 4 Pull the lock levers on each side towards you, as shown below, to release the transfer belt.



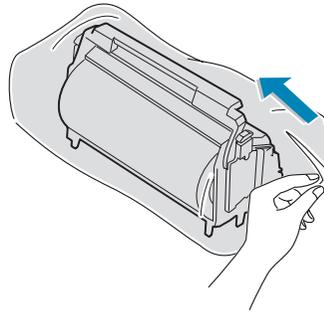
- 5** Using the handle, lift the transfer belt out of the printer by lightly pulling it towards the left of the printer. Set it on a clean flat surface.



- 6** Lift the handle of the used imaging unit and use it to pull the imaging unit out of the printer.



- 7 Take a new imaging unit out of the package using the handle.



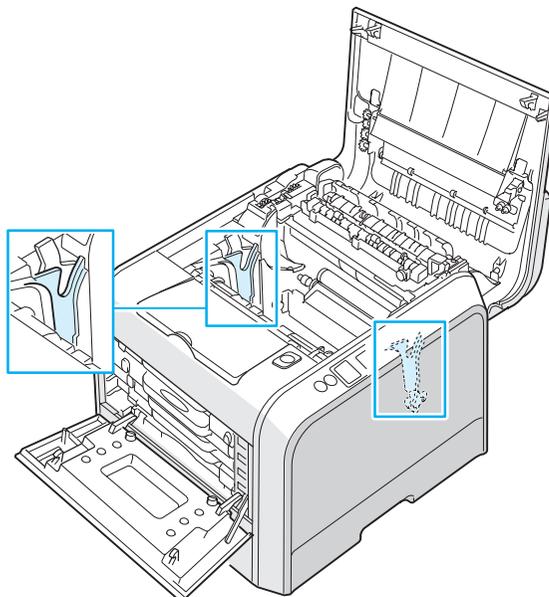
- 8 Remove the paper covering the imaging unit by removing the tape under the handle of the imaging unit.



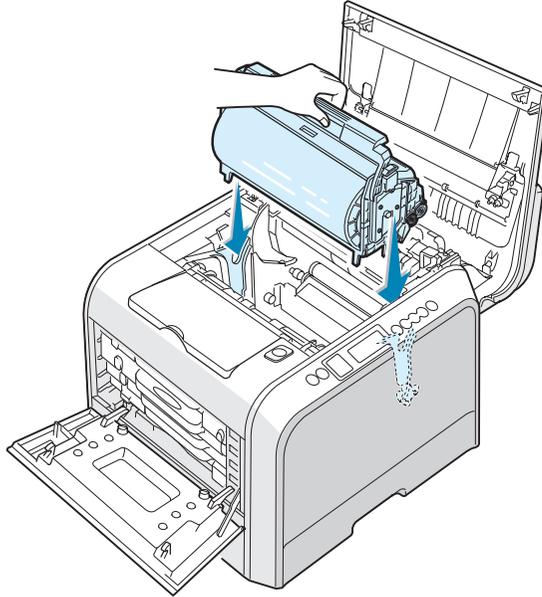
CAUTIONS:

- Don't use sharp objects, such as a knife or scissors, to open the imaging unit package and tape on the protective paper liner. You could damage the surface of the imaging unit.
- To prevent damage, do not expose the imaging unit to light for more than a few minutes. Cover it with black paper, if necessary.
- Close the top and left cover A should the setup need to be halted for any reason.
- Do not touch the surface of the green roller on the imaging unit or print quality problems can occur.

- 9 Locate the imaging unit slots inside the printer, one on each side.

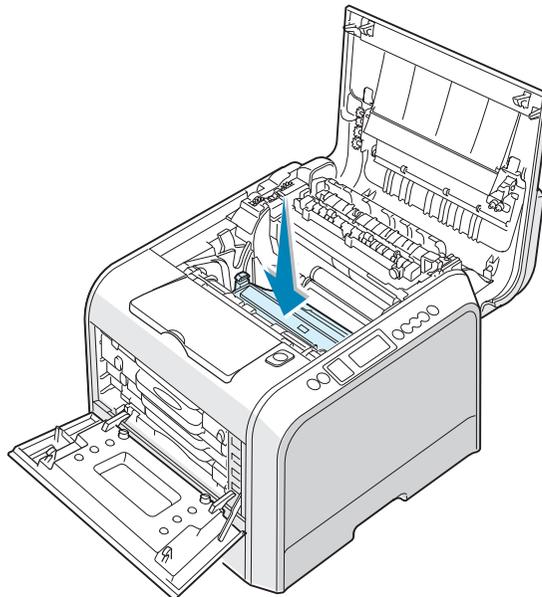


- 10 Hold the handle of the new imaging unit with the green roller facing you. Align the imaging unit with the slots in your printer so that the colors on both sides of the imaging unit slide into the corresponding colors of the slots.

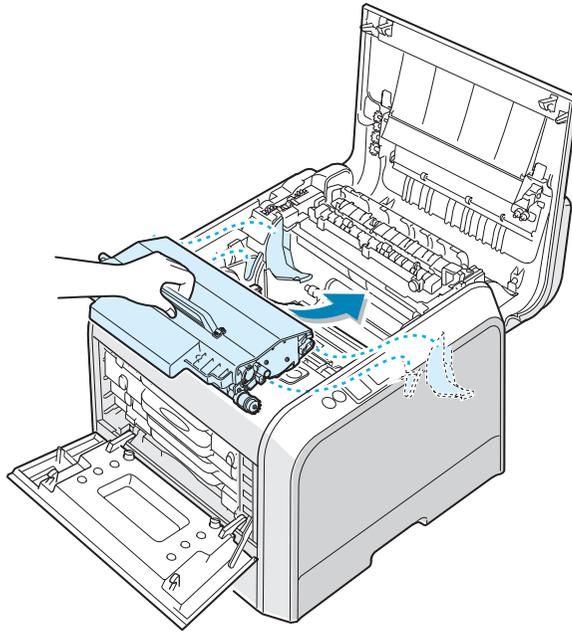


CAUTION: Insert the imaging unit carefully so as not to scratch and damage the surface of the green roller.

- 11 Slide the imaging unit down into the printer until it cannot be pushed in any further and fold the handle down.



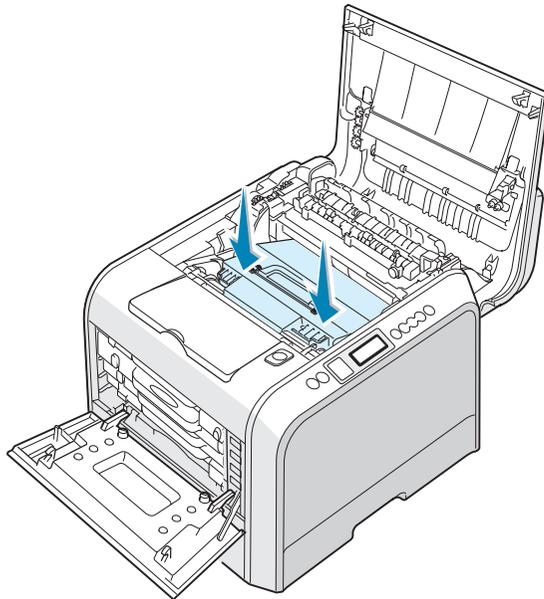
- 12** To replace the transfer belt, hold its handle and then align it with the slots inside your printer, on each side.



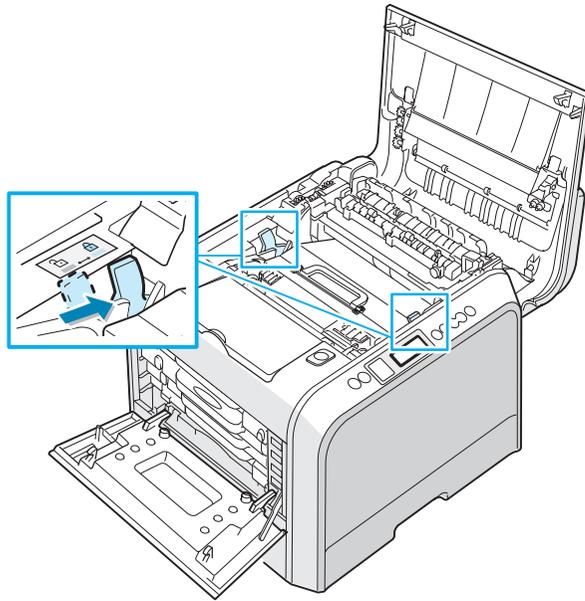
CAUTION: Do not turn the transfer belt over. If you do this, the toner may spill.

6

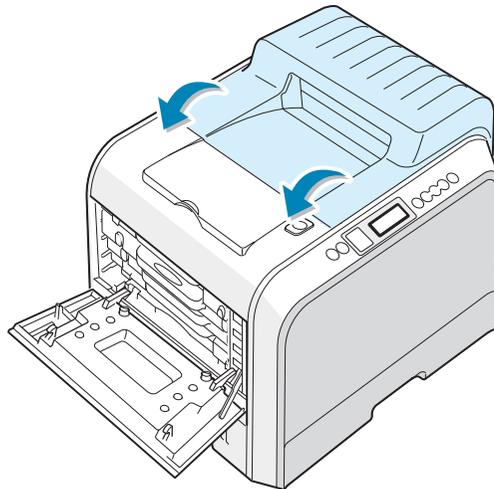
- 13** Slide the transfer belt down into the printer and press it firmly into place.



- 14** Firmly push the lock levers on each side towards the top cover B, as shown below, to lock the transfer belt into place.

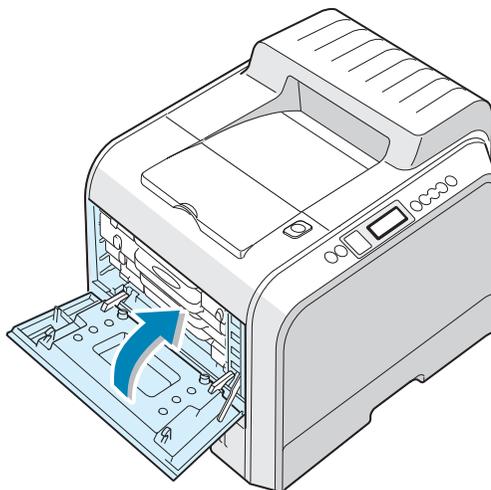


- 15** After making sure that the left cover A is open, close the top cover B. Make sure that it is securely latched.



CAUTION: Do not try to close the left cover A with the top cover B open. This may cause damage to the printer.

16 Close the left cover A firmly.



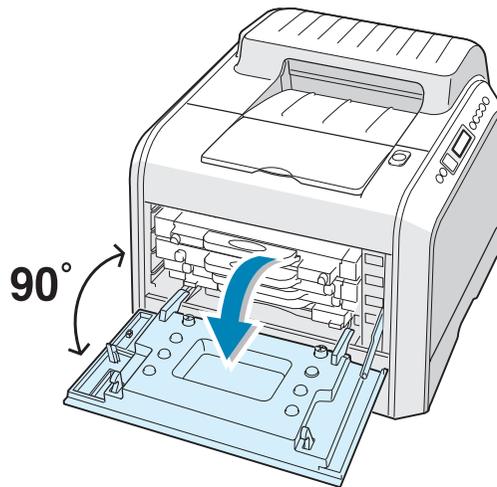
17 Turn the printer on.

Replacing the Transfer Belt

The life of the transfer belt is approximately 50,000 images. Replace the transfer belt when the control panel displays 'Replace Transfer Belt'.

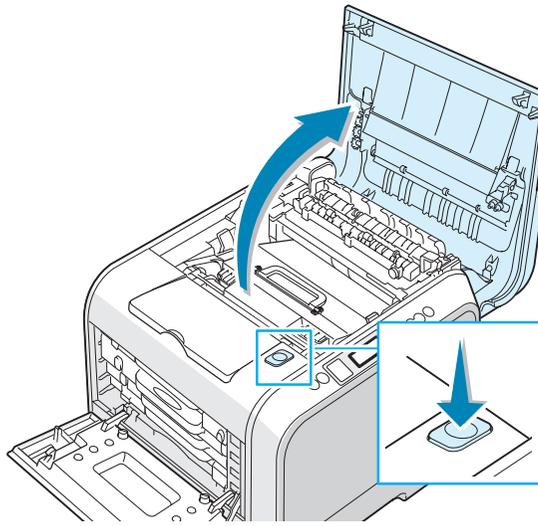
To replace the transfer belt:

- 1 Turn the printer off, then wait a few minutes for the printer to cool.
- 2 Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.

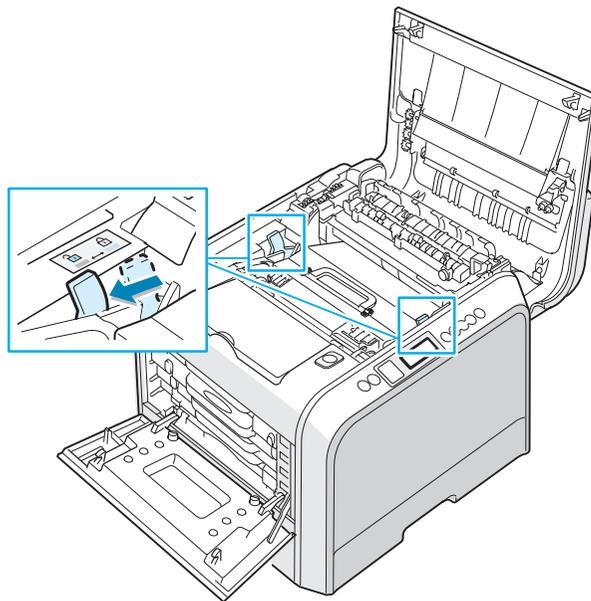


CAUTION: If the left cover A is not completely open, the top cover release button does not press.

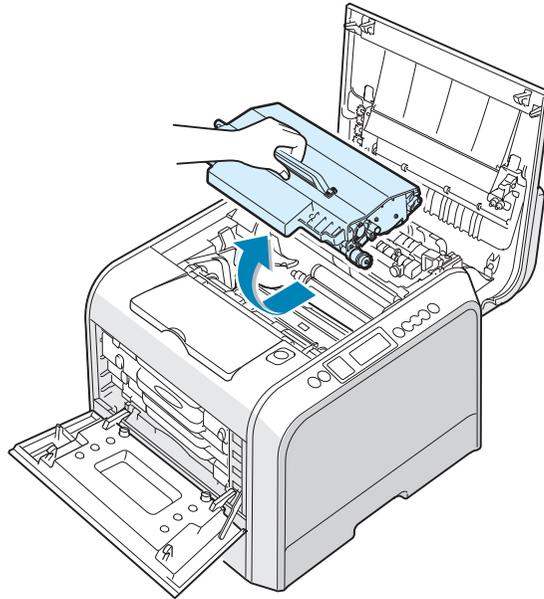
- 3 Press the top cover release button to unlatch the top cover B and open it all the way.



- 4 Pull the lock levers on each side towards you, as shown below, to release the transfer belt.

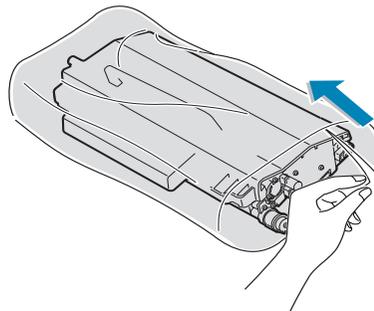


- 5 Using the handle, lift the used transfer belt out of the printer by lightly pulling it towards the left of the printer.



CAUTION: Keep the transfer belt level, do not turn the transfer belt over otherwise loose toner may be spilled.

- 6 Take a new transfer belt out of the package.

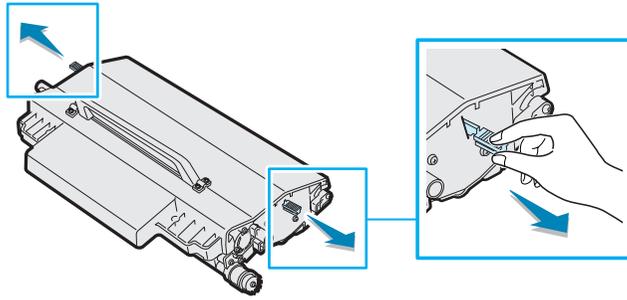


- 7 Remove the paper covering the transfer belt by removing the tape under the handle of the transfer belt.

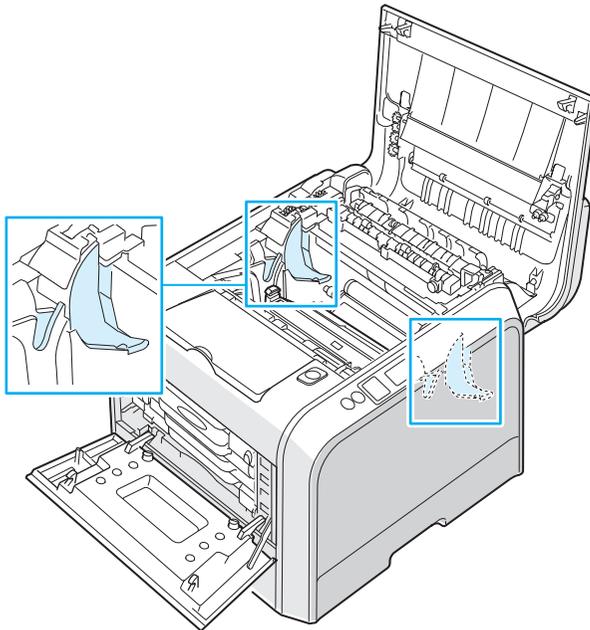


CAUTION: Don't use sharp objects, such as a knife or scissors, to open the transfer belt package. You could damage the surface of the transfer belt.

- 8 Pinch the transfer belt tension levers on both sides of the transfer belt. Then, pull them out, as shown below.

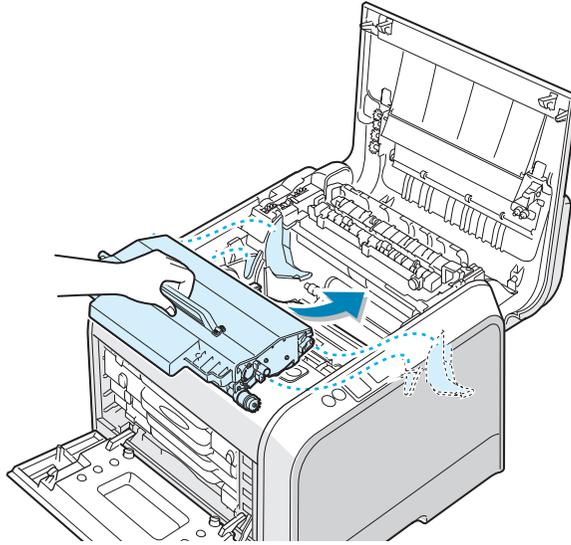


- 9 Locate the transfer belt slots inside the printer, one on each side.



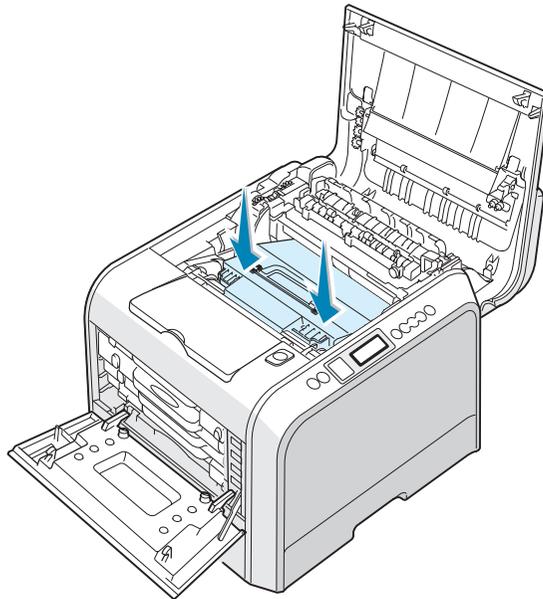
CAUTION: To prevent damage, do not expose the imaging unit to light for more than a few minutes. Close the top and left cover A should the setup need to be halted for any reason.

- 10 Hold the handle on the new transfer belt and then align it with the slots inside your printer, on each side.

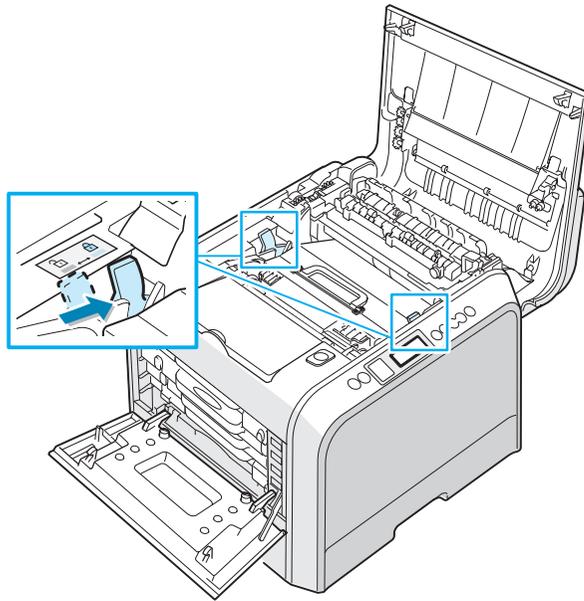


CAUTION: Keep the transfer belt level, do not turn the transfer belt over otherwise loose toner may be spilled.

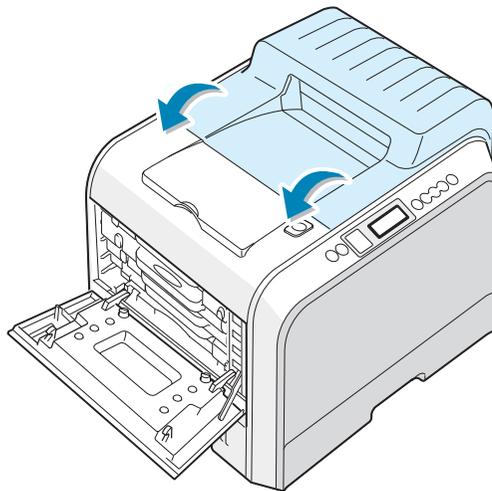
- 11 Slide the new transfer belt down into the printer and press it firmly into place.



- 12** Firmly push the lock levers on each side towards the top cover B, as shown below, to lock the transfer belt into place.



- 13** After making sure that the left cover A is open, close the top cover B. Make sure that it is securely latched.

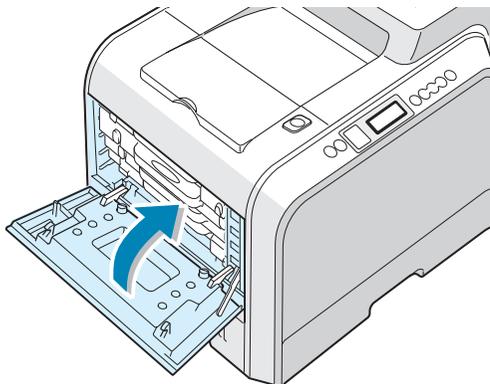


6



CAUTION: Do not try to close the left cover A with the top cover B open. This may cause damage to the printer.

14 Close the left cover A firmly.



15 Turn the printer on.

Cleaning the Printer

Your printer needs little maintenance, other than periodic cleaning, to keep it producing quality prints. See the following options for methods to use when cleaning your printer:

- Printing a Cleaning Page
- Cleaning the Outside of the Printer
- Cleaning the Laser Scanning Unit (LSU) Inside the Printer
- Cleaning the Inside of the Printer

Printing a Cleaning Page

You can print a fuser cleaning sheet. It cleans the fuser unit inside the printer.

This process produces a page with toner debris, which you should throw away.

- 1** Ensure that the printer is turned on and in ready mode with paper loaded in the tray.
- 2** In ready mode press the **Menu** button () on the control panel until you see 'Maintenance' on the bottom line of the display.
- 3** Press the **OK** button () to access the menu.
- 4** Press the scroll button ( or ) until 'Cleaning Page' displays.
- 5** Press the **OK** button ().

'Cleaning Now' appears on the display and your printer automatically prints out the cleaning sheet with dust or toner particles on it.

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 be let any water drip onto the printer or inside of it.



CAUTION: Cleaning the cabinet of the printer with cleaners containing large amounts of alcohol, solvent or other strong substances can discolor or crack the cabinet.

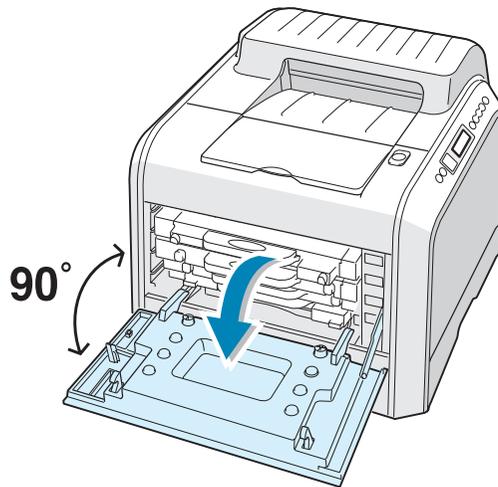
Cleaning the Laser Scanning Unit (LSU) Inside the Printer



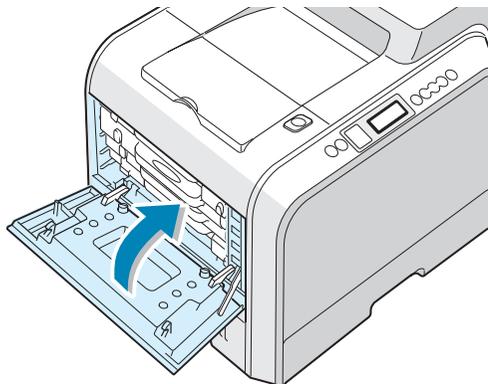
NOTE: Clean the LSU when you remove the particles of paper, toner and dust inside the printer.

Open and close the left cover A to clean the LSU inside of the printer automatically.

- 1 Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.



- 2 Close the left cover A firmly.



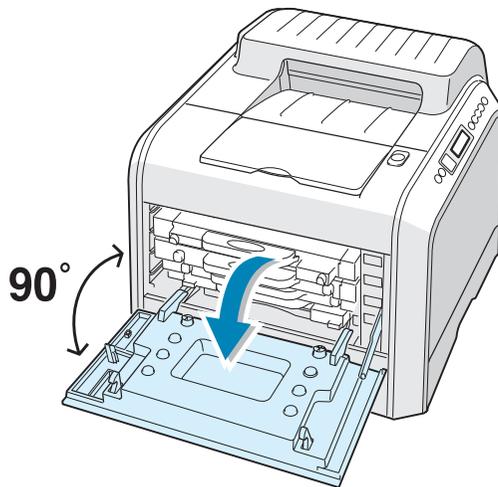
NOTE: Repeat this procedure as many times as necessary to clean the Laser Scanning Unit (LSU).

Cleaning the Inside of the Printer



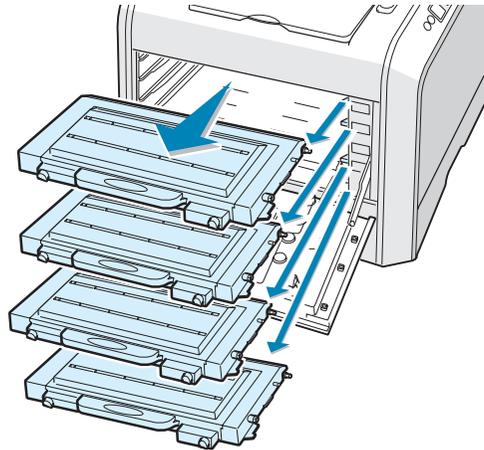
NOTE: While cleaning the inside of the printer, be careful not to touch the transfer roller located underneath the toner cartridge. Oil from your fingers can cause print quality problems.

- 1 Turn the printer off and unplug the power cord, then wait a few minutes for the printer to cool.
- 2 Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.

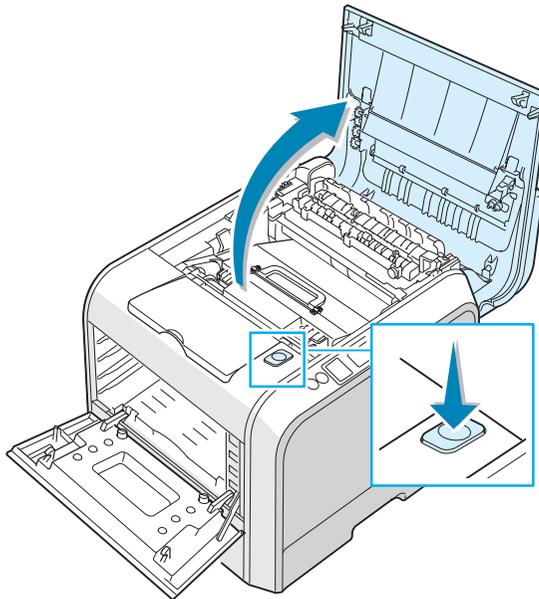


CAUTION: If the left cover A is not completely open, the top cover release button does not press.

- 3 Pull the handle lightly first, and then holding the toner cartridges, remove them from the printer. Set them on a clean flat surface.

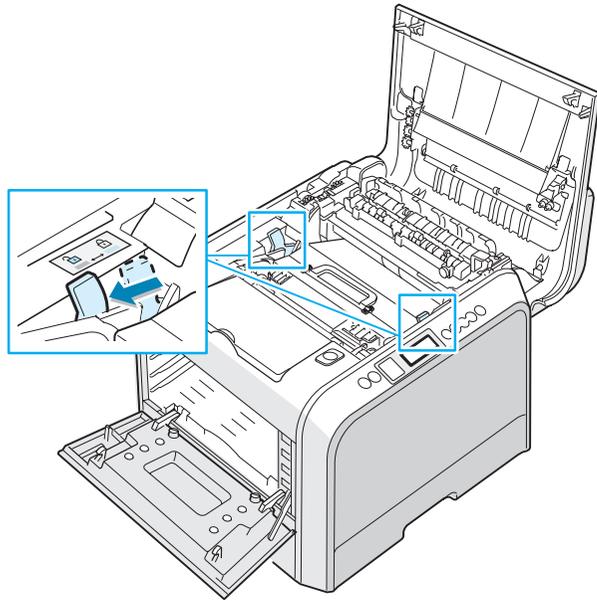


- 4 Press the top cover release button to unlatch the top cover B and open it all the way.

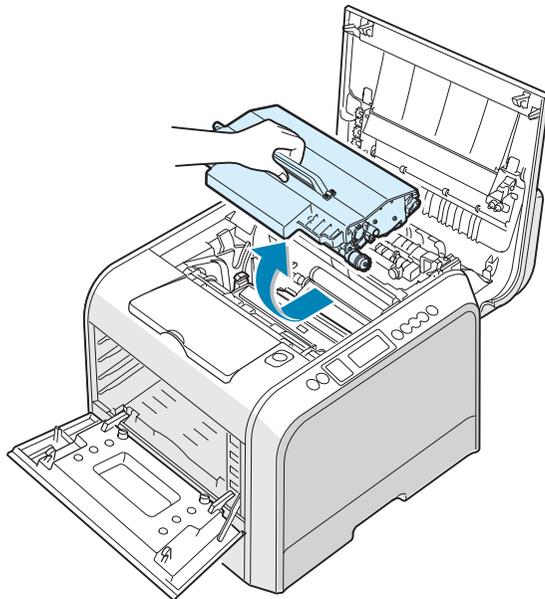


CAUTION: If you open the left cover A for a few minutes, the imaging unit can be exposed to light. This causes damage to the imaging unit. Close the top and left cover A should the setup need to be halted for any reason.

- 5** Pull the lock levers on each side towards you, as shown below, to release the transfer belt.

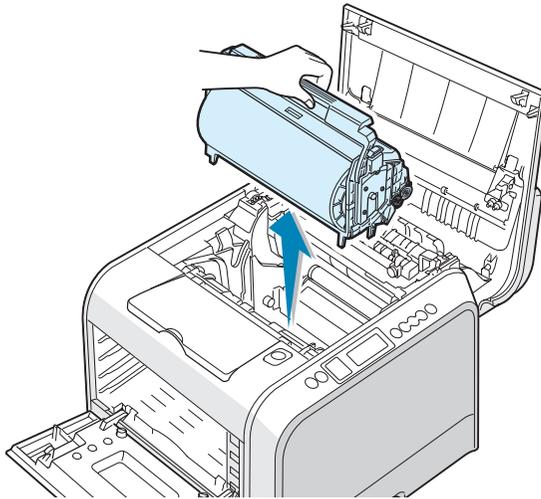


- 6** Using the handle, lift the transfer belt out of the printer by lightly pulling it towards the left of the printer. Set it on a clean flat surface.



6

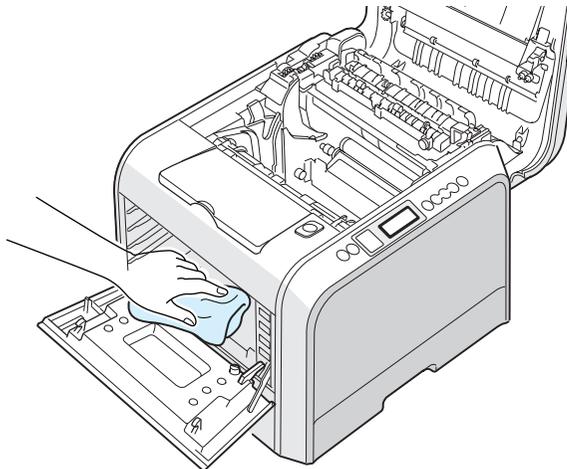
- 7 Lift the handle of the imaging unit and use it to pull the imaging unit out of the printer. Set it on a clean flat surface.



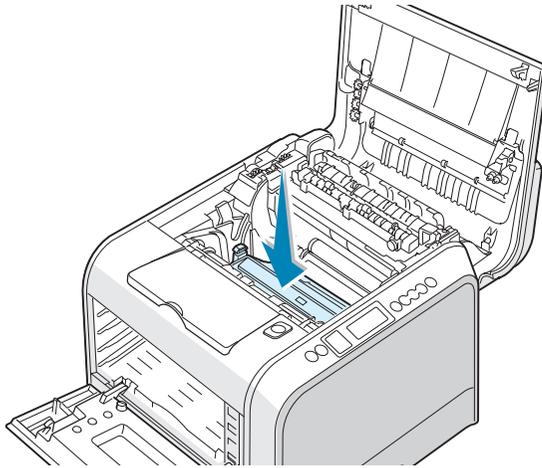
CAUTIONS:

- To prevent damage, **do not expose the imaging unit to light for more than a few minutes.** Cover it with black paper, if necessary.
- Close the top and left cover A should the setup need to be halted for any reason.
- Do not touch the surface of the green roller on the imaging unit or print quality problems can occur.

- 8 Look inside the printer. Remove any dust, paper particles, and spilled toner with a damp, soft lint-free cloth.

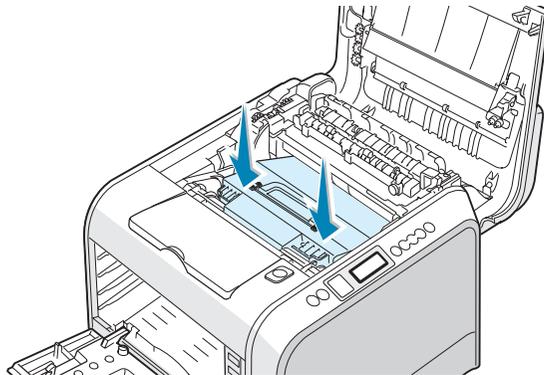


- 9 Insert the imaging unit back into the printer. Make sure you hear it click, and then fold the handle down. For details, see steps 9 to 10 on page 6.17.



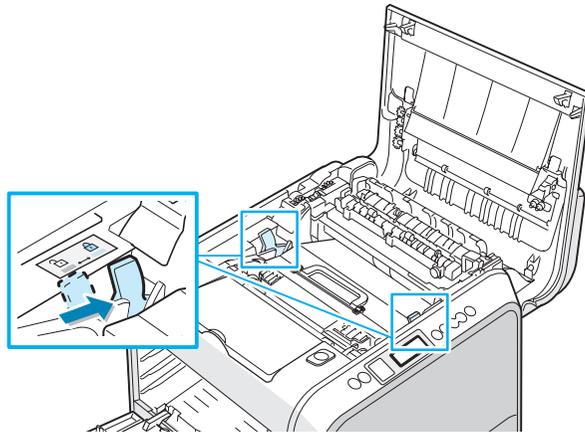
CAUTION: Replace the imaging unit carefully so as not to scratch and damage the surface of the green roller on the imaging unit.

- 10 Insert the transfer belt back into the printer. Press it firmly to make sure it fits into place. For details, see steps 9 and 10 on page 6.25.

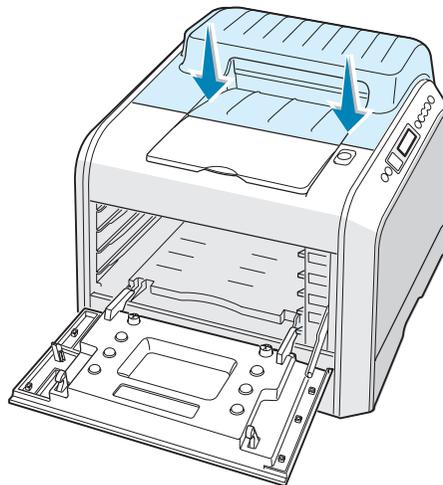


CAUTION: Keep the transfer belt level, do not turn the transfer belt over otherwise loose toner may be spilled.

- 11** Firmly push the lock levers on each side towards the top cover B, as shown below, to lock the transfer belt into place.

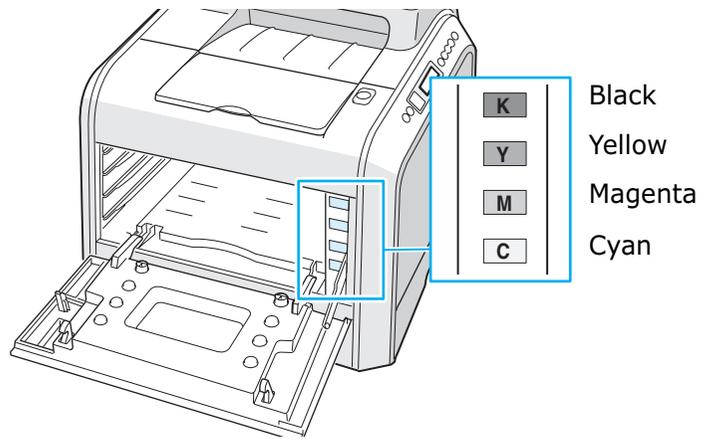


- 12** After making sure that the left cover A is open, close the top cover B. Make sure that it is securely latched.

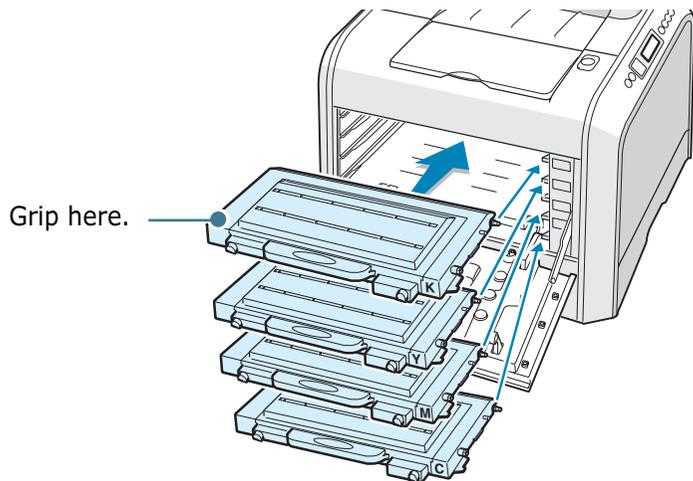


CAUTION: Do not try to close the left cover A with the top cover B open. This may cause damage to the printer.

- 13** Look inside the printer on the right and then locate the color of the toner cartridges that matches the color of the slot.

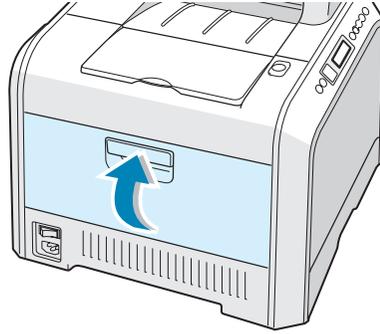


- 14** Holding each toner cartridge, insert them into their corresponding positions in order of Cyan, Magenta, Yellow and then Black. Using both hands, grip the cartridge to insert into the slot. Then hold the handle to slide the cartridge in.



Although you correctly installed the toner cartridges, the black and yellow toner cartridges are not inserted completely. When you close the left cover, they insert into place.

15 Close the left cover A. Make sure that it is securely latched.



If you installed the toner cartridges incorrectly, the left cover A will not close properly. Check again to make sure the colors correspond. Never use force to close the cover.

16 Plug the power cord in and turn the printer on.

Replacement Parts

From time to time, you will need to replace the transfer roller and fuser unit to maintain top performance and avoid print quality problems and paper feed problems resulting from worn parts.

To purchase replacement parts, contact your Xerox reseller or see Appendix G for the Xerox web site.



7

SOLVING PROBLEMS

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

This chapter includes:

- **Troubleshooting Checklist**
- **Solving General Printing Problems**
- **Clearing Paper Jams**
- **Solving Print Quality Problems**
- **Understanding Display Messages**
- **Common Windows Problems**
- **Common Macintosh Problems**
- **Common Linux Problems**

Troubleshooting Checklist

If the printer is not working properly, use the information on this page to troubleshoot the problem.

Check	Solution
Make sure that the On Line/Continue button on the control panel is green and "Ready" is shown on the display.	<ul style="list-style-type: none">• If the button backlight is off, check the power cord connection. Check the power switch. Check the power source by plugging it into another outlet.• If the button backlight is orange, check the display message and go to "Understanding Display Messages" on page 7.25.
Print a demo page to verify that the printer is feeding paper correctly.	<ul style="list-style-type: none">• If a demo page does not print, check the paper supply in the paper tray.• If the paper jams in the printer, go to "Clearing Paper Jams" on page 7.6.• If an error message appears on the display, go to "Understanding Display Messages" on page 7.25.
Check the demo page to see if it is printed correctly.	If there is a print quality problem, go to "Solving Print Quality Problems" on page 7.21.
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">• If the page does not print, check the cable connection between the printer and the computer.• Check the print queue or print spooler to see if the printer has been paused.• Check the software application to ensure that you are using the proper printer driver and communication port. If the page is interrupted during printing, go to "Solving General Printing Problems" on page 7.3.
If completing the checklist does not resolve the printer problem, check the following troubleshooting sections.	<ul style="list-style-type: none">• See "Solving General Printing Problems" on page 7.3.• See "Understanding Display Messages" on page 7.25.• See "Common Windows Problems" on page 7.29.• See "Common Macintosh Problems" on page 7.30• See "Common Linux Problems" on page 7.31.

Solving General Printing Problems

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

You can also find solutions in the infoSMART knowledge base on the Xerox web site. See Appendix G for the web site address.

Problem	Possible Cause	Solution
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 Xerox Phaser 6100 as your default printer.
	Check the printer for the following: <ul style="list-style-type: none"> • The printer cover is not closed. • Paper is jammed. • No paper is loaded. • The toner cartridge is not installed. 	<ul style="list-style-type: none"> • Close the printer cover. • Remove the jammed paper. • Load paper into the tray. • Install the toner cartridges.
	The printer may be in manual feed mode and out of paper.	Check the display message, add paper to the Multi-purpose Tray and press the On Line/Continue button on the printer's 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 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, for example, LPT1. If the computer has more than one port, make sure that the printer is attached to the correct one.
	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. Try printing a demo page.

Problem	Possible Cause	Solution
The printer does not print. (Continued)	The printer is malfunctioning.	Check the display message on the control panel to determine if the printer is indicating a system error.
Printer selects paper from the wrong tray selection.	The tray selection in the printer properties may be incorrect.	For many software applications, the tray selection is found under the Paper tab within the printer properties. Select the correct paper tray. See page 3.7.
Paper does not feed into the Printer.	Paper has been loaded incorrectly.	Remove paper from the tray and reload it correctly. Check that the paper size adjusters are set correctly.
	There is too much paper in the paper tray.	Remove excess paper from the tray.
	The paper is too thick.	Use only paper that meets the specifications required by the printer.
Print job is printing very slowly.	The print job is very complex.	Adjust the printer settings or lessen the complexity of the document. Your printer prints A4-size paper at 20 ppm for black, Letter-size paper at 21 ppm or A4/Letter-sized at 5 ppm for color.
	If using Windows 98/Me, the Spooling Setting may be set incorrectly.	From the Start menu, choose Settings and Printers . Right-click the Xerox Phaser 6100 printer icon, choose Properties , click the Details tab, and then choose the Spool Settings button. Select the desired spool setting.
Half the page is blank.	The page orientation setting may be incorrect.	Change the page orientation in your application. See page 3.6.
	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.

Problem	Possible Cause	Solution
The paper keeps jamming.	There is too much paper in the paper tray.	Remove excess paper from the tray. If printing on specialty media, use the Multi-purpose Tray. Check that the paper size adjusters are set correctly.
	An incorrect type of paper is being used.	Use only paper that meets the specifications required by the printer. If printing on specialty media, use the Multi-purpose Tray.
	There may be debris inside the printer.	Open the top cover B and remove the debris.
The text is scrambled, or incomplete.	The printer cable is not plugged in or is defective.	Unplug the printer cable, reconnect it, then print a job you know will print successfully. Attach the cable and printer to another computer, then print a job you know will print successfully. Try using a new printer cable.
	An incorrect printer driver is 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.
Pages print, but are blank.	The toner cartridge is defective or out of toner.	Redistribute the toner. If necessary, see page 6.5. If necessary, replace the toner cartridge.
	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.

Clearing Paper Jams



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.

The display on the control panel tells you where a paper jam occurs. Refer to the table below to locate the paper jam and to clear it:

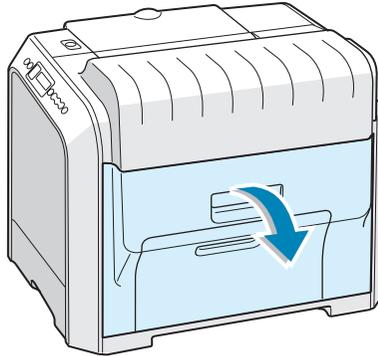
Message	Location of Jam	Go to...
Jam at Tray 1	At Tray 1 or paper feed area	page 7.7
Jam at MPT	At the Multi-purpose Tray (MPT)	page 7.9
Jam at C	Jam inside the printer or in the duplex area.	page 7.9 and page 7.10
Jam at B,C	Jam in the paper exit area.	page 7.14
Jam at Tray 2	At Optional Tray 2	page 7.17

To resume printing after clearing paper jams, you must open and close the right cover C.

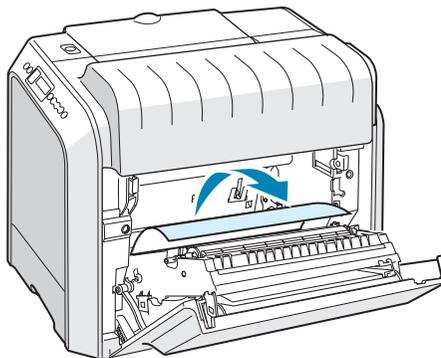
Jam at Tray 1 or the Paper Feed Area

If paper is jammed in the paper feed area, 'Jam at Tray 1' appears on the display.

- 1 Using the handle, open the right cover C.

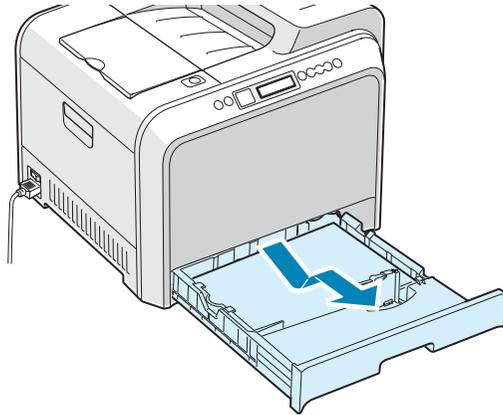


- 2 Carefully remove the misfed paper in the direction as shown. Go to step 6.

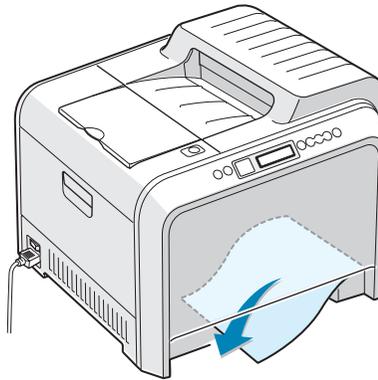


If there is any resistance, and the paper does not move immediately when you pull, stop pulling and go to step 3.

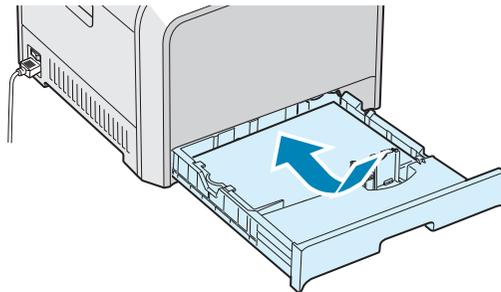
- 3** Pull the tray open. After you pull it all the way out, lift up the front part of the tray slightly to release the tray from the printer.



- 4** Remove the jammed paper by gently pulling it straight out.



- 5** To replace the tray, lower the rear edge, align it to the slot and slide it into the printer.

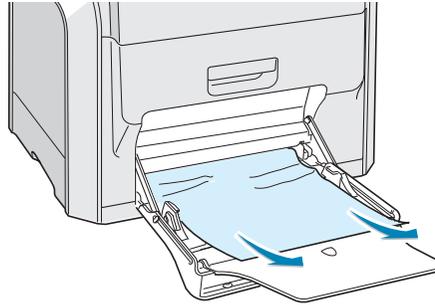


- 6** Close the right cover C. The printer resumes printing.

Jam at the Multi-purpose Tray (MPT)

'Jam at MPT' appears on the display when you print using the Multi-purpose Tray and the printer detects either there is no paper or the paper is improperly loaded.

If the paper is not feeding properly, pull the paper out of the printer.

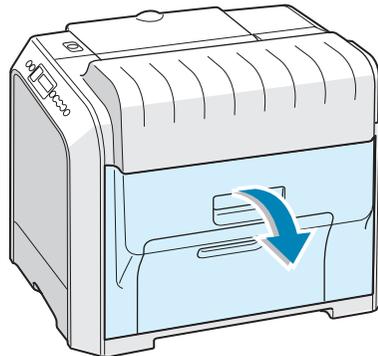


To resume printing, open and close the right cover C.

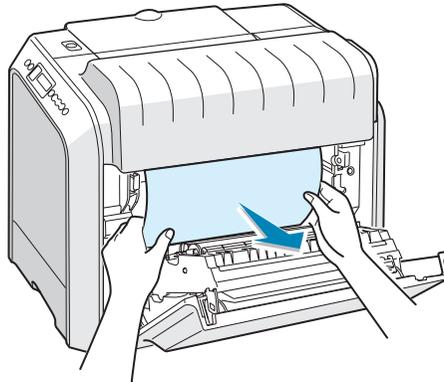
Jam at C (Inside the Printer)

If paper is jammed inside the printer, 'Jam at C' appears on the display.

- 1 Using the handle, open the right cover C.



- 2 Remove the jammed paper, in the direction shown. To avoid the paper tearing, pull it out gently and slowly.



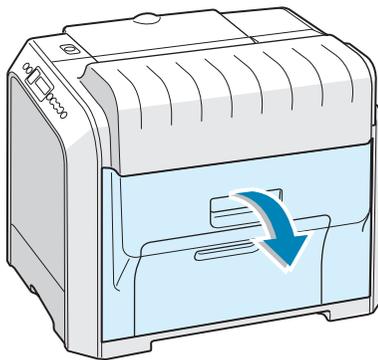
NOTE: If the paper tears, make sure that all of the paper fragments are removed from the printer.

- 3 Close the right cover C. The printer resumes printing.

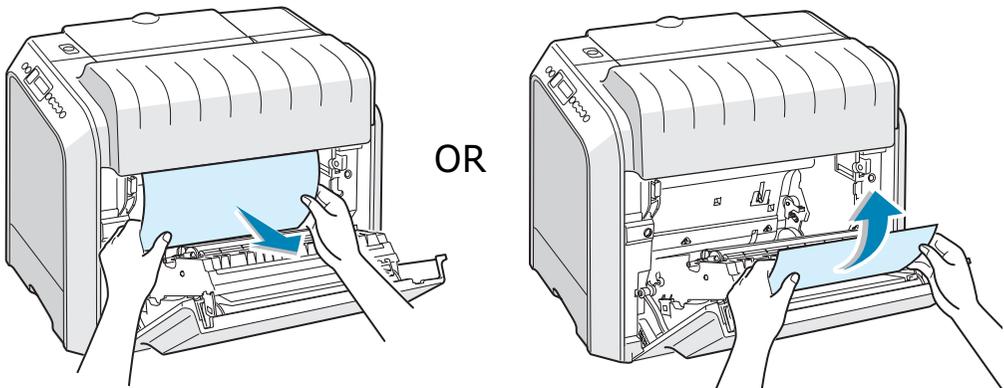
Jam at C (In Duplex Area)

If paper is jammed in the duplex area, 'Jam at C' appears on the display.

- 1 Using the handle, open the right cover C.



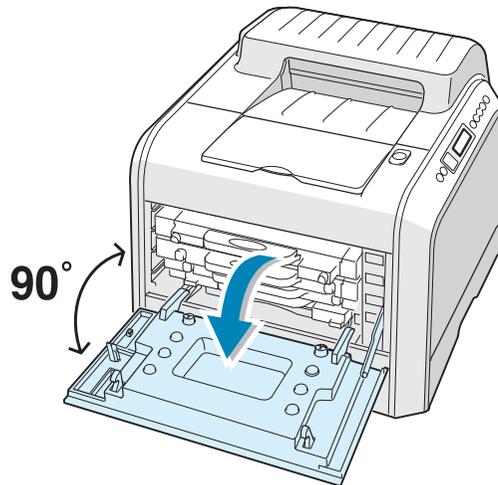
- 2 Locate the jammed paper, and then pull it out gently and slowly to avoid the paper tearing. Go to step 8.



NOTE: If the paper tears, make sure that all of the paper fragments are removed from the printer.

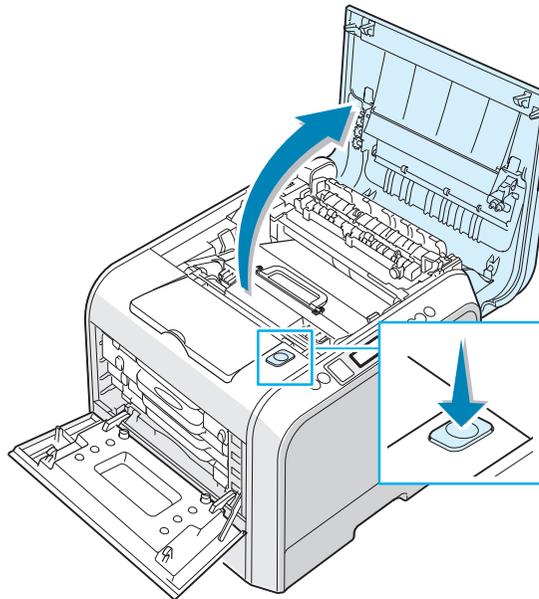
If you cannot find the jammed paper or there is any resistance removing the paper, go to step 3.

- 3 Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.

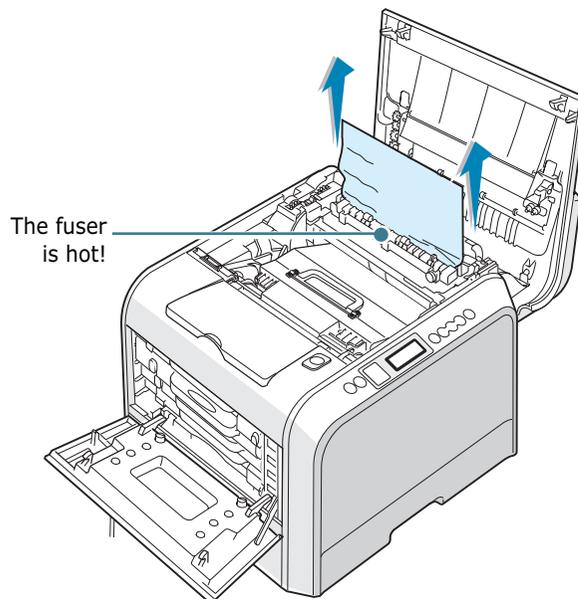


CAUTION: If the left cover A is not completely open, the top cover release button does not press.

- 4 Press the top cover release button to unlatch the top cover B and open it all the way.

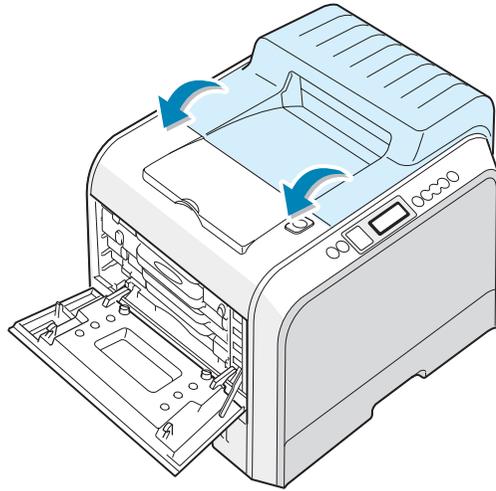


- 5 Locate the jammed paper, and then carefully take it out of the printer.



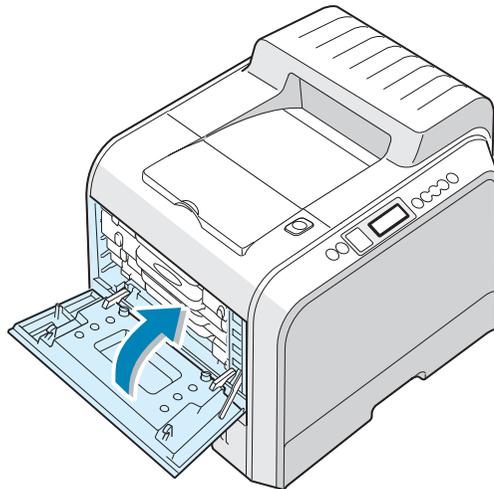
 **CAUTION:** Do not touch the fuser. It is hot and could cause burns! The fuser's operating temperature is 180°C (356°F). Take care when removing paper from the printer.

- 6 After making sure that the left cover A is open, close the top cover B. Make sure that it is securely latched.



CAUTION: Do not try to close the left cover A with the top cover B open. This may cause damage to the printer.

- 7 Close the left cover A firmly.



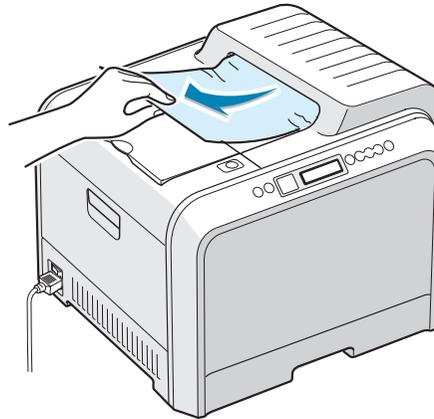
7

- 8 Close the right cover C. The printer resumes printing.

Jam at B, C

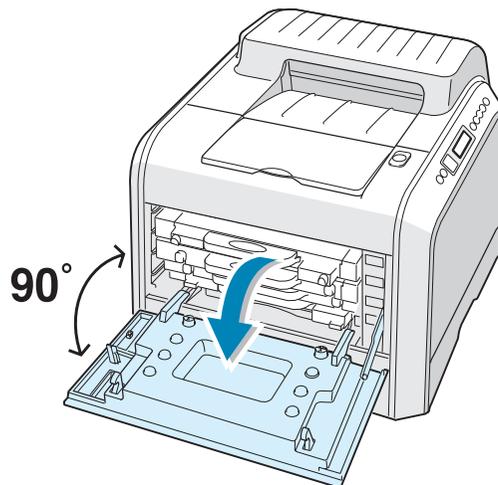
If paper is jammed in the paper exit area, 'Jam at B,C' appears on the display.

- 1 If a long portion of the paper is visible, pull it straight out. Go to step 7.



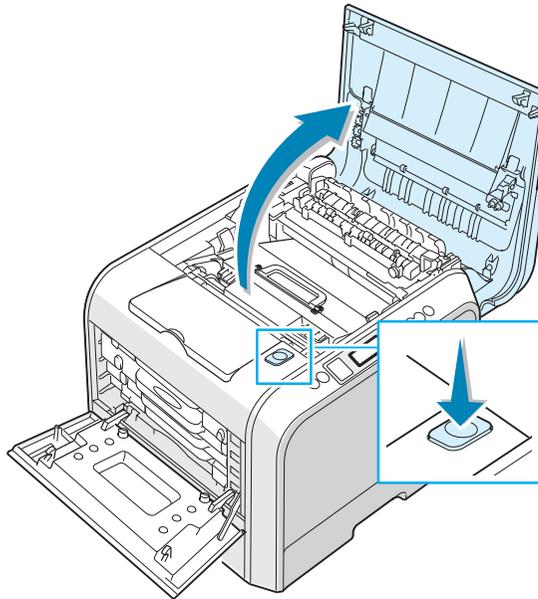
If you cannot find the jammed paper or there is any resistance removing the paper, go to step 2.

- 2 Using the handle, completely open the left cover A until it is at right angles to the main frame and the toner cartridges are ejected.

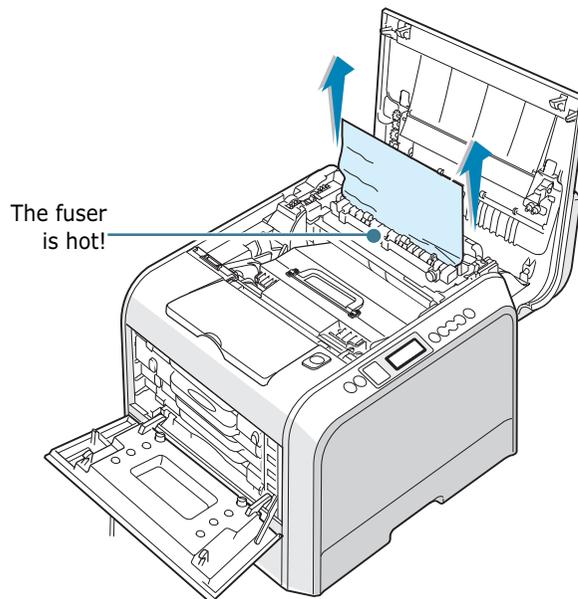


CAUTION: If the left cover A is not completely open, the top cover release button does not press.

- 3 Press the top cover release button to unlatch the top cover B and open it all the way.

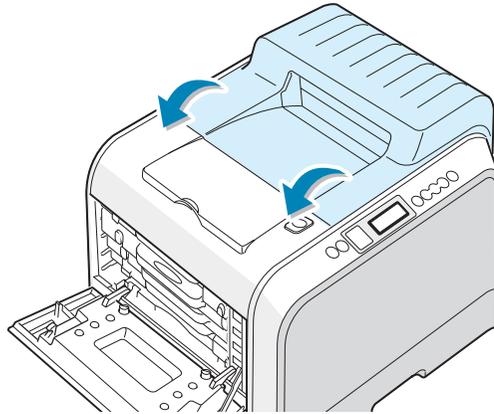


- 4 Carefully take the jammed paper out of the printer.



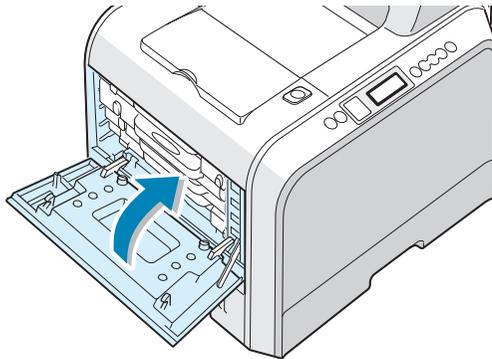
CAUTION: Do not touch the fuser. It is hot and could cause burns! The fuser's operating temperature is 180°C (356° F). Take care when removing paper from the printer.

- 5 After making sure that the left cover A is open, close the top cover B. Make sure that it is securely latched.

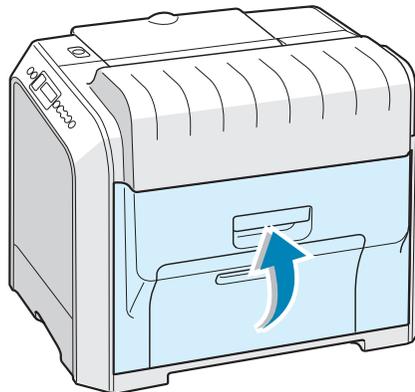


CAUTION: Do not try to close the left cover A with the top cover B open. This may cause damage to the printer.

- 6 Close the left cover A firmly.



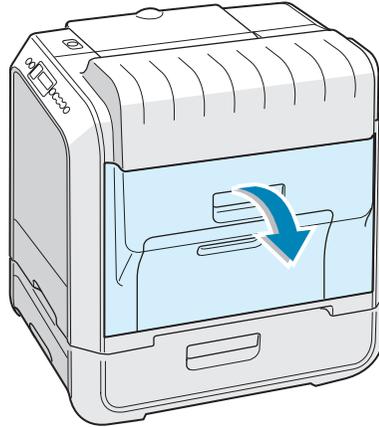
- 7 Open and close the right cover C to resume printing.



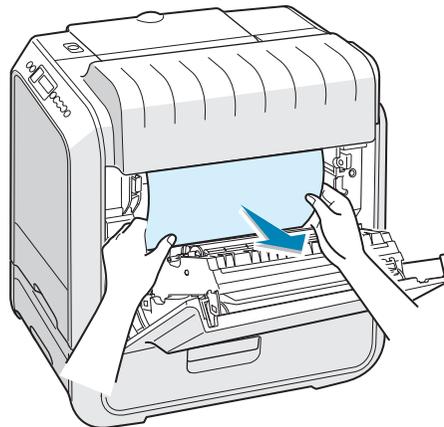
Jam at Optional Tray 2

If paper is jammed in the optional tray2, 'Jam at Tray 2' appears on the display.

- 1 Using the handle, open the right cover C.

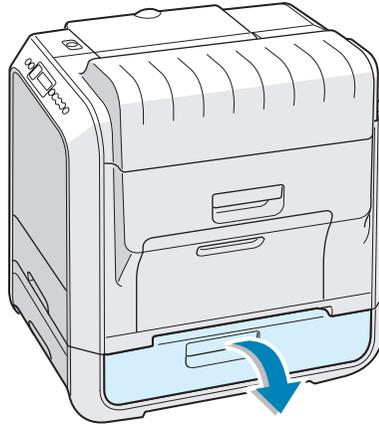


- 2 Remove the jammed paper in the direction shown. To avoid the paper tearing, pull it out gently and slowly. Go to step 10.

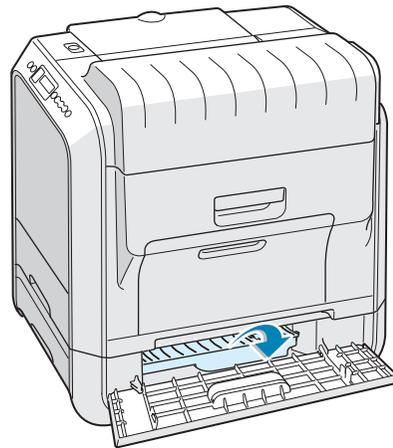


If you cannot find the jammed paper in the printer, go to step 3.

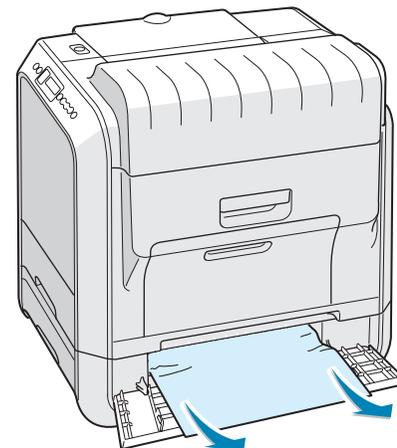
- 3** Open the outer jam cover D in Tray 2.



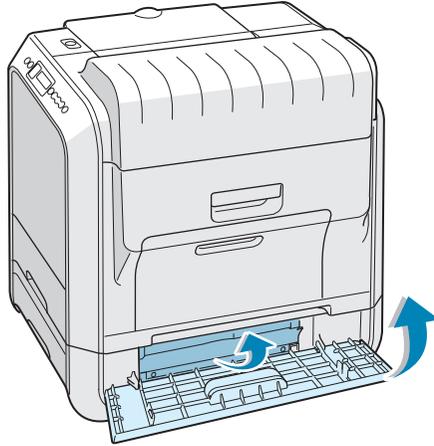
- 4** Open the inner cover of Tray 2.



- 5** Pull the jammed paper out in the direction shown. To avoid the paper tearing, pull it out gently and slowly.

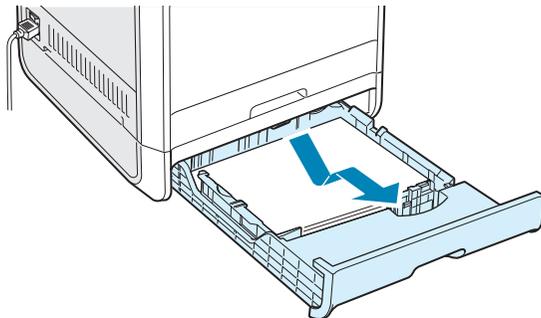


- 6** Close the two jam covers and go to step 10.



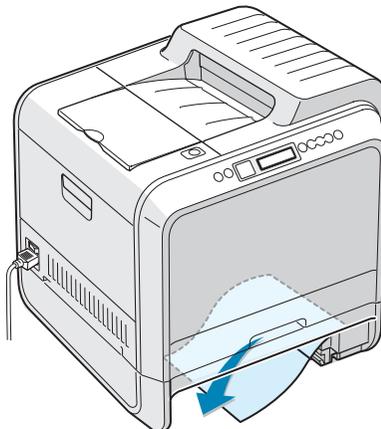
If there is any resistance, and paper does not move immediately when you pull, stop pulling and continue to step 7.

- 7** Pull the optional tray2, out of the printer.

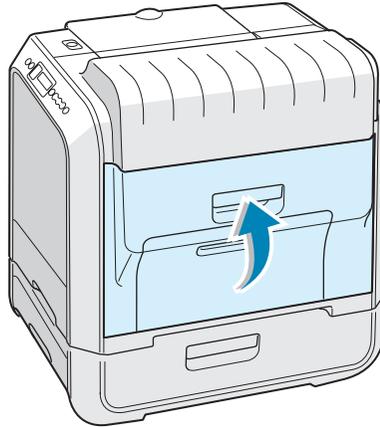


7

- 8** If you see the jammed paper, remove the paper from the printer by gently pulling it straight out.



- 9 Slide the tray back into the printer and close the two jam covers.
- 10 Open and close the right cover C. The printer resumes printing.



Tips for Avoiding Paper Jams

By selecting the correct paper types, most paper jams can be avoided. If a paper jam occurs, follow the steps outlined in "Clearing Paper Jams" on page 7.6.

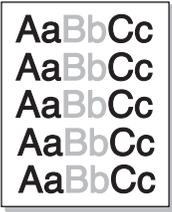
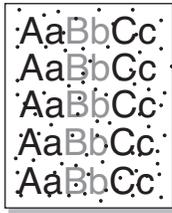
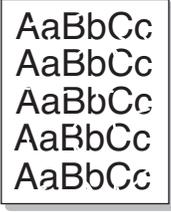
- Follow the procedures on page 2.4. Ensure that the adjustable guides are positioned correctly.
- Do not overload the paper tray. Ensure that the paper is below the paper limit mark on the inside wall of the tray.
- Do not remove the paper from the tray while printing.
- Flex, fan and straighten the paper before loading.
- Do not use creased, damp or highly curled paper.
- Do not mix paper types in the tray.
- Use only recommended paper and specialty media. See "Paper Specifications" on page E.3.
- Ensure that the print side is facing down when loading paper in the tray and in the Multi-purpose Tray.

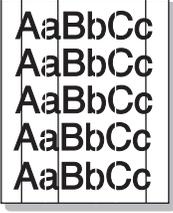
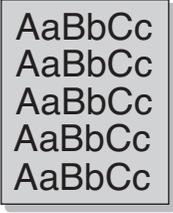
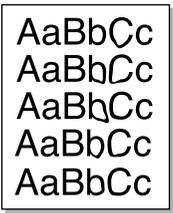
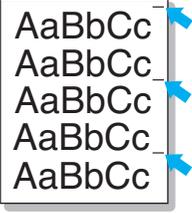
Solving Print Quality Problems

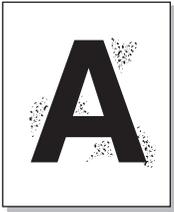
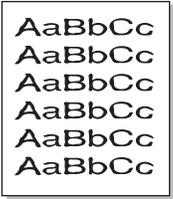
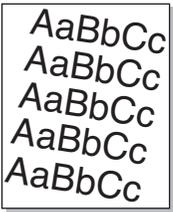
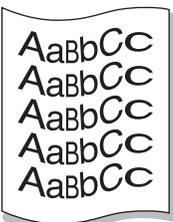
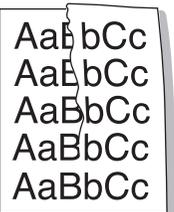
Dirt inside of the printer or improper paper loading may reduce the print quality. See the table below to troubleshoot the problem.

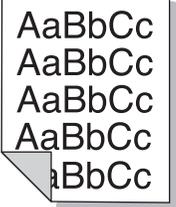
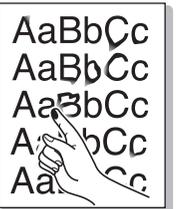
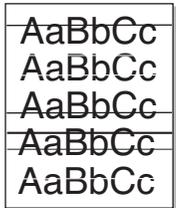


NOTE: Make sure that driver settings match the paper loaded in the tray.

Problem	Solution
<p>Light or faded print</p> 	<p>If a vertical white streak or faded area appears on the page:</p> <ul style="list-style-type: none"> • The toner supply is low. You may be able to temporarily extend the toner cartridge life. See "Redistributing the Toner" on page 6.5. If this does not improve the print quality, install a new toner cartridge of faded color. • The paper loaded in the tray does not meet media specifications. See "Paper Specifications" on page E.3. • The surface of the Laser Scanning Unit (LSU) may be dirty. Clean the LSU. See page 6.30.
<p>Toner specs</p> 	<ul style="list-style-type: none"> • The paper may not meet specifications (for example, the paper is too moist or too rough). See "Paper Specifications" on page E.3. • The paper path may be dirty. See "Cleaning the Inside of the Printer" on page 6.31.
<p>Dropouts</p> 	<p>If faded areas appear randomly on the page:</p> <ul style="list-style-type: none"> • A single sheet of paper may be defective. Try reprinting the job. • The paper's moisture content may be irregular or too moist. Try using a different brand or type of paper. See "Paper Specifications" on page E.3. • The paper lot is bad. Try using a different brand or type of paper. See "Paper Specifications" on page E.3. • The toner cartridge may be defective. See "Vertical repetitive defects" on the next page.

Problem	Solution
<p>Vertical lines</p> 	<p>If black vertical streaks appear on the page:</p> <ul style="list-style-type: none"> • The imaging unit inside the printer has probably been scratched. Install a new imaging unit. <p>If white vertical lines appear on the page:</p> <ul style="list-style-type: none"> • The Laser Scanner window has probably been contaminated, clean the Laser Scanner window. Open and close left cover A several times to clean the Laser Scanning Unit (LSU). See "Cleaning the Laser Scanning Unit (LSU) Inside the Printer" on page 6.30.
<p>Color or Black background</p> 	<p>If the amount of background shading becomes unacceptable, the procedures below may fix the problem.</p> <ul style="list-style-type: none"> • Change to lighter weight pages. See "Paper Specifications" on page E.3. • Check the printer's environment; very dry (low humidity) or high humidity (higher than 80% RH) conditions can increase the amount of background shading. • Remove the old imaging unit and install a new one. See "Replacing the Imaging Unit" on page 6.14.
<p>Toner smear</p> 	<ul style="list-style-type: none"> • Print several cleaning pages. See "Printing a Cleaning Page" on page 6.29 • Check the paper type and quality. See "Paper Specifications" on page E.3. • Remove the transfer belt and install a new one. See "Replacing the Transfer Belt" on page 6.22.
<p>Vertical repetitive defects</p> 	<p>If marks repeatedly appear on the printed side of the page at even intervals:</p> <ul style="list-style-type: none"> • Clean the inside of the printer. See "Cleaning the Inside of the Printer" on page 6.31. After cleaning the inside of the printer, if you still have the same problems, install a new toner cartridge of defected color. See "Replacing the Toner Cartridges" on page 6.8. • 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. • The fusing assembly may be damaged. Replace the fuser.

Problem	Solution
<p>Background scatter</p> 	<p>Background scatter results from bits of toner distributed on the printed page.</p> <ul style="list-style-type: none"> • 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. • 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.
<p>Misformed characters</p> 	<ul style="list-style-type: none"> • If characters appear as unfilled images or are incorrectly shaped, the paper may be too smooth. Try using a different brand or type of paper. See "Paper Specifications" on page E.3.
<p>Page skew</p> 	<ul style="list-style-type: none"> • Check the paper type and quality. See "Paper Specifications" on page E.3. • Make sure that the paper or specialty media is loaded correctly and the paper guides are placed securely against the paper stack.
<p>Curl or wave</p> 	<ul style="list-style-type: none"> • Check the paper type and quality. Both high temperature and humidity can cause paper curl. See "Paper Specifications" on page E.3. • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray.
<p>Wrinkles or creases</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. See "Paper Specifications" on page E.3. • Turn the stack of paper over in the paper tray. Also try rotating the paper 180° in the tray.

Problem	Solution
<p>Back of printouts are dirty</p> 	<ul style="list-style-type: none"> • The transfer roller may be dirty. See "Cleaning the Inside of the Printer" on page 6.31.
<p>Color or Black pages</p> 	<ul style="list-style-type: none"> • The imaging unit may not be installed properly. Remove the imaging unit and reinsert. • The imaging unit may be defective and need replacing. Install a new imaging unit. • The printer may require repair.
<p>Loose toner</p> 	<ul style="list-style-type: none"> • Clean the inside of the printer. See "Cleaning the Inside of the Printer" on page 6.31. • Check the paper type and quality. See "Paper Specifications" on page E.3. • If the problem persists, the printer may require repair.
<p>Horizontal stripes</p> 	<p>If horizontally aligned color or black streaks or smears appear:</p> <ul style="list-style-type: none"> • The imaging unit may be installed improperly. Remove the imaging unit and reinsert. • The imaging unit may be defective. Install a new imaging unit. See "Replacing the Imaging Unit" on page 6.14.

Understanding Display Messages

Messages appear on the display on the control panel to indicate the printer's status or errors. Refer to the tables below to understand the message's meaning and correct the problem if necessary. Messages and their meanings are listed in alphabetical order.

For information on ordering replacement supplies, see page G.2 or contact your local reseller.



NOTE: When you call for service, it is very helpful to tell the service representative the display message.

Message	Status	Do this...
ADC Not Confirm Error	A problem has occurred in the ADC in the printer.	Contact a service representative.
Cover Open	The top cover B is open.	Close the top cover B firmly.
CTD Calibration Error	The Color Toner Density (CTD) sensor is polluted by dust or toner.	Contact a service representative.
Dev. Motor Error	A problem has occurred in the development motor of the printer.	Unplug the power cord and plug it in again. If the problem persists, please call for service.
Fuser Error Low Temperature	The temperature in the fuser is abnormally low.	Unplug the power cord and plug it in again. If the problem persists, please call for service.
Fuser Error High Temperature	The temperature in the fuser is abnormally high.	Unplug the power cord and plug it in again. If the problem persists, please call for service.
Inside Cover D Open	Cover D is open.	Close Cover D firmly.
Install [Color] Toner	The indicated color toner cartridge is not installed in the printer.	Install the corresponding color toner cartridge.
Install Imaging Unit	The imaging unit is not installed in the printer.	Install the imaging unit.
Install Transfer Belt	The transfer belt is not installed in the printer.	Install the transfer belt.

Message	Status	Do this...
Invalid [Color] Toner	An invalid toner cartridge is installed.	Only install a Xerox-approved toner cartridge, designed for your printer. If you have installed an approved toner cartridge and this error still occurs contact an authorized service agent.
Invalid Transfer Belt	An invalid transfer belt is installed.	Only install a Xerox-approved transfer belt, designed for your printer. If you have installed an approved transfer belt and this error still occurs contact an authorized service agent.
IP Conflict	An IP address conflicts with other devices on the network.	Contact your network administrator and choose an address within your subnet which will not conflict with any other devices.
Jam at [Tray]	A paper jam has occurred from the indicated tray.	Remove the jammed paper from the corresponding tray, referring to page 7.7.
Jam at B,C	A paper jam has occurred in the paper exit area.	Remove the jammed paper from the printer, referring to page 7.14.
Jam at C	A paper jam has occurred while printing on both sides of the paper.	Remove the jammed paper from the printer, referring to page 7.10.
Jam at C	A paper jam has occurred inside the printer.	Open the right cover C and remove the jammed paper from the printer, referring to page 7.9.
Laser Unit Error	A problem has occurred in the LSU (Laser Scanning Unit) in the printer.	Turn off the printer. Unplug the power cord and plug it in again. Turn on the printer. If the problem persists, please call for service.
Load [Size] In Tray [X]	The paper size specified in the printer properties does not match the paper you are loading.	Load the correct paper in the tray.
Load Manual Press Cont Key	The Multi-purpose Tray is empty in the manual feed mode.	Load a sheet of paper and press the On Line/Continue button. You need to press the button for each page to be printed.

Message	Status	Do this...
Main Motor Error	A problem has occurred in the main motor of the printer.	Unplug the power cord and plug it in again. If the problem persists, please call for service.
Memory Overflow	The printer does not have enough memory to print the current job.	Simplify the page layout and remove unnecessary graphics from your document.
Page Too Complex	Too much complicated data was sent to the printer.	Simplify the page layout and remove unnecessary graphics from your document.
Ready [Color] Low Toner	The corresponding toner cartridge in your printer is low.	Order a replacement toner cartridge.
Replace [Color] Toner	The corresponding toner cartridge in your printer is empty.	Replace the corresponding toner cartridge with a new one. See page 6.8.
Replace Fuser Soon	The fuser is nearing the end of its life.	<ul style="list-style-type: none"> • Order a replacement fuser. • When the printout is too light, replace the fuser. • You can select whether or not this message displays on the control panel. See page 5.11.
Replace Fuser	The fuser is not installed or is at the end of its life	<ul style="list-style-type: none"> • Order a replacement fuser. • When the printout is too light, replace the fuser. • You can select whether or not this message displays on the control panel. See page 5.11.
Replace Imaging Unit	The imaging unit is at the end of its life.	<ul style="list-style-type: none"> • Order a replacement imaging unit. • When the printout is too light, replace the imaging unit. • You can select whether or not this message displays on the control panel. See page 5.11.
Replace Imaging Unit Soon	The lifetime of the imaging unit is nearing the end of its life.	Replace the imaging unit with a new one. See page 6.14.

Message	Status	Do this...
Replace Transfer Belt	The transfer belt is at the end of its life.	<ul style="list-style-type: none"> • Order a replacement transfer belt. • When the printout is too light, replace the transfer belt. • You can select whether or not this message displays on the control panel. See page 5.11.
Replace Transfer Belt Soon	The lifetime of the transfer belt is nearing the end of its life.	Replace the transfer belt with a new one. See page 6.22.
Replace Transfer Roller	The lifetime of the transfer roller is ended.	Order a replacement transfer roller.
Replace Transfer Roller Soon	The transfer roller is nearing the end of its life.	Order a replacement transfer roller.
Transfer Belt Error	The transfer belt is either not working or not correctly installed in the printer.	Replace the transfer belt. OR Make sure that installed transfer belt is properly seated.
Tray2 Error	Optional Tray2 is not properly installed or connected to the printer.	After turn the printer off and then back on, reinstall the optional tray2. If the message persists, contact a service representative.
Waste Box Full/ Not Installed	The waste cartridge is full.	Replace the waste cartridge with a new one. See page 6.11.
Waste Motor Error	A problem has occurred in waste toner motor.	Turn the printer off then turn it back on. If the error still occurs, contact a service representative.

Common Windows Problems

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



NOTE: Refer to the Microsoft Windows 98/Me/NT 4.0/2000/XP/Server 2003 User Guide that came with your PC for further information on Windows error messages.

Common Macintosh Problems

Problems in the Chooser

Problem	Possible Cause and Solution
The printer driver icon does not appear in Chooser.	Software is not installed correctly. <ul style="list-style-type: none">• Install the printer driver.• Make sure that you are using a high-quality cable.
The printer name does not appear in the Chooser.	<ul style="list-style-type: none">• Make sure that the cables are connected correctly and the printer is turned on.• Check if "Ready" appears on the display of the control panel. If not, press the On Line/Continue button to switch your printer to on-line.• Make sure that the correct printer driver has been selected in Chooser.

Printing Errors

Problem	Possible Cause and Solution
You cannot use the computer while the printer is printing.	Background Printing has not been selected. <ul style="list-style-type: none">• Select Background in the printer's properties.

Common Linux Problems

Problem	Possible Cause and Solution
I can't change settings in the configuration tool.	You need to have administrator privileges to be able to change global settings.
I am using the KDE desktop but the configuration tool and LLPR won't start.	You may not have the GTK libraries installed. These usually come with most Linux distributions, but you may have to install them manually. Refer to your distribution's installation manual for more details about installing additional packages.
I just installed this package but can't find entries in the KDE/Gnome menus.	Some versions of the KDE or GNOME desktop environments may require that you restart your session for the changes to take effect.
I get a "Some options are not selected" error message while editing the printer settings.	Some printers have conflicting settings, meaning that some settings for two options can't be selected at the same time. When you change a setting and the Printer Package detects such a conflict, the conflicting option is changed to a "No Choice" value. You have to choose an option that does not conflict before being able to submit the changes.
I can't make a printer the system default.	<p>In some conditions, it may not be possible to change the default queue. This happens with some variants of LPRng, especially on recent RedHat systems that use the "printconf" database of queues.</p> <p>When using printconf, the /etc./printcap file is automatically refreshed from the database of printers managed by the system (usually through the "printtool" command), and the queues in /etc./printcap.local are appended to the resulting file. The default queue in LPRng is defined as the first queue in /etc./printcap, therefore it is not possible for the Linux Printer Package to change the default when some queues have otherwise been defined using printtool.</p> <p>LPD systems identify the default queue as the one named "lp". Thus, if there is already a queue by this name, and if it doesn't have any alias, then you won't be able to change the default. To work around this, you can either delete the queue or rename it by manually editing the /etc./printcap file.</p>
The N-up setting does not work correctly for some of my documents.	The N-up feature is achieved through post-processing of the PostScript data that is being sent to the printing system. However, such post-processing can only be adequately achieved if the PostScript data conforms to the Adobe Document Structuring Conventions. Problems may arise when using N-up and other features relying on post-processing if the document being printed isn't compliant.

Problem	Possible Cause and Solution
I am using BSD lpr (Slackware, Debian, older distributions) and some options chosen in LLPR don't seem to take effect.	Legacy BSD lpr systems have a hard limitation on the length of the option string that can be passed to the printing system. As such, if you selected a number of different options, you may exceed the length of the options and some of your choices won't be passed to the programs responsible for implementing them. Try to select less options that deviate from the defaults, to save on memory usage.
I am trying to print a document in Landscape mode, but it prints rotated and cropped.	Most Unix applications that offer a Landscape orientation option in their printing options will generate correct PostScript code that should be printed as is. In that case, you need to make sure that you leave the LLPR option to its default Portrait setting, to avoid unwanted rotations of the page that would result in a cropped output.
Some pages come out all white (nothing is printed), and I am using CUPS.	If the data being sent is in Encapsulated PostScript (EPS) format, some earlier versions of CUPS (1.1.10 and before) have a bug preventing them from being processed correctly. When going through LLPR to print, the Printer Package will work around this issue by converting the data to regular PostScript. However, if your application bypasses LLPR and feeds EPS data to CUPS, the document may not print correctly.
I can't print to a SMB (Windows) printer.	To be able to configure and use SMB-shared printers (such as printers shared on a Windows printer), you need to have a correct installation of the SAMBA package that enables that feature. The "smbclient" command should be available and usable on your system.
My application seems to be frozen while LLPR is running.	Most Unix applications will expect a command like the regular "lpr" command to be non-interactive and thus return immediately. Since LLPR is waiting for user input before passing the job on to the print spooler, very often the application will wait for the process to return, and thus will appear to be frozen (its windows won't refresh). This is normal and the application should resume functioning correctly after the user exits LLPR.
How do I specify the IP address of my SMB server?	It can be specified in the "Add Printer" dialogue of the configuration tool, if you don't use the CUPS printing system. Unfortunately, CUPS currently doesn't allow you to specify the IP address of SMB printers, so you will have to be able to browse the resource with Samba in order to be able to print.
Some documents come out as white pages when printing.	Some versions of CUPS, especially those shipped with Mandrake Linux before the 8.1 release, have some known bugs when processing the PostScript output from some applications. Try upgrading to the latest version of CUPS (at least 1.1.14). Some RPM packages for the most popular distributions are provided as a convenience with this Linux Printing Package.

Problem	Possible Cause and Solution
I have CUPS and some options (such as N-up) seem to be always enabled even though I don't choose them in LLPR.	There may be some local options defined in your <code>~/lpoptions</code> file, which are manipulated by the <code>lpoptions</code> command. These options are always used if not overridden by LLPR settings. To get rid of all options for a printer, run the following command, replacing "printer" with the name of the queue: <code>lpoptions -x printer</code>
I configured a printer to print to a file, but I get "Permission denied" errors.	Most printing systems will not run as the super-user but as a special user (usually "lp"). Therefore, make sure that the file you have chosen to print to is accessible to the user owning the spooler daemon.
On my PCL (or GDI) printer, I sometimes get error messages printing instead of my document.	Unfortunately, some Unix applications may generate non-compliant PostScript output that may not be supported by Ghostscript, or even the printer itself in PostScript mode. You can try to capture the output to a file and view the results with Ghostscript (<code>gv</code> or <code>ghostview</code> will allow you to do so interactively) and see if you get error messages. However, since the application is at fault probably, contact your software vendor to inform them of the issue.
Some color images come out all black.	This is a known bug of Ghostscript (until GNU Ghostscript version 7.05) when the base color space of the document is indexed color space and it is converted through CIE color space. Because Postscript uses CIE color space for Color Matching System, you should upgrade Ghostscript on your system at least GNU Ghostscript version 7.06 or later. You can find the recent Ghostscript at www.ghostscript.com .

MEMO





USING YOUR PRINTER WITH A MACINTOSH

This chapter includes Macintosh information.

Software for Macintosh

Your printer supports Macintosh systems with a built-in USB interface. When you print a file from a Macintosh computer, you can use the SPLC driver to support your printer's major printing features.

System Requirements

To use your printer and its software with a Macintosh, your system should have:

Macintosh Hardware Requirement:

- One of the following Macintosh models:
 - Power Macintosh series
 - Power Macintosh G3, G4
 - iMac series
 - PowerBook series
 - iBook series
- USB interface



NOTE: Your printer must be connected directly to your Macintosh using a USB cable. The Phaser 6100 printer does not currently support printing over a network connection from any Macintosh Operating System. For information about future network capability, see Appendix G for the Phaser 6100 Support web site.

Macintosh System Requirement:

Macintosh OS 9.x



NOTES:

- The Phaser 6100 printer does not support PostScript printing. Ensure that the application you are using does not expect to be able to use PostScript.
 - For information on printer driver installation, printing features, and Macintosh OS X support, see Appendix G for the Phaser 6100 Support web site.
-





USING YOUR PRINTER IN LINUX

You can use your printer in a Linux environment.

This chapter includes:

- **Installing the Printer Driver**
- **Using the Configuration Tool**
- **Changing LLPR Properties**

Installing the Printer Driver

System Requirements

Supported OS

- Redhat 6.2/7.0/7.1 and above
- Linux Mandrake 7.1/8.0 and above
- SuSE 6.4/7.0/7.1 and above

Recommended Requirements

- Pentium II or PowerPC G3
- RAM 64 MB or higher
- Hard drive 20 MB or higher

Software

- Glibc 2.1 or higher
- GTK+ 1.2 or higher
- Ghostscript

Installing the Printer Driver

- 1** Make sure that you connect the printer to your computer. Turn both the computer and the printer on.
- 2** When the Administrator Login window appears, type in "**root**" in the Login field and enter the system password.



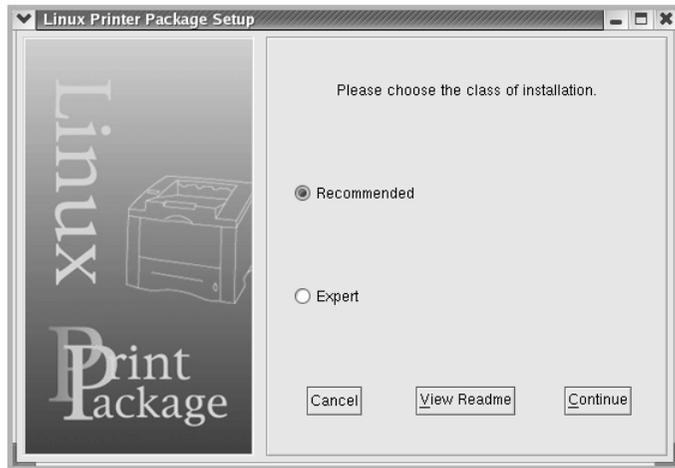
NOTE: You must log in as a super user (root) to install the printer software. If you are not the super user, ask your system administrator.

- 3** Insert the printer software CD-ROM. The CD-ROM automatically runs.



NOTE: If the CD-ROM does not automatically run, click the  icon at the bottom of the window. When the Terminal screen appears, type in:
[root@local /root]# **cd /mnt/cdrom** (the CD-ROM directory)
[root@local cdrom]# **./setup.sh**

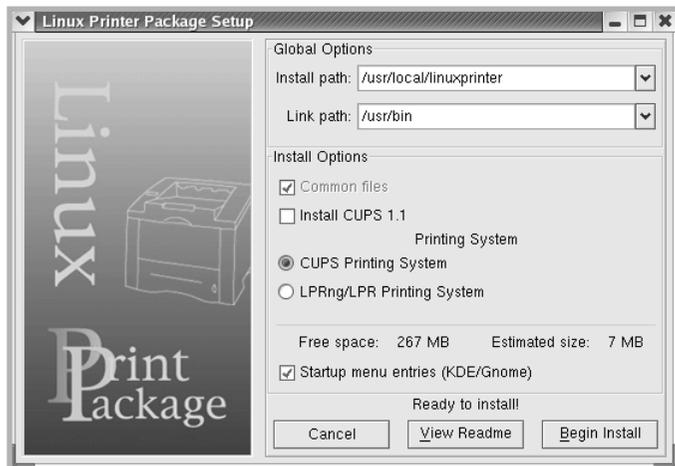
- 4 Select the installation type, either **Recommended** or **Expert**, and then click **Continue**.



Recommended is fully automated and no interaction is required. **Expert** installation allows you to select the install path or printing system.

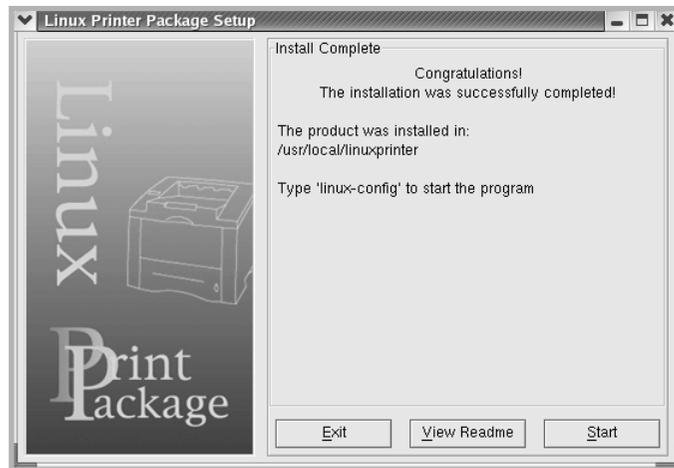
- 5 If you selected **Recommended**, go to Step 6.

For **Expert**, select an option and then click **Begin Install**.



B

- 6 The printer driver installation begins. When the installation is completed, click **Start**.

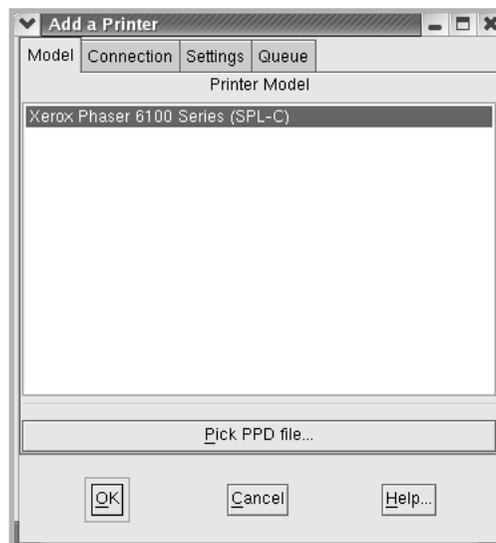


- 7 The Linux Printer Configuration window opens. Click the **Add Printer** icon on the tool bar at the top of the window.



NOTE: Depending on the printing system in use, the Administrator Login window may appear. Type in "**root**" in the Login field and enter the system password.

- 8 You see the printers currently added to your system. Select the printer you want to use. The function tabs available for the selected printer appear at the top of the Add a Printer window.



- 9 Click the **Connection** tab and ensure that the printer port is set properly. If not, change the device setting.



- 10 You can use the **Settings** tab and the **Queue** tab to view the printer's current settings. If necessary, you can change the settings.

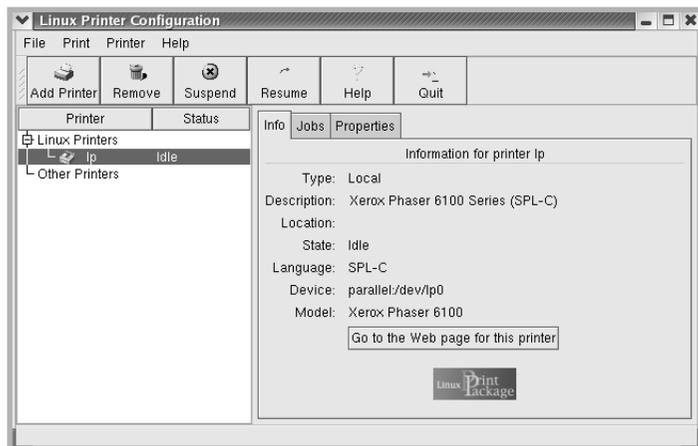


NOTE: The options may differ depending on the printer in use. The Description and the Location field in the Queue screen may not appear depending on the printing system in use.

- 11 To exit, click **OK**.

- 12 When the window prompts that the new printer is successfully configured, click **OK**.

- 13 The Linux Printer Configuration window reappears. You can view the information about your printer from the **Info** tab. If necessary, you can change the printer's configuration. For details about changing the printer's configuration, see "Using the Configuration Tool" on page B.8.



Changing the Printer Connection Method

If you change the printer connection method from USB to parallel or vice versa while in use, you must re-configure your Linux printer by adding the printer to your system. Take the following steps:

- 1 Make sure that you connect the printer to your computer. Turn both the computer and the printer on.
- 2 When the Administrator Login window appears, type in "root" in the Login field and enter the system password.



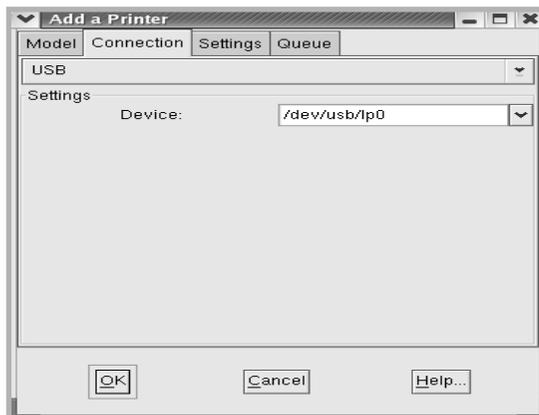
NOTE: You must log in as a super user (root) to install a new printer to the printing system. If you are not the super user, ask your system administrator.

- 3 From the Startup Menu icon at the bottom of the desktop, select **Linux Printer** and then **Configuration Tool**.

You can also access the Linux Printer Configuration window by typing "**linux-config**" in the Terminal screen.

- 4 When the Linux Printer Configuration window appears, click the **Add Printer** icon on the tool bar at the top of the window.
- 5 Click the **Connection** tab at the top of the Add a Printer window.

Ensure that the printer port is set properly. If not, change the device setting.



- 6 Click **OK**.

Uninstalling the Printer Driver

- 1 From the Startup Menu icon at the bottom of the desktop, select **Other** and then **Configuration Tool**.



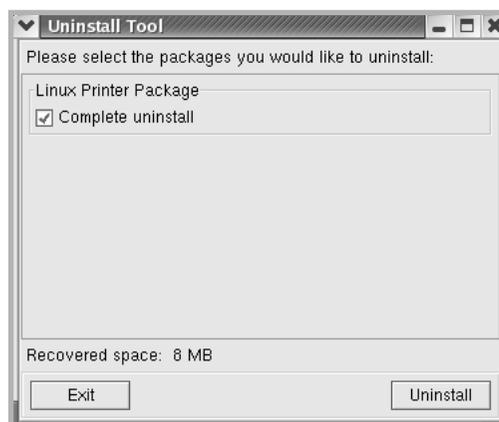
You can also access the Linux Printer Configuration window by typing "**linux-config**" in the Terminal screen.

- 2 In the Linux Printer Configuration window, select the **Uninstall** command from the **File** menu.
- 3 The Administrator Login window appears. Type in "**root**" in the Login field and enter the system password. Click **Proceed**.



NOTE: You must log in as a super user (root) to uninstall the printer software. If you are not the super user, ask your system administrator.

- 4 A message window appears asking you to confirm the uninstallation. Click **Yes**.
- 5 Select **Complete uninstall** and then click **Uninstall**.



B

- 6 Click **OK** to begin uninstallation.
- 7 When the uninstallation is completed, click **Finished**.

Using the Configuration Tool

The configuration tool accesses administrative tasks, including adding and removing a new printer, and changing their global settings. Regular users can also run it to easily inspect job queues, examine the printer properties and change their local preferences.

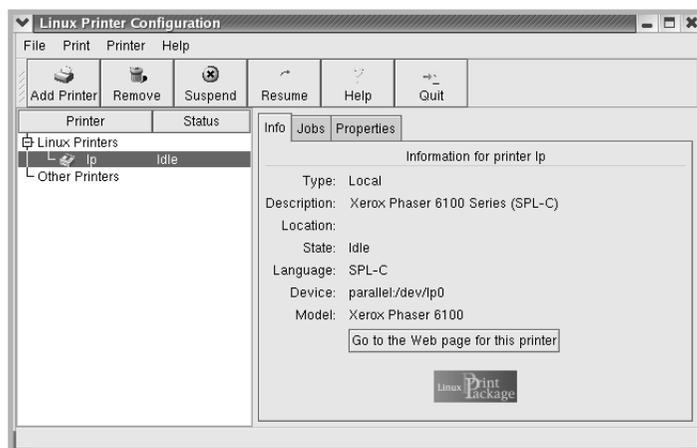
To access the Configuration Tool:

- 1 From the Startup Menu icon at the bottom of the screen, select **Linux Printer** and then **Configuration Tool**. The Linux Printer Configuration window appears.

You can also open this window from the Terminal screen by typing in "**linux-config**."

- 2 The Linux Printer Configuration window shows a list of installed printers in the left pane. The right pane shows a number of tabs that display information regarding the currently selected printer.

Select your printer, if not currently selected.

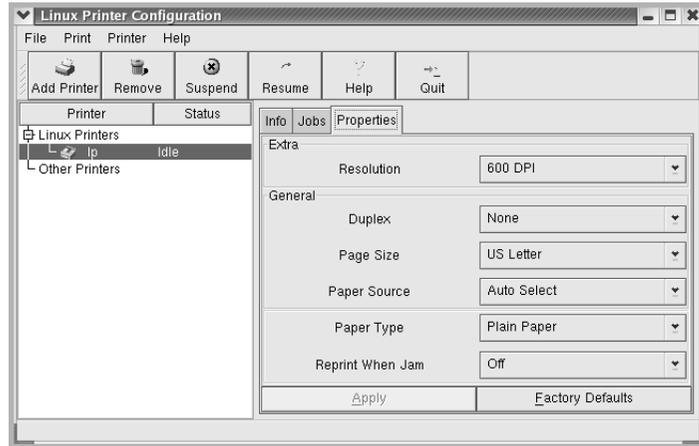


3 The **Info** tab shows general information about the printer.

If you are an Internet user, you can click **Go to the Web page for this printer** to access the web page.

Click the **Jobs** tab to inspect and manage the job queue for the selected printer. You can suspend, resume or delete a specific job(s) in the queue. If you drag a specific job(s), you can drop it into the print queue of another printer.

The **Properties** tab allows you to change the default printer settings.



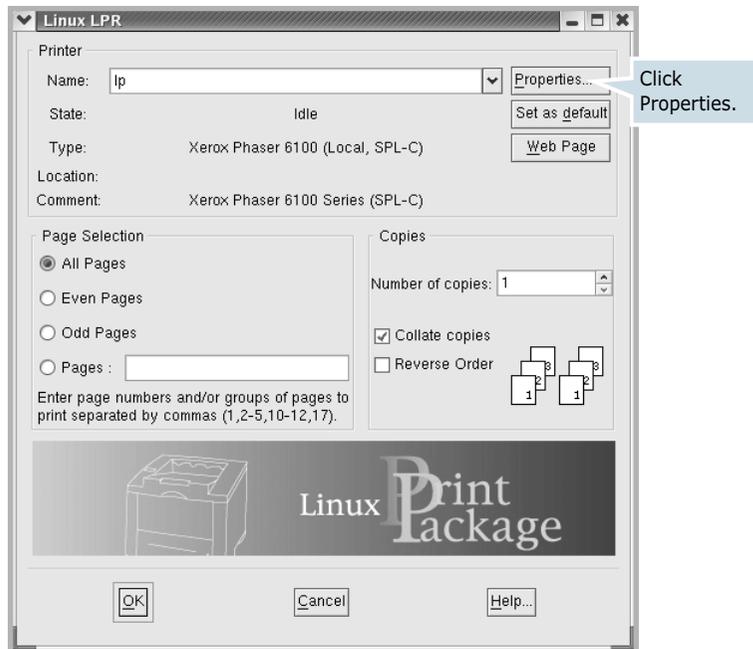
NOTE: Regular users are able to override the system-wide default settings defined by the administrator. When a regular user clicks **Apply**, these custom settings are saved in the user's profile and may be later used with LLPR. If the administrator is running the configuration tool, then the settings are saved as the new global defaults.

Changing LLPR Properties

You can fine tune the printer's properties by opening the LLPR Properties window.

To open the LLPR Properties window:

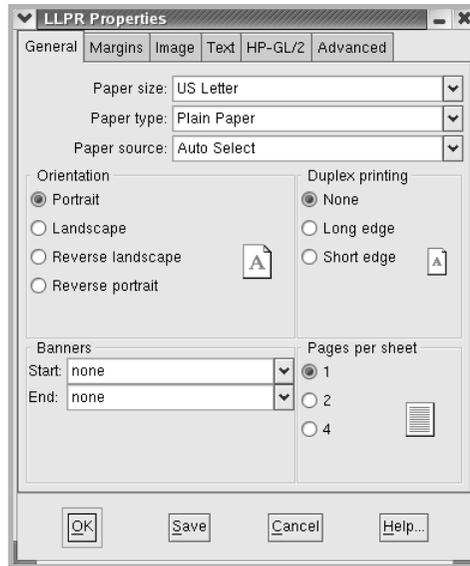
- 1 From the application you are using, select the **Print** command.
- 2 When the Linux LPR window opens, click **Properties**.



You can also open the LLPR window:

- Click the Startup Menu icon at the bottom of the screen and select **Linux Printer** and then **Linux LPR**.
- If the Linux Printer Configuration window is currently open, select **Test Print** from the **Print** menu.

3 The LLPR Properties window opens.



The following six tabs are at the top of the window:

- **General** - allows you to change the paper size, the paper type, the paper source, the orientation of the documents; enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.
- **Margins** - allows you to specify the page margins. These margins do not apply when printing regular PostScript data.
- **Image** - allows you to set image options that are used when printing image files, i.e. when a non-PostScript document is passed to LLPR on the command line. Color settings will also take effect for postscript documents.
- **Text** - allows you to select the density of the text and turn the syntax coloring on or off.
- **HP-GL/2** - allows you to set default options to print documents in the HP-GL/2 format, which is used by some plotters.
- **Advanced** - allows you to override the default settings for the printer.

If you click the **Save** button at the bottom of the window, the options are kept between LLPR sessions.

Use the **Help** button to view details about the options in the window.

- 4 To apply the options, click **OK** in the **LLPR Properties** window. You are returned to the **Linux LPR** window. To start printing, click **OK**.

MEMO



B.12 USING YOUR PRINTER IN LINUX



USING YOUR PRINTER ON A NETWORK

If you work in a networked environment, the printer can be shared by other users on the network.

This chapter includes:

- **About Sharing the Printer on a Network**
- **Setting Up a Locally Shared Printer**
- **Setting Up a Network-Connected Printer**

About Sharing the Printer on a Network

If you work in a networked environment, you can connect your printer to the network.

Locally-Shared Printer

You can connect the printer directly to a selected computer, which is called the "host computer" on the network. The printer can then be shared by other users on the network through a Windows 98/Me/XP/NT 4.0/2000/Server 2003 network printer connection.

Wired Network-connected Printer

A Phaser 6100DN printer has the built-in network interface.

Printing Across a Network

Whether the printer is locally connected or network-connected, you need to install the Phaser 6100 printer software on each computer that prints documents using the printer.

Setting Up a Locally Shared Printer

In Windows 98/Me

Setting Up the Host Computer

- 1 Start Windows.
- 2 From the **Start** menu, select **Control Panel** from **Settings** and double-click on the **Network** icon.
- 3 Check the **File and Print Sharing** box, and click **OK**. Close the window.
- 4 From the **Start** menu, select **Printers** from **Settings** and double-click your printer name.
- 5 Select **Properties** in the **Printer** menu.
- 6 Click the **Sharing** tab and check the **Shared As** box. Fill in the **Shared Name** field and click **OK**.

Setting Up the Client Computer

- 1 Right-click the Windows **Start** button and select **Explorer**.
- 2 Open your network folder in the left column.
- 3 Right-click the shared name and select **Capture Printer Port**.
- 4 Select the port you want, check the **Reconnect at log on box**, and click **OK**.
- 5 From the **Start** menu, select **Settings** and then **Printers**.
- 6 Double-click your printer icon.
- 7 From the **Printer** menu, select **Properties**.
- 8 From the **Details** tab, select the printer port and click **OK**.

In Windows NT 4.0/2000/XP/Server 2003

Setting Up the Host Computer

- 1 Start Windows.
- 2 For Windows NT 4.0/2000, select **Settings**, and **Printers** from the Start menu.

For Windows XP/Server 2003, select **Printers and Faxes** from the Start menu.
- 3 Double-click your printer icon.
- 4 From the **Printer** menu, select **Sharing**.
- 5 For Windows NT 4.0, check the **Shared** box.

For Windows 2000, check the **Shared As** box.

For Windows XP/Server 2003, check the **Share this printer** box.
- 6 Fill in the **Shared Name** field and click **OK**.

Setting Up the 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 For Windows NT 4.0/2000, select **Settings** and **Printers** from the **Start** menu.

For Windows XP/Server 2003, select **Printers and Faxes** from the **Start** menu.

- 5 Double-click your printer 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, enter the shared name.
- 10 Click **OK** and click **Close**.
- 11 For Windows NT 4.0, click **OK**.

For Windows 2000/XP/Server 2003, click **Apply** and click **OK**.

Setting Up a Network-Connected Printer

You have to set up the network protocols on the printer to use it as your network printer. Setting protocols can be accomplished by using CentreWare Internet Services (IS).

To access CentreWare IS:

- 1 Launch your web browser.
- 2 Enter your printer's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).

The CentreWare Internet Services (IS) screen appears. Access printer status and manage your printer over a TCP/IP network using a web browser.

You can configure the basic network parameters through the printer's control panel. Use the printer control panel to do the following:

- Enable or disable network protocols (TCP/IP, LPD)
- Configure TCP/IP

Configuring Network Parameters on the Control Panel

Supported Operating Systems

Item	Requirements
Network Interface	10/100 Base-TX (standard for Phaser 6100DN)
Network Operating System	<ul style="list-style-type: none">• Windows 98/Me, NT 4.0/2000/XP/Server 2003• Linux RedHat 6.2/7.0/7.1 and higher• Linux Mandrake 7.1/8.0 and higher• SuSE 6.4/7.0/7.1 and higher
Network Protocols	<ul style="list-style-type: none">• LPD (LPR), Port9100 on Windows NT, Linux
Dynamic Addressing Server	<ul style="list-style-type: none">• DHCP, BOOTP

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

Printing a Network Connection Page

The Network Connection page shows how the network interface card on your printer is configured. The default settings which are suitable for most applications are enabled.

- 1** In ready mode press the **Menu** button () until you see 'Information' on the bottom line of the display.
- 2** Press the **OK** button () to access the menu.
- 3** Press the scroll button ( or ) until 'Connection Pg' displays on the bottom line.
- 4** Press the **OK** button ().

The Network Connection page prints out.

Setting Network Protocols

When you first install the printer, all supported network protocols are enabled when you turn the printer on. If a network protocol is enabled, the printer may actively transmit on the network even when the protocol is not in use. This may increase network traffic slightly. To eliminate unnecessary traffic, you can disable unused protocols.

Configuring TCP/IP

Your printer can be set up on a variety of TCP/IP networks. There are several ways in which your printer can be assigned a TCP/IP address, depending on your network.

- **Static Addressing:** TCP/IP address is assigned manually by the system administrator.
- **Dynamic Addressing BOOTP/DHCP (default):** TCP/IP address is assigned automatically by the server.

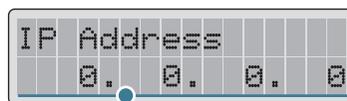
- 1** In ready mode press the **Menu** button () until you see 'Network Setup' on the bottom line of the display.
- 2** Press the **OK** button () to access the menu.
- 3** Press the scroll button ( or ) until 'Configure TCP' displays on the bottom line. Press the **OK** button ().
- 4** Press the scroll button ( or ) to display 'Yes' and press the **OK** button (). The IP Source screen appears.
- 5** Press the scroll button ( or ) to select one of the following options, then press the **OK** button ():
 - **Static:** See "Static Addressing" on page C.8
 - **BOOTP:** See "Dynamic Addressing (BOOTP/DHCP)" on page C.9
 - **DHCP:** See "Dynamic Addressing (BOOTP/DHCP)" on page C.9

Static Addressing

To enter the TCP/IP address from your printer's control panel, take the following steps:

- 1** Press the **OK** button () to access the IP Address menu.

An IP address consists of 4 bytes.



Enter a number between 0 and 255 for each byte.

- 2** Press the scroll button ( or ) to enter a number between 0 and 255 and press the **OK** button ().

- 3 Repeat Step 2 to complete the address from the 1st byte to the 4th byte.
- 4 To select other parameters, such as the Subnet Mask or Gateway, press the scroll button (◀ or ▶). Press the **OK** button (OK).
- 5 Repeat steps 2 through 4 to configure the other TCP/IP parameters.

Dynamic Addressing (BOOTP/DHCP)

To assign the TCP/IP address automatically by the server, take the following steps:

- 1 Press the scroll button (◀ or ▶) until 'BOOTP' or 'DHCP' is displayed on the bottom line. Press the **OK** button (OK).
- 2 Press the scroll button (◀ or ▶) to display 'YES' and press the **OK** button (OK).

Resetting the Network Interface Card

You can reset the network interface card when the connection to the network is lost.

- 1 Press the **Menu** button (☰) until you see 'Network Setup' on the bottom line of the display.
- 2 Press the **OK** button (OK) to access the menu.
- 3 Press scroll button (◀ or ▶) until 'Reset Network' displays on the bottom line.
- 4 Press the **OK** button (OK) to confirm the selection.

Resetting the Network Configuration

You can return the network configuration to its default settings.

- 1** Press the **Menu** button () until you see 'Network Setup' on the bottom line of the display.
- 2** Press the **OK** button () to access the menu.
- 3** Press scroll button ( or ) until 'Reset Defaults' displays on the bottom line.
- 4** Press the **OK** button () to confirm the selection.





INSTALLING AN OPTIONAL TRAY 2

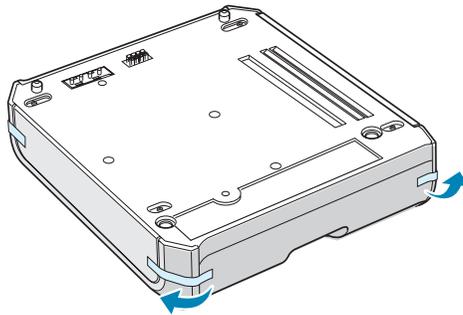
Your printer is a full-featured laser printer that has been optimized to meet most of your printing needs. Recognizing that each user may have different requirements, however, Xerox makes several options available to enhance your printer's capabilities.

This chapter includes information for installing an Optional Tray 2.

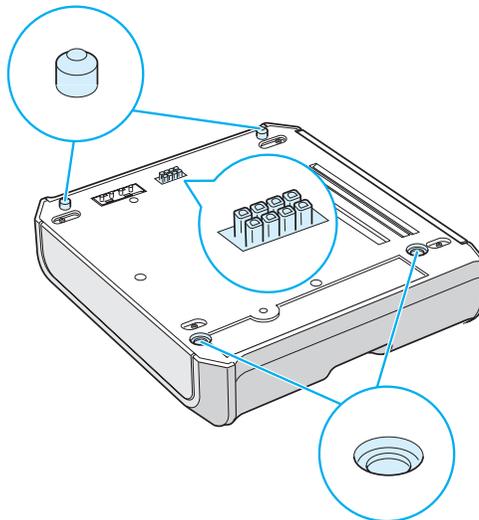
Installing an Optional Tray 2

You can increase the paper handling capacity of your printer by installing an optional Tray2. This tray holds 500 sheets of paper.

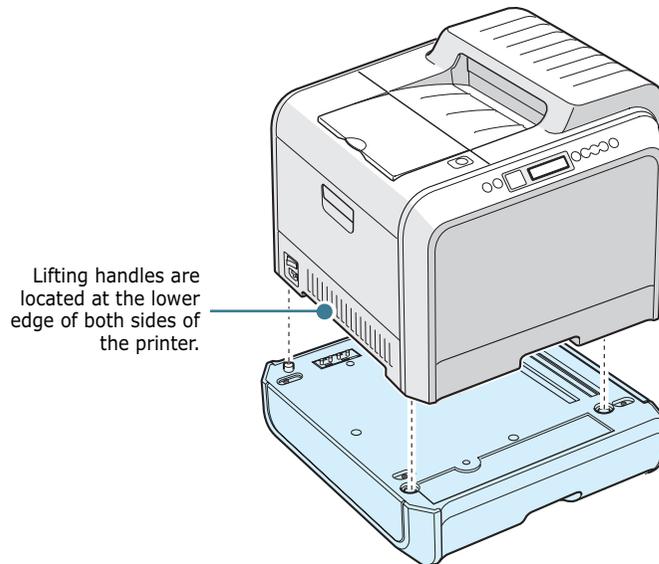
- 1 Turn the printer off and unplug all cables from the printer.
- 2 Remove the packing tape and the packing material inside of the tray.



- 3 Find the location of the connector and the optional tray positioners.



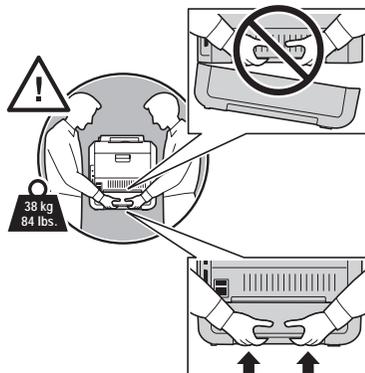
- 4 Place the printer over the tray, aligning the feet on the printer with the positioners in the optional tray.



CAUTION: This printer weighs 35kg including developer cartridge and cassette. Use safe lifting and handling techniques. If you need to move the printer it must be moved by two people. Use the lifting handles located as shown in the diagram. Back injury could be caused if a single person attempts to lift the printer.

- 5 Load paper in the optional tray. For information about loading paper in this tray, see "Using the Optional Tray 2" on page 2.8.
- 6 Reconnect the power cord and cables and then turn the printer on.

CAUTION: When moving the printer with the Optional Tray 2, lift using the handles on each side of the Optional Tray 2 to prevent the tray from separating from the printer. The illustration below demonstrates the proper technique for lifting the printer.



When you print a document on the paper loaded in Tray 2, you must configure the properties of the printer driver.

To access the properties of the printer driver:

- 1 Click the Windows **Start** menu.
- 2 For Windows 98/Me/NT 4.0/2000, select **Settings** and then **Printers**.
For Windows XP/Server 2003, select **Printers and Faxes**.
- 3 Select the **Xerox Phaser 6100** printer.
- 4 Click the right mouse button on the printer icon and:

In Windows 98/Me, select **Properties**.

In Windows NT 4.0/2000/XP/Server 2003, select **Properties**.
- 5 Click the **Printer** tab, and select **Tray 2** from the **Optional Tray** drop-down list.



- 6 Click **OK**.





SPECIFICATIONS

This chapter includes:

- **Printer Specifications**
- **Paper Specifications**

Printer Specifications

Item	Specifications and Description
Print Speed	Black:20 PPM (A4), 21 PPM (Letter);Color: 5 PPM (A4/Letter) Duplex: 9.6 IPM (Black); 5 IPM (Color)
Resolution	True 600x600 dpi (1200x1200 dpi class)
Warm-up Time	15 seconds (Black); 24 seconds (4-Color)
First Page Out Time	< 120 seconds
Power Rating	AC 110 ~ 127V (USA, Canada) / 220 ~ 240V (Others), 50 / 60Hz
Power consumption	450 W average during operation / Less than 30 W in Power Saver mode
Acoustic Noise	Printing: 48dB
Toner Supply	Four toner cartridges (Black, Yellow, Magenta, Cyan)
Toner cartridge Life	7,000 Sheets high-capacity (for standard-capacity 3,000 sheets) @ IDC 5% coverage (Black Toner) 5,000 Sheets high-capacity (for standard-capacity, 2,000 sheets) @ IDC 5% coverage (C/M/Y)
Duty Cycle	Monthly: 35,000 pages maximum (Black)
Weight	38kg/84lb (including consumables)
Package Weight	Paper: 4.36Kg, Plastic: 1.48Kg
External Dimensions (W x D x H)	510 (W) x 470 (D) x 405 (H) mm
Operating Environment	Temperature: 15 ~ 32.5°C / 50 ~ 90°F Humidity: 20 ~ 80% RH
Emulation	SPL-Color
Random Access Memory (RAM)	Standard 64 MB
Fonts	Windows font
Interface Switching	Automatic (Parallel, USB, Network)
Interface	<ul style="list-style-type: none"> • IEEE 1284 Bidirectional Parallel <ul style="list-style-type: none"> - Modes supported: Compatible, Nibble, Byte, ECP • USB Interface Standard <ul style="list-style-type: none"> - USB 1.1/2.0 compliant (12/480 Mbps 1 port) • Network Interface <ul style="list-style-type: none"> - 10/100 Base TX (Phaser 6100DN only)

Paper Specifications

Overview

Your printer is designed to be used with a variety of paper types including envelopes, labels, transparencies, and custom size paper. Paper weight and size affect both print quality and the printer's performance. Using unsupported paper or specialty media can cause:

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

See "Supported Sizes of Paper" on page E.4.



NOTES:

- When the correct paper or specialty media is used and print problems still occur, other factors may be involved. Paper may have been stored incorrectly or has become wrinkled, dusty, too moist, or too dry. Xerox has no control over, or responsibility for, these occurrences.
- Before purchasing large quantities of paper, ensure that the paper meets the requirements specified in this User Guide.



CAUTION: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty or service agreement.

Supported Sizes of Paper

Tray1 / Tray2	Dimensions*	Weight	Capacity**
Letter	216 X 279mm (8.5 X 11in.)	<ul style="list-style-type: none"> • 16 to 24lb (60 to 90g/m²) bond for single-sided printing • 20 to 24lb (75 to 90 g/m²) bond for duplex printing 	<ul style="list-style-type: none"> • 250 sheets of 75g/m² bond paper for Tray 1 • 500 sheets of 75g/m² bond paper for Tray 2
A4	210 X 297mm (8.3 X 11.7in.)		

Multi-Purpose Tray	Dimensions*	Weight	Capacity**
Minimum Size (custom)	90 X 140mm (3.5 X 5.5in.)	16 to 32lb (60 to 160g/m ²) bond, up to 60 lb cover	100 sheets of 75g/m ² bond paper
Maximum Size (custom)	216 X 356mm (8.5 X 14in.)		
Transparency	Same minimum and maximum paper sizes as listed above.	Use only Phaser 35-Series Premium Transparency Film.	30 typical
Labels***		Thickness: 0.10 X 0.14 mm (0.0039 X 0.0055in.)	10 typical
Envelopes		up to 90g/m ² (16 to 24lb)	up to 10

*The printer supports a wide range of media sizes. See "Printing on Card Stock or Custom Size Paper" on page 2.21.

**Capacity may vary depending on media weight and thickness, and environmental conditions.

***Smoothness: 100 to 250 (Sheffield)



NOTE: You may experience jams when using paper with a length of less than 140mm (5.5in.). For optimum performance, ensure that you are storing and handling the paper correctly. Please refer to "Printer and Paper Storage Environment" on page E.7.

Guidelines for Using Paper

Use conventional 75g/m² (20lb) paper. For best results, use Xerox Phaser Color Printing Media specified for your printer. They are guaranteed to produce excellent results with your Phaser 6100 Color Laser Printer.

Follow the guidelines in this table to ensure the best print quality and avoid printer jams.

Symptom	Problem	Solution
Poor print quality, paper does not feed into the printer	Paper weight, texture, or moisture content may be unsupported by the printer.	Try using a different kind of paper, between 100 ~ 250 Sheffield, 4 ~ 5% moisture content.
Text Dropout, paper jams, paper curl	Paper may have been improperly stored.	Store paper flat in its moisture-proof wrapping.
Increased gray background shading	Paper weight is too heavy for the print job.	Use lighter weight paper. Open the rear output tray.
Paper curls when fed into printer	Paper is too moist or contains a wrong grain direction or short-grain construction	Use long-grain paper.
Printer jams, printer is damaged	Paper contains cutouts or perforations	Do not use paper with cutouts or perforations.
Paper does not feed into printer properly	Ragged edges	Use good quality paper.



NOTES:

- Do not use letterhead paper printed with low-temperature inks used in some types of thermography.
- Do not use raised or embossed letterhead.
- Make sure that colored paper or preprinted forms use inks that are compatible with a fusing temperature of 180°C or 356°F for 0.1 second.

Paper Specifications

Category	Specifications
Acid Content	5.5 ~ 8.0pH
Caliper	0.094 ~ 0.18mm (3.0 ~ 7.0mils)
Curl in Ream	Flat within 5mm (0.02in.)
Cut Edge Conditions	Cut with sharp blades with no visible fray.
Fusing Compatibility	Must not scorch, melt, offset, or release hazardous emissions when heated to 180°C (356°F) for 0.1 second.
Grain	Long Grain
Moisture Content	4% ~ 6% by weight
Smoothness	100 ~ 250 Sheffield

Paper Output Capacity

Output Tray	Capacity
Face-down	250 sheets of 75g/m ² bond paper

Paper Input Capacity

Input Tray	Capacity
Tray 1	250 sheets of 75g/m ² , 20lb bond paper
Multi-purpose Tray (MPT)	100 sheets of 75g/m ² , 20lb bond paper
Optional Tray 2	500 sheets of 75g/m ² , 20lb bond paper

Printer and Paper Storage Environment

Optimal print quality is achieved by providing a good environment and safe handling and storage conditions for your paper.

- Store the printer and paper in room-temperature environment that is neither too dry nor too humid. Paper absorbs or loses moisture rapidly. Heat removes moisture in paper while cold condenses moisture on the sheets. The humidity, or lack of it, in air conditioned, heated, or water-cooled rooms affects paper quality.
- Paper removed from its packaging, and not protected by tightly wrapping it in moisture-proof wrapping, can absorb excess moisture. This can cause light print, dropouts, paper distortion, and paper jams. Unopened paper in sealed reams remains stable for several months before use.



NOTE: If the printer environment is subject to extremes, unwrap only the amount of paper to be used during the day's operation to prevent paper damage.

- Do not purchase large quantities of paper that cannot be used in a short period of time—approximately three months. When stored too long, paper can be damaged by temperature and moisture.
- The paper storage environment should be properly maintained to ensure optimum printer performance. The required condition is 20° to 24°C (68° to 75°F), with a relative humidity of 45% to 55%.

Envelopes

Successful envelope printing is highly dependent on the quality and construction of the envelopes. Use envelopes made specifically for laser printers. When selecting envelopes, consider the following guidelines:

- Weight: 90g/m² (24lb) or less
- Construction: Flat with less than 6mm (0.25in.) curl
- Condition: No wrinkles or damaged surface or edges
- Temperature: Compatible with the heat and pressure of the printer
- Size: Meet the following size ranges:

	Minimum	Maximum
Multi-purpose Tray	90 X 140mm (3.5 X 5.5in.)	216 X 356mm (8.5 X 14in.)

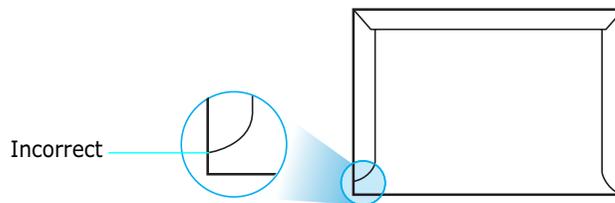
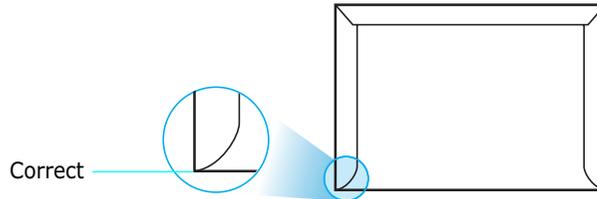


NOTES:

- Use only the Multi-purpose Tray to print envelopes.
 - You may experience some paper jams when using any media with a length less than 140mm(5.5in.). This may be caused by paper that has been affected by environmental conditions. For optimum performance, make sure you are storing and handling the paper correctly. Please refer to "Printer and Paper Storage Environment" on page E.7.
-

Envelopes with Double Side Seams

Envelopes designed with double side-seams (vertical seams at both ends of the envelope) may wrinkle easily. Select only those envelopes with a seam that extends to the corner of the envelope. See the following illustration.



Envelopes with Adhesive Strips or Flaps

These types of envelopes are not recommended.

Envelope Margins

The following gives typical address margins for a commercial #10 or DL envelope.

Type of Address	Minimum	Maximum
Return address	10mm (0.4in.)	51mm (2in.)
Delivery address	51mm (2in.)	90mm (3.5in.)



NOTES:

- For best print quality, position margins no closer than 15mm (0.6in.) from the edges of the envelope.
- Avoid printing over the area where the envelope's seams meet.

Envelope Storage

Store envelopes properly to ensure print quality. Envelopes should be stored flat. Remove air bubbles from envelopes before printing to avoid wrinkling or paper jams. See "Printing on Envelopes" on page 2.14.

Labels



CAUTIONS:

- To avoid damaging the printer, use only labels recommended for laser printers.
 - To prevent serious jams, always use the Multi-purpose Tray to print labels.
 - Never print on the same sheet of labels more than once and never print on a partial sheet of labels.
-

When selecting labels, consider the quality of each component:

- Adhesives: The adhesive material should be stable at 180°C (356°F), the printer's fusing temperature.
- Arrangement: Only use labels with no exposed backing between them. Labels can peel off sheets with spaces between the labels, causing serious jams. Exposed adhesive can also cause damage to the printer components.
- Curl: Prior to printing, labels must lie flat with no more than 13mm (0.5in.) of curl in any direction.
- Condition: Do not use labels with wrinkles, bubbles, or other indications of separation.

See "Printing on Labels" on page 2.16.

Transparencies

Transparencies used in the printer must be able to withstand 180°C (356°F) for 0.1 second, the printer's fusing temperature.



CAUTION: To avoid damaging the printer, use only transparencies recommended for laser printers using oil-less fusers. Do not use transparencies with paper backing or paper tape. Phaser 35-Series Premium Transparency Film is recommended.

See "Printing on Transparencies" on page 2.17.





PRODUCT RECYCLING AND DISPOSAL

This chapter includes information on the Xerox product recycling and disposal program.

Product Recycling and Disposal

Xerox operates a worldwide 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.html.

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





ADDITIONAL RESOURCES

This chapter includes web site information to help you learn more about your Phaser 6100 Color Laser Printer.

Web Links

Xerox provides many resources to help you learn more about your Xerox printer. Use these web sites to obtain information about your printer:

Resource	Link
To link to product and supplies information, download printer drivers, view documents, and access support information:	www.xerox.com/office
To access the troubleshooting knowledge base used by Xerox Customer Support staff:	www.xerox.com/office/6100infoSMART
To link to a color resource for tools and information such as interactive tutorials, color printing templates, helpful tips, and customized features to meet your individual needs:	www.colorconnection.xerox.com
To view technical support information:	www.xerox.com/office/6100support
To order Xerox supplies:	www.xerox.com/office/6100supplies
To find your local sales and support center:	www.xerox.com/office/contacts
To view warranty information regarding your Xerox printer:	www.xerox.com/office/6100warranty
To view Material Safety Data Sheet information regarding your Phaser 6100 Color Laser Printer:	www.xerox.com/office/msds



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