



User Guide

Guide d'utilisation

Guida dell'utente

Benutzerhandbuch

Guía del usuario

Guia do Usuário

Gebruikershandleiding

Användarhandbok

Betjeningsvejledning

Руководство пользователя

Εγχειρίδιο χρήστη

Przewodnik użytkownika

Felhasználói útmutató

Uživatelská příručka

Kullanım Kılavuzu

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Contents

1 Product Information

User Safety	1-2
Electrical Safety	1-2
Maintenance Safety	1-4
Laser Safety	1-4
Operational Safety	1-5
Symbols Marked on Product	1-6
Regulatory Information	1-7
Copy Regulations	1-9
Fax Regulations	1-12
Product Specifications	1-17
Material Safety Data Sheet	1-19
Product Recycling and Disposal	1-20
All Countries	1-20
European Union	1-20
North America	1-21
Other Countries	1-21

2 Product Features

Product Tour	2-2
Front View	2-2
Open View	2-3
Back View	2-3
Product Configurations	2-4
Standard Features	2-4
Available Configurations	2-5
Options	2-5
Print and Scan Drivers	2-6
Computer System Requirements	2-6
Control Panel	2-7
Control Panel Features	2-7
Control Panel Layout	2-7
Display Indicators	2-11

Control Panel Menus	2-12
Printing a Configuration Page	2-12
Printing a Menu Map	2-12
Checking Product Status and Settings on the Control Panel	2-13
Control Panel Menu Structure	2-15
More Information	2-18
Resources	2-18

3 Product Management

Product Management Overview	3-2
CentreWare Internet Services	3-3
Creating an Administrative Password	3-3
MFP ControlCentre (Windows Only with USB Connection)	3-4
Using the MFP ControlCentre	3-4
Configuring the Product	3-5
User Setup	3-5
Setting the Auto Panel Reset	3-6
Changing the Energy Save Mode	3-7
Setting the LCD Contrast	3-7
Setting the Control Panel Language	3-8
Setting the Scanner Lamp Off Time	3-9
Setting the Speaker Volume	3-9
Setting the Control Panel Default Mode	3-10
Setting the Toner Out Action	3-11
Setting the Media Mismatch Behavior	3-12
Calibrating the Product	3-13
Paper Source Setup Menu	3-14

4 Network Basics

Networking Protocols	4-2
Network Connection Overview	4-4
Methods of Setting the Product's IP Address	4-6
Automatically Setting the Product's IP Address	4-7
Manually Setting the Product's IP Address	4-8

5 Using Printer Driver Options

Accessing the Printer Driver Settings	5-2
Setting the Default Printer Driver Settings (Windows)	5-2
Configuring Options	5-3

Using the Windows Printer Driver	5-4
Create or Delete a Saved Settings File	5-4
Add, Edit, or Delete Custom Paper Sizes	5-5
Pages per Sheet	5-6
Booklet Printing	5-7
Poster Printing	5-8
Add, Edit, or Delete an Overlay	5-9
Add, Edit, or Delete a Watermark	5-10
Using the Macintosh Printer Driver	5-12
Selecting Print Options	5-12
Specifying Page Setup Settings	5-12
Custom Paper Size Options	5-12
Specifying Print Settings	5-13
Copies and Pages	5-13
Layout	5-14
Scheduler	5-14
Duplex (2-Sided Printing)	5-14
Paper Handling	5-15
ColorSync	5-15
Cover Page	5-15
Paper Feed	5-15

6 Printing Basics

Supported Paper and Media	6-2
Output Bin	6-3
Loading Media	6-5
Loading Plain Paper	6-6
Card Stock	6-10
Thick Card Stock	6-10
Loading Envelopes	6-11
Labels	6-18
Letterhead	6-19
Transparency	6-20
Glossy Stock	6-21
Loading Specialty Media	6-21
Guaranteed Imageable (Printable) Area	6-24
Options	6-25
Loading Paper in Tray 2	6-25
2-Sided Printing (Duplexing)	6-28

7 Copying

Basic Copying	7-2
Loading Originals	7-2
Adjusting Copy Options	7-3
Setting the Original Document Type	7-3
Setting the Copy Quality	7-4
Setting the Copy Density	7-4
Collating Copies	7-5
Selecting Paper Priority	7-6
Specifying a Zoom Ratio	7-7
Advanced Copying	7-8
Setting 2in1 Copying	7-8
ID Card Copying	7-9
Printing 2-Sided Copies	7-10

8 Scanning

Basic Scanning via USB	8-2
Scan to Email (Network Only)	8-3
Setting up the SMTP Server	8-3
Scan to Email Using the ADF	8-5
Scan to Email Using the Document Glass	8-7
Specifying a Recipient	8-8
Changing the Scan Mode Settings	8-9
Changing the Scanned Image Size	8-9

9 Faxing

Managing Fax Functions	9-2
Fax Mode Control Panel	9-2
Fax Mode Display	9-3
Fax Control Panel Symbols	9-3
Managing Fax Settings	9-4
Sending Faxes	9-8
Sending a Fax from the Automatic Document Feeder (ADF)	9-8
Sending a Fax from the Document Glass	9-9
Sending a Fax to Multiple Recipients	9-10
Sending a Fax at a Specified Time	9-11
Canceling a Document Queued in Memory for Transmission	9-11
Receiving Faxes	9-12
Receiving Faxes Automatically	9-12
Receiving Faxes Manually	9-12

Registering Recipients	9-13
Using the Phone Book	9-13
Entering Text on the Control Panel	9-14
Adding One-Touch Dial Entries	9-15
Editing or Deleting a One-Touch Entry	9-16
Adding Speed Dial Entries	9-17
Editing or Deleting Speed Dial Entries	9-18
Adding Group Dial Entries	9-19
Editing or Deleting Group Dial Entries	9-20
Fax Reports	9-21
Product Counters	9-21
Printing Reports	9-22
Solving Fax Problems	9-23
Problems Sending Faxes	9-24
Problems Receiving Faxes	9-25
Error Messages	9-25

10 Product Maintenance

Maintenance and Cleaning	10-2
General Precautions	10-2
Moving the Product	10-4
Cleaning the Exterior	10-5
Cleaning the Original Glass and Cover Pad	10-6
Cleaning the Media Feed Roller and Laser Lens	10-7
Cleaning the Duplex Feed Rollers	10-11
Cleaning the Tray 2 Feed Rollers	10-12
Cleaning the ADF Feed Rollers	10-14
Ordering Supplies	10-15
Consumables	10-15
Routine Maintenance Items	10-15
When to Order Supplies	10-16
Recycling Supplies	10-16

11 Troubleshooting

Preventing Paper Jams	11-2
Understanding the Media Path	11-3
Clearing Paper Jams	11-4
Clearing Paper Jams Inside the Product	11-4
Clearing Paper Jams from Tray 1	11-9
Clearing Paper Jams from Tray 2	11-11
Clearing Paper Jams in the Duplex Unit	11-13
Clearing Paper Jams in the ADF	11-14
Solving Problems with Paper Jams	11-17
Product Troubleshooting	11-19
General Troubleshooting	11-19
Duplex Problems	11-21
Driver Problems	11-21
Product Management Software Problems	11-22
Print-Quality Problems	11-23
Controlling the Quality of Your Prints	11-23
Selecting a Resolution	11-23
Adjusting Color	11-24
Troubleshooting Print-Quality Problems	11-25
Status, Error, and Service Messages	11-33
Status Messages	11-33
Error Messages	11-34
Service Messages	11-37
Getting Help	11-38

Index

Product Information

1

This chapter includes:

- [User Safety](#) on page 1-2
- [Regulatory Information](#) on page 1-7
- [Copy Regulations](#) on page 1-9
- [Fax Regulations](#) on page 1-12
- [Product Specifications](#) on page 1-17
- [Material Safety Data Sheet](#) on page 1-19
- [Product Recycling and Disposal](#) on page 1-20

User Safety

This section includes:

- [Electrical Safety](#) on page 1-2
- [Maintenance Safety](#) on page 1-4
- [Laser Safety](#) on page 1-4
- [Operational Safety](#) on page 1-5
- [Symbols Marked on Product](#) on page 1-6

Your product and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your product.

Electrical Safety

- Use the power cord supplied with your product.
- Plug the power cord directly into a properly grounded electrical outlet. Make sure each end of the cord is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Do not use an extension cord or power strip.
- Verify that the product is plugged into an outlet that is capable of providing the correct voltage and power. Review the product's electrical specification with an electrician if necessary.

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

- Do not place the product in an area where people might step on the power cord.
- Do not place objects on the power cord.
- Do not block the ventilation openings. These openings are provided to prevent overheating of the product.
- Do not drop paper clips or staples into the product.

Warning: Do not push objects into slots or openings on the product. Making contact with a voltage point or shorting out a part could result in fire or electrical shock.

If you notice unusual noises or odors:

1. Turn off the product immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative to correct the problem.

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

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

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the product.
- The product is exposed to water.

If any of these conditions occur, do the following:

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

Caution: To reduce the risk of fire, use only No. 26 American Wire Gauge (AWG) or larger telecommunication line cord.

Maintenance Safety

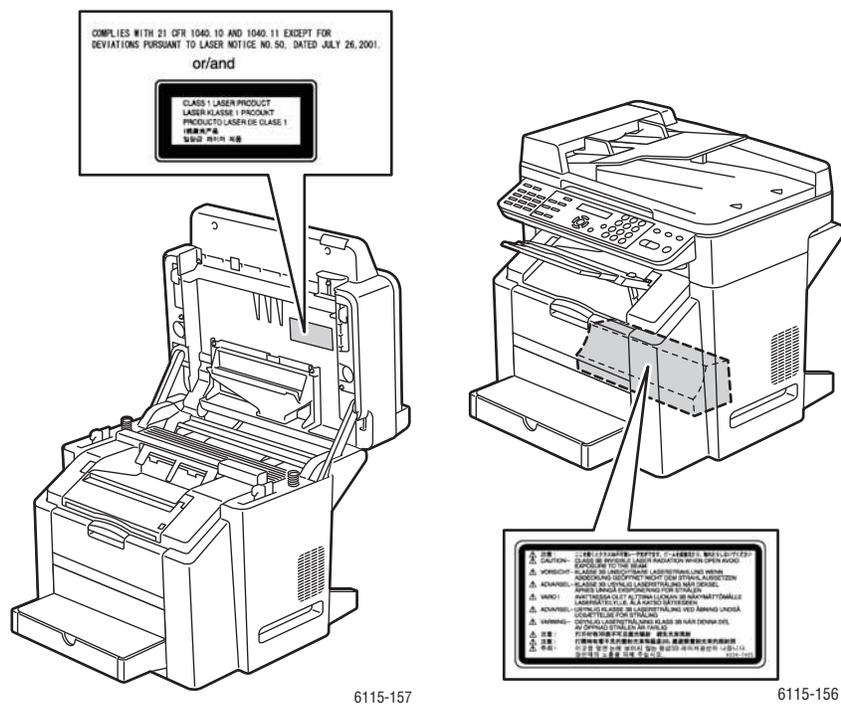
- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your product.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance and could create a hazardous condition.
- Do not burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Laser Safety

This product employs a Class 3B laser diode having maximum power of 10 mW and a wavelength of 775 - 800 nm. This product is certified as a Class 1 laser product. Since the laser beam is concealed by protective housing, the product does not emit hazardous laser radiation as long as the product is operated according to the instructions in this manual.

Internal Laser Radiation

Maximum average radiation power: 7.5 uW at the laser aperture of the print head unit.
Wavelength: 775 - 800 nm.



Warning: Use of controls, adjustments, or performance of procedures other than those specified in this manual can result in hazardous radiation exposure.

Operational Safety

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

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

Product Location

- Place the product in a dust-free area within a temperature range of 50° F to 90° F (10° C to 32° C) and a relative humidity range of 15 percent to 80 percent.
- Place the product in an area where there is adequate space for ventilation, operation, and servicing.
- Do not place the product on a carpeted location such as a carpeted floor. Airborne carpet fibers can be pulled into the product and cause print- and copy-quality problems.
- Do not place the product near a heat source.
- Do not place the product in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the product where it is directly exposed to the cold air flow from an air conditioning product.

Operational Guidelines

- Do not block or cover the slots and opening on the product. The product may overheat without adequate ventilation.
- Place the product on a level, solid non-vibrating surface with adequate strength to hold the weight of the product. The base product weight without any packaging materials is approximately 33 kg (72.8 lb.).

Printing Safety Guidelines

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

Product Supplies

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

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

Symbols Marked on Product

	Warning or Caution: Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to the property.
	Hot surface on or in the product. Use caution to avoid personal injury.
	Do not touch components with this symbol as personal injury could result.
	Do not burn the item.

Regulatory Information

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

United States (FCC Regulations)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a residential environment. This equipment generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. However, if this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

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

Canada (Regulations)

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

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

European Union



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

- January 1, 1995: Low Voltage Directive 73/23/EEC as amended by 93/68/EEC
- January 1, 1996: Electromagnetic Compatibility Directive 89/336/EEC
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC as amended

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

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

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

Ozone Release

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

Copy Regulations

United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.

Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.

Postal Money Orders

Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

- 2. Adjusted Compensation Certificates for Veterans of the World Wars.**
- 3. Obligations or Securities of any Foreign Government, Bank, or Corporation.**
- 4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.**
- 5. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.**
- 6. Passports. Foreign Passports may be photographed.**
- 7. Immigration papers.**
- 8. Draft Registration Cards.**

9. Selective Service Induction papers that bear any of the following Registrant's information:

- Earnings or Income
- Court Record
- Physical or mental condition
- Dependency Status
- Previous military service

Exception: United States military discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (Unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states:

- Automobile Licenses
- Drivers' Licenses
- Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

- 1.** Current bank notes or current paper money.
- 2.** Obligations or securities of a government or bank.
- 3.** Exchequer bill paper or revenue paper.
- 4.** The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
- 5.** Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
- 6.** Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
- 7.** Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
- 8.** Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
- 9.** Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

United States

Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

In order to program this information into your machine, refer to customer documentation and follow the steps provided.

Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox equipment does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

Note: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

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

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

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

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

Europe

Radio Equipment & Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer in the first instance.

This product has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

Note: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

New Zealand Telecom Warning Notice

1. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility should difficulties arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, and arrange for its disposal or repair.
3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.
4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and may also cause a false answer condition. Should such problems occur, the user should NOT contact the Telecom Faults Service.

The preferred method of dialing is to use DTMF tones, as this is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.

5. Warning Notice: No '111' or other calls can be made from this device during a mains power failure.
6. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
7. Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom's Specifications:

For repeat calls to the same number:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

For automatic calls to different numbers:

- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than 5 seconds between the end of one call attempt and the beginning of another.

8. For correct operation, total of the RN's of all devices connected to a single line at any time should not exceed 5.

Product Specifications

Physical Specifications

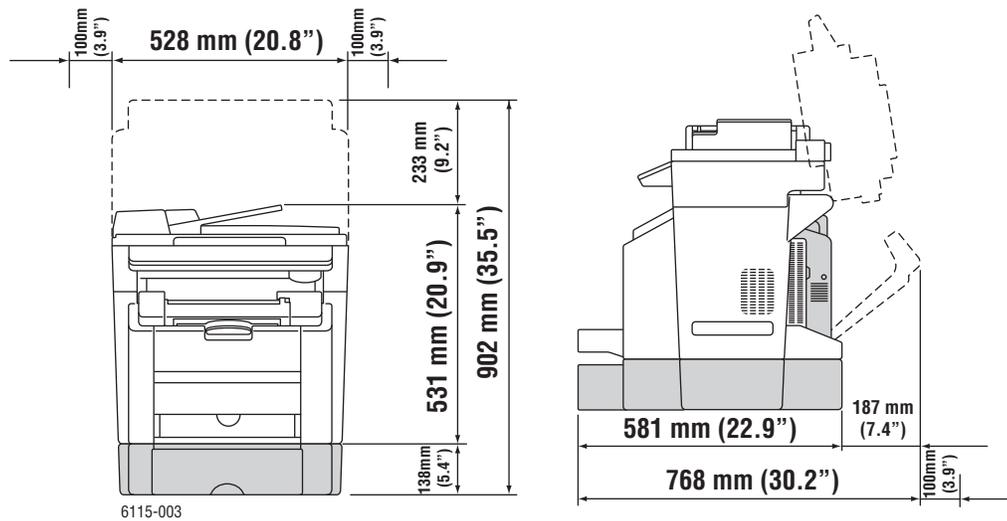
Base Unit

- Width: 528 mm (20.8 in.)
- Depth: 475 mm (18.7 in.)
- Height: 531 mm (20.9 in.)
- Weight: 33 kg (72.8 lb.)

Optional Tray 2

Height: 117 mm (4.61 in.)

Clearance Requirements



Environmental Specifications

Temperature

- Storage: -20° to 40° C / -4° to 104° F
- Operating: 10° to 32° C / 50° to 90° F

Relative Humidity

- Storage: 15% to 80% (non-condensing)
- Operating: 15% to 80% (non-condensing)

Electrical Specifications

- 110-127 VAC, 50-60 Hz
- 110-120 VAC, 50-60 Hz (US/Canada Only)
- 220-240 VAC, 50-60 Hz
- ENERGY STAR qualified product. Default time to Energy Save: 30 minutes.

Performance Specifications

Resolution

Maximum Resolution: 2400 x 600 dpi

Print Speed

- Color: 5 ppm (duplex: 5 ppm)
- Monochrome: 20 ppm (duplex: 11 ppm)

Copy Speed

- Color: 5 cpm (600 x 300 dpi)
- Black and White: 12 cpm (600 x 300 dpi)

Controller Specifications

RISC CPU (48 MHz) processor

Memory

- 128 MB (SDRAM)

Interfaces

- Ethernet 10/100 Base Tx
- Universal Serial Bus (USB 2.0)

Material Safety Data Sheet

For Material Safety Data information regarding your Phaser 6115MFP product, go to:

- United States and Canada: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe

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

Product Recycling and Disposal

All Countries

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

European Union

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

Domestic/Household Environment



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

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

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

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

Professional/Business Environment



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

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

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

North America

Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html or for recycling and disposal information, contact your local authorities.

In the United States, you may also refer to the Electronic Industries Alliance website at www.eiae.org.

Other Countries

Please contact your local waste authorities and request disposal guidance.

Product Features

2

This chapter includes:

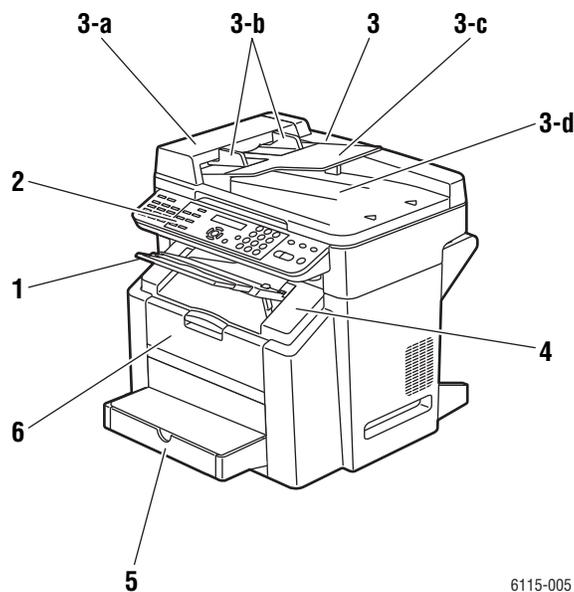
- [Product Tour](#) on page 2-2
- [Product Configurations](#) on page 2-4
- [Print and Scan Drivers](#) on page 2-6
- [Control Panel](#) on page 2-7
- [More Information](#) on page 2-18

Product Tour

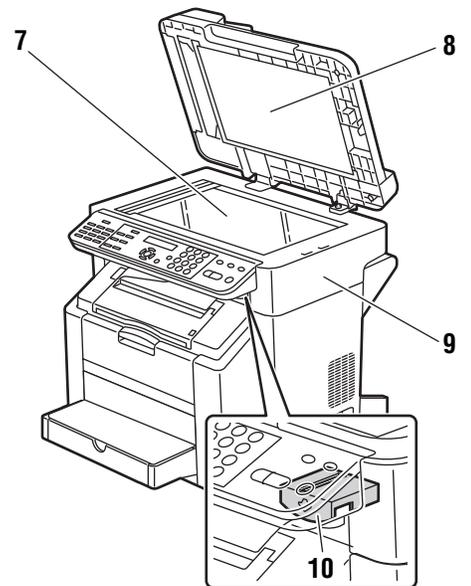
This section includes:

- [Front View](#) on page 2-2
- [Open View](#) on page 2-3
- [Back View](#) on page 2-3
- [Options](#) on page 2-5

Front View



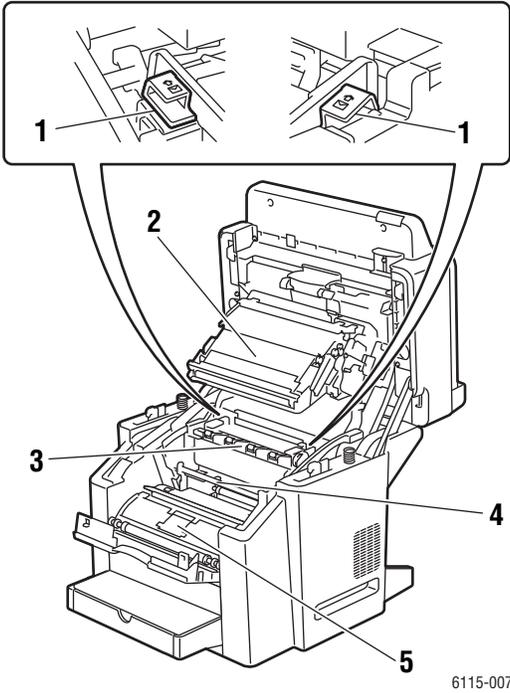
6115-005



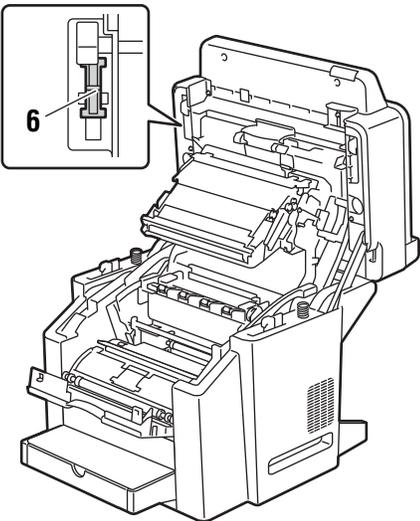
6115-006

- | | |
|--|--|
| <ul style="list-style-type: none">1. Output bin2. Control panel3. Automatic Document Feeder (ADF)<ul style="list-style-type: none">a. ADF feed coverb. Document guidec. Document feed trayd. Document output tray4. Top cover5. Tray 16. Front cover | <ul style="list-style-type: none">7. Original document glass8. Cover pad9. Scanner unit10. Scanner unit release lever |
|--|--|

Open View



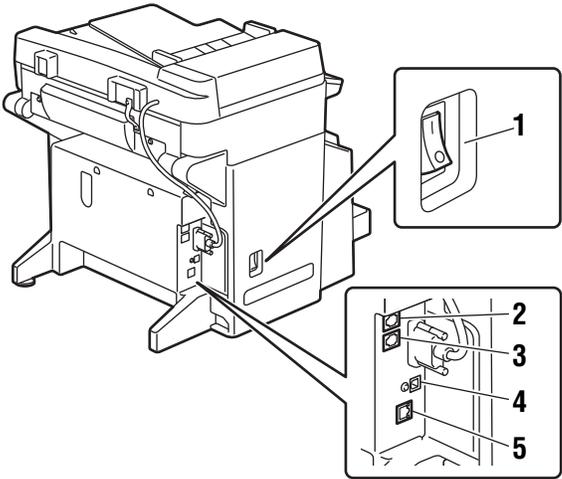
6115-007



6115-115

- 1. Fuser levers
- 2. Transfer belt
- 3. Fuser unit
- 4. Drum cartridge
- 5. Toner cartridge carousel (contains four toner cartridges: C, M, Y, and K)
- 6. Scanner lock

Back View



6115-113

- 1. Power switch
- 2. Line Out
- 3. Line In
- 4. USB port
- 5. Ethernet Interface port

Product Configurations

This section includes:

- [Standard Features](#) on page 2-4
- [Available Configurations](#) on page 2-5
- [Options](#) on page 2-5

Standard Features

Your Phaser 6115MFP Multifunction Product offers many standard features to meet your office needs.

- Print speeds (pages-per-minute) letter/A4
 - Color: up to 5 ppm
 - Monochrome: up to 20 ppm
- Copy speeds
 - Color: up to 5 ppm
 - Monochrome: up to 12 ppm
- First-page-out speed as fast as
 - 45 second warm-up
 - 13 seconds monochrome
 - 24 seconds color
- Connections
 - USB 2.0
 - Ethernet 10/100 Base-Tx
- Memory
 - 128 MB maximum, not expandable
- All-in-one standard features
 - Print
 - Copy
 - Scan to PC Desktop, Application and Email
 - Fax

Available Configurations

Phaser 6115MFP/N

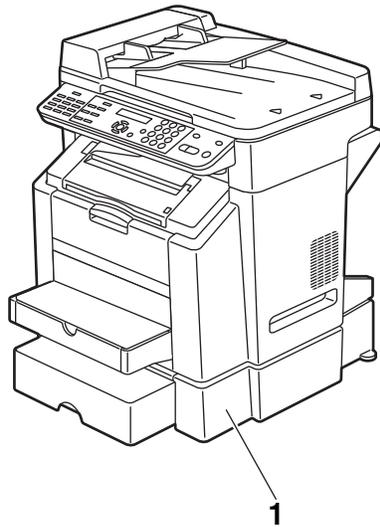
The Phaser 6115MFP/N configuration includes all standard features listed.

Phaser 6115MFP/D

The Phaser 6115MFP/D configuration includes all standard features listed and the optional duplex unit for automatic 2-sided printing.

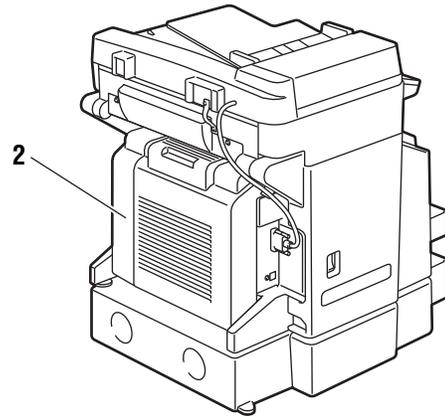
Options

The following illustrations show the options available for your product.



6115-008

1. Tray 2



6115-009

2. Duplex unit

Print and Scan Drivers

To access all of your product's features, install the print and scan drivers from the *Software and Documentation CD-ROM* or from the driver website at www.xerox.com/drivers.

- Print drivers enable your computer and product to communicate and provide access to your product features.
- Scan drivers enable you to scan images directly to your personal computer and place scanned images directly into an application.
- The MFP ControlCentre software enables you to configure your product, add email addresses and fax numbers over a USB connection (Windows Only).

For installing the print driver, scan driver, and MFP ControlCentre, see the *Features Setup Guide* that came with your product.

For using the print and scan drivers, see [Using Printer Driver Options](#) on page 5-1.

Computer System Requirements

Personal computer	Pentium 2: 400 MHz or higher
Operating system	Windows 2000, XP Home/Professional, Windows Server 2003 Mac OS X 10.2 or higher
Hard disk space	256 MB minimum
Memory	128 MB minimum
Disk drive	CD-ROM or DVD drive
Interface	10Base T / 100BaseTX (IEEE802.3) Ethernet port USB revision 2.0 compliant port

Control Panel

This section includes:

- [Control Panel Features](#) on page 2-7
- [Control Panel Layout](#) on page 2-7
- [Display Indicators](#) on page 2-11
- [Printing a Configuration Page](#) on page 2-12
- [Printing a Menu Map](#) on page 2-12

Control Panel Features

The control panel:

- Displays the product's operating status (for example, **Printing, Ready to Print**), product errors, and warnings.
- Prompts you to load paper, order and replace supplies, and clear jams.
- Enables you to access tools and information pages to help resolve problems.
- Enables you to change product and network settings.

Control Panel Layout

The control panel is divided into three major areas.



6115-010

Left side

Fax function buttons, one-touch dial keypad, and auto receive light indicator

Middle

Function buttons, graphic display, alphanumeric keypad, toner change button, Cancel/Clear All button, and Menu navigation buttons

Right side

Fax, Scan, Copy, and Start buttons and status indicator light

See also:

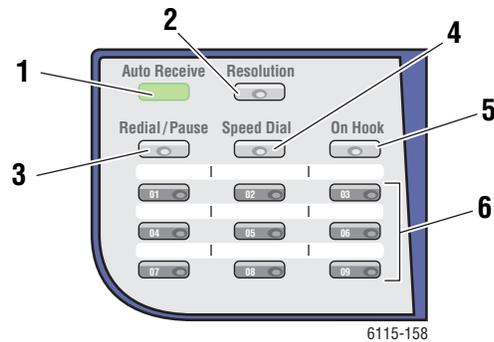
[Copying](#) on page 7-1

[Scanning](#) on page 8-1

[Faxing](#) on page 9-1

Left Side of the Control Panel

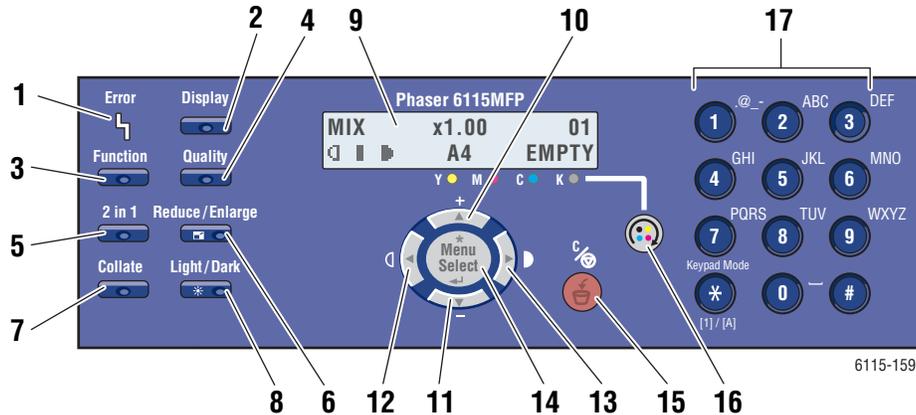
The left side of the control panel provides most of the basic Fax operations.



- 1. Auto Receive LED**
When the Auto Receive LED is solid green, the product is set to Auto Receive. When the light is off, reception is set to Manual Receive.
- 2. Resolution button**
Press the **Resolution** button to adjust the image quality of your fax documents.
- 3. Redial/Pause button**
Press the **Redial/Pause** button to recall the last fax number used or to insert pauses in fax numbers.
- 4. Speed Dial**
Press the **Speed Dial** button to access directories of group or individual fax telephone numbers.
- 5. On Hook**
Press the **On Hook** button to disable an extension phone connected to your product when sending a fax.
- 6. One-Touch Dial keys**
Used to register and recall stored one-touch dial numbers for fax and email addresses.

Middle of the Control Panel

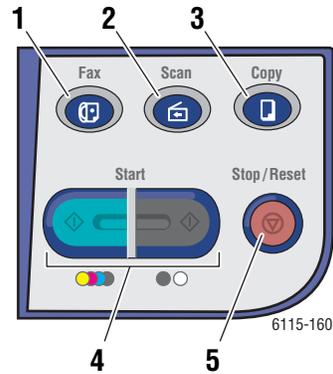
The middle of the control panel is used to navigate menus, enter information, access product settings and configurations, and change the toner cartridges.



1. **Error LED**
The Error LED will light when an error has occurred.
2. **Display** button
Press the **Display** button to view reports, counters, and consumable status.
3. **Function**
Press the **Function** button when in Fax, Scan, or Copy mode to bring up functions specific to each mode.
4. **Quality**
Press the **Quality** button to select the output quality mode for the copy job.
5. **2in1** button
Press the **2in1** button to print 2 different copies onto a single page.
6. **Reduce/Enlarge**
Press the **Reduce/Enlarge** button to select reduce or enlarge paper size options for your output.
7. **Collate**
Press the **Collate** button to collate the print job.
8. **Light/Dark**
Press the **Light/Dark** button to select lighter or darker prints for copy and fax jobs.
9. **Display Window**
Indicates status messages and menus.
10. **Up Arrow** button
Press to scroll up through menu options.
11. **Down Arrow** button
Press to scroll down through menu options
12. **Left Arrow/Lighten** button
Press to scroll left through a menu selection. Press to lighten output.
13. **Right Arrow/Darken** button
Press to scroll right through a menu selection. Press to darken output
14. **Menu/Select** button
Press to enter or select a menu item, or to accept the setting selected.
15. **Cancel/Clear** button
Press to cancel a selection or to return to the main screen.
16. **Toner Change** button
Press to rotate the toner carousel to the correct position for changing toner cartridges.
17. **Alphanumeric keypad**
Use to enter numbers and letters for names and phone numbers.

Right Side of the Control Panel

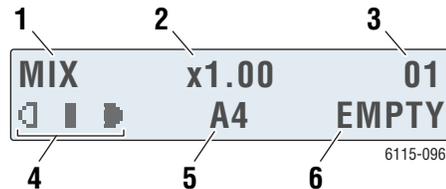
The right side of the control panel selects the product mode, starts copy, scan, and faxing or stops copy, scan, or fax job and resets to product default settings.



- 1. Fax button and LED**
Press to enter fax mode.
- 2. Scan button and LED**
Press to enter scan mode.
- 3. Copy button and LED**
Press to enter copy mode.
- 4. Start button and LED**
Press to start a copy, fax, or scan in **Color** or **B&W** (Black and White).
- 5. Stop/Reset button**
Stops any operation. Exits the menu.

Display Indicators

Understanding the Main Screen



- | | | |
|-----------|------------------------------|--|
| 1. | Document Type | Indicates the document type: Mix, Text, or Photo. |
| 2. | Zoom Ratio | Indicates the current reduce/enlarge settings. |
| 3. | Number of copies | Indicates the number of copies. |
| 4. | Output density | Indicates the lightness or darkness levels. |
| 5. | Media tray/media size | Displays the current tray selection and the size of media in the tray. |
| 6. | Status | Displays warning or status messages, for example if a tray is empty. |

Print Screen

When a print job is received, **PC Print** appears in the status section of the main screen. To view the print screen display, press the **Display** button, and then the **Right Arrow** button while **PC Print** is displayed.



- | | | |
|-----------|------------------------|--|
| 1. | Status | Displays messages indicating the operation being performed by the product. |
| 2. | Media tray/size | Displays the current tray selection and the size of media in the tray. |

Control Panel Menus

Navigate the control panel menus using the **Up**, **Down**, **Left**, and **Right Arrow** buttons and the **Menu/Select** button. Each sub-menu item is numbered and can be located quickly by selecting the associated number on the numeric keypad.

Printing a Configuration Page

To print the Configuration page, which displays current information about your product, do the following:

1. On the control panel, press the **Display** button.
2. Scroll to **Configuration Page**, and then press the **Menu/Select** button to print.

Printing a Menu Map

The Menu Map helps you navigate the control panel menus. To print the Menu Map:

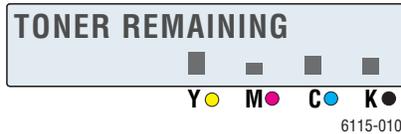
1. On the control panel, press the **Display** button.
2. Scroll to **Menu Map**, and then press the **Menu/Select** button to print.

Checking Product Status and Settings on the Control Panel

Press the **Display** button to check the status of the product and specified settings. Each menu is explained below.

Toner Supply Screen

1. Press the **Display** button once to display the percentage of toner remaining.



Total Page

1. Press the **Display** button, and then press the **Down Arrow** to display the **Total Page Count** menu.
2. Press the **Menu/Select** button, and then the **Up Arrow** or **Down Arrow** button to scroll through the following:
 - **B/W Copy**: Total number of pages copied in black and white.
 - **Color Copy**: Total number of pages copied in color.
 - **B/W Print**: Total number of pages printed in black and white.
 - **Color Print**: Total number of pages printed in color.

Fax Results

For information on Send/Receive reports, see [Fax Reports](#) on page 9-21.

Print Report Menu

Product settings, lists, and reports related to faxing can be printed from the Print Report menu.

1. Press the **Display** button, and then press the **Up Arrow** to display the **Print Reports** menu.
2. Press the **Menu/Select** button, and then the **Up Arrow** and **Down Arrow** button to scroll through the following:

Menu Item	Description
Faxes Sent	Prints the results of fax transmissions.
Faxes Received	Prints the results of fax receptions.
Fax Activity	Prints the results of fax transmissions and receptions.
Memory Data List	Prints the information for queued fax transmissions.
Memory Image Print	Prints the information and a reduced first page of queued fax transmissions.
One-touch List	Prints a list of the destinations programmed for one-touch dialing.
Speed Dial List	Prints a list of the destinations programmed for speed dialing.
Group Dial List	Prints a list of the one-touch dialing groups.
Menu Map	Prints the configuration menu and its settings.
Configuration Page	Prints a rough estimate of the percentage of toner remaining and the settings, information, and status of this product.
Demo Page	Prints a demo page.

Control Panel Menu Structure

Top Level Menu	Sub-Menu
Machine Setup	1 Auto Panel Reset 2 Energy Save Mode 3 LCD Contrast 4 Language 5 Lamp Off Time 6 Speaker Volume 7 Default Mode 8 Toner Out Action 9 Auto Continue 10 Calibration
Paper Source Setup	1 Tray 1 Paper 2 Tray 2 Paper
Copy Setup	1 Document Type 2 Density Level (A) 3 Density Level (M) 4 Collate 5 Quality 6 Paper Priority
Fax Dial Setup	1 One-Touch Dial 2 Speed Dial 3 Group Dial
Fax Send Setup	1 Scan Density 2 Resolution 3 Header

Top Level Menu	Sub-Menu
Fax Receive Setup	1 Memory Receive 2 Phone Rings 3 Scale to Fit 4 Receive Print 5 Receive Mode 6 Footer 7 Paper Source
Fax Comm Setup	1 Phone Line Type 2 Line Monitor Vol? 3 PSTN/PBX
Fax Reports	1 Activity Report 2 Send Report 3 Receive Report
User Setup	1 Country Setup 2 Date & Time 3 Date Format 4 Default Unit 5 User Fax Number 6 User Name

Top Level Menu	Sub-Menu
Network Setup	1 DHCP/BootP
	2 AutoIP
	3 TCP/IP Address
	4 Network Mask
	5 Gateway
	6 DNS Config
	7 DDNS Config
E-mail Setup	1 Sender Name
	2 E-mail Address
	3 SMTP Server
	4 SMTP Port No.
	5 SMTP Timeout
	6 Text Insert
	7 Default Subject
Scanner Setup	1 Resolution
	2 Image Format
	3 Data Compression

More Information

Obtain information regarding your product and its capabilities from the following sources.

Resources

Information	Source
Features Setup Guide*	Packaged with Product
Quick Use Guide*	Packaged with Product
User Guide (PDF)*	<i>Software and Documentation CD-ROM</i>
Quick Start Tutorials (English only)	www.xerox.com/office/6115support
Video Tutorials	www.xerox.com/office/6115support
Recommended Media List	Recommended Media List (United States) Recommended Media List (Europe)
Online Support Assistant	www.xerox.com/office/6115support
Technical Support	www.xerox.com/office/6115support

* Also available on the Support website.

Product Management **3**

This chapter includes:

- [Product Management Overview](#) on page 3-2
- [CentreWare Internet Services](#) on page 3-3
- [MFP ControlCentre \(Windows Only with USB Connection\)](#) on page 3-4
- [Configuring the Product](#) on page 3-5

Product Management Overview

The Phaser 6115MFP comes with three different ways to manage your product settings and configurations.

- Control Panel
- CentreWare Internet Service (CentreWare IS) (Network Only)
- MFP ControlCentre (USB and Windows Only)

The following sections outline configuring and setting up your product using these device management options, it is recommended you use CentreWare IS or the MCC whenever possible.

CentreWare Internet Services

For information on the initial set-up of CentreWare IS services, see the *Features Setup Guide* that came with your product.

This section provides information on CentreWare Internet Services, an HTTP (HyperText Transfer Protocol)-based web page service that installs with your product driver and is accessed through your web browser.

These pages give you instant access to product status, and product configuration options. Anyone on your network can access the product using a their web browser software. In administrative mode you can change the configuration of the printer, setup your fax directories, and manage your product settings without leaving your computer.

Note: Users who are not given passwords by the administrator can still view the configuration settings and options in user mode. They will not be able to save or apply any changes to the current configuration.

Creating an Administrative Password

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. The default administrator password field is "blank".
4. Click the **Login** button.
5. In the left navigation pane, click the plus sign (+) next to **Administration**.
6. From the **Administration** list click **Security**.
7. Enter the current password, or leave the field blank if no password has been setup.
8. Enter the new password in the **New Password** field, and again in the **Retype New Password** field.
9. Click **Save Changes**, your new password has been set and anyone with the administrator password can log in and make changes to the product configuration and settings.

See also:

[Configuring the Product](#) on page 3-5

[Copying](#) on page 7-1

[Scanning](#) on page 8-1

[Faxing](#) on page 9-1

MFP ControlCentre (Windows Only with USB Connection)

The MFP ControlCentre (MCC) provides an easy to use Graphical User Interface (GUI) that simplifies configuring your product and managing your fax directory lists from your computer over USB.

The MCC stores configuration and setting in a .dat file that is uploaded from your computer to your Phaser 6115MFP. It is possible to also save the .dat file to a directory on your computer.

Using the MFP ControlCentre

- 1.** From your computer, select **Start > All Programs > Xerox Office Printing > Phaser 6115MFP > MCC**.
- 2.** From the **MCC** dialog box, click the **Connect to Machine** button.
- 3.** Click the **Download** button. This downloads the current .dat file from the product.
- 4.** Click the **Menu** button.
- 5.** You can now configure your product settings.
and/or
- 6.** Click the **Plus (+)** icon in the left pane of the dialog box and configure your fax speed dial, one-touch, group numbers, and email addresses.
- 7.** When finished, click the **Upload** button to save these settings to the product.
- 8.** When prompted, you can save the new .dat file you created to your computer.

See also:

[Configuring the Product](#) on page 3-5

[Copying](#) on page 7-1

[Scanning](#) on page 8-1

[Faxing](#) on page 9-1

Configuring the Product

This section includes:

- [User Setup](#) on page 3-5
- [Setting the Auto Panel Reset](#) on page 3-6
- [Changing the Energy Save Mode](#) on page 3-7
- [Setting the LCD Contrast](#) on page 3-7
- [Setting the Control Panel Language](#) on page 3-8
- [Setting the Scanner Lamp Off Time](#) on page 3-9
- [Setting the Speaker Volume](#) on page 3-9
- [Setting the Control Panel Default Mode](#) on page 3-10
- [Setting the Toner Out Action](#) on page 3-11
- [Setting the Media Mismatch Behavior](#) on page 3-12
- [Calibrating the Product](#) on page 3-13

This section details general product configuration and setup. For Copy, Scan, and Fax configurations and setup, see the appropriate section in this manual.

Note: For a complete diagram of the control panel menus, print a Menu Map from the control panel, or see [Control Panel Menus](#) on page 2-12.

User Setup

Using the Control Panel

1. From the main screen, press the **Menu/Select** button.
2. Using the **Up Arrow** or **Down Arrow** button, scroll to the **User Setup** menu, and then press the **Menu/Select** button.
3. Set the following information within the **User Setup** menu:
 - **1 Country Setup:** Select your country.
 - **2 Date & Time:** Set the current date and time.
 - **3 Date Format:** Set the order of the month, day, and year.
 - **4 Default Zoom:** Set to inches or metric; based on paper sizes for your region.
 - **5 User Fax Number:** Enter your fax number for this product.
 - **6 User Name:** Enter your user name for this product.
4. Press the **Menu/Select** button after each entry.
5. Press the **Cancel/C** button to exit.

Setting the Auto Panel Reset

Auto panel reset returns the control panel to its default settings after the product has been idle for the specified a specified amount of time.

Using the Control Panel

1. From the main screen, press the **Menu/Select** button to enter the **Machine Setup** menu.
2. Scroll to the **Auto Panel Reset** menu, or press number **1** on the alphanumeric keypad, and then press the **Menu/Select** button.
3. Use the **Right Arrow** or **Left Arrow** button to select **ON** or **OFF**, and then press the **Menu/Select** button.

OFF: The control panel auto reset operation is not performed.

ON: The control panel will be reset to its default values at the intervals selected by the user.

4. If you select **ON**, select from **0.5, 1, 2, 3, 4, 5** minutes for the product to be idle before the control panel is reset to its default values, and then press the **Menu/Select** button to save the settings.

Using CentreWare IS

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Click the **Login** button and log in as an administrator.
4. Under **Administration**, click the **Reset** button.
5. Select **Reset All Factory Settings**, and then click **Save Changes**.

Using the MFP ControlCentre

1. Open the MCC, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Machine Setup** tab.
4. Select the desired amount of time from the **Auto Panel Reset** drop-down list, and then click **OK**.
5. Click the **Upload** button to save the new settings to the product.

Changing the Energy Save Mode

Using the Control Panel

1. From the main screen, press the **Menu/Select** button to enter the **Machine Setup** menu.
2. Scroll to the **Energy Save Mode** menu, or press number **2** on the alphanumeric keypad, and then press the **Menu/Select** button.
3. Use the **Right Arrow** or **Left Arrow** button to select **5, 15, 30,** or **60** minutes for the product to be idle before entering Energy Save mode, and then press the **Menu/Select** button to save this setting.

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Machine Setup** tab.
4. Select the desired amount of time from the **Energy Save** drop-down list, and then click **OK**.
5. Click the **Upload** button to save the new settings to the product.

Setting the LCD Contrast

Using the Control Panel

1. From the main screen, press the **Menu/Select** button to enter the **Machine Setup** menu.
2. Scroll to the **LCD Contrast** menu, or press number **4** on the alphanumeric keypad, and then press the **Menu/Select** button.
3. Select the control panel display contrast level by using the **Right Arrow** or **Left Arrow** button.
Lighter **-1, 0, 1** Darker.
4. Press the **Menu/Select** button to save the settings.

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Machine Setup** tab.
4. Use the **LCD Contrast** slider to adjust the LCD contrast, and then click **OK**.
5. Click the **Upload** button to save the new settings to the product.

Setting the Control Panel Language

Using the Control Panel

1. From the main screen, press the **Menu/Select** button to enter the **Machine Setup** menu.
2. Scroll to the **Control Panel Language** menu, or press number **5** on the alphanumeric keypad, and then press the **Menu/Select** button.
3. Scroll to the correct control panel language for your product using the **Up Arrow** or **Down Arrow** button.
4. Press the **Menu/Select** button to save the settings.

Using CentreWare IS

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Click the **Login** button and log in as an administrator.
4. Under **Administration**, click **Language**.
5. Select your language from the drop-down list, and then click **Save Changes**.

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Machine Setup** tab.
4. From the **Language** drop-down list, select your language, and then click **OK**.
5. Click the **Upload** button to save the new settings to the product.

Setting the Scanner Lamp Off Time

Select the length of time the product is idle before the scanner unit lamp is turned off.

1. From the main screen, press the **Menu/Select** button to enter the **Machine Setup** menu.
2. Scroll to the **Lamp Off Time** menu, or press number **6** on the alphanumeric keypad, and then press the **Menu/Select** button.
3. Select from the following options by using the **Left Arrow** or **Right Arrow** button.
 - **HRS**: The lamp turns off after 4 hours of being idle.
 - **E-Star**: The lamp turns off as soon as the product enters Energy Save mode.
4. Press the **Menu/Select** button to save the settings.

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Machine Setup** tab.
4. Under **Lamp Off Time**, select either 4 hours or Energy Saver, and then click **OK**.
5. Click the **Upload** button to save the new settings to the product.

Note: Cannot be set from CentreWare IS.

Setting the Speaker Volume

Using the Control Panel

1. From the main screen, press the **Menu/Select** button to enter the **Machine Setup** menu.
2. Scroll to the **Speaker Volume** menu, or press number **7** on the alphanumeric keypad, and then press the **Menu/Select** button.
3. Select from the following options by using the **Up Arrow** or **Down Arrow** button.

Set the fax buzzer and control panel beep to **High**, **Low**, or **Off**.
4. Press the **Menu/Select** button to save the settings.

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Machine Setup** tab.
4. Under **Speaker Volume**, select either **High**, **Low**, or **Off**, and then click **OK**.
5. Click the **Upload** button to save the new settings to the product.

Note: Cannot be set from CentreWare IS.

Setting the Control Panel Default Mode

Setting the default start mode tells the product to enter either **Fax** or **Copy** mode when turned on or when the settings on the control panel return to their defaults.

Using the Control Panel

1. From the main screen, press the **Menu/Select** button to enter the **Machine Setup** menu.
2. Scroll to the **Default Mode** menu, or press number **8** on the alphanumeric keypad, and then press the **Menu/Select** button.
3. Select from the following options by using the **Right Arrow** or **Left Arrow** button.
 - **Fax**: Starts in fax mode.
 - **Copy**: Starts in copy mode.
4. Press the **Menu/Select** button to save the settings.

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Machine Setup** tab.
4. Under **Default Mode**, select **Fax** or **Copy**, and then click **OK**.
5. Click the **Upload** button to save the new settings to the product.

Note: Cannot be set from CentreWare IS.

Setting the Toner Out Action

Setting the toner out action tells the product to continue printing or faxing when the toner cartridge runs out.

Using the Control Panel

1. From the main screen, press the **Menu/Select** button to enter the **Machine Setup** menu.
2. Scroll to the **Toner Out Action** menu, or press number **8** on the alphanumeric keypad, and then press the **Menu/Select** button.
3. Select from the following options by using the **Up Arrow** or **Down Arrow** button.
 - Stop**: All printing, copying, and faxing stop when the toner runs out.
 - Stop (Fax)**: Only faxing stops when the toner runs out.
 - Cont**: Printing, copying, and faxing continues when the toner runs out.
4. Press the **Menu/Select** button to save the settings.

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Machine Setup** tab.
4. Under **Toner Out**, select **Stop**, **Stop for Fax**, or **Continue**, and then click **OK**.
5. Click the **Upload** button to save the new settings to the product.

Note: Cannot be set from CentreWare IS.

Setting the Media Mismatch Behavior

If you select a media type in the printer driver that is different than the paper source set on the products control panel, you can choose whether or not the product continues to print job.

Using the Control Panel

1. From the main screen, press the **Menu/Select** button to enter the **Machine Setup** menu.
2. Scroll to the **Auto Continue** menu, or press number **10** on the alphanumeric keypad, and then press the **Menu/Select** button.
3. Select from the following options by using the **Right Arrow** or **Left Arrow** buttons.
 - **ON**: The product continues printing when a media size error occurs.
 - **OFF**: The product stops printing when a media size error occurs.
4. Press the **Menu/Select** button to save the settings.

Using the MFP ControlCentre

1. Open the MCC, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Machine Setup** tab.
4. Check **Auto Continue**, and then click **OK**.
5. Click the **Upload** button to save the new settings to the product.

Note: Cannot be set from CentreWare IS.

Calibrating the Product

Using the Control Panel

1. From the main screen, press the **Menu/Select** button to enter the **Machine Setup** menu.
2. Scroll to the **Calibration** menu, or press number **11** on the alphanumeric keypad, and then press the **Menu/Select** button.
3. Select from the following options by using the **Right Arrow** or **Left Arrow** button.
 - **ON**: Stabilizes the image.
 - **OFF**: Does not stabilize the image.
4. Press the **Menu/Select** button to save the settings.

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Machine Setup** tab.
4. Check **Calibration**, and then click **OK**.
5. Click the **Upload** button to save the new settings to the product.

Note: Cannot be set from CentreWare IS.

Paper Source Setup Menu

Setting the control panel's paper source setup tells the product what type of paper is loaded in the trays. The media settings in the printer driver will override the control panel settings.

Setting the Tray 1/Tray 2 Paper Source

1. From the main screen, scroll to the **Paper Source** menu using the **Up Arrow** or **Down Arrow** button, and then press the **Menu/Select** button.
2. Select **Tray1 Paper or Tray 2 Paper**, and then press the **Menu/Select** button.
3. Select the type of paper currently loaded in the tray by using the **Up Arrow** or **Down Arrow** button.
4. Press the **Menu/Select** button to save the settings.

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Paper Source** tab.
4. Select the **Type** and **Size** of the paper in the tray, and then click **OK**.
5. Click the **Upload** button to save the new settings to the product.

Note: Cannot be set from CentreWare IS.

See also:

[Copying](#) on page 7-1

[Faxing](#) on page 9-1

[Scanning](#) on page 8-1

Network Basics

4

This chapter includes:

- [Networking Protocols](#) on page 4-2
- [Network Connection Overview](#) on page 4-4
- [Automatically Setting the Product's IP Address](#) on page 4-7
- [Manually Setting the Product's IP Address](#) on page 4-8

This chapter provides a general overview on networking and network protocols available to your product.

See also:

Features Setup Guide at www.xerox.com/office/6115support

Networking Protocols

The Phaser 6115MFP supports the following network protocols:

- BOOTP/DHCP
- HTTP
- IPP
- LPD/LPR
- SLP
- SNMP
- Port 9100
- SMTP

BOOTP

BOOTP (Bootstrap Protocol) is an Internet protocol that enables a diskless workstation to discover (1) its own IP address, (2) the IP address of a BOOTP server on the network, and (3) a file that can be loaded into memory to boot the workstation. This enables the workstation to boot without requiring a hard or floppy disk drive.

DHCP

DHCP (Dynamic Host Configuration Protocol) is a protocol for assigning dynamic IP addresses to devices on a network. With dynamic addressing, a device can have a different IP address every time it connects to the network. In some products, the device's IP address can even change while it is still connected. DHCP also supports a mix of static and dynamic IP addresses. Dynamic addressing simplifies network administration because the software keeps track of IP addresses rather than requiring an administrator to manage the task. This means that a new computer can be added to a network without the hassle of manually assigning it a unique IP address.

HTTP

HTTP (HyperText Transfer Protocol) is the underlying protocol used by the World Wide Web. It defines how messages are formatted and transmitted, and what actions web servers and browsers should take in response to various commands. For example, when you enter a URL in your browser, this actually sends an HTTP command to the web server directing it to fetch and transmit the requested web page.

IPP

IPP (Internet Printing Protocol) is a protocol for end users' most common printing situations over the Internet. It allows users to find out about a printer's capabilities, submit print jobs to a printer, determine the status of the printer or print job, and cancel a previously submitted print job.

LPD/LPR

LPD/LPR (Line Printer Daemon/Line Printer Request) is a platform-independent printing protocol that runs over TCP/IP. Originally implemented for BSD UNIX, its use has spread into the desktop world and is now an industry standard.

SLP

Traditionally, in order to locate services on the network, users had to supply the host name or network address of the machine providing the desired service. This has created many administrative problems.

However, SLP (Service Location Protocol) simplifies the discovery and use of network resources such as printers by automating a number of network services. It provides a framework that allows networking applications to discover the existence, location, and configuration of networked services.

With SLP users no longer need to know the names of network hosts. Instead, they need to know only the description of the service they are interested in. Based on this description, SLP is able to return the URL of the desired service.

SNMP

SNMP (Simple Network Management Protocol) is a set of protocols for managing complex networks. SNMP works by sending messages to different parts of a network. SNMP-compliant devices, called agents, store data about themselves in Management Information Bases (MIBs) and return this data to the SNMP requesters.

Port 9100

When printing through a network, TCP/IP port number 9100 can be used to send raw data.

SMTP

SMTP (Simple Mail Transfer Protocol) is a protocol for sending email.

This protocol was originally used to send email between servers; however, currently client email software uses it to send email to servers using POP.

Network Connection Overview

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

- If you are connecting to one computer, an Ethernet RJ-45 crossover cable is required.
- If you are connecting to one or more computers with a hub, an Ethernet hub and two twisted-pair (category 5/RJ-45) cables are required.
- If you are connecting to one or more computers using a cable or DSL router, a cable or DSL router and two or more twisted-pair (category 5/RJ-45) cables are required. (One cable for each device.)
- If you are connecting to one or more computers with a hub, connect the computer to the hub with one cable, and then connect the product to the hub with the second cable. Connect to any port on the hub except the uplink port.

TCP/IP and EtherTalk are the most common protocols used with Ethernet. To print using a TCP/IP protocol, each computer and product requires a unique IP address.

TCP/IP and IP Address Overview

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

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

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

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

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

See also:

Online Support Assistant at www.xerox.com/office/6115support

Installing Over a Network Connection

1. Turn on the product and the computer.
2. Connect the product to the network using the recommended hardware and cables.
3. Configure the product's network address, which is required to identify the product on the network.
 - Windows operating products: Run the installer on the *Software and Documentation CD-ROM* to automatically set the product's IP address if the product is connected to an established TCP/IP network. You can also manually set the printer's IP address on the control panel. Once the IP address is set, continue the installation procedure to install the driver software.
 - Macintosh products: Manually set the product's network address (for TCP/IP) on the control panel. Install the driver software on the computer from the *Software and Documentation CD-ROM*.

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

See also:

Features Setup Guide at www.xerox.com/office/6115support

Methods of Setting the Product's IP Address

This section includes:

- [Automatically Setting the Product's IP Address](#) on page 4-7
- [Manually Setting the Product's IP Address](#) on page 4-8

Set the product's IP address using any of the following methods. DHCP is enabled by default on all Phaser printers.

- MFP ControlCentre
- CentreWare IS
- Dynamic (Auto IP)

Information Required for Manual IP Addressing

Information	Comments
Internet Protocol (IP) address of the product	Format is xxx.xxx.xxx.xxx, where xxx represents a decimal number from 0–255.
Network Mask	If you are unsure, leave this blank; the product chooses an appropriate mask.
Default Router/Gateway address	Router address is required to communicate with the host device from anywhere other than the local network segment.

Automatically Setting the Product's IP Address

If the product is connected to a small established TCP/IP network without a DHCP server, use the installer on the *Software and Documentation CD-ROM* to detect or assign an IP address to your product.

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

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

On the Control Panel

1. Press the **Menu/Select** button.
2. Using the **Up Arrow** or **Down Arrow** button, scroll to **Network Setup**, and then press the **Menu/Select** button.
3. Ensure **DHCP/BootP** or **AutoIP** are set to **ON**.
4. Reboot the product and then print a configuration page.

Using CentreWare IS

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Login with your administrator's password.
4. Click the **Network** tab.
5. From the **TCP/IP** drop-down list, select **Enable**.
6. If you have a **DHCP** server, select **Enable** from the **DHCP** drop-down list.
7. If you wish the product to auto assign, select **Enable** from the **AutoIP** drop-down list.
8. Click **Save Changes** at the bottom of the page.

Manually Setting the Product's IP Address

Note: Verify that your computer has a properly configured IP address for your network. Contact your network administrator for more information. DNS must be disabled to manually set the IP address.

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

Using the Control Panel

1. Press the **Menu/Select** button.
2. Using the **Up Arrow** or **Down Arrow** button, scroll to **Network Setup**, and then press the **Menu/Select** button.
3. Scroll to **TCP/IP Address**, and then press the **Menu/Select** button.
4. Enter the IP Address using the numeric keypad.
5. Press the **Menu/Select** button to save the IP address.
6. Follow the above steps to set the **Subnet Mask** and **Gateway** addresses, if necessary.

Using CentreWare IS

CentreWare IS provides a simple interface that enables you to manage, configure, and monitor networked products from your desktop using an embedded web server.

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Login with your administrator's password.
4. Click the **Network** tab.
5. From the **TCP/IP** drop-down list, select **Enable**.
6. Select **Disable** from the **DHCP** and **AutoIP** drop-down lists.
7. Enter or modify the network settings on the **TCP/IP** page, and then click **Save Changes** at the bottom of the page.

Using Host Names with the Domain Name Service (DNS)

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

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

Using Printer Driver Options

5

This chapter includes:

- [Accessing the Printer Driver Settings](#) on page 5-2
- [Using the Windows Printer Driver](#) on page 5-4

See also: (English only)

Using the Windows Printer Driver tutorial at www.xerox.com/office/6115support

Accessing the Printer Driver Settings

This section includes:

- [Setting the Default Printer Driver Settings \(Windows\)](#) on page 5-2
- [Configuring Options](#) on page 5-3

Printer preferences control all of your print jobs, unless you override them for a specific job. Before you start working with your product, you are advised to verify/change the default driver settings.

Note: Printer driver settings will override settings on the control panel.

Setting the Default Printer Driver Settings (Windows)

For more information about Windows printer driver options, click the **Help** button on the printer driver tabs to view the online help.

Operating System	Steps
Windows XP/Server 2003	<ol style="list-style-type: none">1. From the Start menu, select Printers and Faxes to display the Printers and Faxes directory.2. Right-click on the Phaser 6115MFP icon and choose Printing Preferences.3. Select the Basic tab.4. Select the default settings for your product.5. Ensure the Saved Settings drop-down list says Default.6. Click Apply, and then click OK.
Windows 2000	<ol style="list-style-type: none">1. From the Start menu, select Settings and then Printers to display the Printers directory.2. Right-click on the Phaser 6115MFP icon and choose Printing Preferences.3. Select the Basic tab.4. Select the default settings for your product.5. Ensure the Saved Settings drop-down list says Default.6. Click Apply, and then click OK.

Configuring Options

If you have options installed, you need to enable the options in the printer driver. Ensure the option is installed correctly and the product is turned on before configuring the driver.

Enabling Options (Windows)

1. Follow the instructions for displaying the printer driver, see [Accessing the Printer Driver Settings](#) on page 5-2.
2. Select the **Device Options** tab.
 - If your options are listed as **Installed** in the **Device Options** list, click **OK**.
 - If your options are listed as **Not Installed**, continue with the following steps.
3. Clear the **Auto Configure** check box.
4. Select the option (one at a time) from the list.
5. Select **Installed** from the **Settings** drop-down list.
6. Click **Apply**, and then click **OK** to exit.

Enabling Options (Macintosh)

1. Use the **Printer Setup Utility** or **Printer Center**, and select **Show Info** from the **Printers** menu.
2. Click **Name & Location** from the drop-down list, and then select **Installable Options** from the menu.
3. Select the options installed on your product, and then click **Apply Changes**.

Using the Windows Printer Driver

This section details many of the Xerox printer driver features that are available, includes more information about these features, and information about how to use the feature in the driver.

Note: For information about scan driver features, see [Scanning](#) on page 8-1.

This section includes:

- [Create or Delete a Saved Settings File](#) on page 5-4
- [Add, Edit, or Delete Custom Paper Sizes](#) on page 5-5
- [Pages per Sheet](#) on page 5-6
- [Booklet Printing](#) on page 5-7
- [Poster Printing](#) on page 5-8
- [Add, Edit, or Delete an Overlay](#) on page 5-9
- [Add, Edit, or Delete a Watermark](#) on page 5-10

Create or Delete a Saved Settings File

Saved Settings enables you to save custom driver settings so you can use them again later by selecting the desired saved name from the Saved Settings drop-down list

Creating a New Saved Settings File

1. In the printer driver, make the appropriate driver settings on each tab.
2. Click the **Save** button.
3. Type a name for the **Saved Settings** file, and then click **OK**.

Delete a Saved Setting File

1. In the printer driver, choose the name of the **Saved Settings** file from the drop-down list, and then click **Edit**.
2. In the **Edit Saved Settings** dialog box, highlight the name of the file you want to delete, and then click the **Delete** button.

Add, Edit, or Delete Custom Paper Sizes

You can create, edit, and delete custom size paper for your product. The custom size must be within the maximum and minimum size ranges for your product, see [Supported Paper and Media](#) on page 6-2.

Adding a New Custom Size Paper

1. Select the **Basic** tab.
2. Click the **Edit Custom Paper...** button.
3. To create a new **Custom Size**, click the **New** button.
4. Type a name for your custom paper in the **Custom Paper** dialog box.
5. Select **inches** or **millimeters** for the unit measurement.
6. Enter the **Width** and **Height** for the custom size paper and click **OK**.
7. Click **OK**.

Editing Custom Size Paper

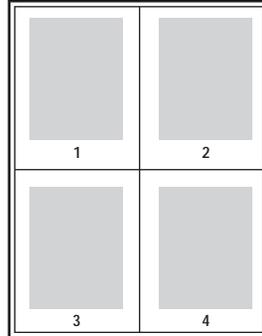
1. Select the **Basic** tab.
2. Click the **Edit Custom Paper...** button.
3. Highlight the custom size paper you want to edit and click the **Edit** button.
4. Select **inches** or **millimeters** for the unit measurement.
5. Edit the **Width** and **Height** for the custom size paper and click **OK**.
6. Click **OK**.

Deleting Custom Size Paper

1. Select the **Basic** tab.
2. Click the **Edit Custom Paper...** button.
3. Highlight the custom size paper you want to remove and click the **Delete** button.
4. When asked if you are sure you want to delete the custom size, click **Yes**.
5. Click **OK**.

Pages per Sheet

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



Note: Pages per sheet cannot be used with **Zoom**, **Output Size**, or **Custom Paper Sizes**.

You can also print a border around each document page by selecting **Border Line**.

To print multiple pages on a single sheet of paper:

1. Select the **Layout** tab.
2. From the **Pages/Sheet** drop-down list, select the number of pages to print on each page.
3. Click the **Pages/Sheet Details** button.
4. Specify the order in which document pages are positioned on each sheet of paper from the **Order** drop-down list.

When 4 or more pages per sheet is selected the options are:

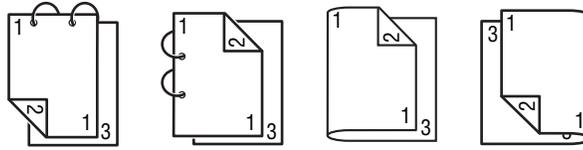
- **Sideways from Upper-Left**
- **Downward from Upper-Right**
- **Sideways from Upper-Right**
- **Downward from Upper-Right**

When 2 pages per sheet is selected the options are:

- **Top-to-bottom**, when the **Orientation** is set to **Landscape**.
 - **Left-to-Right** or **Right-to-Left** when the **Orientation** is set to **Portrait**.
5. To print a border line around each document page, check the **Border Line** check box.
 6. Click **OK**.

Booklet Printing

With 2-sided printing, you can print a document in the form of a small book. Create booklets for any paper size that is supported for 2-sided (duplex) printing.



Note: Booklet cannot be used with **Zoom**, **Output Size**, or **Landscape** printing. When printing booklets, the **Print on Both Sides** is automatically set to **ON**.

To print a booklet:

1. Select the **Layout** tab.
2. Select **Booklet** from the **Pages/Sheet** drop-down list.
3. Click the **Pages/Sheet Details** button.
4. Select either **Left Binding** or **Right Binding** from the **Order** drop-down list.
5. To print a border line around each document page, check the **Border Line** check box.
6. Click **OK**.
7. From the **Print on Both Sides** drop-list, select from the following options:
 - **Off:** Documents are printed on only one side of the paper.
 - **Short Edge Binding:** Documents are printed in book style with the even numbered pages upside down.
 - **Long Edge Binding:** Documents are printed in book style with the second and third pages facing each other.
8. Click **OK**.

Poster Printing

Poster printing enables you to print a document on multiple sheets of paper.

Note: Poster printing cannot be used with **Printing on Both Sides**, **Image Shifting**, or **Output Size**.

1. Open the printer driver and select the **Layout** tab.
2. From the **Pages/Sheet** drop-list, select from the following options:
 - **2x2:** Four sheets of paper per document page.
 - **3x3:** Nine sheets of paper per document page.
 - **4x4:** Sixteen sheets of paper per document page.
 - **5x5:** Twenty-five sheets of paper per document page.
3. Click **OK**.

Add, Edit, or Delete an Overlay

An overlay is a print image added to your print job. The overlay can be printed on only the first page, like a cover page, or on all the pages of your print job. An overlay must be created in another application and added to the printer driver to create an overlay file. You can add, edit, or delete overlay file associations with the printer driver. When you edit or delete an overlay file from the printer driver, this does not effect the overlay file itself.

Note: An overlay file cannot be more than one page.

To Create an Overlay File

1. Create an overlay file in any other application.
2. Open the printer driver and select the **Overlay** tab.
3. Click the **Add...** button.
4. Enter a name for the overlay in the **Overlay Form Name** text field.
5. Click the **Browse** button to browse to the overlay file.
6. Click **OK**.

To Edit an Overlay File

1. Open the printer driver and select the **Overlay** tab.
2. Select the overlay you want to edit and click the **Edit** button.
3. Enter a new name for the overlay in the **Overlay Form Name** text field if necessary.
4. Click the **Browse** button to browse to the file.
5. Click **OK**.

To Delete an Overlay File

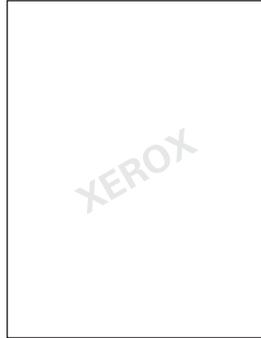
1. Open the printer driver and select the **Overlay** tab.
2. Select the overlay you want to delete and click the **Delete** button.
3. Click **Yes** when asked if you are sure you want to delete the current overlay.
4. Click **OK**.

Printing an Overlay

1. Open the printer driver and select the **Overlay** tab.
2. Select the overlay file to use from the **Overlay** list box.
3. From the **Pages** drop-down list box select one of the following:
 - **First Page:** Prints the overlay only on the first page of your print job.
 - **All Pages:** The overlay is printed on all pages of the print job.
4. Click **OK**.

Add, Edit, or Delete a Watermark

A watermark is additional text that can be printed across one or more pages. For example, terms like Draft and Confidential, which you might stamp on a page before distribution, can be inserted with a watermark. Watermarks can be printed behind the text and images or on top of the text and images.



You can add, edit, or delete the style, content, and placement of watermarks from the Watermark dialog box.

To Add or Edit a Watermark

1. Open the printer driver and select the **Watermark** tab.
2. To Add a watermark: select **None** from the watermark list box, and then click **Add**.
3. To Edit a watermark: select the watermark text from the watermark list box, and then click **Edit**.
4. In the **Watermark** dialog box set the following properties:
 - **Name:** Name the watermark; this does not appear on the printed document.
 - **String:** The actual text that prints on the documents.
 - **Typeface:** Select a font for the watermark.
 - **Style and Size:** **Regular**, **Bold**, **Italic**, or **Bold Italic**; **8** to **200** points
 - **Color:** Choose from the list or select **Others** to open the **Color Settings** dialog box.
 - **Angle:** Orientation of the watermark.
 - **Position:** Placement of the watermark on the page.
5. Click **Yes** or **No** to sharing the watermark with other users on your network.
6. Click **OK**.

Printing a Watermark

1. Open the printer driver and select the **Watermark** tab.
2. Select the watermark text from the **Watermark** list box.
3. Select **Background** if you want the watermark to print behind the text and images.
4. Select **Repeat** to repeat the watermark on the printed page.
5. Select **1st Page Only** if you want the watermark to appear only on the first page of the print job.
6. Click **OK**.

Using the Macintosh Printer Driver

This section includes:

- [Selecting Print Options](#) on page 5-12
- [Specifying Page Setup Settings](#) on page 5-12
- [Custom Paper Size Options](#) on page 5-12
- [Specifying Print Settings](#) on page 5-13

Selecting Print Options

1. Open **Printer Setup Utility**, which can be accessed by selecting Macintosh HD, **Applications**, and then **Utilities**.
2. Select this printer in the **Printer List**, and then select **Show Info** from the **Printers** menu.
3. Select **Installable Options** from the pop-up menu. Select the options that you have on your printer, and then click **Apply Changes**.
4. Close the **Printer Info** dialog box.

Specifying Page Setup Settings

The following dialog box appears when **Page Setup...** is selected from the **File** menu in the application being used.

1. Select **Page Setup...** from the **File** menu. The **Page Setup** dialog box appears.
2. Select your printer in the **Format for** pop-up menu.

Page Attributes Options

The **Page Attributes** section is used to specify the settings for the paper size, scaling, and print orientation.

1. **Paper Size:** Select the desired paper size from the Paper Size pop-up menu.
2. **Orientation:** Select either a vertical or horizontal page orientation for printouts.
3. **Scale:** If you want to enlarge or reduce the size of the printout, enter the scale ratio here.

Custom Paper Size Options

The **Custom Paper Size** section is found under the Paper Size pop-up menu. It is used to specify the dimensions for a custom paper size.

1. **Page Size:** Enter the dimensions of the paper height and width for the custom paper size.
2. **Printer Margins:** Enter the dimensions for the top, left, right, and bottom margins.
3. **Duplicate:** Click this button to duplicate (copy) the settings of an existing custom paper size and create a new custom paper size based on those settings.

Specifying Print Settings

The following dialog box appears when **Print...** is selected from the **File** menu in the application being used.

1. Select **Print...** from the **File** menu, the **Print** dialog box appears.
2. Select your printer in the **Printer** pop-up menu. The **Print** dialog box is used to specify the following print options.

Print Dialog Description

Section	Description
Copies and Pages (page 5-13)	This section contains options for the number of copies to be printed and the range of pages to print.
Layout (page 5-14)	This section contains options for specifying the page layout when printing.
Duplex (2-Sided) (page 5-14)	This section contains options for 2-sided printing. This is only available when the optional duplex unit is installed.
Output Options	This allows you to print your output to a specific format, such as PDF.
Scheduler (page 5-14)	This section contains options for specifying the print timing and priority of jobs.
Paper Handling (page 5-15)	This section contains options for specifying the pages to be printed and their printing order.
ColorSync (page 5-15)	This section contains options for specifying ColorSync settings.
Cover Page (page 5-15)	This section contains options for specifying cover page settings.
Paper Feed (page 5-15)	This section contains paper feed options.

Copies and Pages

The **Copies and Pages** section is used to specify the number of copies to print and the range of pages to print.

1. **Copies:** This specifies the number of copies to be printed. If the **Collated** check box is selected, all pages in the documents are printed as sets of printouts. For example, if 5 is entered for **Copies** and **Collated** is selected, the document is printed five times from the first page to the last page.
2. **Pages:**
 - **All:** Prints all pages in the document.
 - **From, to:** Specifies the range of pages to be printed.

Layout

The **Layout** section is used to specify the page layout when printing and the setting for two-sided printing.

1. **Pages per Sheet:** Specifies the number of pages to be printed on one sheet of paper. For example, if **2** is selected, two pages are printed on one sheet of paper.
2. **Layout Direction:** If you are printing more than one page per sheet, this specifies the direction and order the pages should be arranged on each sheet of paper.
3. **Border:** This prints a border around the image for each of the pages printed on one sheet of paper when more than one page is printed on one sheet of paper.
4. **Two-Sided:** Select the desired setting for two-sided printing when the optional duplex unit is installed.
 - **Off:** Two-sided printing is not performed.
 - **Long-edged Binding:** Two-sided printing is performed with the binding along the long edge of the paper.
 - **Short-edged Binding:** Two-sided printing is performed with the binding along the short edge of the paper.

Scheduler

The **Scheduler** section is used to specify the timing and priority for printing jobs.

1. **Print Document**
 - **Now:** Select this option to begin printing immediately.
 - **At:** Specify the time to begin printing.
 - **On Hold:** Select this option to hold the print job.
2. **Priority:** Select the priority for printing jobs that are being held.

Duplex (2-Sided Printing)

The Duplex section is used to specify whether the pages are to be printed on one-side or both sides of the paper.

1. **Print on Both Sides:** Select this box to print on both sides of the paper.
 - **Long-edged Binding:** Two-sided printing is performed with the binding along the long edge of the paper.
 - **Short-edged Binding:** Two-sided printing is performed with the binding along the short edge of the paper.

Paper Handling

The **Paper Handling** section is used to specify the pages that are to be printed and the order in which the pages are printed.

1. **Page Order:** Select the order in which you want the document to print.
2. **Print:**
 - **All pages:** Select this option to print all pages.
 - **Odd numbered pages:** Select this option to print only the pages with odd page numbers.
 - **Even numbered pages:** Select this option to print only the pages with even page numbers.
3. **Destination Paper Size:** Select the output paper size of the job. You can scale to fit or use the current document size.

ColorSync

1. **Color Conversion:** Enables you to select host-based color matching or printer-based color matching.
2. **Quartz Filter:** Allows you to select Quartz Filter.

Cover Page

1. **Print Cover Page:** Allows you to set cover page before or after document.
2. **Cover Page Type:** Allows you to select cover page type.
3. **Billing Info:** Allows you to set billing information printed on cover page.

Paper Feed

The **Paper Feed** section is used to specify the paper feed setting.

1. **All pages from:** All pages in the document are printed using the paper in the specified paper tray.
2. **First page from:** The first page of the document is printed on paper from a paper tray different from the tray used to print the rest of the document.
3. **Remaining from:** The rest of the document is printed from the specified paper tray when the first page is to be printed on paper from a different tray.

Printing Basics

6

This chapter includes:

- [Supported Paper and Media](#) on page 6-2
- [Output Bin](#) on page 6-3
- [Loading Media](#) on page 6-5
- [Guaranteed Imageable \(Printable\) Area](#) on page 6-24
- [Options](#) on page 6-25

Supported Paper and Media

Before purchasing a large quantity of special media, do a trial print with the media and check the print quality.

For information about recommended paper and specialty media, go to [Recommended Media List \(United States\)](#) or [Recommended Media List \(Europe\)](#).

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

The following table provides information about paper sizes and weights that can be used in the product.

Media	Media Size		Tray*	Duplex	Copy	Print	FAX
	Inches	Millimeters					
A4	8.2 x 11.7	210 x 297	1/2	Yes	Yes	Yes	Yes
A5	5.9 x 8.3	148 x 210	1	No	Yes	Yes	No
B5 (ISO)	6.9 x 9.8	176 x 250	1	No	Yes	Yes	No
Executive	7.25 x 10.5	184 x 267	1	No	Yes	Yes	No
Foolscap	8.0 x 13.0	203.2 x 330.2	1	No	No	Yes	No
Legal	8.5 x 14.0	215.9 x 355.6	1	Yes	Yes	Yes	Yes
Letter	8.5 x 11.0	215.9 x 279.4	1/2	Yes	Yes	Yes	Yes
Statement	5.5 x 8.5	140 x 216	1	No	Yes	Yes	No
Custom Minimum	3.6 x 5.8	92 x 148	1	No	No	Yes	No
Custom Maximum	8.5 x 14.0	216 x 356	1	No	No	Yes	No
A4 Transparency	8.2 x 11.7	210 x 297	1	No	Yes	Yes	No
Letter Transparency	8.5 x 11.0	215.9 x 279.4	1	No	Yes	Yes	No
Card stock			1	No	No	Yes	No
Thick card stock			1	No	No	Yes	No
C5	6.4 x 9.0	162 x 229	1	No	Yes	Yes	No
C6	4.5 x 6.4	114 x 162	1	No	Yes	Yes	No
Com 10	4.125 x 9.5	104.7 x 241.3	1	No	Yes	Yes	No
DL	4.3 x 8.7	110 x 220	1	No	Yes	Yes	No
Monarch	3.875 x 7.5	98.4 x 190.5	1	No	Yes	Yes	No

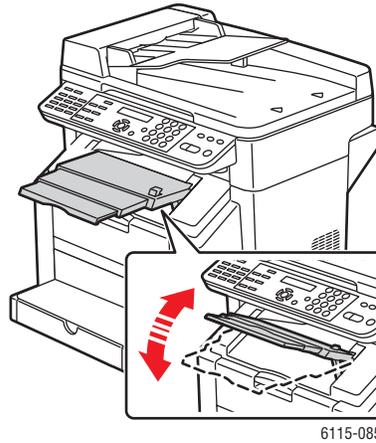
Card Stock: Only supported for letter, A4, and smaller media.

Notes: *Tray 1 = Multipurpose Tray 2 = Plain paper only

Output Bin

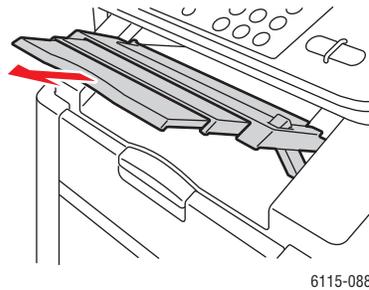
All printed media is output to the facedown, output bin. The output bin maximum capacity is 100 sheets (A4/Letter) of 80 g/m² (22 lb.) media.

The output bin can be adjusted to two angles as shown in the following illustration.



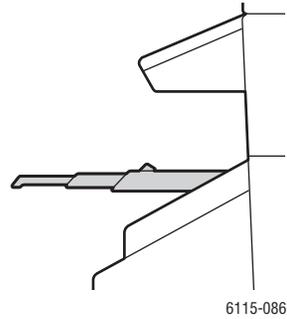
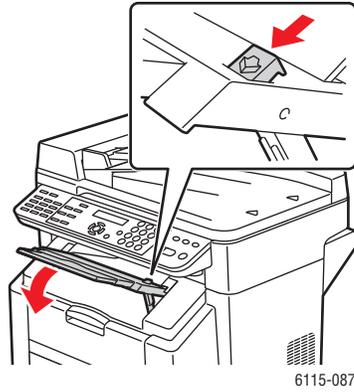
Adjusting the Output Bin

1. The output bin extension can be pulled out to two different positions. Use the appropriate position depending on the size of the media being printed.



2. Press and hold the button on the right side of the output bin to lower it into the horizontal position.

Note: When printing on postcards, ensure the output bin is fully horizontal.

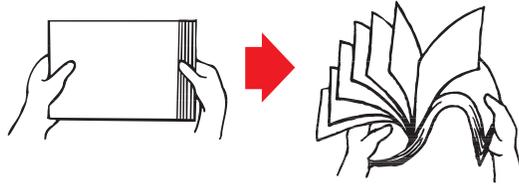


Loading Media

This section includes:

- [Loading Plain Paper](#) on page 6-6
- [Card Stock](#) on page 6-10
- [Thick Card Stock](#) on page 6-10
- [Loading Envelopes](#) on page 6-11
- [Labels](#) on page 6-18
- [Letterhead](#) on page 6-19
- [Transparency](#) on page 6-20
- [Glossy Stock](#) on page 6-21
- [Loading Specialty Media](#) on page 6-21

Holding a stack of approximately 200 sheets at a time, fan the stack to prevent static buildup before inserting it in a tray.



Note: Do not fan transparencies.

Other Media

When loading media other than plain paper, set the media mode (for example, Envelope, Glossy, Label, Thick Card Stock, or Transparency) in the printer driver for optimum print quality.

Caution: Although this printer was designed for printing on a wide range of media types, it is not intended to print exclusively on a single media type except plain paper. Continuous printing on media other than plain paper (such as envelopes, labels, thick stock, or transparencies) may adversely affect print quality or reduce engine life.

When refilling media, first remove any media remaining in the tray. Stack it with the new media, even the edges, and then reload it. Do not mix media of different types and sizes, as this will cause media misfeeds.

Loading Plain Paper

Use plain paper that is:

- Kept on a flat, level surface in its original wrapper until it is time to load it.
- Suitable of laser printers, such as standard or recycled office paper.
- Keep media between 35% and 85% relative humidity.

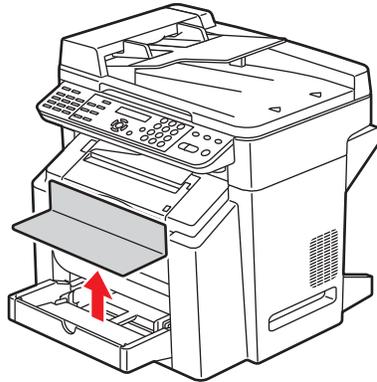
Do not use media that is:

- Coated with a processed surface (such as carbon paper, digitally gloss-coated media, and colored paper that has been treated).
- Carbon backed
- Iron-on transfer media (such as heat-sensitive paper, heat-pressure paper, and heat-press transfer paper)
- Cold-water-transfer paper
- Pressure sensitive
- Designed specifically for inkjet printers (such as superfine paper, glossy film, and postcards)
- Already printed on by another printer, copier or fax machine
- Dusty, wet, or damp
- Layered
- Adhesive
- Folded, creased, curled, embossed, warped, or wrinkled
- Too slick, too coarse, or too textured.
- Too thick or too thin
- Composed of foil or gilt; too luminous or shiny
- Heat sensitive or cannot withstand the fusing temperature (180° C [356° F])
- Irregularly shaped (not rectangle or not cut at right angles)
- Attached with glue, tape, paper clips, staples, ribbons, hooks, or buttons
- Acidic
- Any media not supported by this product

	Tray 1	Up to 200 sheets, depending on the paper weight
Capacity	Tray 2	Up to 500 sheets, depending on the paper weight
Orientation	Faceup	
Driver media type	Plain paper	
Weight	60 to 90 g/m ² (16 to 24 lb. Bond)	
2-Sided printing (Duplexing)	See 2-Sided Printing (Duplexing) on page 6-28.	

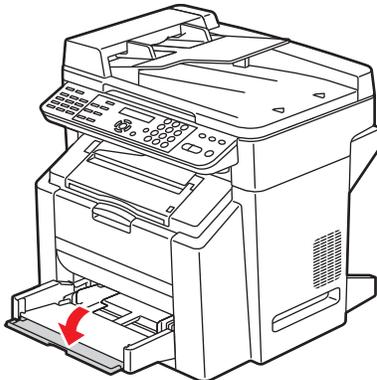
To load paper in Tray 1:

1. Remove the lid from Tray 1.



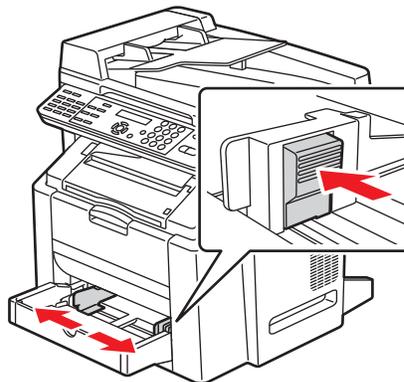
6115-012

2. If loading paper longer than A4/Letter, open the front panel of the tray.



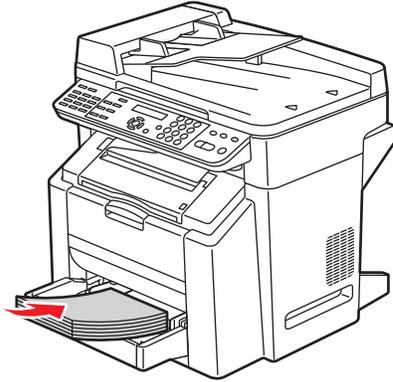
6115-098

3. Slide apart the media guides to provide more space between them.



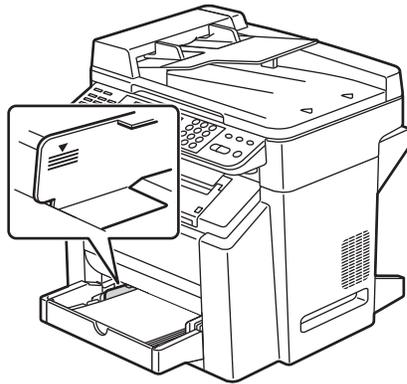
6115-013

4. Load the paper face-up in the tray.



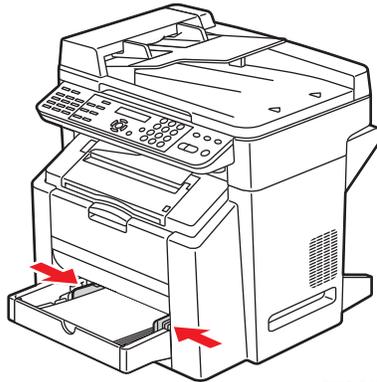
6115-014

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



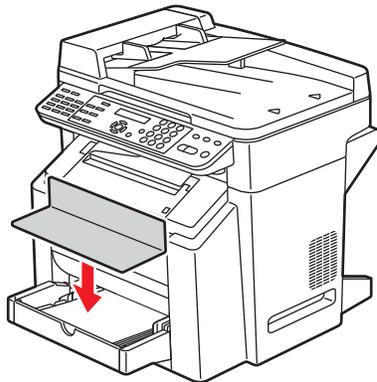
6115-015

5. Adjust the paper guides to fit the paper loaded in the tray (if necessary).



6115-016

6. Close the front panel of Tray 1, and then replace the lid.



6115-017

Card Stock

Test all card stock to ensure acceptable performance and to ensure that the image does not shift. Use card stocks that are approved for laser printers.

Do not use card stocks that are:

- Coated
- Designed for inkjet printers
- Precut or perforated
- Preprinted or multicolored
- Folded, wrinkled, creased or warped
- Mixed with any other media in the trays, this will cause misfeeding.

	Tray 1	Up to 50 sheets, depending on their thickness.
Capacity	Tray 2	Not supported; Do not use in Tray 2.
Orientation	Faceup	
Driver media type	Card stock	
Weight	60 to 163 g/m ² (16 to 43 lb. Bond) Note: 43 lb. bond is also referred to as 90 lb. index stock or 60 lb. cover.	
2-sided printing	Not supported	

Thick Card Stock

Paper thicker than 90 g/m² (24 lb. bond) is referred to as Thick card stock.

	Tray 1	Up to 50 sheets, depending on their thickness
Capacity	Tray 2	Not supported; Do not use in Tray 2
Orientation	Face up	
Driver media type	Thick card stock	
Weight	91 to 200 g/m ² (25 to 53 lb. Bond) Note: 53 lb. bond is also referred to as 110 lb. index stock or 75 lb. cover.	
2-sided printing	Not supported	

Loading Envelopes

Print on the front (address) side only. Some parts of the envelope consist of three layers of paper: the front, back, and flap. Anything printed on these layered regions may be lost or faded.

Caution: Envelopes require you to adjust the product's fuser. Follow the instructions for loading envelopes to avoid damaging the product.

	Tray 1	Up to 10 envelopes, depending on their thickness.
Capacity	Tray 2	Not supported; Do not use in Tray 2.
Orientation	Faceup	
Driver media type	Envelope	
Weight	Base material up to 90 g/m ² (24 lb. Bond)	
2-sided printing	Not supported	

Use envelopes that are:

- Common office envelopes with diagonal joints, sharp folds and edges, and ordinary gummed flaps
- Approved for laser printing
- Dry

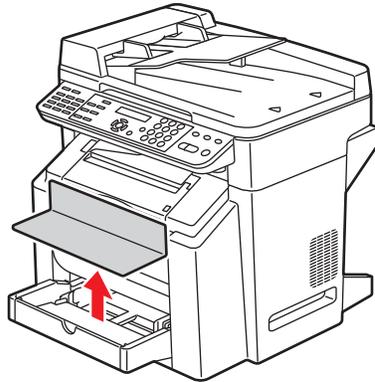
Caution: Because the envelopes pass through heated rollers, the gummed area on the flaps may seal. Using envelopes with emulsion-based glue avoids this problem.

Do not use envelopes that have:

- Sticky flaps
- Tape seals, metal clasps, paper clips, fasteners, or peel-off strips for sealing
- Transparent windows
- Too rough of a surface
- Material that will melt, vaporize, offset, discolor, or emit dangerous fumes
- Been presealed

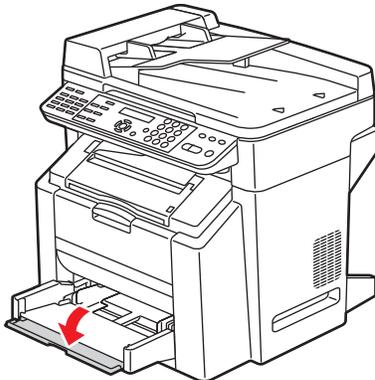
To load envelopes in Tray 1:

1. Remove the lid from Tray 1.



6115-012

2. Open the front panel of the tray, if necessary.

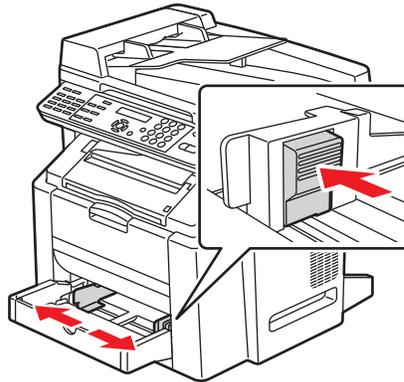


6115-098

3. Remove any media from the tray.

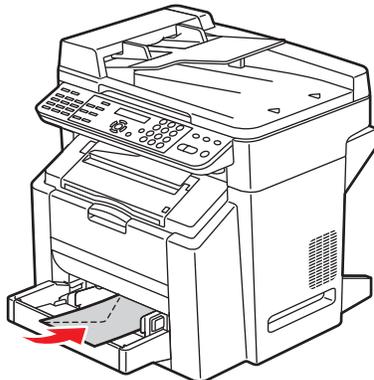
Note: Before loading envelopes, press them down to make sure that all the air is removed, and make sure that the folds of the flaps are firmly pressed; Otherwise, the envelopes may become wrinkled and a paper jam can occur.

4. Slide the media guides open.



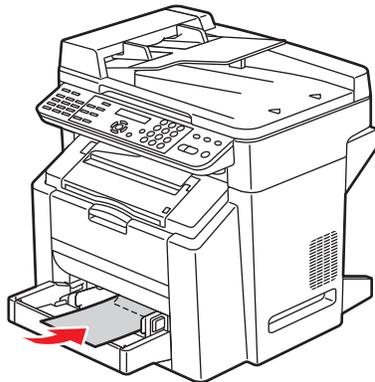
6115-013

5. Load the envelopes as shown.
 - For envelopes with the flap along the **long edge**, load the envelopes with the flap toward the **left** of the product.



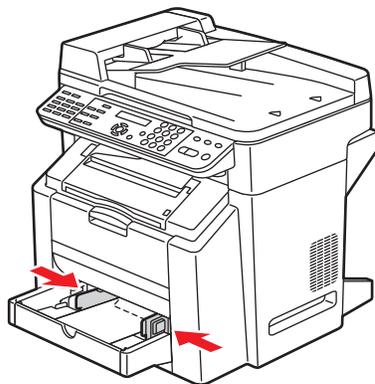
6115-019

- For envelopes with the flap along the **short edge**, load the envelopes with the flap entering the product **first**.



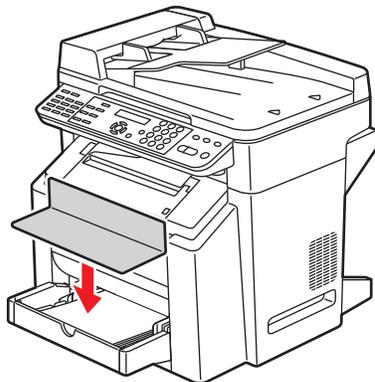
6115-018

6. Slide the media guides against the edge of the envelopes.



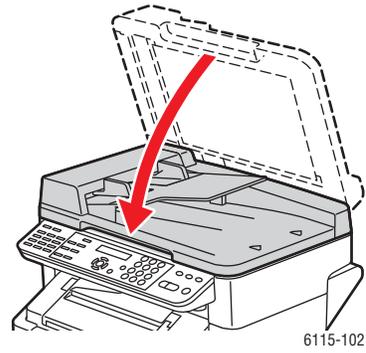
6115-020

7. Close the Tray 1 front panel, and then replace the lid.

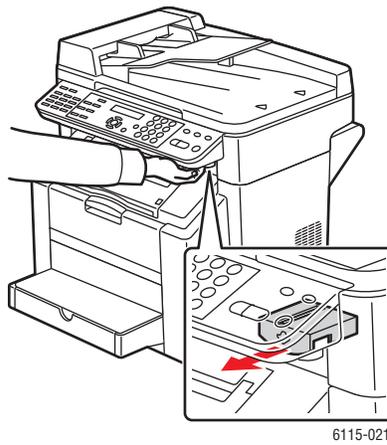


6115-017

8. Ensure the automatic document feeder is closed.

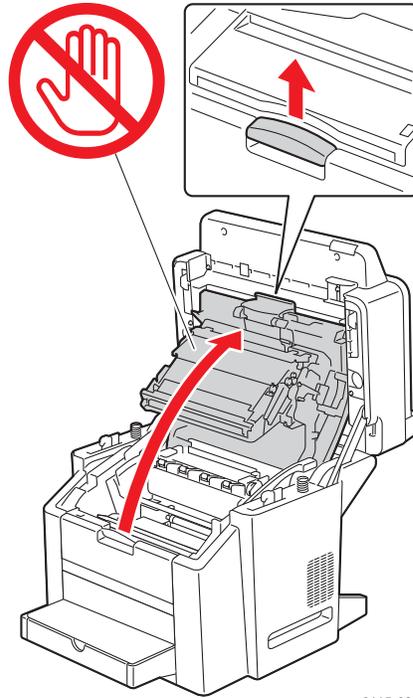


9. Release the scanner latch and lift the scanner unit.



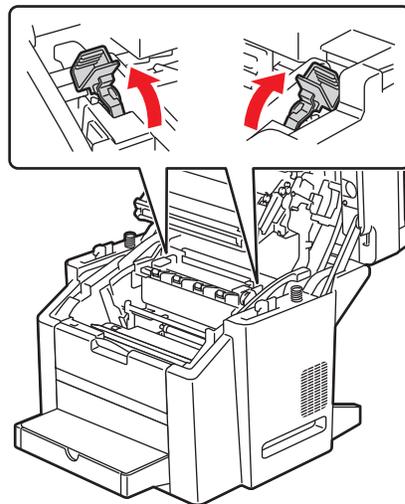
10. Pull the lever, and then open the top cover.

Caution: Do not touch the transfer belt.



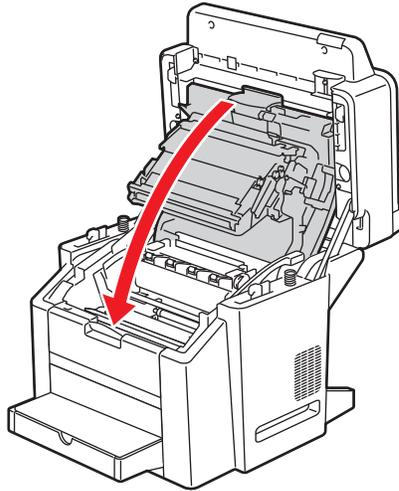
6115-022

11. Raise both green fuser separator levers.



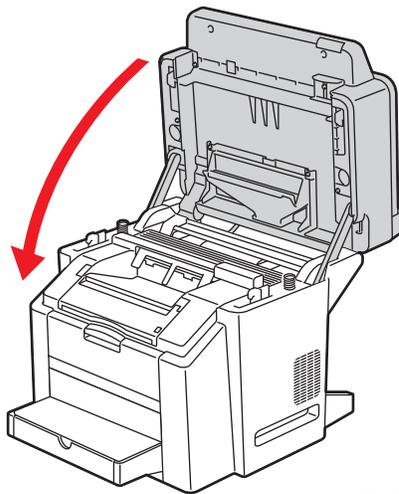
6115-023

12. Carefully close the top cover.



6115-024

13. Lower the scanner unit.



6115-025

Caution: When you are finished printing envelopes, be sure to lower the fuser levers on the fuser back to their original positions.

Labels

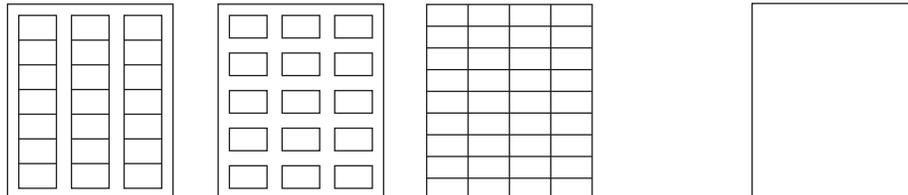
A sheet of labels consists of a face sheet (the printing surface), adhesive, and a carrier sheet:

- The face sheet must follow the plain paper specification, see [Supported Paper and Media](#) on page 6-2.
- The face sheet surface must cover the entire carrier sheet, and no adhesive should come through on the surface.
- Use label sheets recommended for laser printers.

Do not use label sheets that:

- Have labels that easily peel off or have parts of the label already removed.
- Have backing sheets that have peeled away or have exposed adhesive.
- Are precut or perforated.

	Tray 1	Up to 50 label sheets, depending on their thickness.
Capacity	Tray 2	Not supported; Do not use in Tray 2.
Orientation	Faceup	
Driver media type	Label	
Weight	60 to 163 g/m ² (16 to 43 lb. Bond)	
2-sided printing	Not supported	



Caution: Labels may stick to the fuser, causing them to peel off and create paper jams.

Letterhead

Try printing your data on a sheet of plain paper first to check placement.

Use the plain paper specifications for letterhead.

	Tray 1	Up to 50 sheets, depending on their size and thickness.
Capacity	Tray 2	Not supported.
Orientation	Face up	
Driver media type	Letterhead	
Weight	60 to 90 g/m ² (16 to 24 lb. Bond)	
2-sided printing	Faceup, top of page enters the printer first.	

Transparency

Use the following guidelines when printing on transparencies.

- Do not fan transparencies before loading them. Resulting static electricity may cause printing errors.
- If you touch the face of the transparencies with your bare hands, print quality may be affected.
- Keep the printer paper path clean. Transparencies are especially sensitive to a dirty media path. If there are shadows on either the top or the bottom of the sheets, see [Product Maintenance](#) on page 10-1.
- Remove transparencies as soon as possible from the output tray to avoid static buildup.
- If you have problems feeding 50 sheets, try loading only 1–10 sheets at a time. Loading a large number of transparencies at one time may cause static buildup, causing feeding problems.
- Always test a small quantity of a particular type of transparency.

You can print continuously with transparencies. However, this could affect feed reliability, depending on the media quality, static buildup, and printing environment.

	Tray 1	Up to 50 sheets, depending on their thickness.
Capacity	Tray 2	Not supported
Orientation	Faceup	
Driver media type	Transparency	
2-sided printing	Not supported	

ONLY use transparencies that are Xerox approved, and on the recommended media list for your product.

Do not use transparencies that:

- Have static electricity build up, causing them to stick together.
- Are specified for inkjet printers only.

Glossy Stock

Test all glossy stock to ensure acceptable performance and to ensure that the image does not shift on the page.

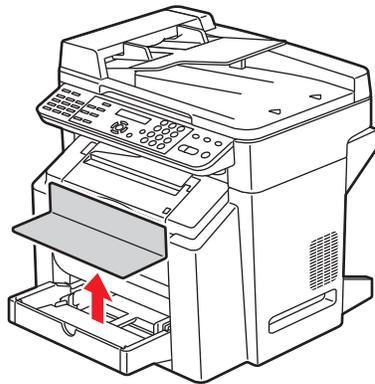
	Tray 1	Up to 50 glossy sheets, depending on their thickness.
Capacity	Tray 2	Not supported; Do not use in Tray 2.
Orientation	Faceup	
Driver media type	Glossy	
2-sided printing	Not supported	

Do not use glossy stock that is:

- Mixed with any other media in the trays (this will cause the printer to misfeed).
- Specified for inkjet printers only.

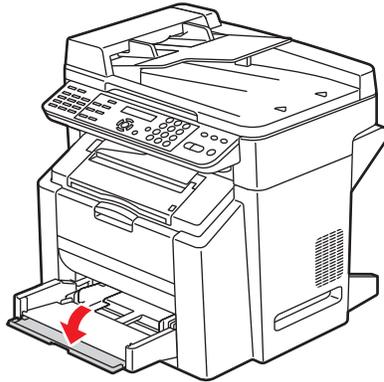
Loading Specialty Media

1. Remove the lid from Tray 1.



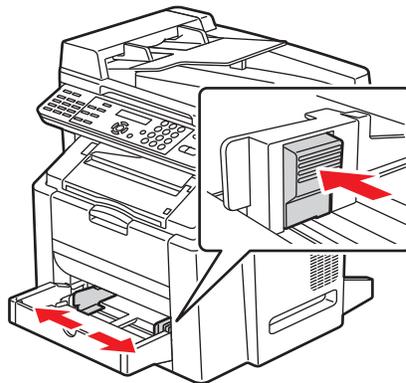
6115-012

2. Open the front panel of the tray, if necessary.



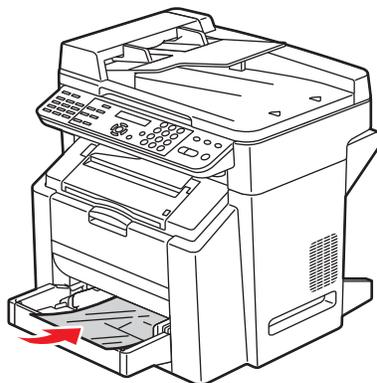
6115-098

3. Slide apart the media guides to provide more space between them.



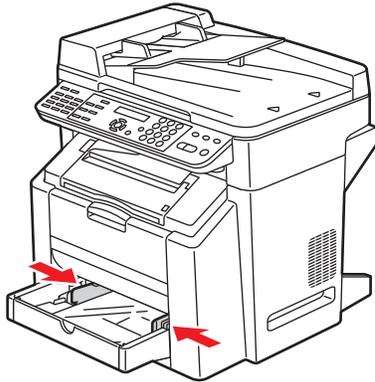
6115-013

4. Load the special media faceup in the tray.



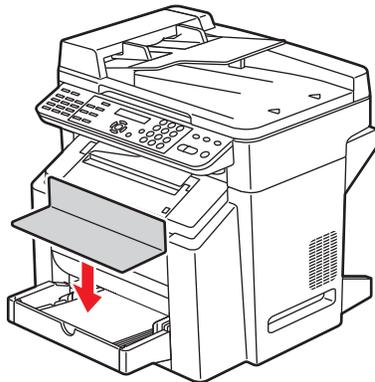
6115-026

5. Adjust the paper guides to fit the paper loaded in the tray (if necessary).



6115-027

6. Close the front panel of Tray 1, and then reattach the lid.



6115-017

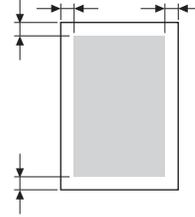
Guaranteed Imageable (Printable) Area

The printable area on all media sizes is up to 4 mm (0.157 in.) from the edges of the media.

Each size has a specific imageable area; the maximum area on which the printer can print clearly and without distortion.

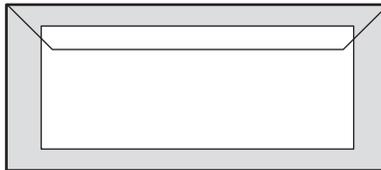
This area is subject to both hardware limits (the physical media size and the margins required by the printer) and software constraints (the amount of memory available). The guaranteed imageable (printable) area for all media sizes is the page size minus 4 mm (0.157 in.) from all edges of the media.

Note: When printing in color on legal-size media, the bottom margin is 10.4 mm (0.409 in.) for Cyan, Magenta, and Yellow. When printing on glossy stock, the top margin is 10 mm (0.394 in.).



Envelopes

Envelopes have a non guaranteed imageable area that varies with the envelope type. The envelope area is determined by your application.



White: Guaranteed printable area

Gray: Non guaranteed area

Nonimageable area: 4 mm (0.157 in.)

Page Margins

Margins are set through your application. Some applications allow you to set custom page sizes and margins while others have only standard page sizes and margins from which to choose. If you choose a standard format, you may lose part of your image (due to imageable area constraints). If you can customize your page in your application, use the applications sizes for the imageable area for optimum results.

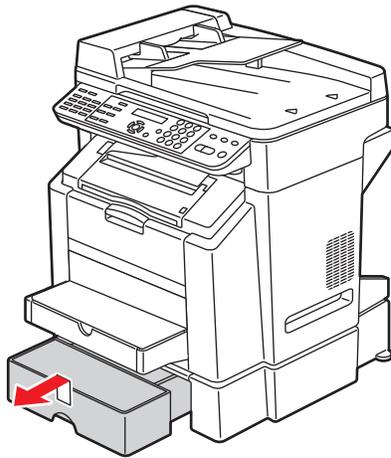
Options

This section includes:

- Loading Paper in Tray 2 on page 6-25
- 2-Sided Printing (Duplexing) on page 6-28

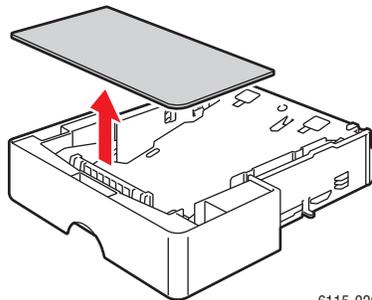
Loading Paper in Tray 2

1. Pull Tray 2 out as far as possible. Lift up Tray 2 and remove it.



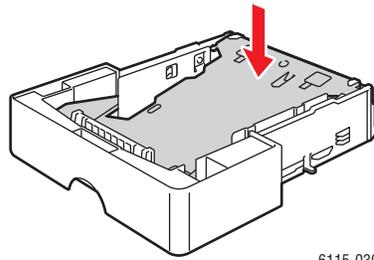
6115-028

2. Remove the lid from Tray 2.



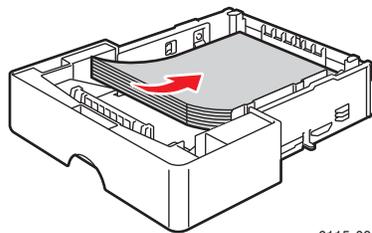
6115-029

3. Press down the media pressure plate to lock it into place.



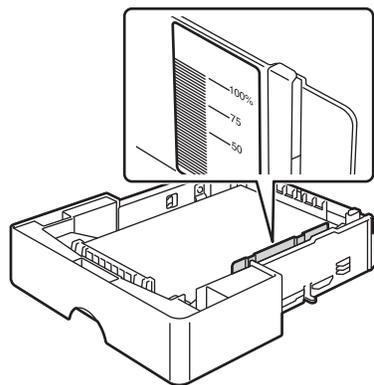
6115-030

4. Load the paper faceup in the tray.



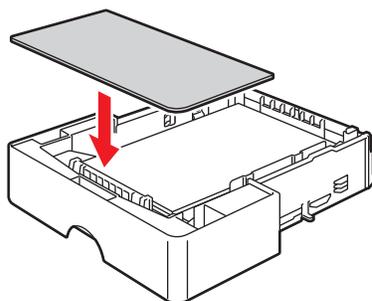
6115-031

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



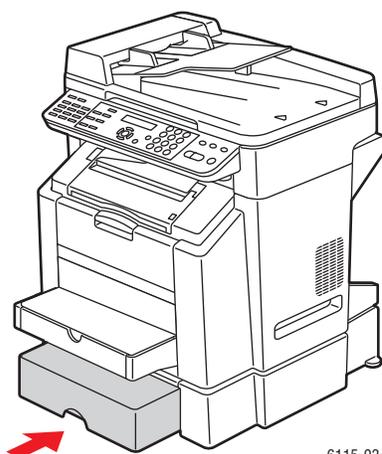
6115-032

5. Reattach the lid to Tray 2.



6115-033

6. Reinsert Tray 2 into the printer.



6115-034

2-Sided Printing (Duplexing)

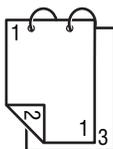
2-sided printing can be done manually or can be done automatically with the optional duplex unit installed and enabled in the printer driver.

Note: Only plain paper, 60 to 90 g/m² (16 to 24 lb. bond) can be auto duplexed. See [Supported Paper and Media](#) on page 6-2. Duplexing envelopes, labels, transparencies, or glossy is not supported.

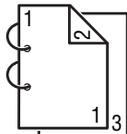
Ensure the duplex unit is installed and enabled by the printer driver to successfully duplex the job. See [Using Printer Driver Options](#) on page 5-1 for more information on driver settings.

Check your application to determine how to set your margins for duplex printing.

The following Binding Position settings are available:

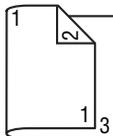


If “Short Edge” is selected, the pages will be laid out to flip at the shortest edge of the paper.

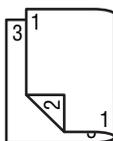


If “Long Edge” is selected, the pages will be laid out to flip at the longest edge of the paper.

The following order settings are available when “Booklet” is selected:



If “Left Binding” is selected, the pages can be folded as a left-bound booklet.



If “Right Binding” is selected, the pages can be folded as a right-bound booklet.

Copying

7

This chapter includes:

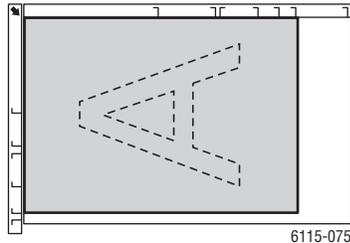
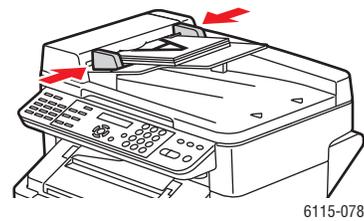
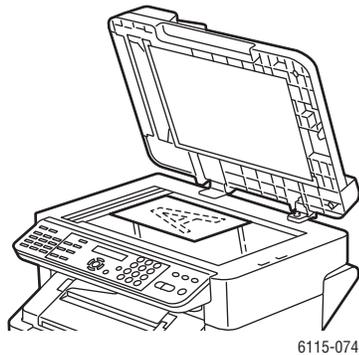
- [Basic Copying](#) on page 7-2
- [Adjusting Copy Options](#) on page 7-3
- [Advanced Copying](#) on page 7-8

Basic Copying

User either the Automatic Document Feeder (ADF) or the document glass to make copies. Load the originals to be copied and follow the steps below to make copies.

For information on copy settings, see [Adjusting Copy Options](#) on page 7-3.

Loading Originals



Document Glass

Lift the ADF cover and place the original **face down**, towards the **back, left** corner of the document glass as shown.

Automatic Document Feeder

Insert originals **face up** with the **top** of the page entering the feeder first. Adjust the paper guides so they fit against the originals.

1. On the control panel, press the **Copy** button.
2. Specify the copy settings, see [Adjusting Copy Options](#) on page 7-3.
3. Specify the number of copies using the control panel keypad. The number of copies appears on the upper, right corner of the display.
4. Press the **Start-Color** button for color copies or **Start-B&W** button for black and white copies.
 - If you placed originals in the ADF, copying continues until the document feeder is empty.
 - To stop copying, press the **Stop/Reset** button.

Note: If the **Stop/Reset** button is pressed while copying **Press the Start Key To Resume** appears on the control panel. To continue the copy job, press the **Start-Color** or **Start B&W** button.

Adjusting Copy Options

This section includes:

- [Setting the Original Document Type](#) on page 7-3
- [Setting the Copy Quality](#) on page 7-4
- [Setting the Copy Density](#) on page 7-4
- [Collating Copies](#) on page 7-5
- [Selecting Paper Priority](#) on page 7-6
- [Specifying a Zoom Ratio](#) on page 7-7

If you are connected to your product via USB, you can change copy settings through the MFP ControlCentre (MCC). For instructions on using the MFP ControlCentre, see the chapter on [Product Management](#) on page 3-1.

If you are connected to your product over a network, use the control panel to adjust copy options.

Note: Pressing the **Stop/Reset** button returns all settings to their default values.

Setting the Original Document Type

For the best print quality, set the original document type to a mode that most closely matches your originals.

To set the original document type:

Using the MFP ControlCentre

1. Open the MCC, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Copy Setup** tab.
4. Select **Mix**, **Text**, or **Photo** from the items.

If you selected **Text**:

- Select **Auto**, to let the product manage the density level.
 - Select **Manual** if you want to manually adjust the density level.
5. Select **OK** to save the new settings.
 6. Upload the new settings to the product.

Using the Control Panel

1. On the control panel, press the **Copy** button.
2. Press the **Quality** button once.
3. Use the **Right Arrow** or **Left Arrow** button to select **Mix**, **Text**, or **Photo**.
4. Press the **Menu/Select** button to accept the new setting.

Setting the Copy Quality

Copies can be printed in either standard (600 x 300) or enhanced (600 x 600) mode.

To set the copy quality:

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Copy Settings** tab.
4. From the **Quality** list, select **Standard** or **Enhanced**.
5. Select **OK** to save the new settings.
6. Upload the new settings to the product.

Using the Control Panel

1. On the control panel, press the **Copy** button.
2. Press the **Quality** button twice.
3. Use the **Right Arrow** and **Left Arrow** button to select **STD** or **ENH**.
4. Press the **Menu/Select** button to accept the new setting.

Setting the Copy Density

You can lighten or darken the density on your printed copies.

To set the copy density level:

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Copy Settings** tab.
4. Using the **Density** slider, move the slider left or right the lighten or darken the copy density.
5. Select **OK** to save the new settings.
6. Upload the new settings to the product.

Using the Control Panel

1. On the control panel, press the **Copy** button.
2. Press the **Light/Dark** button.
3. Use the **Right Arrow** and **Left Arrow** button to adjust the copy density.
4. Press the **Menu/Select** button to accept the new setting.

Collating Copies

You can choose to have your original copies collated. Use this option when you want to print two or more separate sets of a copy job that contains two or more pages. For example, five collated copies of a three-page job will result in one set of all three pages in order, then the second set of all three pages, and so on.

Copies set to collate are stored in product memory once and then printed.

Note: Collating copies uses more product memory. If the original copies are extremely complex, the amount of collated copies the product is able to produce at one time is reduced. The lower left portion of the control panel display reports the percent of memory usage for the current collate job.



The collate icon appears when collating is turned ON.

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Copy Settings** tab.
4. From the **Collating** options, select **On** or **Off**.
5. Select **OK** to save the new settings.
6. Upload the new settings to the product.

Using the Control Panel

1. On the control panel, press the **Copy** button.
2. Press the **Collate** button to turn collation on or off.
3. Press the **Start-Color** button for color copies or **Start-B&W** button for black and white copies.

Selecting Paper Priority

Note: If Tray 2 is not installed, **Tray 1 Select** will not appear on the control panel.

Using the MFP ControlCentre

1. Open the **MCC**, connect to your product and download the current .dat file.
2. Click the **Menu** button.
3. Select the **Copy Settings** tab.
4. Select the default tray from the **Paper Priority** drop-down list.
5. Select **OK** to save the new settings.
6. Upload the new settings to the product.

Using the Control Panel

1. Press the **Function** button, and then press the **Menu/Select** button.
2. Press the **Left Arrow** or **Right Arrow** button to select **Tray 1** or **Tray 2**.
3. Press the **Menu/Select** button to accept the default tray setting.

Specifying a Zoom Ratio

The zoom ratio can be specified either by selecting a preset zoom ratio or by specifying a custom zoom ratio.

Note: Depending on the selected preset zoom ratio, a sample of the change to the media size may appear in the status area of the control panel. The sample of the media size change will disappear after 5 seconds.

Specifying a Preset Zoom Ratio

1. On the control panel, press the **Reduce/Enlarge** button until the desired zoom ratio is selected.

Metric

1.15	B5 -> A4
1.41	A5 -> A4
2.00	
0.50	
0.70	A4 -> A5
0.81	B5 -> A5

Inch

1.29	Statement -> Letter
1.54	Statement -> Legal
2.00	
0.50	
0.64	Letter -> Statement
0.78	Legal -> Letter

Specifying a Custom Zoom Ratio

1. On the control panel, press the **Reduce/Enlarge** button.
2. Use the **Up Arrow** or **Down Arrow** button to input a custom zoom ratio.
3. Press the **Start-Color** button for color copies or **Start-B&W** button for black and white copies.

Advanced Copying

This section includes:

- [Setting 2in1 Copying](#) on page 7-8
- [ID Card Copying](#) on page 7-9
- [Printing 2-Sided Copies](#) on page 7-10

Setting 2in1 Copying

With 2in1 copying, two separate document pages can be copied together onto a single page.

Note: The original documents must be placed in the automatic document feeder for 2in1 copying. 2in1 copying cannot be performed using the document glass.

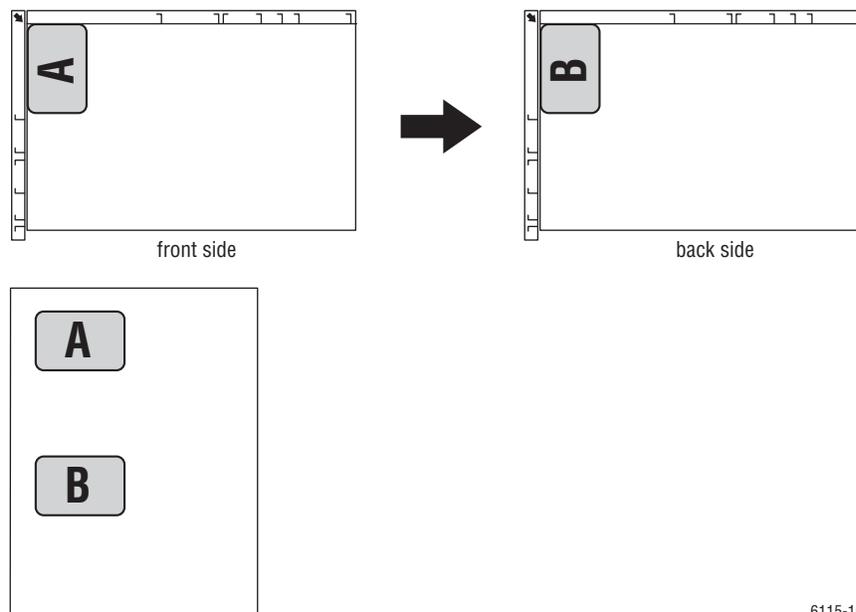
1. On the control panel, press the **2in1** button.
 - The zoom ratio is automatically set to 0.64 for USA and Canada
 - The zoom ratio is automatically set to 0.70 for all other countries.
2. Press the **Start-Color** button for color copies or **Start-B&W** button for black and white copies.

ID Card Copying

With ID card copying, the back and front of a document are copied at full size on a single sheet of paper.

When using ID card copying:

- The zoom ratio cannot be changed.
- Can only be performed from the document glass.
- Only A4, Letter, and Legal paper sizes can be selected.
- Placement of the ID card may need to be adjusted to allow for the 4 mm top and left non-imageable areas of the document glass.



6115-161

To create an ID card copy

1. On the control panel, press the **Function** button.
2. Scroll to **3 ID CARD COPY**, and then press the **Menu/Select** button.
3. Using the **Left Arrow** or **Right Arrow** button, select **ON**.
4. Press the **Start-Color** button for color copies or **Start-B&W** button for black and white copies.
5. When **NEXT PAGE** appears on the control panel, place the other side of the original document in the same location as the first side.
6. Press the **Start-Color** button for color copies or **Start-B&W** button for black and white copies.

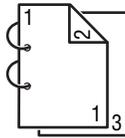
Printing 2-Sided Copies

With 2-sided copying selected, copy output can be printed on both sides of the paper.

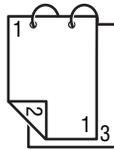
Note: The optional duplex unit must be installed in order to set 2-sided printing.

Using the Control Panel

1. On the control panel, press the **Function** button.
2. Scroll to **Two-Sided**, and then press the **Menu/Select** button.
3. Using the **Right Arrow** or **Left Arrow** button, select **Long Edge** or **Short Edge**, and then press the **Menu/Select** button.



If LONG EDGE is selected, the pages will be printed to flip on the long edge of the paper.



If SHORT EDGE is selected, the pages will be printed to flip on the short edge of the paper.

4. Press the **Start-Color** button for color copies or **Start-B&W** button for black and white copies.
 - If duplexing in full color, printing will begin 30 to 50 seconds after scanning of the document is finished.
 - If duplexing from the document glass, **NEXT PAGE** appears on the control panel, place the other side of the original document in the same location as the first side. After the second page is scanned, printing begins automatically.

Scanning

8

This chapter includes:

- [Basic Scanning via USB](#) on page 8-2
- [Scan to Email \(Network Only\)](#) on page 8-3

See also: (English only)

Using the Scanner (Windows) tutorial at www.xerox.com/office/6115support

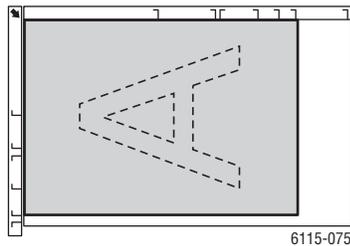
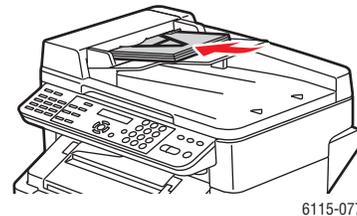
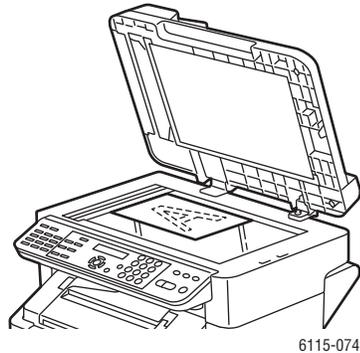
Using the Scanner (Macintosh) tutorial at www.xerox.com/office/6115support

Basic Scanning via USB

Scanning can be performed from a TWAIN-compatible application. For help with the TWAIN driver, press the help button from the driver dialog box.

Note: To scan via a network, see [Scan to Email \(Network Only\)](#) on page 8-3

1. Position the original document to be scanned as shown below.



Document Glass

Lift the ADF cover and place the original **face down**, towards the **back, left** corner of the document glass as shown.

Automatic Document Feeder

Insert originals **face up** with the **top** of the page entering the feeder first. Adjust the paper guides so they fit against the originals.

2. Start the application to be used for scanning.
3. Start the scanner driver according to the application settings.
4. Specify the necessary scanner driver settings.
 - For help with setting scanner driver settings, select the **Help** button in the **Scanner Driver** dialog box.
5. Click the **Scan** button in the scanner driver.

Scan to Email (Network Only)

Scanning to Email is only available if your product is connected to a network. With scan to email, documents are scanned and sent via an SMTP mail server.

This section includes:

- [Setting up the SMTP Server](#) on page 8-3
- [Scan to Email Using the ADF](#) on page 8-5
- [Scan to Email Using the Document Glass](#) on page 8-7
- [Specifying a Recipient](#) on page 8-8
- [Changing the Scan Mode Settings](#) on page 8-9
- [Changing the Scanned Image Size](#) on page 8-9

Setting up the SMTP Server

To use the scan to email feature you first need to set up your SMTP server information. SMTP (Simple Mail Transfer Protocol) is a protocol for sending email.

This protocol was originally used to send email between servers; however, currently client email software uses it to send email to servers using POP.

The following E-mail settings can be configured through the control panel, CentreWare IS, or the MCC.

Menu Item	Definition
1 Sender Name	Enter your name or company name to be used in emails. A maximum of 20 characters can be entered.
2 E-mail Address	Type in the email address of the sender when using network scanning. A maximum of 64 characters can be entered.
3 SMTP Server	Type in the IP address or host name for the SMTP server. A maximum of 64 characters can be entered.
4 SMTP PORT NO.	Specify the number of the port communicating with the SMTP server.
5 SMTP Timeout	Enter the amount of time (in seconds) until the connection with the SMTP server times out. (30 to 300)
6 Text Insert	Select whether or not text is inserted into the body of the email message when using network scanning. ON: The text specified is inserted as the body of the email message. Image data (TIFF format) has been attached to the email. OFF: Only the scanned image is attached, and no text is inserted into the email message.
7 Default Subject	Specify the default subject of the email message when using network scanning. A maximum of 20 characters can be entered.

Using the Control Panel

1. On the control panel, press the **Menu/Select** button.
2. Using the **Up Arrow** or **Down Arrow** button, scroll to the **E-mail Setup** menu, and then press the **Menu/Select** button.
3. Enter your email settings, see the table on page 8-3.

Using CentreWare IS

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Click the **Login** button and log in as an administrator.
4. Click the **Network** tab, and select **SNMP** from the **Network** list.
5. Select **Enable** from the **SNMP** drop-down list, and then click **Save** changes.
6. Select **Email** from the **Network** list.
7. Enter your e-mail settings and then click **Save Changes**.

Using the MFP ControlCentre

1. From your computer, select **Start > All Programs > Xerox Office Printing > Phaser 6115MFP > MCC**.
2. From the MCC dialog box, click the **Connect to Machine** button.
3. Click the **Download** button. This downloads the current .dat file from the product.
4. Click the **Menu** button.
5. Select the **E-mail** Settings tab, enter your e-mail settings, and then click the **OK** button.

Scan to Email Using the ADF

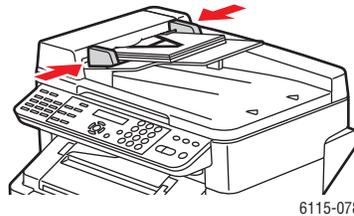
Multiple page documents can be scanned using the ADF.

When placing the original documents in the ADF:

- Do not load documents that are bound together with staples or paper clips.
- Do not load more than 50 sheets.
- Do not open the ADF cover while documents are loaded.
- Make sure there are no documents on the document glass.

To scan documents to email using the ADF:

- For information on specifying detailed settings, such as data format or compression, see [Changing the Scan Mode Settings](#) on page 8-9.
 - For information on changing the image size, see [Changing the Scanned Image Size](#) on page 8-9.
1. Press the **Scan** button to enter scan mode.
 2. Place the documents in the ADF faceup with the first page on top of the stack.
 3. Adjust the document guides to fit snugly against the originals.



4. Specify the email address of the recipient in one of the following ways:
 - [Entering Text on the Control Panel](#) on page 9-14
 - [Using the One-Touch Dial List](#) on page 8-8
 - [Using the Speed Dial List](#) on page 8-8
 - [Using the Phone Book List](#) on page 8-8
5. Enter a subject line using the alphanumeric keypad, and then press the **Menu/Select** button.
6. Enter any additional *CC* email addresses, and then press the **Menu/Select** button.
7. Use the **Left Arrow** or **Right Arrow** button select **Gray** or **B&W** as the color mode, and then press the **Menu/Select** button.

Note: Color cannot be selected when scanning from the ADF due to memory limitations.

8. Continue setting the desired scan mode settings.
 - For information on specifying detailed settings, such as data format or compression encoding, and scan resolution, see [Changing the Scan Mode Settings](#) on page 8-9.
 - For information on changing the image size, see [Changing the Scanned Image Size](#) on page 8-9.
 - To change the size of the scanned image, see [Changing the Scanned Image Size](#) on page 8-9.
9. Using the **Left Arrow** or **Right Arrow** button, select **ADF**, and then press the **Menu/Select** button to start scanning.

To Stop the Transmission

1. On the control panel, press the **Stop/Reset** button.
2. The control panel will display a confirmation message to cancel the setting. Select **YES**, and then press the **Menu/Select** button.

To Cancel a Queued for Transmission Scan

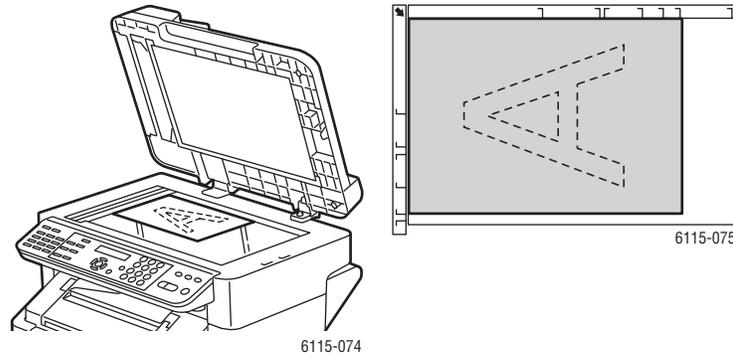
1. On the control panel, press the **Function** button.
2. Select **CANCEL RESERV** from the function menu, and then press the **Menu/Select** button.

To print a Transmission Report, see [Faxing](#) on page 9-1.

Scan to Email Using the Document Glass

To scan documents to email using the document glass:

- For information on changing the image size, see [Changing the Scanned Image Size](#) on page 8-9.
1. Press the **Scan** button to enter scan mode.
 2. Lift the ADF cover and place the document facedown on the document glass as shown below.



3. Gently close the ADF cover.
4. Specify the email address of the recipient, see [Specifying a Recipient](#) on page 8-8.
5. Enter a subject line using the alphanumeric keypad, and then press the **Menu/Select** button.
6. Enter any additional CC email addresses, and then press the **Menu/Select** button.
7. Use the **Left Arrow** or **Right Arrow** buttons select **Color**, **Gray**, or **B&W** as the color mode, and then press the **Menu/Select** button.
8. Continue setting the desired scan mode settings.
 - For information on specifying detailed settings, such as data format or compression encoding, and scan resolution, see [Changing the Scan Mode Settings](#) on page 8-9.
 - For information on changing the image size, see [Changing the Scanned Image Size](#) on page 8-9.
 - To change the size of the scanned image, see [Changing the Scanned Image Size](#) on page 8-9.
9. Using the **Left Arrow** or **Right Arrow** button, select **BOOK** and then press the **Menu/Select** button to start scanning.
10. When scanning a document containing several pages, place the next page on the document glass when the message **NEXT PAGE?** appears on the control panel, and then press the **Menu/Select** button.
11. Repeat Step 10 until all pages of the document have been scanned.
12. Press the **Start** button to send the transmission.

Specifying a Recipient

You can specify the email address of the recipient in any one of the following ways:

- Using the [One-Touch Dial List](#) on page 8-8
- Using the [Speed Dial List](#) on page 8-8
- Using the [Phone Book List](#) on page 8-8
- [Searching the Phone Book](#) on page 8-9

Note: For information on setting up one-touch dial, speed dial, group dial lists and entering characters from the control panel, see [Registering Recipients](#) on page 9-13.

Using the One-Touch Dial List

If a recipient has been registered in your one-touch dial list, the recipient's email address can be entered by pressing the programmed one-touch dial button (**01 - 09**).

Note: If a one-touch button is programmed as a set of group dial recipients, all email addresses included in the group dial are added to the list of recipients.

To select a one-touch dial recipient:

1. On the control panel, press the recipient's **One-touch** dial button.
2. When the recipient appears on the control panel, press the **Start** button.

Using the Speed Dial List

If a recipient has been registered in your speed dial list, the recipient's email address can be entered by entering the recipient's three-digit speed dial number (**001 - 100**).

To select a speed dial list recipient:

1. On the control panel, press the **Speed Dial** button.
2. Use the alphanumeric keypad to enter the three-digit speed dial number associated with the recipient.

Note: If the one-touch recipient is not registered with an email address, the message **NOT E-MAIL ADDRESS** appears on the control panel display.

3. When the recipient's name displays on the control panel, press the **Start** button.

Using the Phone Book List

The phone book contains all recipients, email addresses and phone numbers, registered in your one-touch, speed dial, and group lists.

1. On the control panel, press the **Speed Dial** button twice.
2. Using the **Left Arrow** or **Right Arrow** button, select **LIST**, and then press the **Menu/Select** button.
3. Scroll to the desired recipient, and then press the **Menu/Select** button.

Searching the Phone Book

If you do not know the recipients speed dial number you can perform a search of the registered phone book on the control panel.

1. On the control panel, press the **Speed Dial** button twice.
2. Using the **Left Arrow** or **Right Arrow** button, select **SEARCH**, and then press the **Menu/Select** button.
3. At the **SEARCH>>** prompt, enter the first few characters of the name programmed for the recipient, and then press the **Menu/Select** button.
4. The number of names beginning with the characters entered are displayed.
5. Scroll to the desired recipient, and then press the **Menu/Select** button.

Changing the Scan Mode Settings

You can change the data format, compression encoding, and scan resolutions from the control panel.

Note: The ADF cannot scan to email in color, use the document glass for color scans. If you selected **COLOR** or **GRAY** when scanning to email the 600 x 600 dpi scan resolution and compression encoding methods are unavailable.

When prompted on the control panel:

1. Use the **Left Arrow** or **Right Arrow** button select **Color**, **Gray**, or **B&W** as the color mode, and then press the **Menu/Select** button.
2. Use the **Left Arrow** or **Right Arrow** button select **150 x 150 dpi**, **300 x300 dpi**, or **600 x 600 dpi** as the scan resolution, and then press the **Menu/Select** button.
3. Use the **Left Arrow** or **Right Arrow** button select **TIFF** or **PDF** as the data format, and then press the **Menu/Select** button.
4. Use the **Left Arrow** or **Right Arrow** button select **MR** or **MMR** as the compression encoding, and then press the **Menu/Select** button.
5. After these settings have been specified, press the **Up Arrow** until the scan resolution screen is displayed on the control panel.

Changing the Scanned Image Size

The image size of your scanned documents can be changed from the control panel after selecting **ADF** or **BOOK**.

Available sizes: Letter, Statement, Legal, A4, A5, or B5.

1. On the control panel, use the **Down Arrow** button to enter the image size list.
2. Use the **Left Arrow** or **Right Arrow** button to select the scanned image size, and then press the **Menu/Select** button.

Faxing

9

This chapter includes:

- [Managing Fax Functions](#) on page 9-2
- [Sending Faxes](#) on page 9-8
- [Receiving Faxes](#) on page 9-12
- [Registering Recipients](#) on page 9-13
- [Fax Reports](#) on page 9-21
- [Solving Fax Problems](#) on page 9-23

See also: (English only)

Using the Fax tutorial at www.xerox.com/office/6115support

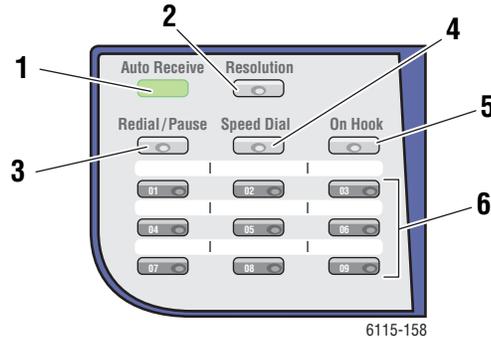
Managing Fax Functions

This section includes:

- Fax Mode Control Panel on page 9-2
- Fax Mode Display on page 9-3
- Fax Control Panel Symbols on page 9-3
- Managing Fax Settings on page 9-4

Before using a fax function, make sure that the fax button is lit in green. Press the **Fax** button to display the fax mode screen on the control panel. Pressing the **Speed Dial**, **Redial/pause**, or a one-touch dial button will place the product in fax mode.

Fax Mode Control Panel



- 1. Auto Receive LED**
When the Auto Receive LED is solid green, the product is ready to receive a fax. When the LED is blinking, there is a fax being received.
- 2. Resolution button**
Press the **Resolution** button to adjust the image quality of your fax documents.
- 3. Redial/Pause button**
Press the **Redial/Pause** button to recall the last fax number used or to insert pauses in fax numbers.
- 4. Speed Dial button**
Press the **Speed Dial** button to access directories of group or individual fax telephone numbers.
- 5. On hook button**
Press the **On Hook** button to disable an extension phone connected to your product when sending a fax.
- 6. One-touch dial keys**
Used to register and recall stored one-touch dial numbers for fax and email addresses.

Fax Mode Display

Top Display Line	Bottom Display Line
<ul style="list-style-type: none"> ■ Indicates the currently selected mode or function settings. ■ Displays the current menu, function, or setting. ■ Displays error messages and status. 	<ul style="list-style-type: none"> ■ Displays messages and operating instructions.

Fax Control Panel Symbols

Symbol	Definition	
	Dialing	The product is dialing.
	Ringing	Another machine is called.
	Sending	The document is sent.
	Receiving	A document is received.
	Scanned document pages	The number of scanned pages.
	Tone	If pulse dialing is used, push-button tones are sent.
	Pause	A pause is inserted in the fax number.
	In standby for timer transmission	A document is queued for timer transmission.
	In standby for memory reception	A document is queued for memory reception.

Managing Fax Settings

Product defaults, fax numbers, e-mail addresses and recipient names can all be programmed from the control panel, through CentreWare IS or the MCC.

Using the Control Panel

1. On the control panel, press the **Menu/Select** button.
2. Using the **Up Arrow** or **Down Arrow** button, scroll to the **Fax Setup** menu, and then press the **Menu/Select** button.
3. Enter your fax settings, see the tables on page 9-4 through page 9-7.

Using CentreWare IS

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click the **Login** button and log in as an administrator.
4. Click the **Fax/E-Mail** tab and configure your fax settings.
5. Enter your e-mail settings, and then click **Save Changes**.

Using the MFP ControlCentre

1. From your computer, select **Start > All Programs > Xerox Office Printing > Phaser 6115MFP > MCC**.
2. From the MCC dialog box, click the **Connect to Machine** button.
3. Click the **Download** button. This downloads the current .dat file from the product.
4. Click the **Menu** button.
5. Enter your fax settings on the following tabs, **Communication/Report**, **Send Settings**, **Receive Settings**, and **E-mail Settings**.
6. Click the **OK** button.

Fax Dial Setup Menu

Use the fax dial setup menu to enter one-touch, speed dial, and group dial recipient fax numbers.

Menu Item	Description
1: One-Touch Dial	A maximum of nine one-touch dial keys can be stored.
2: Speed Dial	A maximum of 100 fax numbers can be stored.
3: Group Dial	A maximum of 50 different fax numbers can be specified as a group.

Fax Send Setup Menu

Use the fax send setup menu to set the image quality settings for fax transmissions.

Menu Item	Description
1: Scan Density	Sets the density of scanned, fax documents.
2: Resolution	<p>Sets the default scanning resolution.</p> <p>STD: For documents containing normal text.</p> <p>Fine: For documents containing small text.</p> <p>S/F: Super fine, for documents such as newspapers or those containing detailed illustrations.</p> <p>H/T: Half tone, for documents with shades, such as photos. When selecting half tone, the control panel will prompt you for a detailed setting of STD, Fine, or S/F.</p>
3: Header	Prints the header information on all fax transmissions.

Fax Receive Setup Menu

Use the fax receive setup menu to set the default settings for incoming faxes.

Menu Item	Description
1: Memory	<p>Turns memory receive ON or OFF.</p> <p>When memory receive mode is set to on, faxes received can be stored in the product memory and printed at a specified time.</p> <p>A password can be set to specify the start time or end time of a memory reception, or to cancel. The start and end times are valid until memory receive is turned off.</p> <p>For specifying memory receive settings, see Managing Fax Settings on page 9-4.</p>
2: Phone Rings	Sets the number of rings before the call is answered by the product. 1 to 16 rings, depending on your region.
3: Scale to Fit	<p>Sets whether documents longer than the currently loaded paper size are printed at a reduced size, split over multiple pages, or discarded.</p> <p>ON: The document is printed to fit the paper.</p> <p>OFF: The document is printed at full size and is split onto multiple pages.</p> <p>CUT: The document is printed, but any part that does not fit onto the currently loaded paper is not printed.</p>

Menu Item	Description
4: Receive Print	<p>Sets whether the fax is printed after all pages of the document have been received, or to begin printing after only the first page of the document has been received.</p> <p>Memory Receive: Printing begins after all the pages have been received.</p> <p>Print Receive: Printing begins as soon as the first page has been received.</p>
5: Receive Mode	<p>Sets the receive mode to automatic or manual.</p> <p>Auto Receive: Begins receiving the fax after the specified number of rings.</p> <p>Manual Receive: Begins receiving the fax after the telephone receiver has been picked up, the On Hook button has been pressed, and then the Start button is pressed.</p>
6: Footer	<p>Sets whether or not the footer information, such as date, time, number of pages, etc., is printed on a received fax.</p> <p>The following information can be contained in the footer of received faxes:</p> <ul style="list-style-type: none"> ■ The product's fax number ■ The reception date and time ■ Sender's fax number ■ Session number used to manage received faxes ■ Page number
7: Paper Source	<p>Sets which tray to pick paper from for printing received faxes.</p>

Fax Communication Setup Menu

Use the fax communication setup menu to set default fax communication settings for your region or environment.

Menu Item	Description
1: Phone Line Type	Sets the product phone line type for your region to Tone or Pulse . Note: If the Phone Line Type is set to USA in the User Settings menu, this setting cannot be changed here.
2: Line Monitor Vol	Sets the volume for the transmission monitoring signal to High , Low , or Off .
3: PSTN/PBX	Sets whether the connected telephone wiring is a public switched telephone network (PSTN) or a private branch exchange (PBX). For a PBX system, the prefix number or extension number can also be specified.

Fax Reports Menu

Use the fax report menu to set when and how fax reports are printed.

Menu Item	Description
1: Activity Report	Prints a transmission/reception fax report. ON: Prints a report after 60 faxes have been transmitted and received. OFF: Does not print a report unless prompted by the user.
2: Send Report	Prints a fax transmission report. ON: Prints a report after each transmission. ON (ERROR): Prints a report after a transmission only if an error occurred. OFF: Does not print a report, even if an error occurs.
3: Receive Report	Prints a fax reception report. ON: Prints a report after each fax received. ON (ERROR): Prints a report after a fax has been received only if an error occurred. OFF: Does not print a report, even if an error occurs.

Sending Faxes

This section includes:

- [Sending a Fax from the Automatic Document Feeder \(ADF\)](#) on page 9-8
- [Sending a Fax from the Document Glass](#) on page 9-9
- [Sending a Fax to Multiple Recipients](#) on page 9-10
- [Sending a Fax at a Specified Time](#) on page 9-11
- [Canceling a Document Queued in Memory for Transmission](#) on page 9-11

Original documents containing a single or multiple pages can be automatically scanned and sent using the ADF or the document glass.

Note: To print a confirmation page displaying the fax transmission status, turn on the transmission report option.

See also:

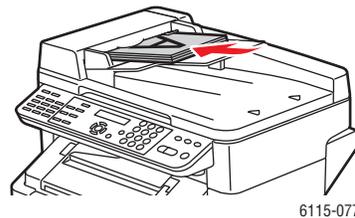
[Registering Recipients](#) on page 9-13

[Managing Fax Settings](#) on page 9-4

Sending a Fax from the Automatic Document Feeder (ADF)

To send a fax from the ADF:

1. Remove any staples and paper clips from pages and insert them **faceup** in the document feeder with the **bottom** of the page entering the document feeder first.

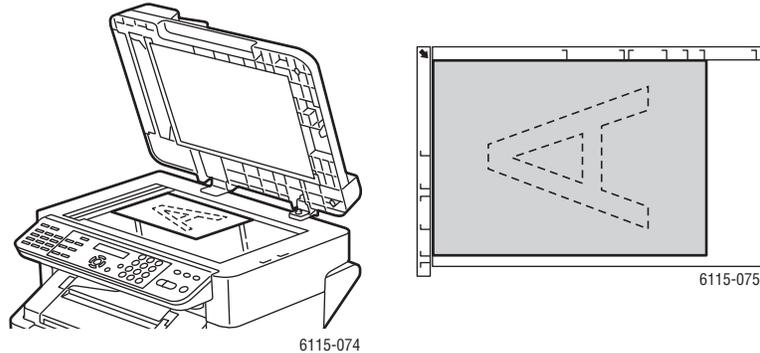


2. On the control panel, press the **Fax** button.
3. Choose the recipient:
 - Using the **List** menu, press the **Speed Dial** button twice, select **List**, and then press the **Menu/Select** button. Using the **Up Arrow** or **Down Arrow** button scroll to the recipient's name. Press the **Menu/Select** button, and then press the **Start** button to send the fax.
 - Using the alphanumeric keypad, enter the fax telephone number, and then press the **Start** button.
 - Using the one-touch keypad, select the recipient's one-touch number (01 - 09), and then press the **Start** button.
 - Press the **Speed Dial** button, enter the speed dial number associated with the intended recipient from the alphanumeric keypad, and then press the **Start** button.
4. The product scans the pages and transmits the fax when all pages have been scanned.

Sending a Fax from the Document Glass

To send a fax from the document glass:

1. Remove any staples and paper clips from pages and insert them **facedown** on the document glass with the **top** of the page toward the **back, left** side of the product.



2. On the control panel, press the **Fax** button.
3. Choose the recipient:
 - Using the **List** menu, press the **Speed Dial** button twice, select **List**, and then press the **Menu/Select** button. Using the **Up Arrow** or **Down Arrow** button scroll to the recipient's name. Press the **Menu/Select** button, and then press the **Start** button to send the fax.
 - Using the alphanumeric keypad, enter the fax telephone number, and then press the **Start** button.
 - Using the one-touch keypad, select the recipient's one-touch number (01 - 09), and then press the **Start** button.
 - Press the **Speed Dial** button, enter the speed dial number associated with the intended recipient from the alphanumeric keypad, and then press the **Start** button.
4. The product then prompts you to **Scan Book (LT)?** with the specified paper size in parenthesis. Select one of the following options:
 - If you want to scan another fax page, press the **Menu/Select** button. The product prompts you to scan the **Next Page (LT)?**. Remove the first scanned fax page, place the next page on the document glass, and then press the **Menu/Select** button. Repeat until all pages have been scanned, and then press the **Start** button.
 - If you have no other pages to fax, press the **Start** button.

Sending a Fax to Multiple Recipients

A fax can be sent to multiple recipients in a single transmission. There are two methods:

- Using the group dial function
- Using the broadcast function

Broadcast Transmission

The recipients can be selected using one-touch dial, speed dial, or group dialing, by using the phonebook list, or by entering the fax number using the keypad.

Note: A maximum of 125 recipients can be selected at one time. If recipients are selected by using one-touch dial keys, a maximum of 9 recipients can be specified. If recipients are selected by using speed dial numbers, a maximum of 100 recipients can be specified. A maximum of 16 recipients can be specified by entering the fax number using the keypad.

Note: With the transmission result report, you can check whether the fax was sent to all recipients.

1. Position the document for faxing.
2. Press the **Function** button and scroll to the **Broadcast** menu on the control panel, and then press the **Menu/Select** button.
3. Specify the fax number:
 - Using the **List** menu, press the **Speed Dial** button twice, select **List**, and then press the **Menu/Select** button. Using the **Up Arrow** or **Down Arrow** button, scroll to the recipient's name. Press the **Menu/Select** button, and then select the next recipient.
 - Using the alphanumeric keypad, enter the fax number, press the **Menu/Select** button, and then specify the next recipient.
 - Using the one-touch keypad, select the recipient's one-touch number (01 - 09), press the **Menu/Select** button, and then specify the next recipient.
 - Press the **Speed Dial** button, enter the speed dial or group dial number associated with the intended recipient from the alphanumeric keypad, press the **Menu/Select** button and then specify the next recipient.
4. Press the **Start** button.
5. A message appears asking you to select whether or not to check the recipients, press the **Menu/Select** button.
6. All recipients appear in the order they were selected or entered. Press the **Menu/Select** button to check the current recipient and move to the next. If you need to delete a recipient, press the **Cancel/C** button.
7. After all recipients have been checked, **Save=Start** appears on the control panel.
8. Press the **Start** button to begin scanning and sending the fax.
9. To stop the transmission, press the **Stop/Reset** button, select **Yes**, and then press the **Menu/Select** button.

Note: During transmission the message **Set Document** appears, however, the document is sent to all specified recipients after being scanned only once.

Sending a Fax at a Specified Time

A document can be scanned and stored in memory for sending at a specified time.

Note: The product needs to be programmed to the current time in order for this function to work properly.

To send a fax at a specified time:

1. Press the **Function** button and scroll to the **Timed Send** menu, and then press the **Menu/Select** button.
2. Using the alphanumeric keypad, enter the desired transmission time, and then press the **Menu/Select** button.

Note: The send time needs to be within the next 24 hours.

3. Specify the fax number of the recipient.
4. Press the **Start** button to start scanning the document.
5. The fax will be sent at the specified time.

See also:

[Sending a Fax from the Automatic Document Feeder \(ADF\) on page 9-8](#)
[Entering Text on the Control Panel on page 9-14](#)

Canceling a Document Queued in Memory for Transmission

Documents stored in memory, that are waiting to be sent, can be deleted.

To cancel documents from memory:

1. Press the **Function** button and scroll to **Cancel Batch Send**, and then press the **Menu/Select** button.
2. Using the **Up Arrow** or **Down Arrow** button, select the job to be deleted. The following jobs will display:
 - **Memory:** Normal transmissions queued in memory
 - **B-Cast:** Broadcast transmissions
 - **Timer:** Timer transmissions
 - **Scan:** Scan to e-mail transmissions
3. Press the **Menu/Select** button to delete the displayed job.

Receiving Faxes

This section includes:

- [Receiving Faxes Automatically](#) on page 9-12
- [Receiving Faxes Manually](#) on page 9-12

Receiving Faxes Automatically

If fax **Receive Mode** is set to **Auto Receive**, fax reception begins after the specified number of rings.

If **Memory Receive Mode** is set to **ON**, printing does not begin automatically after the fax is received. A received document is saved in memory and printed at the time specified by the user.

See also:

[Fax Receive Setup Menu](#) on page 9-5

Receiving Faxes Manually

If a telephone is connected to this product and the same line is used for phoning and faxing, the fax can be received after picking up the telephone receiver.

If the telephone receiver is not picked up, reception begins automatically if the call is from a fax machine and **Receive Mode** is set to **Auto Receive** on the control panel. If the call is from a telephone, it will continue to ring.

If the **Receive Mode** is set to **Manual** on the control panel, the ringing continues until the receiver is picked up.

1. When the telephone rings, pick up the telephone receiver, and then press the **Start** button.
2. After the reception is complete, hang up the telephone receiver.

Registering Recipients

This section includes:

- [Using the Phone Book](#) on page 9-13
- [Entering Text on the Control Panel](#) on page 9-14
- [Adding One-Touch Dial Entries](#) on page 9-15
- [Editing or Deleting a One-Touch Entry](#) on page 9-16
- [Adding Speed Dial Entries](#) on page 9-17
- [Editing or Deleting Speed Dial Entries](#) on page 9-18
- [Adding Group Dial Entries](#) on page 9-19
- [Editing or Deleting Group Dial Entries](#) on page 9-20

Note: Fax numbers, e-mail addresses and recipient names can be programmed through the control panel; however, it is strongly recommended you set up your fax numbers and e-mail addresses through CentreWare IS or the MFP ControlCentre, see [Product Management](#) on page 3-1.

The **One-Touch Dial**, **Speed Dial**, and **Group Dial** menus provide access to the most frequently used fax numbers, allowing the recipient to be selected easily without the need to manually enter the number using the control panel keypad each time.

Using the Phone Book

The phone book contains all recipients, email addresses and phone numbers, registered in your one-touch, speed dial, and group lists.

1. On the control panel, press the **Speed Dial** button twice.
2. Using the **Left Arrow** or **Right Arrow** button, select **LIST**, and then press the **Menu/Select** button.
3. Scroll to the desired recipient, and then press the **Menu/Select** button.

Searching the Phone Book

If you do not know the recipient's speed dial number you can perform a search of the registered phone book on the control panel.

1. On the control panel, press the **Speed Dial** button twice.
2. Using the **Left Arrow** or **Right Arrow** button, select **SEARCH**, and then press the **Menu/Select** button.
3. At the **SEARCH>>** prompt, enter the first few characters of the name programmed for the recipient, and then press the **Menu/Select** button.
4. The number of names beginning with the characters entered will be displayed.
5. Scroll to the desired recipient, and then press the **Menu/Select** button.

Entering Text on the Control Panel

When programming the recipient name, letters, accented characters, numbers and symbols can be entered much like using your cell phone keypad.

Changing Input Mode

Each press of the * asterisk key switches the input mode between numbers and letters. Alternately, pressing the key multiple times will cycle through the entire set.

[1] = Numbers can be typed, [A] = Letters can be typed

Correcting Text

- To erase all entered text, hold down the **Cancel/C** button.
- To delete a specific character, use the **Left Arrow** or **Right Arrow** button to move the cursor to the character you want to delete, and then press the **Cancel/C** button.
- If the same key is to be used to enter two or more characters in a row, press the **Right Arrow** button after selecting the first character.
- To enter a space, press the **0** key.

The following table lists the characters available with each key on the keypad.

Keypad Button	Available Characters (in order)	Additional Characters Available with the Metric Model.
1	. (period) @ (at symbol) _ (underscore) - (hyphen) 1	
2	A B C 2 a b c	Ä ä Å å Æ æ à Ç ç
3	D E F 3 d e f	É é è
4	G H I 4 g h i	ì í î
5	J K L 5 j k l	
6	M N O 6 m n o	Ñ ñ Ö ö Ø ø ò
7	P Q R S 7 p q r s	ß
8	T U V 8 t u v	Ü ü ù ú
9	W X U Z 9 w x y z	
0	(space) 0	
*		
#	+ & / * = ? () % [] ^ { } \$, ; : < >	

Adding One-Touch Dial Entries

There can be a total of nine one-touch dial entries (01 - 09) programmed in the product.

Note: To program multiple recipient's with a one-touch dial button (maximum nine), program the recipient's as a group dial. See [Adding Group Dial Entries](#) on page 9-19.

Using CentreWare IS

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click the **Login** button and log in as an administrator.
4. Select the **Fax/E-Mail** tab, and then click **One-Touch Dial Settings**.
5. Enter your one-touch dial recipients, and then click **Save Changes**.

Using the MFP ControlCentre

1. From your computer, select **Start > All Programs > Xerox Office Printing > Phaser 6115MFP > MCC**.
2. From the MCC dialog box, click the **Connect to Machine** button.
3. Click the **Download** button. This downloads the current .dat file from the product.
4. Click the **Plus (+)** sign in the left hand navigation pane.
5. Click **One-Touch Dial**, enter your one-touch dial recipients, and then click the **OK** button.

Using the Control Panel

1. On the control panel, press the **Menu/Select** button.
2. Using the **Up Arrow** or **Down Arrow** button, scroll to the **Fax Registration** menu, and then press the **Menu/Select** button.
3. Using the **Up Arrow** or **Down Arrow** button, scroll to the **One-Touch Dial** menu, and then press the **Menu/Select** button.
4. On the one-touch dial keypad, press the number you want to program.
5. Using the alphanumeric keypad, enter the recipient's name (up to 20 characters), and then press the **Menu/Select** button.
6. Using the alphanumeric keypad, enter the recipient's fax number (up to 50 characters), and then press the **Menu/Select** button.
7. Select the modem speed, and then press the **Menu/Select** button.
8. The number is now programmed and the message **Select Regist.Key** appears on the control panel.
9. To program another one-touch key, press the one-touch number and repeat this procedure starting from Step 5.
10. To finish the procedure, press the **Cancel/C** button until the fax mode screen appears.

Editing or Deleting a One-Touch Entry

1. On the control panel, press the **Menu/Select** button.
2. Using the **Down Arrow** button, scroll to the **Fax Registration** menu, and then press the **Menu/Select** button.
3. Scroll to the **One-Touch Dial** menu, and then press the **Menu/Select** button.
4. On the one-touch dial keypad, press the one-touch entry you want to edit or delete, and then press the **Cancel/C** button.
5. Using the **Left Arrow** and **Right Arrow** buttons, select **Edit** or **Delete**, and then press the **Menu/Select** button.
6. If you selected **Delete**, **Select Regist.Key** appears on the control panel and the entire entry is deleted.
7. If you selected **Edit**, change the name, fax number, or modem speed, and then press the **Menu/Select** button.
8. **Select Regist.Key** appears on the control panel. Press the **Cancel/C** button to finish.

Adding Speed Dial Entries

There can be a total of 100 speed dial entries (001 - 100) programmed in the product.

Note: To program multiple recipients with a one-touch dial button (maximum nine), program the recipient's as a group dial. See [Adding Group Dial Entries](#) on page 9-19.

Using CentreWare IS

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click the **Login** button and log in as an administrator.
4. Select the **Fax/E-Mail** tab, and then click **Speed Dial Settings**.
5. Enter your speed dial recipients, and then click **Save Changes**.

Using the MFP ControlCentre

1. From your computer, select **Start > All Programs > Xerox Office Printing > Phaser 6115MFP > MCC**.
2. From the MCC dialog box, click the **Connect to Machine** button.
3. Click the **Download** button. This downloads the current .dat file from the product.
4. Click the **Plus (+)** sign in the left hand navigation pane.
5. Click **Speed Dial**, enter your speed dial recipients, and then click the **OK** button.

Using the Control Panel

1. On the control panel, press the **Menu/Select** button.
2. Using the **Up Arrow** or **Down Arrow** button, scroll to the **Fax Registration** menu, and then press the **Menu/Select** button.
3. Using the **Up Arrow** or **Down Arrow** button, scroll to the **Speed Dial** menu, and then press the **Menu/Select** button.
4. Using the alphanumeric keypad, enter the 3-digit speed dial number.
5. Using the alphanumeric keypad, enter the recipient's name (up to 20 characters), and then press the **Menu/Select** button.
6. Using the alphanumeric keypad, enter the recipient's fax number (up to 50 characters), and then press the **Menu/Select** button.
7. Select the modem speed, and then press the **Menu/Select** button.
8. The number is now programmed and the message **Select Regist.Key** appears on the control panel display.
9. To program another speed dial number, press the one-touch number and repeat this procedure starting from Step 5.
10. To finish the procedure, press the **Cancel/C** button until the fax mode screen appears.

Editing or Deleting Speed Dial Entries

1. On the control panel, press the **Menu/Select** button.
2. Using the **Down Arrow** button, scroll to the **Fax Registration** menu, and then press the **Menu/Select** button.
3. Scroll to the **Speed Dial** menu, and then press the **Menu/Select** button.
4. Using the alphanumeric keypad enter the 3-digit speed dial number entry you want to edit or delete, and then press the **Cancel/C** button.
5. Using the **Left Arrow** and **Right Arrow** buttons, select **Edit** or **Delete**, and then press the **Menu/Select** button.
6. If you selected **Delete**, **Select Regist.Key** appears on the control panel and the entire entry is deleted.
7. If you selected **Edit**, change the name, fax number, or modem speed, and then press the **Menu/Select** button.
8. **Select Regist.Key** appears on the control panel. Press the **Cancel/C** button to finish.

Adding Group Dial Entries

You can program multiple frequently used fax numbers (maximum 50 recipient numbers in an individual group) together with one-touch dial keys only. There can be a maximum of nine registered groups.

Using CentreWare IS

1. Launch your web browser.
2. Enter the product's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Click the **Login** button and log in as an administrator.
4. Select the **Fax/E-Mail** tab, and then click **Group Dial Settings**.
5. Enter your group dial recipient's, and then click **Save Changes**.

Using the MFP ControlCentre

1. From your computer, select **Start > All Programs > Xerox Office Printing > Phaser 6115MFP > MCC**.
2. From the MCC dialog box, click the **Connect to Machine** button.
3. Click the **Download** button. This downloads the current .dat file from the product.
4. Click the **Plus (+)** sign in the left hand navigation pane.
5. Click **Group Dial**, enter your group dial recipients, and then click the **OK** button.

Using the Control Panel

1. On the control panel, press the **Menu/Select** button.
2. Using the **Up Arrow** or **Down Arrow** button, scroll to the **Fax Registration** menu, and then press the **Menu/Select** button.
3. Using the **Up Arrow** or **Down Arrow** button, scroll to the **Group Dial** menu, and then press the **Menu/Select** button.
4. Press the one-touch dial key or speed dial number that you want to program.
5. Enter the name of the group, up to 20 characters, and then press the **Menu/Select** button.
6. Use the one-touch keys or speed dial numbers to specify the recipient you want to add to the group, and then press the **Menu/Select** button.
7. Repeat Steps 6 and 7 until all recipients have been added.
8. When you are done adding recipients, press the **Start** button. The message **Select Regist.Key** appears on the control panel.
9. To finish the procedure, press the **Cancel/C** button until the fax mode screen appears.

Editing or Deleting Group Dial Entries

1. On the control panel, press the **Menu/Select** button.
2. Using the **Down Arrow** button, scroll to the **Fax Registration** menu, and then press the **Menu/Select** button.
3. Scroll to the **Group Dial** menu, and then press the **Menu/Select** button.
4. Press the one-touch dial or enter the speed dial entry you want to edit or delete, and then press the **Cancel/C** button.
5. Using the **Left Arrow** and **Right Arrow** buttons, select **Edit** or **Delete**, and then press the **Menu/Select** button.
6. If you want to change the name of the group, enter the new name, and then press the **Menu/Select** button.
7. To delete the displayed recipient, press the **Cancel/C** button.
8. To keep the recipient, press the **Menu/Select** button.
9. When you are done adding recipients, press the **Start** button. The message **Select Regist.Key** appears on the control panel display.
10. To finish, press the **Cancel/C** button to finish.

Fax Reports

This section includes:

- [Product Counters](#) on page 9-21
- [Printing Reports](#) on page 9-22

Product Counters

The number of operations performed since the product was installed can be checked on the control panel using the **Display** button.

Fax Print Counter

The fax counter displays the total number of fax prints made.

1. Press the **Display** button once.
2. Scroll down until **Total Page** displays on the control panel, and then press the **Menu/Select** button.
3. Scroll down to the **Fax Print** menu, and then press the **Menu/Select** button.

Total Scan Counter

The scan counter displays the total number of scans made, excluding copies.

1. Press the **Display** button once.
2. Scroll down until **Total Page** displays on the control panel, and then press the **Menu/Select** button.
3. Scroll down to the **Total Scan** menu, and then press the **Menu/Select** button.

Send/Receive Results

1. Press the **Display** button once.
2. Scroll down until **Send/Recd Result** displays on the control panel, and then press the **Menu/Select** button.
3. Press the **Start** button to print the results.

Printing Reports

The following reports can be printed from the control panel:

- Send Result Report
- Receive Result Report
- Activity Report
- Memory Data List
- Memory Image Print Report
- One-Touch Dial List
- Speed Dial List
- Group Dial List

To Print a Report from the Control Panel

1. Press the **Display** button.
2. Scroll to the **Print Report** menu.
3. Using the **Up Arrow** or **Down Arrow** button scroll to the desired report, and then press the **Menu/Select** button.
4. The report prints.

Solving Fax Problems

If the fax cannot be sent correctly, refer to the following table, and then perform the indicated operation. If the fax still cannot be sent correctly, even after performing the described operations, contact your service representative.

This section includes:

- [Problems Sending Faxes](#) on page 9-24
- [Problems Receiving Faxes](#) on page 9-25
- [Error Messages](#) on page 9-25

Problems Sending Faxes

Symptom	Cause	Solution
The document is not scanned.	The document is too thick, too thin, or too small.	Use the original glass to send the fax.
The document is scanned at an angle.	The document guides are not adjusted to the width of the document.	Slide the document guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is incorrectly positioned.	Position the document correctly.
	The original glass is dirty.	Clean the original glass.
	The text in the document is written too faint.	Adjust the resolution.
	There may be a problem with the telephone connection.	Check the telephone line, and then try sending the fax again.
The fax received by the recipient is blank.	There may be a problem with the recipient's fax machine.	Make a copy to check that this machine is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.
	The document was sent with the front side facing down (when the ADF is used).	Load the document to be faxed facing up.
Transmission is not possible.	The transmission procedure may have been performed incorrectly.	Check the transmission procedure, and then try sending the fax again.
	The fax number may be wrong.	Check the fax number.
	The one-touch dial key or speed dial may be incorrectly programmed.	Check that the keys were correctly programmed.
	The telephone line may be incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the recipient's fax machine.	Contact the recipient.

Problems Receiving Faxes

Symptom	Cause	Solution
The received fax is blank.	There may be a problem with the telephone connection or with the caller's fax machine.	Check that the machine can make clean copies. If it can, have the caller send the fax again.
	The caller may have loaded the pages backward.	Contact the caller.
Faxes cannot be received automatically.	The machine is set to receive faxes manually.	Set the machine to automatic reception.
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	The telephone line is incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the caller's fax machine.	Make a copy to check that this machine is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.

Error Messages

Error message	Cause	Solution
LINE PROBLEM (Flashing alternately) CHECK LINE	The telephone dialing system or telephone wiring system is not set correctly. The telephone cable is not attached correctly.	Check the telephone dialing system or telephone wiring system and use the appropriate configuration menu to make the correct settings. Correctly connect the telephone cable.
COMM.ERROR (####)	Communication is not possible because of some problem in the machine. Communication is not possible because of a problem with the recipient/caller's fax machine.	Check the transmission results.
REDIAL ALL FAILED	All redial attempts failed because either the recipient's line is busy or there was no answer.	Check the condition of the recipient's line, and then try sending the fax again.

Error message	Cause	Solution
MEM.FULL/TX CANCEL	While sending a fax, the size of the data for the scanned image has exceeded the capacity of the memory.	Retrieve all received faxes stored in the memory. Send the fax by direct transmission. To print an error report, press the Cancel/C key while an error message is displayed.
MEM.FULL/RX CANCEL	While receiving a fax, the size of the data for the scanned image has exceeded the capacity of the memory.	Retrieve all received faxes stored in the memory. To print an error report, press the Cancel/C key while an error message is displayed.
HANG UP THE PHONE	The receiver of the connected telephone is lifted.	Replace the receiver of the connected telephone on the hook.
	A fax error occurred while an operation was being performed in Copy mode.	Press the Fax key to check the error condition, and take appropriate measures.
	A fax transmission error occurred while an operation was being performed in Copy mode.	Press the Fax key to check the error condition, and take appropriate measures.
PLEASE WAIT! ADMINISTERED BY PC	This machine is accessing LSD or the Admin. Mode of PageScope Web Connection.	Log off from CentreWare IS. Exit MCC. If no operation is performed for 600 seconds, the main screen appears.

Product Maintenance

10

This chapter includes:

- [Maintenance and Cleaning](#) on page 10-2
- [Moving the Product](#) on page 10-4
- [Ordering Supplies](#) on page 10-15

See also:

Maintenance video tutorials at www.xerox.com/office/6115support

Replacing supplies video tutorials at www.xerox.com/office/6115support

Maintenance and Cleaning

This section includes:

- [General Precautions](#) on page 10-2
- [Moving the Product](#) on page 10-4
- [Cleaning the Exterior](#) on page 10-5
- [Cleaning the Original Glass and Cover Pad](#) on page 10-6
- [Cleaning the Media Feed Roller and Laser Lens](#) on page 10-7
- [Cleaning the Duplex Feed Rollers](#) on page 10-11
- [Cleaning the Tray 2 Feed Rollers](#) on page 10-12
- [Cleaning the ADF Feed Rollers](#) on page 10-14

See also:

[User Safety](#) on page 1-2

General Precautions

Warning: Turn off the product, unplug the power cord, and disconnect all interface cables before cleaning. Do not spill water or detergent into the product. Otherwise the product will be damaged and an electric shock may occur.

Warning: If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

Warning: The fuser is hot. When the top cover is opened the fuser will cool down. Wait at least 10 minutes for the fuser to cool.

Caution: Read all caution and warning labels carefully, making sure to follow any instructions contained in them. These labels are located on the inside of the product covers and the interior of the product body.

Caution: Handle the product with care to preserve its life. If dust and paper scraps remain on the inside or outside of the product, performance and print quality will suffer, so the product should be cleaned periodically.

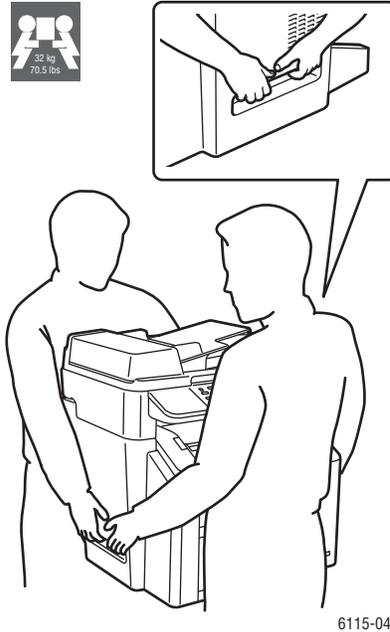
Keep the following guidelines in mind:

- Be careful when cleaning the inside of the product or removing media misfeeds, as the fuser and other internal parts may be very hot.
- Do not place anything on top of the product.
- Use a soft cloth to clean the product.
- Never spray cleaning solutions directly on the product's surface; the spray could penetrate through the air vents of the product and damage the internal circuits.
- Avoid using abrasive or corrosive solutions or solutions that contain solvents (such as alcohol and benzene) to clean the product.
- Always test any cleaning solution (such as mild detergent) on a small inconspicuous area of your product to check the solution's performance.
- Never use sharp or rough implements, such as wire or plastic cleaning pads.
- Always close the product's covers gently. Never subject the product to vibration.
- Do not leave the product's covers open for any length of time, especially in well-lit places. Light exposure can damage the imaging unit.
- Do not open the product's covers during printing.
- Do not lubricate or disassemble the product.
- Do not tilt the product while in use.
- Do not touch the electrical contacts, gears, or laser devices. Doing so may damage the product and cause the print quality to deteriorate.
- Keep media in the output bin at a minimum level. If the media is stocked too high, your product may experience media misfeeds and excessive media curl.
- Make sure any parts removed during cleaning are replaced before you plug in the product.

Moving the Product

Note: Remove Tray 2, if installed, before lifting the product.

- Always turn the product off and disconnect the power cord from the back of the product.
- Make sure two people are available to lift the product when moving it.
- Keep the product level to avoid toner spillage.
- When lifting the product, grasp the areas as shown in the figure.



6115-042

Cleaning the Exterior

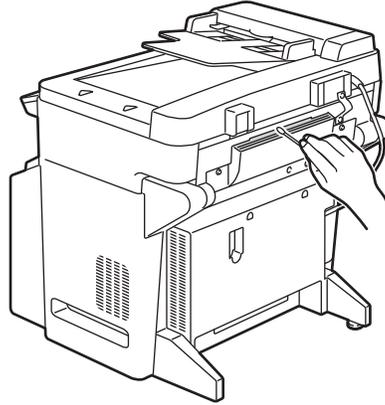
Caution: Turn off the product and unplug the power cord before cleaning, and always use a soft, lint-free, dry cloth.

Control Panel



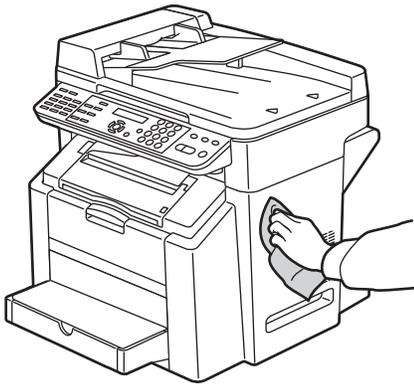
6115-043

Ventilation Grill



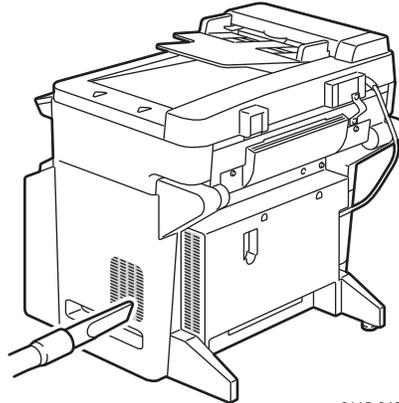
6115-044

Exterior



6115-045

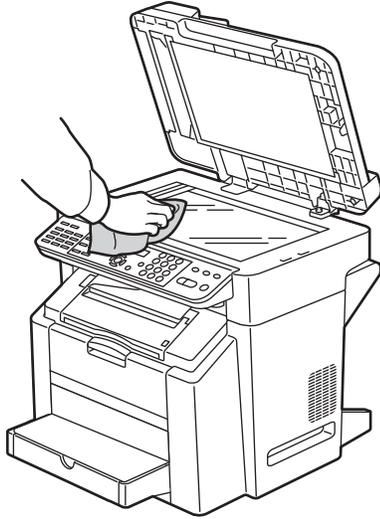
Filter



6115-046

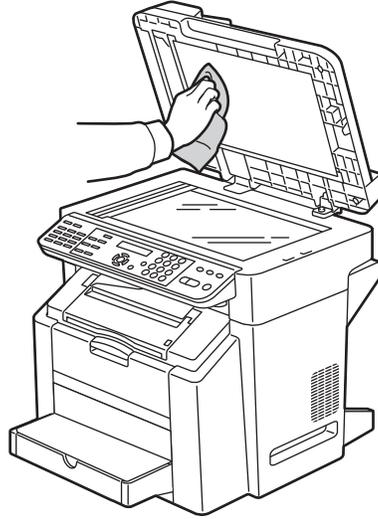
Cleaning the Original Glass and Cover Pad

Original Glass



6115-047

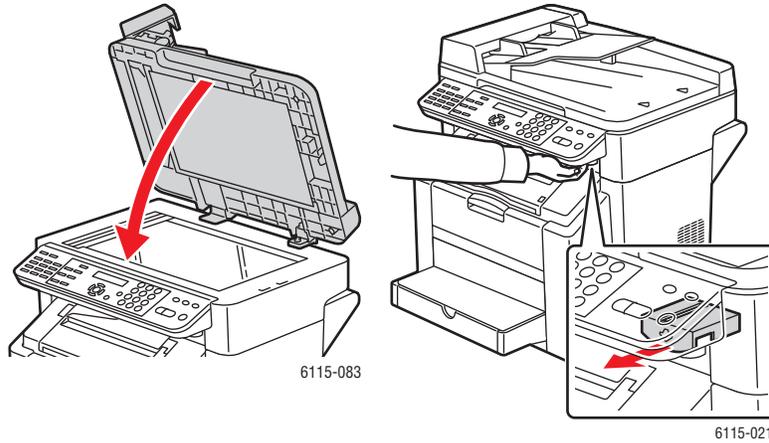
Original Cover Pad



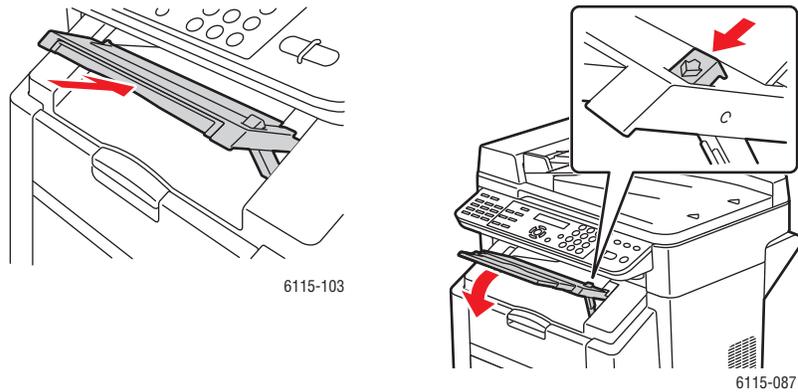
6115-095

Cleaning the Media Feed Roller and Laser Lens

1. Ensure the document feeder is closed, release the scanner lever, and then lift the scanner unit.

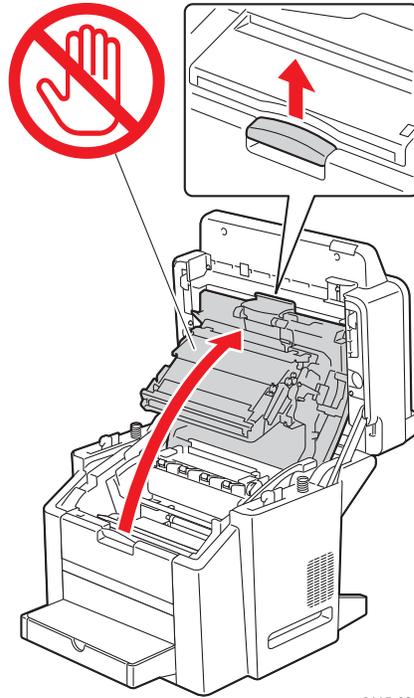


2. Remove any media and close the output bin.



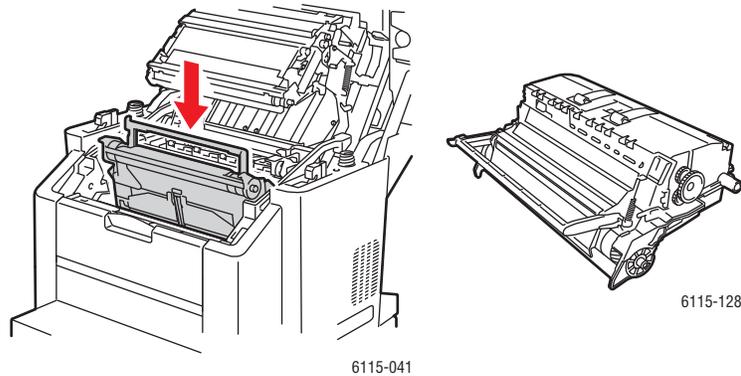
3. Pull the lever and open the top cover.

Caution: Do not touch the transfer belt.

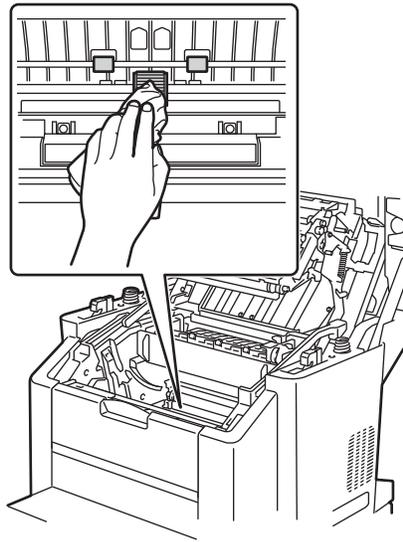


4. Remove the imaging unit.

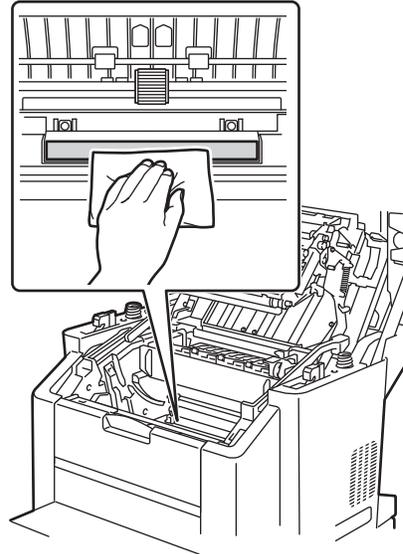
Caution: Place the imaging unit on a clean, level surface as shown below. The imaging unit cannot be exposed for more than 15 minutes. Cover the imaging unit with a light proof, dark bag to prevent exposure to direct light.



5. Clean the media feed roller and laser lens with a dry, lint-free cloth.

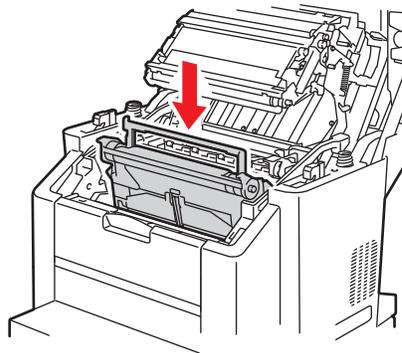


6115-048



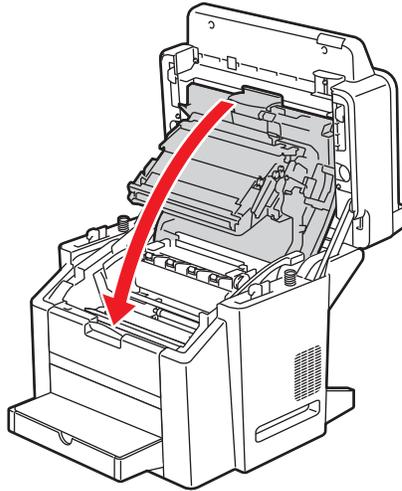
6115-049

6. Place the imaging unit back in the product.



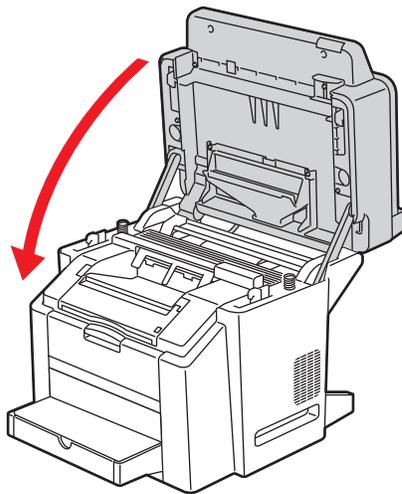
6115-041

7. Close the top cover.



6115-024

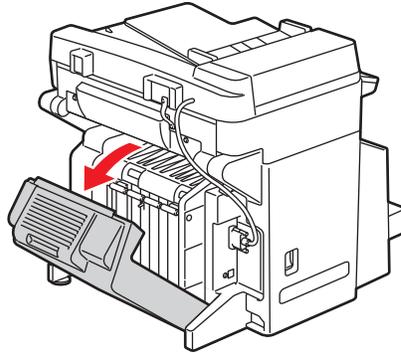
8. Close the scanner unit.



6115-025

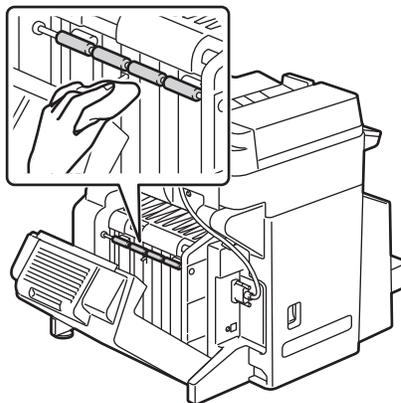
Cleaning the Duplex Feed Rollers

1. Open the duplex unit located on the back of the product.



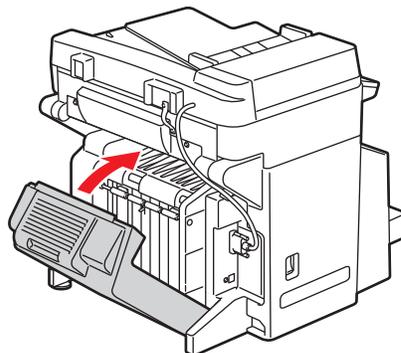
6115-050

2. Using a dry, lint-free cloth, clean the duplex feed rollers.



6115-051

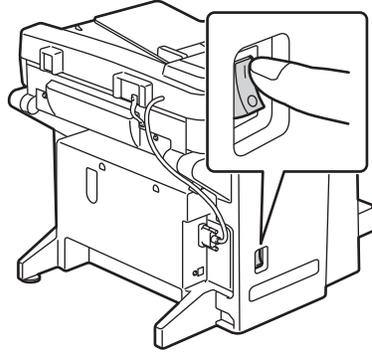
3. Close the duplex unit.



6115-052

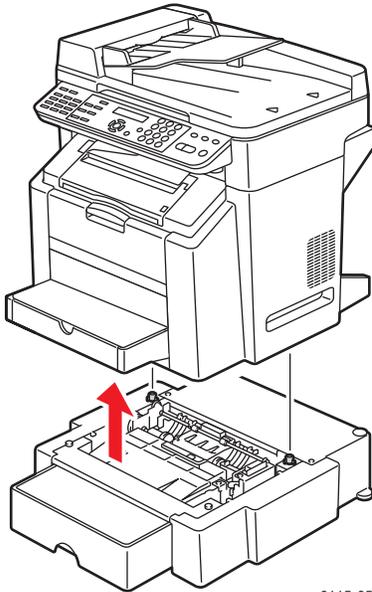
Cleaning the Tray 2 Feed Rollers

1. Turn the product off and disconnect the power cord from the back of the product.



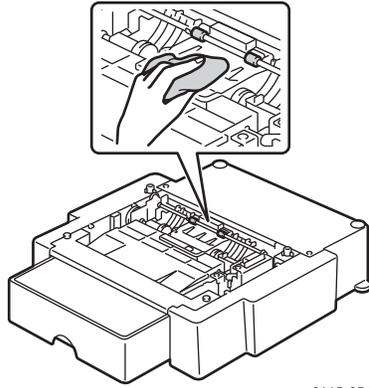
6115-063

2. Using two people, carefully lift the product off Tray 2.



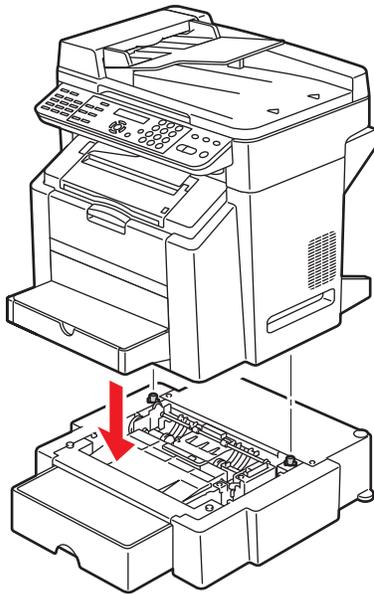
6115-053

3. Clean the rollers in the tray with a dry, lint-free cloth.



6115-054

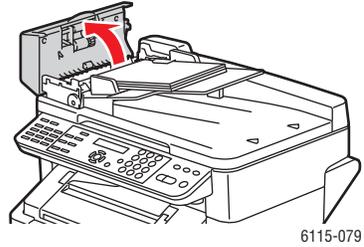
4. Using two people, carefully set the product back on top of Tray 2.



6115-071

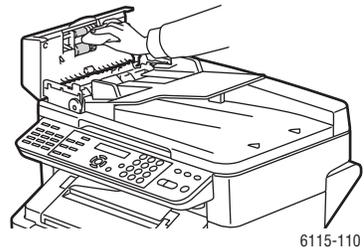
Cleaning the ADF Feed Rollers

- 1.** Open the ADF feed cover.



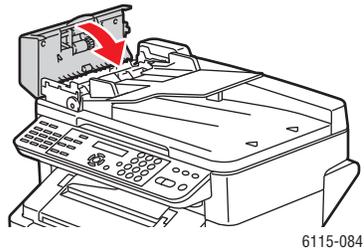
6115-079

- 2.** Clean the ADF feed rollers with a dry, lint-free cloth.



6115-110

- 3.** Close the ADF feed cover.



6115-084

Ordering Supplies

This section includes:

- [Consumables](#) on page 10-15
- [Routine Maintenance Items](#) on page 10-15
- [When to Order Supplies](#) on page 10-16
- [Recycling Supplies](#) on page 10-16

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

Consumables

Toner Cartridges

Each toner cartridge includes installation instructions on the box.

Caution: Use of toner other than Genuine Xerox Phaser 6115MFP toner may affect print quality and product reliability. It is the only toner designed and manufactured under strict quality controls by Xerox for specific use with this product.

Your product uses four toner cartridges: Black, Yellow, Magenta, and Cyan.

Routine Maintenance Items

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

The following items are routine maintenance items:

- Imaging Unit
- Transfer Belt

When to Order Supplies

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

Order supplies from your local reseller or from the Xerox Supplies website at www.xerox.com/office/6115supplies.

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

Recycling Supplies

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

Troubleshooting

11

This chapter includes:

- [Preventing Paper Jams](#) on page 11-2
- [Clearing Paper Jams](#) on page 11-4
- [Product Troubleshooting](#) on page 11-19
- [Print-Quality Problems](#) on page 11-23
- [Status, Error, and Service Messages](#) on page 11-33
- [Getting Help](#) on page 11-38

See also:

Troubleshooting video tutorials at www.xerox.com/office/6115support

Preventing Paper Jams

This section provides information to aid you in resolving paper jams.

Make sure that:

- Media matches the product specifications, see [Supported Paper and Media](#) on page 6-2.
- Media is flat, especially on the leading edge.
- The product is on a hard, flat, level surface.
- You store media in a dry location away from moisture and humidity.
- The output bin is positioned horizontally when postcards are being printed.
- You remove transparencies from the output bin immediately after printing to avoid static buildup.
- You always adjust the media guides in Tray 1 after inserting the media. A guide that is not properly adjusted can cause poor print quality, media misfeeds, and product damage.
- You load the media printing-side up in the tray (many manufacturers place an arrow on the end of the wrapper to indicate the printing side).

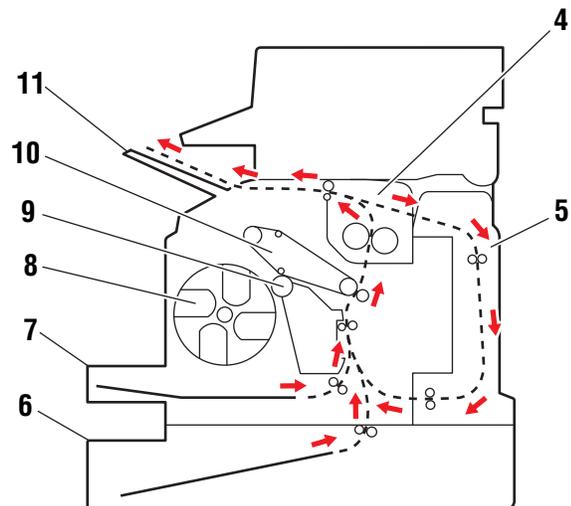
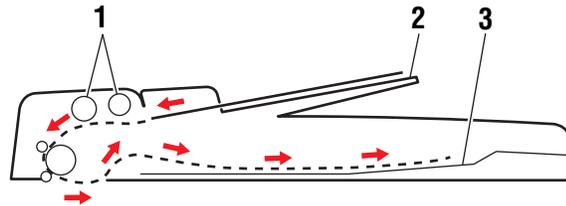
Avoid the following:

- Media that is specially designed for ink-jet printers with polyester coating.
- Media that is folded, wrinkled, or excessively curled.
- Double feeding (remove the media and fan the sheets—they may be sticking together).
- Fanning transparencies since this causes static.
- Loading more than one type/size/weight of media in a tray at the same time.
- Overfilling the trays.
- Allowing the output bin to overfill.
- Allowing the output bin to fill with more than a few transparencies.

Understanding the Media Path

Understanding the products media path will help you locate media misfeeds.

1. ADF media feed rollers
2. Document feed tray
3. Document output tray
4. Fuser unit
5. Duplex option (optional)
6. Tray 2 (optional)
7. Tray 1
8. Toner cartridge carousel
9. Drum cartridge
10. Transfer belt unit
11. Output bin



Clearing Paper Jams

This section includes:

- [Clearing Paper Jams Inside the Product](#) on page 11-4
- [Clearing Paper Jams from Tray 1](#) on page 11-9
- [Clearing Paper Jams from Tray 2](#) on page 11-11
- [Clearing Paper Jams in the Duplex Unit](#) on page 11-13
- [Clearing Paper Jams in the ADF](#) on page 11-14
- [Solving Problems with Paper Jams](#) on page 11-17

To avoid damage, always remove misfed media gently, without tearing it. Any piece of media left in the product, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

Note: The image is not fixed on the media before the fusing process. If you touch the printed surface, the toner may stick to your hands, so be careful not to touch the printed face when removing the misfed media. Make sure not to spill any toner inside the product.

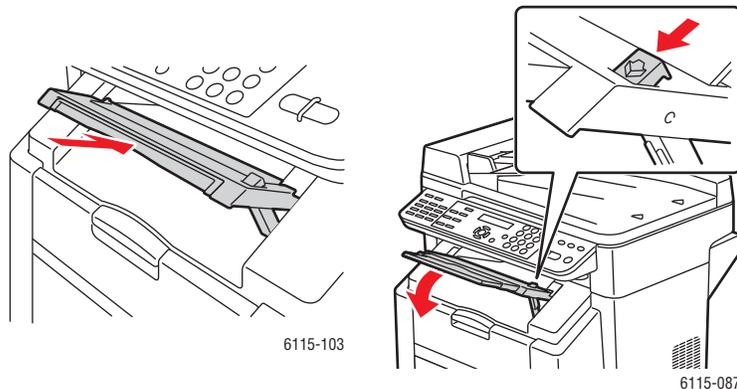
Warning: Unfused toner can dirty your hands, clothes, or anything else it gets on. If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap.

Warning: If you get toner in your eyes, wash it out immediately with cool water and consult a doctor. If, after clearing the media misfeed, the misfeed message in the control panel window persists, open and close the product's top cover. This should clear the misfeed message.

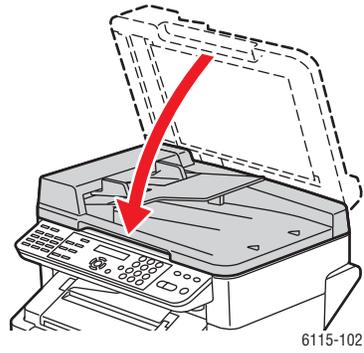
Note: If, after clearing the paper jam, the message is still displayed on the front panel, open and close the top cover. This should clear the paper jam message.

Clearing Paper Jams Inside the Product

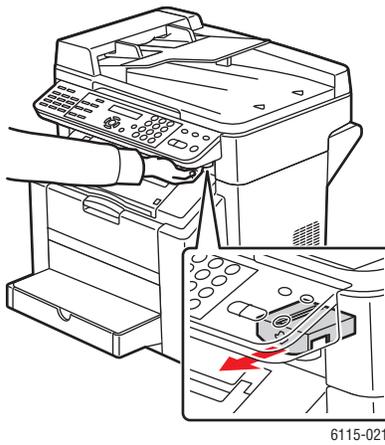
1. Remove any media and close the output bin.



2. Ensure the automatic document feeder is closed.

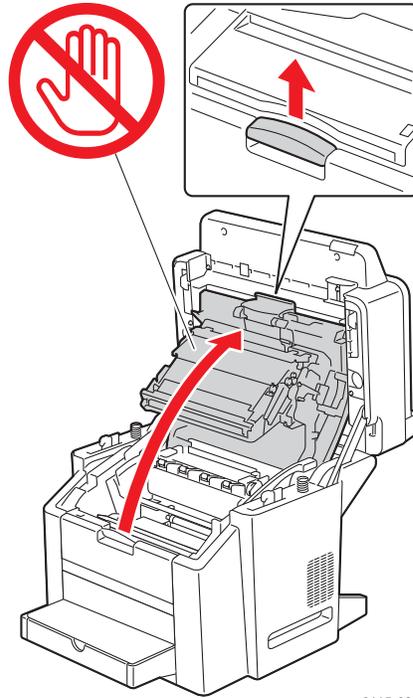


3. Release the scanner latch and lift the scanner unit.



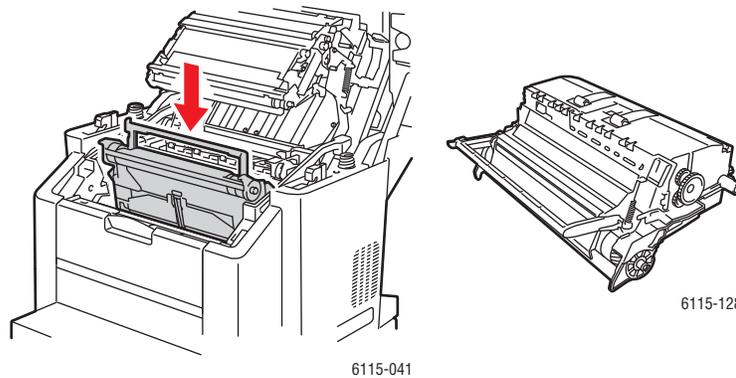
4. Pull the lever and open the top cover.

Caution: Do not touch the transfer belt.

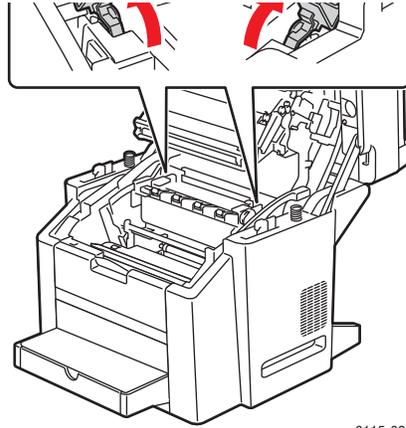


5. Remove the drum cartridge.

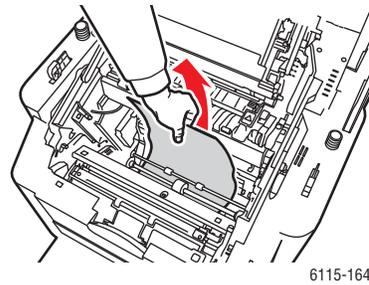
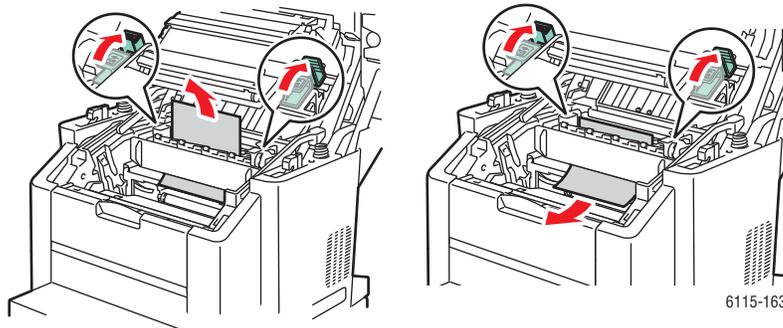
Caution: Place the drum cartridge on a clean, level surface as shown below. The drum cartridge cannot be exposed for more than 15 minutes. Cover the drum cartridge with a light proof bag to prevent exposure to direct light.



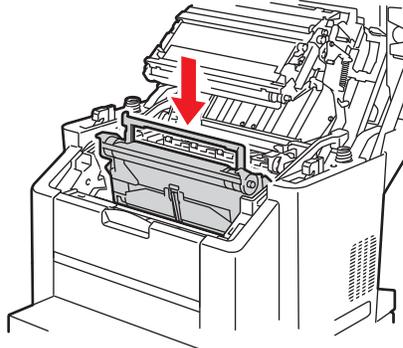
6. Raise both green fuser separator levers.



7. Remove the jammed paper.

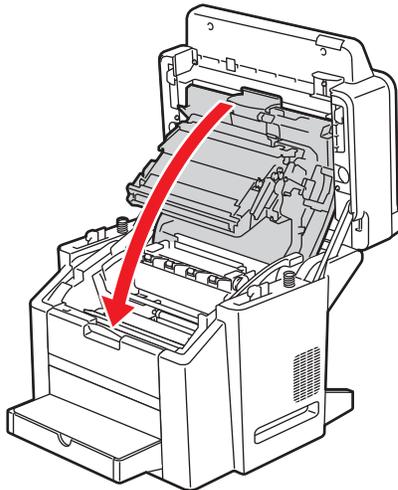


8. Place the drum cartridge back in the product.



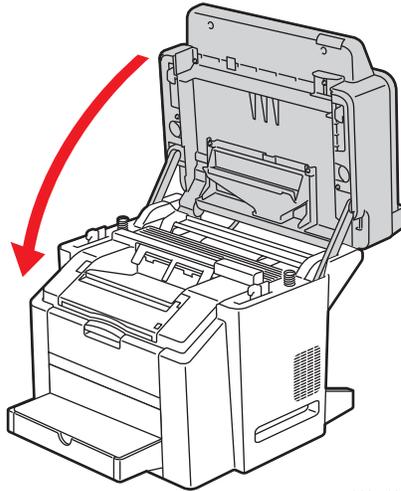
6115-041

9. Carefully close the top cover.



6115-024

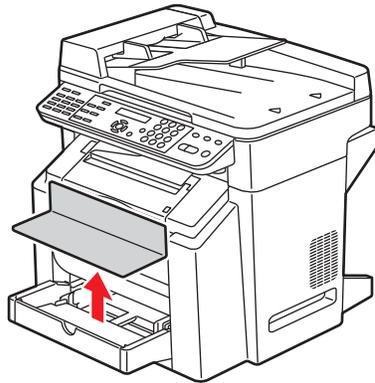
10. Lower the scanner unit.



6115-025

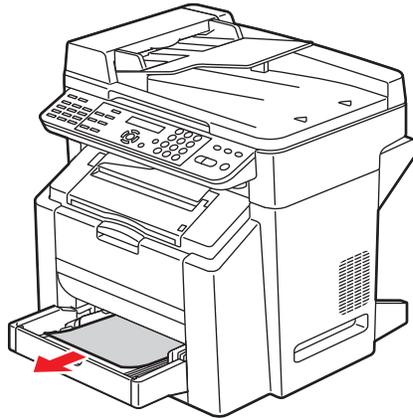
Clearing Paper Jams from Tray 1

1. Remove the cover from Tray 1.



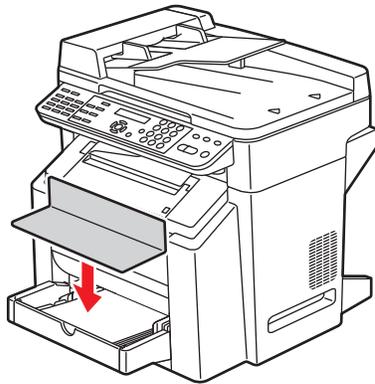
6115-012

2. Carefully pull the jammed paper out of the tray.



6115-056

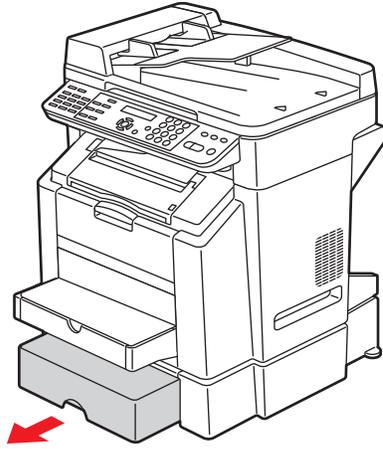
3. Reattach the Tray 1 cover.



6115-017

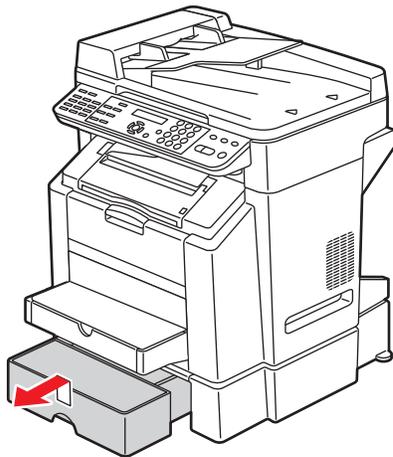
Clearing Paper Jams from Tray 2

1. Pull Tray 2 out from the product.



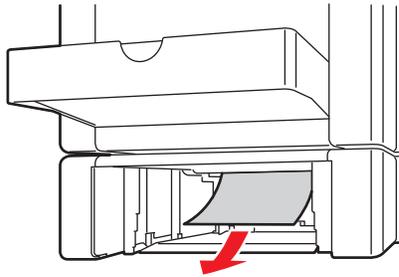
6115-072

2. Lift off the cover on Tray 2.



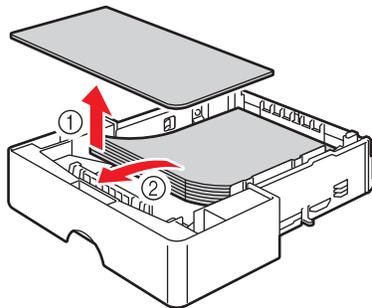
6115-028

3. Carefully remove the jammed paper in the direction of the arrow, as shown below.



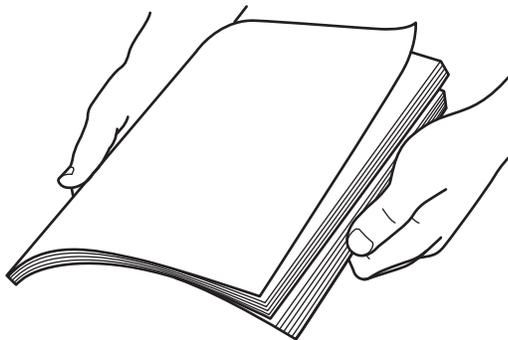
6115-057

4. Remove all media from Tray 2.

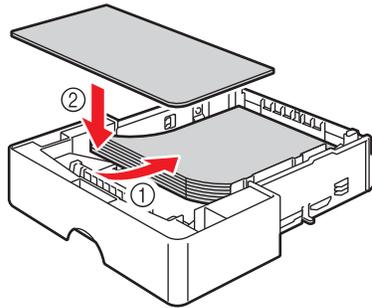


6115-058

5. Fan the paper to prevent paper jams.

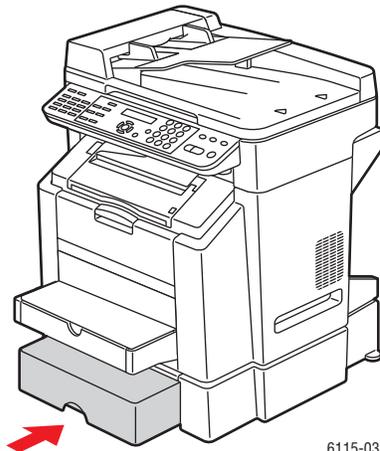


6. Place the media back in Tray 2.



6115-059

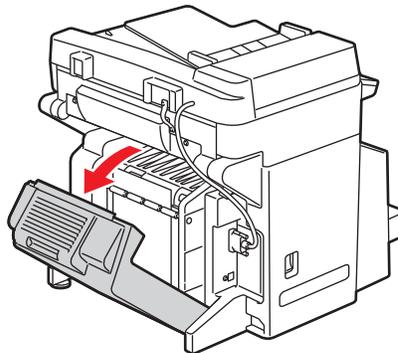
7. Place the cover back on Tray 2 and reinsert Tray 2 back into the product.



6115-034

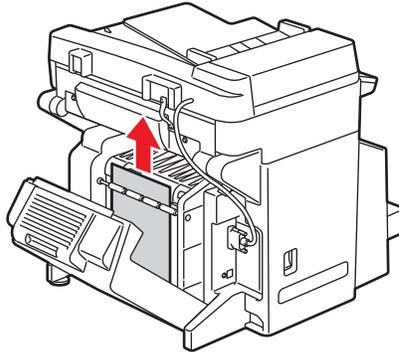
Clearing Paper Jams in the Duplex Unit

1. Open the duplex unit cover.



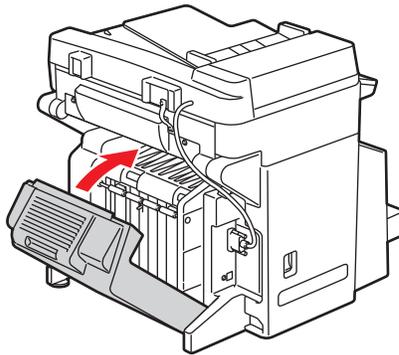
6115-060

2. Carefully remove the jammed paper in the direction of the arrow, as shown below.



6115-061

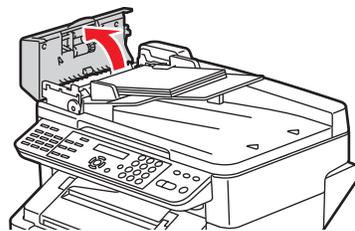
3. Close the duplex unit cover.



6115-052

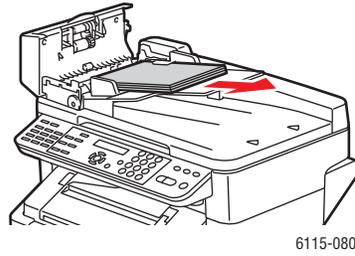
Clearing Paper Jams in the ADF

1. Open the ADF feed roller cover.

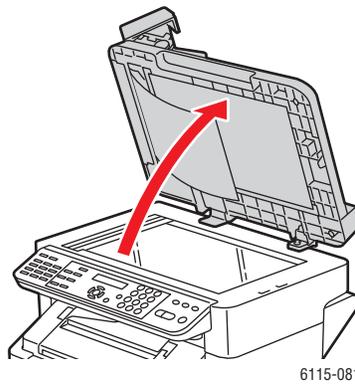


6115-079

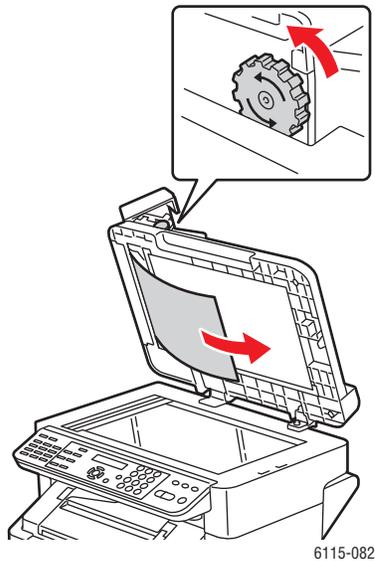
- Carefully remove the jammed paper in the direction of the arrow, as shown below.



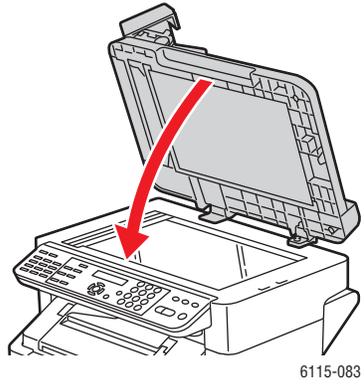
- Lift the ADF cover.



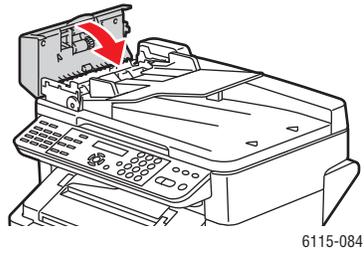
- Turn the ADF feed roller in the direction of the arrows as shown below to remove the jammed paper.



5. Close the ADF cover.



6. Close the ADF feed roller cover.



Solving Problems with Paper Jams

Frequent jams in any area indicate that area should be checked, repaired, or cleaned. Repeated jams may also happen if you're using unsupported print media.

The Product Pulls Multiple Sheets Together

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

Paper Jam Message Stays On

Probable Causes	Solutions
Top cover needs to be opened and closed again to reset the product.	Open and close the top cover of the product again.
Some paper remains jammed in the product.	Recheck the media path and make sure that you have removed all of the jammed paper.

Duplex Unit Jams

Probable Causes	Solutions
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use only Xerox-approved media. See Supported Paper and Media on page 6-2. Recheck the media path inside the duplex unit and make sure that you have removed all of the jammed paper.
Plain paper, recycled paper, and letter head can be auto duplexed if the duplex unit is installed and the media type is set properly in the driver. See Supported Paper and Media on page 6-2.	Make sure that you have not mixed media types in Tray 1. Do not duplex envelopes, labels, transparencies, thick stock, postcard, or glossy stock.

ADF Jams

Probable Causes	Solutions
Unsupported media (wrong size, thickness, type, etc.) is being used.	Do not use media that is too thick. Use only Xerox-approved media. See Supported Paper and Media on page 6-2.
The documents loaded in the ADF exceed the maximum capacity allowed.	Place fewer documents in the ADF.
The document guides are improperly adjusted.	Ensure the media guides fit snugly against the media loaded in the ADF.

Media Is Misfeeding

Probable Causes	Solutions
The media is not correctly positioned in the tray.	Remove the misfed media and reposition the media properly in the tray.
The number of sheets in the tray exceeds the maximum sheets allowed.	Remove the excess media and reload the correct number of sheets in the tray.
The media guides are not correctly adjusted to the media size.	Adjust the media guides in Tray 1 to match the size of the media.
Warped or wrinkled media is loaded in the tray.	Remove the media, smooth it out, and reload it. If it still misfeeds, do not use that media.
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Custom-sized media, envelopes, labels, postcards, thick stock, or transparencies are loaded in Tray 2. Special media must be loaded in Tray 1 only. Use Xerox-approved media. See Supported Paper and Media on page 6-2.
The recommended transparency or label sheet is facing the wrong way in Tray 1.	Load the transparencies or label sheets according to the manufacturer's instructions.
Envelopes are facing the wrong way in Tray 1.	Load the envelopes in Tray 1 with the flaps facing down. If the flaps are on the long edge, load the envelopes with the flap toward the left of the product with the flaps facing down.
Transparencies have collected static electricity in the tray.	Remove the transparencies and load them in Tray 1 one sheet at a time. Do not fan transparencies before loading them.
The media feed roller is dirty.	Clean the media feed roller. For more details, refer to Maintenance and Cleaning on page 10-2.

Product Troubleshooting

This section contains:

- [General Troubleshooting](#) on page 11-19
- [Duplex Problems](#) on page 11-21
- [Driver Problems](#) on page 11-21

General Troubleshooting

Product Will Not Turn On

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the product, confirm that the power cord is correctly plugged into the outlet, and then turn on the product.
Something is wrong with the outlet connected to the product.	Plug another electrical appliance into the outlet and see whether it operates properly.
The power switch is not correctly turned on (I position).	Turn the power switch off (O position), then turn it back to the on (I position).
The product is connected to an outlet with a voltage or frequency that does not match the product specifications.	Use a power source with the specifications listed in Electrical Safety on page 1-2.

Cannot Print the Configuration Page

Probable Causes	Solutions
The tray is empty.	Check that at least Tray 1 is loaded with media, in place, and secure.
The product's covers aren't closed securely.	Make sure the covers are closed securely. Close all covers gently to avoid jarring the product.
There is a paper jam.	Clear the paper jam.

Printing Takes Too Long

Probable Causes	Solutions
The product is set to a slow printing mode (for example, thick stock or transparency).	It takes more time to print with special media. When using regular paper, make sure that the media type is set properly in the driver.
The product is set to ENERGY SAVE mode.	It takes time for printing to start in power saving mode.
The job is very complex.	Wait. No action needed.

Not All Pages Print

Probable Causes	Solutions
The Cancel key was pressed.	Make sure no one pressed the Cancel key while your job was printing.
The tray is empty.	Check that the tray is loaded with media.
A document is printed with an overlay file which has been created by a NON-Phaser 6115 driver.	Print the overlay file using a Phaser 6115 driver.

Product Resets or Turns Off Frequently

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the product, confirm that the power cord is correctly plugged into the outlet, and then turn on the product.
A system error occurred.	Contact your local Xerox service representative with the error information.

Product Is Making Unusual Noises

Probable Causes	Solutions
The product is not level.	Place the product on a flat, hard, level surface.
The tray is not installed correctly.	Remove the tray that you are printing from and reinsert it completely into the product.
There is a foreign object stuck inside the product.	Turn off the product and remove the object. If you cannot remove it, contact Technical Support.

The Date and Time Are Incorrect

Probable Causes	Solutions
Did you set the correct date and time?	Ensure you have set the correct Date and Time on the control panel, through CentreWare IS or the MCC.
The backup battery has reached the end of its service life.	Replace the backup battery.

Duplex Problems

Probable Causes	Solutions
Media or settings are not correct.	<p>Make sure the duplex unit is installed and enabled in the product driver.</p> <p>Make sure that you are using correct media. See Supported Paper and Media on page 6-2. Do not duplex custom-sized media, envelopes, labels, postcards, thick stock, or transparencies.</p> <p>Make sure that you have not mixed media types in Tray 1.</p> <p>In the product driver choose "Print on Both Sides".</p>

Driver Problems

With Pages/Sheet on Multiple Copies, the Output Is Incorrect

Probable Causes	Solutions
Both the driver and the application have been set to Collate .	For Pages/Sheet on multiple copies, choose Collate only in the driver's Basic tab. Do not set collation in the application.

Booklet Left and Right Binding Output Is Incorrect

Probable Causes	Solutions
Both the driver and the application have been set to Collate .	<p>For Booklet Left Binding and Booklet Right Binding, choose Collate only in the product driver's Basic tab.</p> <p>Do not set collation in the application.</p>

Product Management Software Problems

CentreWare IS Cannot be Accessed

Probable Causes	Solutions
The CentreWare IS Administrator's password is incorrect.	The CentreWare IS Administrator password has a 6-character minimum and a 16-character maximum.
Your network settings are incorrect.	Verify your network settings are correct.

The MFP ControlCentre

Probable Causes	Solutions
The MCC software has not been installed.	Install the MCC software from your documentation CD ROM.
There is a problem with your USB connection.	Verify you are using the correct USB cabling. Verify your USB port is working correctly.

Print-Quality Problems

This section contains:

- [Controlling the Quality of Your Prints](#) on page 11-23
- [Selecting a Resolution](#) on page 11-23
- [Adjusting Color](#) on page 11-24
- [Troubleshooting Print-Quality Problems](#) on page 11-25

Controlling the Quality of Your Prints

The resolution and print-quality mode settings directly control the quality of your prints. The print-quality mode and paper type directly control the print speed. You can change these settings in the product driver or on the control panel.

Note: Driver settings override the control panel settings.

Selecting a Resolution

Print-quality modes available with the Phaser 6115MFP product include:

Resolution	Type of Print Job
Draft (600 dpi)	General-purpose mode for full-color printing. Produces crisp, bright prints at high speed. Recommended for vibrant, saturated color prints.
Standard (1200 dpi)	Best mode for business presentations. Produces superior text resolution and very smooth light colors.
Enhanced (2400 dpi)	Highest-quality mode for color prints. Provides the best detail and smoothness for photographic images. Produces highest-quality color prints, with the best text resolution and smoothest light colors. This mode takes longer to process and print than the other modes.
Line Art	Use this option with one of the above three options to print more precisely, but with fewer levels of gray.

Adjusting Color

Color Settings

This setting lets you choose whether to print in color or monochrome.

Color: Use this setting to print color documents.

Grayscale: Use this setting to print monochrome (black and white) documents.

Color Matching

These settings let you enable or disable **Color Matching**. **Color Matching** is the product's ability to adjust hues to maintain the integrity of a document's on-screen image. There are three different types, **Images**, **Graphics**, and **Text**.

Perceptual	This method can be used for photographic images, where the spectral relationship of the grayscale needs to be preserved in order to produce smooth images.
Colorimetric	This method reproduces hues of the original image more accurately, however, when the product cannot reproduce some on-screen hues, it will replace them with the closest colors possible by the product.
Saturation	This method can be used for business presentations, where image color vividness is required.

Note: Some desktop applications send image data to the product by performing color matching to provide optimized data for printers. When you are using an application that has this output setting, disable **Color Matching** in the product driver by selecting **OFF**.

When color matching is enabled you can select one of the following settings for images, graphics, and text. Use the **Contrast**, **Brightness**, **Saturation**, and **Sharpness** adjustment slider bars to fine tune the tones and darkness of an image. Usually the default values selected by the driver provide optimum results for most images.

Note: The **Sharpness** adjustment is only available when **Color Matching** is set to **OFF**.

Troubleshooting Print-Quality Problems

Nothing is printed, or there are blank spots on the printed page



Probable Causes	Solutions
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check if any is damaged.
The imaging unit may be defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.
The media is moist from humidity.	Adjust the humidity for media storage. Remove the moist media and replace it with new, dry media.
The media set in the product driver mismatches the media loaded in the product.	Load the correct media in the product.
The power source does not match the product specifications.	Use a power source with the proper specifications.
Several sheets are being fed at the same time.	Remove the media from the tray and check for static electricity. Fan plain paper or other media (but not transparencies), and replace it in the tray.
Media is not set properly in the tray(s).	Remove the media, tap it to straighten it out, return it into the tray, and realign the media guides.
Laser lens is obstructed or dirty.	Clean the laser lens.

Entire sheet is printed in black or color



Probable Causes	Solutions
The imaging unit may be defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.

Image is too light; there is low image density



Probable Causes	Solutions
The toner cartridge is low.	Replace the toner cartridge.
Laser lens is dirty.	Clean the laser lens.
The copy density is too light.	Select a darker copy density.
The media is moist from humidity.	Remove the paper and try a fresh ream.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage.
Media type is set incorrectly.	When printing envelopes, labels, postcards, thick stock, or transparencies, specify the appropriate media type in the product driver.

Image is too dark



Probable Causes	Solutions
The copy density may be too dark.	Select a lighter copy density.
The imaging unit may be defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.

Image is blurred; background is lightly stained; there is insufficient gloss of the printed image



Probable Causes	Solutions
The imaging unit may be defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.

The print or color density is uneven



Probable Causes	Solutions
One or more of the toner cartridges may be defective or low.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
The transfer unit is installed incorrectly.	Remove and reinstall the transfer roller.
The imaging unit is defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.
The product is not level.	Place the product on a flat, hard, level surface.

Irregular print or mottled image appears



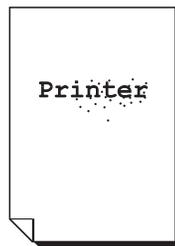
Probable Causes	Solutions
The media is moist from humidity.	Adjust the humidity in the media storage area. Remove the moist media and replace it with new, dry media.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See Supported Paper and Media on page 6-2.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.
The imaging unit is defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.
The two fuser separator levers are adjusted for envelope printing.	Return both green fuser separator levers to the plain paper setting.

There is insufficient fusing or the image comes off when rubbed



Probable Causes	Solutions
The two fuser separator levers are adjusted for envelope printing.	Return both green fuser separator levers to the plain paper setting.
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See Supported Paper and Media on page 6-2.
Media type is set incorrectly.	When printing envelopes, labels, postcards, thick stock, or transparencies, specify the appropriate media type in the product driver.

There are toner smudges or residual images



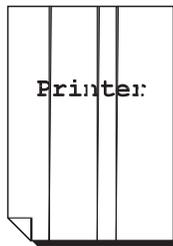
Probable Causes	Solutions
The two fuser separator levers are adjusted for envelope printing.	Return both green fuser separator levers to the plain paper setting.
One or more of the toner cartridges are defective or installed incorrectly.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.
The two green fuser separator levers are adjusted for envelope printing.	Return both green fuses separator levers to the plain paper setting.

There are toner smudges on the back side of the page (whether or not it has been duplexed)



Probable Causes	Solutions
The two fuser separator levers are adjusted for envelope printing.	Return both green fuser separator levers to the plain paper setting.
The media transfer belt is dirty.	Clean the media transfer belt. If you think the transfer belt should be replaced, contact Technical Support with the error information.
The media path is dirty with toner.	Print several blank sheets and the excess toner should disappear.
One or more of the toner cartridges are defective.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.
The imaging unit is defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.

Abnormal areas (white, black, or color) appear in a regular pattern



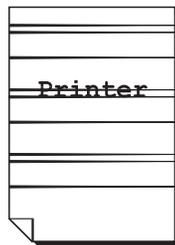
Probable Causes	Solutions
The laser lens is dirty.	Clean the laser lens.
A toner cartridge may be defective.	Remove the toner cartridge with the color causing the abnormal image. Replace it with a new toner cartridge.
The imaging unit is defective.	Remove the imaging unit and check for damage. If it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

Image defects



Probable Causes	Solutions
The laser lens is dirty.	Clean the laser lens.
A toner cartridge may be leaking.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
A toner cartridge may be defective.	Remove the toner cartridge with the color causing the abnormal image. Replace it with a new toner cartridge.
The imaging unit may be defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.

Lateral lines or bands appear on image



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

Colors look drastically wrong

Probable Causes	Solutions
One or more of the toner cartridges may be defective.	Remove the toner cartridges and verify that the toner is distributed evenly on each cartridge roller, and reinstall the toner cartridges.
One or more of the toner cartridges may be low or empty.	Check the control panel for an X LOW or X EMPTY message. If necessary, replace the specified toner cartridge.
Check the Color Matching settings in the product driver or your application.	

Colors are not registering properly; colors are mixed or have page-to-page variation

Probable Causes	Solutions
The top cover is not properly closed.	Make sure that the top cover is closed.
The imaging unit is not correctly seated.	Remove the imaging unit and reinstall it.
One or more of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.
The media is moist from humidity.	Remove the moist media and replace it with new, dry media.

The color has a poor reproduction or has poor color density



Probable Causes	Solutions
The imaging unit may be defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.
Check the Color Matching settings in the product driver or your application.	

Status, Error, and Service Messages

This section includes:

- [Status Messages](#) on page 11-33
- [Error Messages](#) on page 11-34
- [Getting Help](#) on page 11-38

Status, error, and service messages are displayed in the control panel message window. They provide information about your product and help you locate many problems. When the condition associated with a displayed message has changed, the message is cleared from the window.

Status Messages

Message	Definition	Solutions
CANCELLING JOB	The job is being cancelled.	No action needed.
ENERGY SAVE	The machine is in Energy Saver mode to reduce power consumption during periods of inactivity.	
PLEASE WAIT!	After replacing a toner cartridge, or after rebooting your machine after environmental changes, your machine automatically pauses to do an Auto-Image Density Control (AIDC) cycle. This process is provided to make reliable machine operation with optimum output quality possible.	
	The machine is warming up.	

Error Messages

Message	Definition	Solutions
TRAY [1] [2] EMPTY	Tray 1 or Tray 2 ran out of paper.	Load media into the specified tray.
CANNOT CONNECT XXX Server	While the scanned document was being sent in Scan mode, a connection with the specified server could not be established.	Check the Network and E-mail settings and send the data again.
IP ADDRESS NOT SET SMTP Server	The IP address of the SMTP server could not be obtained from the DNS server.	Check the Network and E-mail settings and send the data again.
COMM. ERROR SMTP Server	While data was being sent in Scan mode, the connection to the server was cut.	Check the Network and E-mail settings and send the data again.
DISCONNECT SMTP Server	In Scan mode, the connection to the server was cut.	Check the Network and E-mail settings and send the data again.
DOC. FEED COVER OPEN CLOSE DOC. FEED COVER	The ADF feed cover is open.	Close the ADF feed cover.
DOCUMENT COVER OPEN CLOSE DOCUMENT COVER	The document is loaded into the ADF, but the ADF is open.	Close the ADF.
IMAGING UNIT END	The drum cartridge has reached the end of its service life.	Replace the drum cartridge.
IMAGING UNIT LOW	The drum cartridge is near the end of its life.	Prepare a new drum cartridge.
IMAGING UNIT NOT INSTALLED	The drum cartridge is not installed.	Install the drum cartridge.
IMAGING UNIT END CHANGE DRUM	The waste toner bottle in the drum cartridge is full.	Replace the drum cartridge.
DUPLEX COVER OPEN CLOSE DUPLEX COVER	Duplex cover is open.	Close the duplex cover.
FILE FULL PRESS ANY KEY	The memory has become full while scanning a document in Scan mode.	Turn the machine off, and then, after waiting a few seconds, turn it on again. Decrease the amount of data to be scanned (for example, by decreasing the resolution), and then try scanning again.

Message	Definition	Solutions
TOP COVER OPEN CLOSE TOP COVER	The engine cover is open.	Close the engine cover.
JOB CANCELED	While a document was being scanned from the original glass in Scan mode, more than one minute had passed after the first page of the document was scanned or the data could not be sent. Therefore, the scan job was automatically canceled.	Turn the machine off, and then, after waiting a few seconds, turn it on again. When sending multiple pages, for example, from a book, scan the first page, and then scan the next page within one minute.
INCORRECT PAPER LOAD PAPER(XX)	ID card copying is specified, but paper of a size other than A4, Letter or Legal is loaded in the paper tray.	Load A4, Letter- or Legal-size paper in the paper tray. ID card copying cannot be used with paper of a size other than A4, Letter or Legal.
MEDIA TYPE ERROR LOAD CORRECT MEDIA	TRANSPARENCY was selected as the paper type, but paper other than transparencies is loaded into Tray 1. A setting other than TRANSPARENCY was selected as the paper type, but transparencies are loaded into Tray 1.	Load the correct media type in Tray 1.
MEMORY FULL PRESS ANY KEY	The machine has received more data than can be processed with its internal memory.	Cancel the current job. Turn the machine off, and then, after a few seconds, turn it on again. Decrease the amount of data to be printed (for example, by decreasing the resolution), and then try printing again.
LOAD CORRECT PAPER	Duplex (2-Sided) printing is specified, but no paper compatible with duplex (2-Sided) printing is loaded.	Load paper compatible with duplex (2-Sided) printing. Only plain and letterhead paper are compatible with duplex (2-Sided) printing.
NO NETWORK SETTING	The network settings had not been completely specified when the machine was switched to Scan mode.	Before scanning in Scan mode, specify the network settings in the NETWORK SETTING menu.
NOT CORRECT E-MAIL ADDRESS	An email address was not programmed in the one-touch dial key or speed dial number. (This message appears if a fax number or email address is programmed for group dialing.)	Before sending scan data using one-touch dial keys or speed dial numbers, register an email address with the one-touch dial key or speed dial number.
NOT REGISTERD	An email address was not programmed in the one-touch dial key or speed dial number.	

Message	Definition	Solutions
ORIGINAL DOC. JAM OPEN DOC. FEED COVER	Media has misfed in the ADF.	Locate and remove the misfeed.
OUTPUT BIN FULL REMOVE PAPER	The output bin is full of media.	Remove all media from the output bin.
PAPER EMPTY LOAD PAPER (XX)	Tray X (Tray 1 or Tray 2) ran out of paper.	Load paper into the specified paper tray.
PAPER JAM OPEN DUPLEX COVER	Media has misfed in the duplex option.	Locate and remove the misfeed.
PAPER JAM OPEN TOP COVER	Media has misfed in fuser area or transfer roller area.	Locate and remove the misfeed.
PAPER MISFEED OPEN TOP COVER	Media has misfed while being pulled from the tray.	Locate and remove the misfeed.
PAPER SIZE ERROR LOAD PAPER (XX)	The size of the media loaded in the media tray is incorrect.	Load the correct media size in the specified tray.
REMOVE ORIG. IN ADF	ID card copying is specified, but the document is loaded into the ADF.	Remove the document from the ADF. ID card copying can only be used with a document placed on the original glass.
SCANNER UNIT OPEN CLOSE SCANNER UNIT	Open the scanner unit.	Close the scanner unit.
SERVER MEMORY FULL SMTP Server	The memory of the SMTP server has become full.	The server memory is full. Free up some space on the disk such as by contacting your server administrator.
SET ORIGINAL TO ADF	2in1 or collated copying is specified, but the document is not loaded into the ADF.	Load the document into the ADF. 2in1 and collated copying can only be used with a document loaded into the ADF.
X TONER EMPTY	Toner cartridge X has become empty. (This message appears if 8 TONER EMPTY STOP on the MACHINE SETTING menu is set to ON(FAX) or OFF.)	Replace the specified toner cartridge.
X TONER INCORRECT	The X toner cartridge is an unapproved type.	Install a Xerox toner cartridge of the appropriate type (AM, EU, AP or JP).

Message	Definition	Solutions
X TONER LOW	The X toner cartridge is low and should be replaced within 200 pages at 5% coverage of letter/A4 pages.	Prepare the specified color toner cartridge.
X TONER NOT INSTALLED	Toner cartridge X is not installed.	Install the specified toner cartridge.
X TONER EMPTY CHANGE X TONER	The X toner cartridge is empty. (This message appears if 8 TONER EMPTY STOP on the MACHINE SETTING menu is set to ON.)	Replace the toner cartridge.
TONER LIFE END CHANGE X TONER	The X toner cartridge is empty.	Replace the toner cartridge.

Service Messages

Message	Definition	Solutions
CAUTION! MACHINE TROUBLE CALL SERVICE(XX)	An error has been detected with the item indicated "XX" in the service message.	Reboot the machine. This often clears the service message, and machine operation can resume. If the problem persists, contact Technical Support.

Getting Help

Xerox provides several websites that offer additional help on your Phaser 6115MFP product.

Resource	Link
Technical support information for your product including online Technical Support, driver downloads, documentation, and much more:	www.xerox.com/office/6115support
Supplies for your product:	www.xerox.com/office/6115supplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs:	www.colorconnection.xerox.com
Local sales and support center:	www.xerox.com/office/contacts
Product registration:	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials:	United States and Canada: www.xerox.com/msds European Union: www.xerox.com/environment_europe
Information about recycling supplies:	www.xerox.com/gwa

Index

Numerics

- 2in1 copying, 7-8
- 2-sided printing, 6-28
 - Macintosh, 5-14
 - Windows, 6-28

A

- adding
 - group dial entries, 9-19
 - one-touch dial entries, 9-15
 - recipients, 9-13
 - speed dial entries, 9-17
- ADF feed rollers
 - cleaning, 10-14
- adjusting color, 11-24
- adjusting copy options, 7-3
- administrator
 - password, 3-3
- advanced copying, 7-8
- alphanumeric keypad symbols, 9-14
- auto panel reset, 3-6
- automatic
 - print-quality mode, 11-23
- automatically setting the system's IP address (Windows only), 4-7

B

- basic
 - copying, 7-2
 - faxing, 9-1
 - printing, 6-1
 - scanning, 8-1
- booklet printing, 5-7
- BOOTP, 4-2
- broadcast transmission faxes, 9-10

C

- calibrating, 3-13
- card stock, 6-10
- caution symbols, 1-6
- CentreWare IS
 - automatically setting the system's IP address, 4-6

- changing or modifying the system's IP address, 4-8
 - creating password, 3-3
 - overview, 3-3
 - password, 3-3
- changing the IP address using CentreWare IS, 4-8
- changing the scanned image size, 8-9
- cleaning
 - ADF feed rollers, 10-14
 - duplex feed rollers, 10-11
 - exterior, 10-5
 - feed rollers, 10-7
 - laser lens, 10-7
 - original glass, 10-6
 - Tray 2 feed rollers, 10-12
- collating
 - copies, 7-5
 - setting on the control panel, 7-5
- color matching, 11-24
- computer requirements, 2-6
- configuration page, 2-12
- configuring options, 5-3
- configuring the product, 3-5
- connection
 - Ethernet, 4-4
- consumables
 - ordering, 10-15
- control panel, 2-7
 - auto reset, 3-6
 - controlling print quality, 11-23
 - default mode, 3-10
 - display indicators, 2-11
 - entering text, 9-14
 - fax results, 2-13
 - features and layout, 2-7
 - information pages, 2-12
 - language, 3-8
 - LCD contrast, 3-7
 - main screen, 2-11
 - Menu Map, 2-12
 - print report, 2-14
 - print screen, 2-11
 - product status, 2-13
 - toner supply display, 2-13
 - total page counters, 2-13

- controller specifications, 1-18
 - copy density, 7-4
 - copying, 7-1
 - 2in1, 7-8
 - 2-sided, 7-10
 - adjusting copy options, 7-3
 - advanced, 7-8
 - basic, 7-2
 - collating, 7-5
 - copy quality, 7-4
 - default mode, 3-10
 - from the document feeder (ADF), 7-2
 - ID card, 7-9
 - image placement adjustment, 7-8
 - loading originals, 7-2
 - options, 7-3
 - paper priority, 7-6
 - set document, 7-3
 - setting the copy density, 7-4
 - setting the default tray, 7-3
 - specifying the zoom ration, 7-7
 - counters
 - fax print, 9-21
 - total fax scans, 9-21
 - total page, 2-13
 - creating an administrator password, 3-3
 - custom paper size
 - adding, 5-5
 - deleting, 5-5
 - editing, 5-5
- D**
- default router/gateway address, 4-6
 - deleting
 - group dial recipients, 9-20
 - one-touch recipients, 9-16
 - speed dial recipients, 9-18
 - DHCP, 4-2
 - enable for Dynamic Domain Name Service (DDNS), 4-8
 - setting the system's IP address automatically, 4-6
 - display
 - toner supply, 2-13
 - DNS, 4-8
 - document type
 - setting, 7-3
 - Domain Name Service (DNS)
 - local domain name space database, 4-8
 - using host names, 4-8
 - driver
 - accessing settings, 5-2
 - booklet printing, 5-7
 - custom paper size, 5-5
 - default settings, 5-2
 - overlays, 5-9
 - poster printing, 5-8
 - printer, 2-6
 - saved settings, 5-4
 - scanner, 2-6
 - watermarks, 5-10
 - duplex feed rollers
 - cleaning, 10-11
 - duplexing, 6-28
 - Dynamic Domain Name Service (DDNS), 4-8
 - dynamically setting the system's IP address, 4-6
- E**
- editing
 - group dial recipients, 9-20
 - one-touch recipients, 9-16
 - speed dial recipients, 9-18
 - electrical safety, 1-2
 - electrical specifications, 1-18
 - energy save mode, 3-7
 - enhanced print-quality mode, 11-23
 - entering text on the control panel, 9-14
 - envelopes
 - loading, 6-11
 - printable area, 6-24
 - environmental specifications, 1-17
 - error messages, 11-33
- F**
- fax
 - print counter, 9-21
 - send/receive results, 9-21
 - total scan counter, 9-21
 - troubleshooting, 9-23
 - fax communication setup menu, 9-7
 - fax dial setup menu, 9-4
 - fax mode, 9-2
 - fax receive setup menu, 9-5

- fax reports menu, 9-7
- fax results, 2-13
- fax send setup menu, 9-5
- faxing, 9-1
 - adding group dial entries, 9-19
 - adding one-touch dial entries, 9-15
 - adding speed dial entries, 9-17
 - broadcast transmission, 9-10
 - canceling a document queued in memory, 9-11
 - communication setup menu, 9-7
 - control panel default mode, 3-10
 - control panel symbols, 9-3
 - deleting or editing group dial entries, 9-20
 - dial setup menu, 9-4
 - edit or delete one-touch entries, 9-16
 - editing or deleting group dial entries, 9-20
 - editing or deleting speed dial entries, 9-18
 - fax mode display, 9-3
 - from the ADF, 9-8
 - from the document glass, 9-9
 - managing, 9-2
 - manually, 9-12
 - problems receiving, 9-25
 - product counters, 9-21
 - receive setup menu, 9-5
 - receiving, 9-12
 - receiving automatically, 9-12
 - registering recipients, 9-13
 - reports, 9-21
 - reports menu, 9-7
 - send setup menu, 9-5
 - sending, 9-8
 - sending a fax at a specified time, 9-11
 - setting a destination, 9-16
 - settings, 9-4
 - setup, 9-4
 - solving fax problems, 9-23
 - solving problems, 9-23
 - to multiple recipients, 9-10
 - using the phone book, 9-13
- features
 - product configurations, 2-5
- feed rollers
 - cleaning, 10-6

G

- getting help, 11-38
- glossy paper
 - loading, 6-21
- guidelines
 - printing safety, 1-5

H

- help
 - resources, 2-18
- high-resolution print mode, 11-23
- host names
 - using with Domain Name Service (DNS), 4-8
- HTTP, 4-2

I

- ID card copying, 7-9
- images
 - adjusting placement, 7-8
- individual
 - adding a speed dial entry, 9-15
 - deleting, 9-16
 - editing, 9-16
 - fax directory, 9-15
- information
 - about your system, 2-18
 - information pages, 2-18
 - Installation Guide, 2-18
 - product management tools, 2-18
 - Quick Use Guide, 2-18
 - resources, 2-18
 - technical support, 2-18
 - video tutorials, 2-18
 - web links, 2-18
- information pages, 2-12
 - Configuration page, 2-12
 - Menu Map, 2-12
- installing
 - options, 5-3
- installing over a network, 4-5

- IP address
 - changing or modifying using
 - CentreWare IS, 4-8
 - dynamic, 4-7
 - format, 4-6
 - router address, 4-6
 - setting automatically (Windows only), 4-7
 - setting manually, 4-8
 - static, 4-8
- IPP, 4-2
- J**
- jams
 - solving, 11-17
- L**
- labels
 - loading, 6-18
- laser lens
 - cleaning, 10-7
- LCD contrast, 3-7
- letterhead
 - loading, 6-19
- loading
 - labels, 6-18
 - paper in Tray 1, 6-7
 - paper in Tray 2, 6-25
- local Domain Name Service (DNS) name
 - space, 4-8
- location of the product, 1-5
- LPD/LPR, 4-3
- M**
- Mac OS X
 - print settings, 5-13
- Macintosh print driver
 - 2-sided printing, 5-14
 - ColorSync, 5-15
 - copies and pages, 5-13
 - cover page, 5-15
 - layout, 5-14
 - page attributes, 5-12
 - page setup, 5-12
 - paper feed, 5-15
 - paper handling, 5-15
 - paper size options, 5-12
 - print options, 5-12
 - print settings, 5-13
 - scheduler, 5-14
- maintenance
 - cleaning, 10-2
 - consumables, 10-15
 - general precautions, 10-2
 - ordering supplies, 10-16
 - routine maintenance items, 10-15
 - safety, 1-4
- managing
 - copy functions, 7-3
 - fax functions, 9-2
 - scan functions, 8-9
- manual faxing, 9-12
- manually setting the printer's IP address
 - overrides DHCP, 4-8
- manually setting the system's IP address, 4-8
 - overrides AutoIP, 4-8
- Material Safety Data Sheet, 1-19
- MCC
 - using, 3-4
- media
 - supported, 6-2
- media mismatch behavior, 3-12
- memory, 1-18
- Menu Map, 2-12
- messages, 11-33
- MFP ControlCentre
 - using, 3-4
- misfeeding, 11-18
- modes
 - copy, 7-1
 - fax, 9-1
 - print-quality, 11-23
- modifying the IP address using
 - CentreWare IS, 4-8
- moving the product, 10-4
- N**
- network
 - basics, 4-1
 - BOOTP, 4-2
 - connection, 4-4
 - DHCP, 4-2
 - DNS, 4-8
 - HTTP, 4-2
 - installing, 4-5
 - IPP, 4-2

- LPD/LPR, 4-3
 - mask, 4-6
 - overview, 4-4
 - port 9100, 4-3
 - protocols, 4-2
 - SLP, 4-3
 - SMTP, 4-3
 - SNMP, 4-3
 - TCP/IP, 4-4
- O**
- operational safety, 1-5
 - options
 - additional trays, 2-5
 - configuring, 5-3
 - duplex unit, 2-5
 - memory, 2-5
 - ordering supplies, 10-15, 10-16
 - output bin, 6-3
 - adjusting, 6-3
 - overlays
 - adding, 5-9
 - deleting, 5-9
 - editing, 5-9
 - printing, 5-9
- P**
- page margins, 6-24
 - Page setup settings
 - Page attributes options, 5-12
 - custom paper size options, 5-12
 - paper
 - loading, 6-5
 - supported, 6-2
 - types, 6-2
 - paper jams, 11-2
 - clearing, 11-4
 - document feeder, 11-14
 - duplex unit, 11-13
 - inside product, 11-4
 - preventing, 11-2
 - solving problems, 11-17
 - Tray 1, 11-9
 - Tray 2, 11-11
 - paper path, 11-3
 - paper priority
 - setting, 7-6
 - paper source setup menu, 3-14
 - parts of the product, 2-2
 - performance specifications, 1-18
 - photo print-quality mode, 11-23
 - physical specifications, 1-17
 - port 9100, 4-3
 - poster printing, 5-8
 - print quality
 - modes, 11-23
 - printable area, 6-24
 - printer
 - physical specifications, 1-17
 - printer driver, 5-2
 - controlling print-quality, 11-23
 - installing, 2-6
 - Macintosh, 5-12
 - Windows, 5-4
 - printing
 - 2-sided, 6-28
 - 2-sided copies, 7-10
 - basics, 6-1
 - card stock, 6-10
 - configuration page, 2-12
 - envelopes, 6-11
 - glossy paper, 6-21
 - labels, 6-18
 - letterhead, 6-19
 - Menu Map, 2-12
 - overlays, 5-9
 - plain paper, 6-6
 - safety guidelines, 1-5
 - specialty media, 6-21
 - thick card stock, 6-10
 - transparency, 6-20
 - watermarks, 5-11
 - print-quality
 - adjusting color, 11-24
 - print-quality modes
 - automatic, 11-23
 - enhanced, 11-23
 - photo, 11-23
 - standard, 11-23
 - print-quality problems
 - troubleshooting, 11-23
 - problems receiving faxes, 9-25
 - problems sending faxes, 9-24

- product
 - available configurations, 2-5
 - configuring, 3-5
 - control panel features, 2-7
 - default mode, 3-10
 - energy save mode, 3-7
 - features, 2-4
 - front view, 2-2
 - information resources, 2-18
 - maintenance, 10-1
 - managing software, 3-1
 - moving, 10-4
 - options, 2-5
 - setup, 3-5
 - speaker volume, 3-9
- product specifications, 1-17
- product status, 2-13
- protocols
 - network, 4-2
- R**
 - receiving faxes, 9-12
 - receiving faxes automatically, 9-12
 - receiving faxes manually, 9-12
 - recipients
 - specifying, 8-8
 - recycling and disposing product, 1-20
 - recycling supplies, 10-16
 - registering recipients, 9-13
 - regulatory information
 - Canada, 1-7
 - Europe, 1-8
 - United States, 1-7
 - removing
 - a group, 9-20
 - an individual, 9-16
 - reports
 - fax, 9-21
 - fax menu, 9-7
 - fax send/receive results, 9-21
 - print report menu, 2-14
 - printing, 9-22
 - resolution
 - specifying, 11-23
 - resources
 - information, 2-18
- router address
 - IP address, 4-6
- routine maintenance items, 10-15
- S**
 - safety
 - electrical, 1-2
 - maintenance, 1-4
 - operational, 1-5
 - printing guidelines, 1-5
 - symbols, 1-6
 - user, 1-1
 - saved settings
 - creating, 5-4
 - deleting, 5-4
 - scan driver
 - installing, 2-6
 - scan to email, 8-3
 - ADF, 8-5
 - cancel queued transmission, 8-6
 - document glass, 8-7
 - one-touch dial list, 8-8
 - phone book list, 8-8
 - searching the phone book, 8-9
 - specify recipient, 8-8
 - speed dial list, 8-8
 - stopping the transmission, 8-6
 - scanner lamp
 - setting off time, 3-9
 - scanning
 - basic, 8-1
 - changing the image size, 8-9
 - changing the scan mode settings, 8-9
 - compression encoding, 8-9
 - data format, 8-9
 - loading originals in the document
 - feeder, 7-2
 - loading originals on the document
 - glass, 7-2, 8-2
 - resolution, 8-9
 - scan to email, 8-3
 - USB, 8-2
 - selecting
 - a print-quality mode, 11-23
 - send setup menu, 9-5
 - sending a fax, 9-8

- sending a fax at a specified time, 9-11
 - changing the scan mode, 8-9
 - control panel language, 3-8
 - copy density, 7-4
 - copy quality, 7-4
 - LCD contrast, 3-7
 - media mismatch behavior, 3-12
 - paper priority, 7-6
 - product's IP address manually, 4-8
 - scanner lamp off, 3-9
 - toner out action, 3-11
 - setup
 - fax, 9-4
 - scan to email, 8-3
 - SMTP, 8-3
 - user settings, 3-5
 - SLP, 4-3
 - SMTP, 4-3
 - SNMP, 4-3
 - software
 - managing, 3-1
 - speaker volume, 3-9
 - specialty media
 - loading, 6-21
 - specifications
 - controller, 1-18
 - environmental, 1-17
 - memory, 1-18
 - performance, 1-18
 - product, 1-17
 - specifying recipients, 8-8
 - specifying the copy zoom ratio, 7-7
 - speed dial
 - adding, 9-17
 - deleting, 9-18
 - editing, 9-18
 - status messages, 11-33
 - supplies, 1-6
 - ordering, 10-15
 - recycling, 10-16
 - toner cartridges, 10-15
 - when to order, 10-16
 - supported paper and media, 6-2
 - symbols marked on product, 1-6
 - system
 - advanced features, 2-5
- T**
 - TCP/IP, 4-4
 - technical support, 2-18
 - thick card stock, 6-10
 - toner cartridge
 - ordering, 10-15
 - toner out action, 3-11
 - transparency
 - loading, 6-20
 - Tray 2 feed rollers
 - cleaning, 10-12
 - troubleshooting
 - duplex unit, 11-21
 - fax problems, 9-23
 - general, 11-19
 - MFP ControlCentre, 11-22
 - paper jams, 11-2
 - PhaserSMART, 2-18
 - printer driver, 11-21
 - print-quality problems, 11-23
 - product management software, 11-22
 - receiving faxes, 9-25
 - sending faxes, 9-24
 - technical support, 2-18
- U**
 - user safety, 1-1
 - user setup, 3-5
 - using host names with Domain Name Service (DNS), 4-8
- V**
 - views of the product
 - back, 2-3
 - front, 2-2
 - open, 2-3
 - options, 2-5
- W**
 - watermarks
 - adding, 5-10
 - deleting, 5-10
 - editing, 5-10
 - printing, 5-11
 - web links
 - information, 2-18

X

Xerox

- supplies recycling programs, 10-16
- supplies website, 10-16

Z

zoom ratio

- customizing, 7-7
- presets, 7-7
- specifying, 7-7