



# User Guide

Guide d'utilisation

Guida dell'utente

Benutzerhandbuch

Guía del usuario

Guia do Usuário

Gebruikershandleiding

Användarhandbok

Руководство пользователя

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*Introduction*

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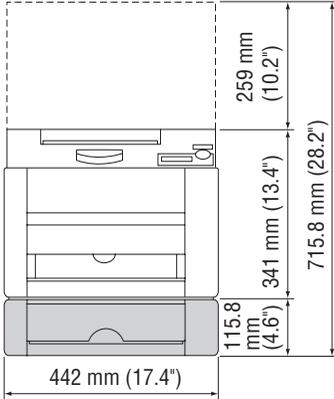
**1**

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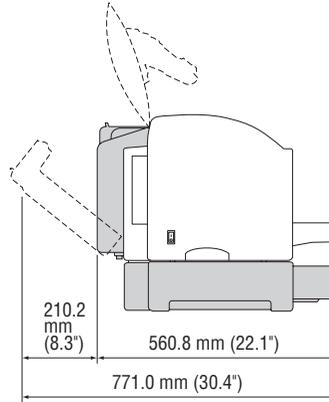
# Getting Acquainted with Your Printer

## Space Requirements

To ensure easy operation, consumable replacement and maintenance, adhere to the recommended space requirements detailed below.



Front View



Side View



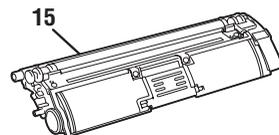
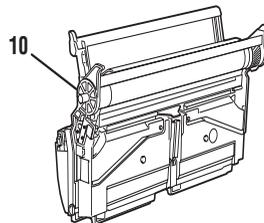
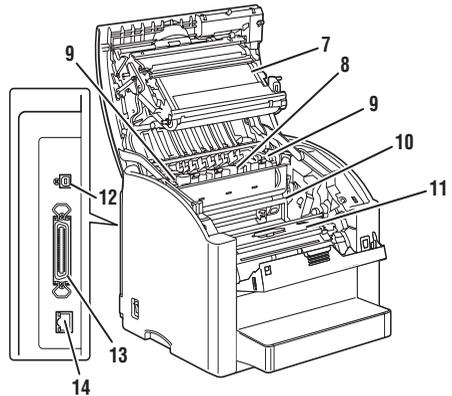
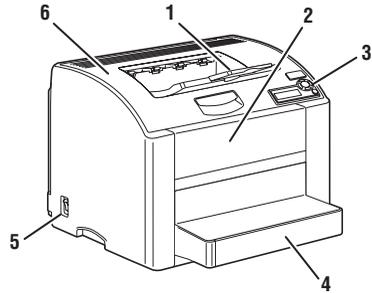
*The options appear shaded in the above illustration.*

# Printer Parts

The following drawings illustrate the parts of your printer referred to throughout this guide, so please take some time to become familiar with them.

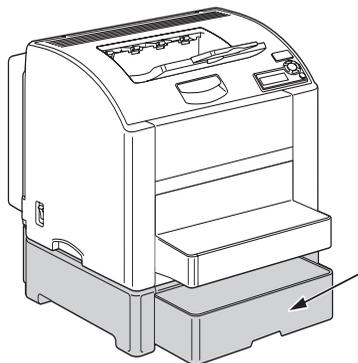
## Front View

- 1 Output tray
- 2 Front cover
- 3 Control panel
- 4 Tray 1  
(Multipurpose tray)
- 5 Power switch
- 6 Top cover
- 7 Transfer belt
- 8 Fuser
- 9 Fuser separator levers
- 10 Imaging unit
- 11 Toner cartridge carousel  
(containing 4 toner  
cartridges: C, M, Y,  
and K)
- 12 USB port
- 13 Parallel port
- 14 10Base-T/100Base-TX  
(IEEE 802.3) Ethernet  
Interface port
- 15 Toner cartridge



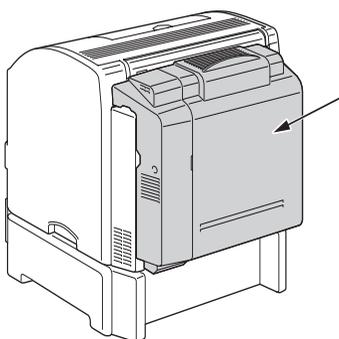
## Front View with Options

Tray 2



## Rear View with Options

Duplex unit



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***Network Printing***

**2**

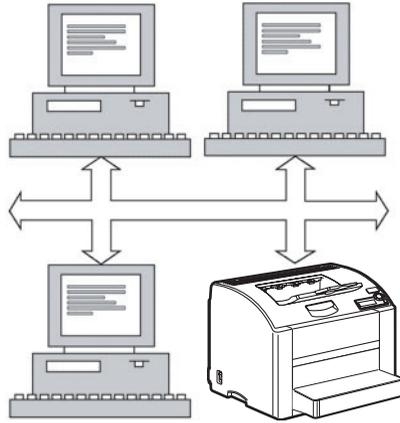
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# Network Connection

## Theory

To connect your printer in a TCP/IP network environment, you must make sure that the internal network addresses in the printer have been set.



# Making the Connection

## Ethernet Interface

An RJ45 connector can be used as the Ethernet interface for this printer.

When connecting your printer to an Ethernet network, the tasks you perform depend on how you plan to set the printer's IP (Internet Protocol) address.

Since the IP address for each PC and printer on your network must be unique, you usually need to modify this preset address so it doesn't conflict with any other IP address or your network or any attached network. You can do this in one of two ways. Each is explained in detail in the following sections.

- Using DHCP
- Setting the address manually

## Using DHCP

If your network supports DHCP (Dynamic Host Configuration Protocol), the printer's IP address will be automatically assigned by the DHCP server when you turn on the printer. (For a description of DHCP, see the Network Printing section in the *Phaser 6120 Reference Guide* on the *Software and Documentation CD-ROM*.)



*If your printer is not automatically assigned an IP address, verify that DHCP is enabled on the printer (MENU > PRINTABLE PAGES MENU > CONFIGURATION). If it is not enabled, you can enable it in the MENU > CONNECTION SETUP > NETWORK SETUP > TCP/IP > DHCP/BOOTP menu.*

- 1 Connect your printer to the network.  
*Using an Ethernet cable, plug the RJ45 connector into the Ethernet interface port of the printer.*
- 2 Turn on your PC and printer.
- 3 When the printer's message window displays **READY**, install the printer driver and utilities.

## Setting the Address Manually

You may also manually change the printer's IP address, subnet mask, and gateway by using the following instructions. (For more information, see Understanding the Ethernet Configuration Menus in the *Phaser 6120 Reference Guide* on the *Software and Documentation CD-ROM*.)



*When the IP address is changed, add a new port or reinstall the printer driver.*



### CAUTION

You should always notify the network administrator before changing the printer's IP address.

- 1 Turn on your PC and printer.
- 2 When the printer's message window displays **READY**, set the IP address.
  - a Select **Connection Setup**, and then press the **Menu/Select** key.
  - b Select **Network Setup**, and then press the **Menu/Select** key.
  - c Select **TCP/IP**, and then press the **Menu/Select** key.
  - d Select **IP Address**, and then press the **Menu/Select** key.
  - e Use the **Up** and **Down** keys to select the IP Address.
  - f Use the **Right** and **Left** keys to move to the next set of numbers.
  - g Repeat Steps e and f until you have selected the entire IP Address.
- 3 If you do not need to set the subnet mask or gateway, go to step 5.

To set the subnet mask, but not the default router, go to step 8.

To set the default router, follow these steps.

- a Select **Default Router**, and then press the **Menu/Select** key.
- b Use the **Up** and **Down** keys to select the Default Router numbers.
- c Use the **Right** and **Left** keys to move to the next set of numbers.
- d Repeat Steps a and b and c until you have selected the entire Default Router number.

- 4 If you do not need to set the subnet mask, go to step 5.

To set the subnet mask, follow these steps.

- a Select **Subnet Mask**, and then press the **Menu/Select** key.
  - b Use the **Up** and **Down** keys to select the Subnet Mask numbers.
  - c Use the **Right** and **Left** keys to move to the next set of numbers.
  - d Repeat Steps a and b and c until you have selected the entire Subnet Mask number.
- 5 Save your configuration changes and make the printer ready for printing again.
  - 6 Press the **Up** key until the menu displays **READY**.
  - 7 Print a configuration page to verify that the correct IP address, subnet mask, and gateway have been set.
    - a Select **Printable Pages**, and then press the **Menu/Select** key.
    - b Select **Configuration**, and then press the **Menu/Select** key.
    - c Press the **Menu/Select** key.
  - 8 When the printer's message window displays **READY**, install the printer driver and utilities.

# Network Printing

The Phaser 6120 printer supports the following network protocols:

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

This chapter defines each of these protocols and then explains how to print via IPP.

## 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 systems, 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.

## Unicast, Multicast, and Broadcast

SLP is a unicast and a multicast protocol. This means that messages can be sent to one agent at a time (unicast) or to all agents (that are listening) at the same time (multicast). However, a multicast is not a broadcast. In theory, broadcast messages are "heard" by every node on the network. Multicast differs from broadcast because multicast messages are only "heard" by the nodes on the network that have "joined the multicast group."

For obvious reasons network routers filter almost all broadcast traffic. This means that broadcasts that are generated on one subnet will not be "routed" or forwarded to any of the other subnets connected to the router (from the router's perspective, a subnet is all machines connected to one of its ports). Multicasts, on the other hand, are forwarded by routers. Multicast traffic from a given group is forwarded by routers to all subnets that have at least one machine that is interested in receiving the multicast for that group.

## 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.

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***About the  
Software***

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**3**

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# Software and Documentation CD-ROM

## PostScript Drivers

Operating System	Use/Benefit
Windows XP/Server 2003/2000	These drivers give you access to all of the printer features, including finishing and advanced layout. See also “Selecting Driver Options/Defaults (for Windows)” on page 17.
Windows NT 4.0	



*When using Windows Me/98SE, use the PPD file for Windows Me/98SE. See also “Selecting Driver Options/Defaults (for Windows)” on page 17.*



*A specific PPD file has been prepared for applications (such as PageMaker and CorelDRAW) that require that a PPD file be specified when printing. When specifying a PPD file while printing on Windows XP, Server 2003, 2000 and NT 4.0, use the specific PPD file provided on the Software and Documentation CD-ROM in `drivers\<operating_system>\PPD`.*

## PPD Files

Operating System	Use/Benefit
Windows XP/Server 2003/2000/Me/98SE/NT 4.0	These PPD files allow you to install the printer for a variety of platforms, drivers, and applications.
Macintosh OS 9/X	These files are required in order to use the printer driver for each operating system. For details of the Macintosh and Linux printer drivers, refer to the <i>Phaser 6120 Reference Guide</i> on the <i>Software and Documentation CD-ROM</i> .
Linux	

## PCL Drivers

Operating System	Use/Benefit
Windows XP/Server 2003/2000	These drivers give you access to all of the printer features, including finishing and advanced layout. See also "Selecting Driver Options/Defaults (for Windows)" on page 17.
Windows Me/98SE	
Windows NT 4.0	

## Utilities

Utility	Use/Benefit
Download Manager	This utility, which can be used only if the optional hard disk is installed, enables fonts and overlay data to be downloaded to the printer hard disk.
CentreWare Internet Services	With a Web browser, the status of printers can be checked, and the various settings can be changed. For details, see the <i>Phaser 6120 Reference Guide</i> on the <i>Software and Documentation CD-ROM</i> .

# System Requirements

- Personal computer
  - Pentium 2: 400 MHz (Pentium 3: 500 MHz or higher is recommended)
  - Power Mac G3 or later (G4 or later is recommended)
- Operating System
  - Microsoft Windows XP Home Edition/Professional (Service Pack 1 or later), Windows Server 2003, Windows 2000 (Service Pack 4 or later), Windows Me, Windows 98SE, Windows NT 4.0 (Service Pack 6 or later)
  - Mac OS 9 (9.1 or later)
  - Mac OS X (10.2 or later), Mac OS X Server (10.2 or later)
  - Red Hat Linux 9.0 or later, SUSE Linux 8.2 or later
- Free hard disk space
  - Approximately 20 MB of free hard disk space for printer driver and Status Monitor
  - Approximately 128 MB of free hard disk space for image processing
- RAM
  - 128 MB or more
- CD-ROM/DVD drive
- One of the following I/O interfaces:
  - 10Base-T/100Base-TX (IEEE 802.3) Ethernet interface port
  - USB Revision 2.0 and USB Revision 1.1 compliant port
  - IEEE 1284 compatible parallel port



*For details of the Macintosh and Linux printer drivers, refer to the Phaser 6120 Reference Guide on the Software and Documentation CD-ROM.*

# Selecting Driver Options/Defaults (for Windows)

Before you start working with your printer, you are advised to verify/change the default driver settings. Also, in case you have options installed, you should enable the options in the driver.

## Windows XP/Server 2003/2000/NT 4.0

- 1 Choose the driver's properties as follows:
  - (Windows XP/Server 2003)  
From the **Start** menu, choose **Printers and Faxes** to display the **Printers and Faxes** directory. Right-click the Phaser 6120 PostScript or Phaser 6120 PCL6 printer icon and choose **Properties**.
  - (Windows 2000/NT 4.0)  
From the **Start** menu, choose **Settings**, and then **Printers** to display the **Printers** directory. Right-click the Phaser 6120 PostScript or Phaser 6120 PCL6 printer icon and choose **Properties**.
- 2 If you have installed options, proceed with the next step. Otherwise, skip to step 9.
- 3 Select the **Configure** tab.
- 4 Check that the installed options are correctly listed. If not, proceed with the next step. Otherwise, continue with step 8.
- 5 Click the **Refresh** button to automatically configure installed options.
  -  *The **Refresh** button is available only if bi-directional communication is available with the printer; otherwise it is grayed out.*
- 6 From the **Device Option** list, select an option, one at a time, and then select **Enable** or **Disable** from the **Settings** drop-down list.
  -  *If **Printer Memory** is selected, select **128 MB**, **256 MB**, **384 MB** or **640 MB**, according to the installed memory. The factory default setting is **128 MB**.*
- 7 Click **Apply**.
  -  *Depending on the version of the operating system, **Apply** may not appear. If this is the case, continue with the next step.*
  -  *With Windows NT 4.0, right-click the Phaser 6120 PostScript or the Phaser 6120 PCL6 printer icon in the Printers directory, and then click **Document Defaults**. Skip to step 10.*
- 8 Select the **General** tab.

- 9 Click **Printing Preferences**.  
The Printing Preference dialog box appears.
- 10 Select the default settings for your printer, such as the default media format you use, on the appropriate tabs.
- 11 Click **Apply**.
- 12 Click **OK** to exit from the Print preference dialog box.
- 13 Click **OK** to exit from the Properties dialog box.

## Windows Me/98SE (Xerox Phaser 6120 PostScript)

- 1 Choose the driver's properties as follows:
  - From the **Start** menu, choose **Settings**, and then **Printers** to display the **Printers** directory. Right-click the Phaser 6120 PPD printer icon and choose **Properties**.
- 2 Select the **Device Options** tab.
- 3 Check that the installed options are correctly listed. If not, proceed with the next step. Otherwise, continue with step 6.
- 4 From the **Installable options** list, select an option, one at a time, and then select **Installed or Not Installed** from the **Change setting for:** menu.
- 5 Click **Apply**.
- 6 Select the default settings for your printer, such as the default media format you use, on the appropriate tabs.
- 7 Click **Apply**.
- 8 Click **OK**.

## Windows Me/98SE (Xerox Phaser 6120 PCL6)

- 1 Choose the driver's properties as follows:
  - From the **Start** menu, choose **Settings**, and then **Printers** to display the **Printers** directory. Right-click the Phaser 6120 PCL6 printer icon and choose **Properties**.
- 2 Select the **Configure** tab.
- 3 Check that the installed options are correctly listed. If not, proceed with the next step. Otherwise, continue with step 7.
- 4 Click the **Refresh** button to automatically configure installable options.



*The **Refresh** button is available only if bi-directional communication is available with the printer; otherwise it is grayed out.*

- 5 From the **Device Options** list, select an option, one at a time, and then select **Enable** or **Disable** from the **Settings** drop-down list.



*If **Printer Memory** is selected, select **128 MB**, **256 MB**, **384 MB** or **640 MB**, according to the installed memory. The factory default setting is **128 MB**.*

- 6 Click **Apply**.
- 7 Select the default settings for your printer, such as the default media format you use, on the appropriate tabs.
- 8 Click **Apply**.
- 9 Click **OK**.

## Enabling Options (for Macintosh)

If you have options installed, enable the options in the driver.

- 1 Use the **Printer Setup Utility**, select the **Phaser 6120 printer** from the printer list.
- 2 Click the **Show Info** icon and select **Installable Options** from the menu.
- 3 Select the options installed on the printer.

## Selecting Printing Options

### Selecting Printing Preferences (Windows)

Printer preferences control all of your print jobs, unless you override them specifically for a job. For example, if you want to use automatic 2-sided printing for most jobs, set this option in printer preferences.

- 1 Click **Start**, select **Settings**, and then click **Printers**.
- 2 In the **Printers** folder, right-click the icon for your printer.
- 3 From the popup menu, select **Printer Preferences** or **Properties**.
- 4 Make selections on the driver tabs, and then click the **OK** button to save your selections.



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

## Selecting Options for an Individual Job (Windows)

If you want to use special printing options for a particular job, change the driver settings before sending the job to the printer. For example, if you want to print two copies of a document, select this setting in the driver before printing that job.

- 1 With the desired document or graphic open in your application, access the Print dialog box.
- 2 Select the Phaser 6120 printer and click its **Properties** button to open the printer driver.
- 3 Make selections from the driver tabs.
- 4 Click the **OK** button to save your selections.
- 5 Print the job.

## Printing Options for the PostScript and PCL Printer Driver



*When using the Phaser 6120 PCL6 printer driver on Windows Me/98SE, a tab for specifying printer settings appears on the dialog box. For details about using the Phaser 6120 PPD on Windows Me/98SE, see "Printing Options for the Windows Me/98SE PostScript File" on page 23.*

## Saved Settings

Saved settings enable you to save customized settings to be used later. This setting is available on the Basic, Layout, Cover Page, Overlay, Watermark, and Quality tabs

## Advanced Tab (PostScript Printer Driver Only)

The Advanced Tab allows you to

- Specify the PostScript output method
- Specify whether or not the error messages of a print job are printed
- Print a mirror image

## Basic Tab

The Basic Tab allows you to

- Specify the orientation of the media
- Specify the size of the original document
- Select the output media size
- Zoom (expand/reduce) documents
- Specify the paper source
- Specify the type of media
- Specify the number of copies
- Turn on/off job collation\*
- Save a print job on the printer and print it later (Walk-Up Features)\*
- Save a confidential job on the printer and protect it with a password\*
- Print a single copy for proofing\*
- Send a notification by email when printing is finished
- Specify user information such as email addresses and passwords

*\*To use this feature, the printer must have a hard drive installed and enabled.*

## Layout Tab

The Layout Tab allows you to

- Print several pages of a document on the same page (Pages/Sheet printing)
- Specify booklet printing
- Rotate the print image 180 degrees
- Specify duplex printing
- Specify whether or not blank pages are printed (PCL printer driver only)
- Adjust the binding margin (PCL printer driver only)
- Adjust the printing position (PCL printer driver only)

## Cover Page Setting Tab

The Cover Page Tab allows you to

- Print front and back cover pages and separator pages
- Specify the paper tray that contains the paper for the front and back cover pages and separator pages

## Overlay Tab



*Be sure to use overlays with print jobs with a paper size and orientation that matches the overlay form. In addition, if settings have been specified for "Pages/Sheet" or "Booklet" in the printer driver, the overlay form cannot be adjusted to match the specified settings.*

The Overlay Tab allows you to

- Select the form to use
- Add or delete overlay files
- Launch Download Manager to download a form (PostScript printer driver only)



*Download Manager Application should be installed earlier.*

- Create a form (PCL printer driver only)
- Specify that the document and form are printed overlapping (PCL printer driver only)
- Display the form information (PCL printer driver only)
- Print the form on All Pages, First Page, Even Pages and Odd Pages
- Place the form in back of the document or in front on the printed document (PCL printer driver only)

## Watermark Tab

The Watermark Tab allows you to

- Select the watermark to be used
- Create, edit or delete watermarks
- Lighten the density of the watermark
- Print the watermark on only the first page
- Print the watermark repeatedly throughout all the pages

## Quality Tab

The Quality Tab allows you to

- Switch between color and grayscale printing
- Specify the printer color settings (Adjust Color)
- Specify the resolution for the printout
- Specify the format of fonts that are to be downloaded
- Print using the printer's fonts

## Version Tab

The Version Tab allows you to view information about the printer driver.

## Printing Options for the Windows Me/98SE PostScript File



*A tab for specifying printer settings appears in the dialog box.*

## Paper Tab

The Paper Tab allows you to

- Specify the size of the original document
- Print several pages of a document on the same page (Pages/Sheet printing)
- Specify the orientation of the media
- Rotate the print image 180 degrees
- Specify the paper source
- Specify the number of copies
- Specify the desired paper size when a Custom page is selected
- Specify the margins at the top, bottom, left and right
- Specify duplex and booklet printing
- View information about the printer driver

## Graphics Tab

The Graphics Tab allows you to

- Specify the resolution for the printout
- Specify the printer color settings
- Select the halftone setting
- Switch between color and monochrome printing
- Print a mirror image
- Scale (expand/reduce) documents

---

***Printer Control  
Panel and  
Configuration  
Menu***

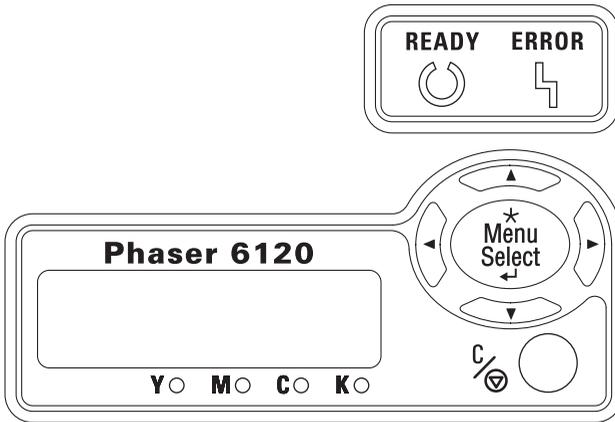
---

**4**

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# About the Control Panel

The control panel, located on the top of the printer, allows you to direct the printer's operation. In addition, it displays the current status of the printer, including any condition that needs your attention.



## Control Panel Indicators and Keys

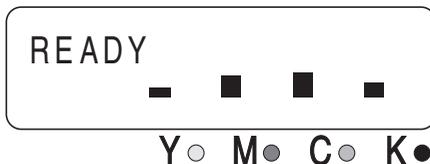
No.	Indicator	Off	On
1	<p><b>Ready</b></p> 	The printer is not ready to accept data.	The printer is ready to accept data.
2	<p><b>Error</b></p> 	No problem.	The printer requires operator attention (usually accompanied by a status message in the message window).

No.	Key	Function
3		<ul style="list-style-type: none"> <li>■ Moves up in the menu structure</li> <li>■ Within a menu choice that is changeable character by character, scrolls upward through the available characters</li> </ul>

No.	Key	Function
4		<ul style="list-style-type: none"> <li>■ Moves right in the menu structure</li> <li>■ Moves right through the available menu choices</li> </ul>
5		<ul style="list-style-type: none"> <li>■ Moves down in the menu structure.</li> <li>■ Within a menu choice that is changeable character by character, scrolls downward through the available characters</li> </ul>
6		<ul style="list-style-type: none"> <li>■ Moves left in the menu structure</li> <li>■ Moves left through the available menu choices</li> </ul>
7		<ul style="list-style-type: none"> <li>■ Cancels the currently displayed menu choice</li> <li>■ Allows you to cancel one or all print jobs that are currently being printed or processed: <ol style="list-style-type: none"> <li>1. Press the <b>Cancel</b> key.</li> <li>2. Press the <b>Right</b> or <b>Left</b> keys to select either. CANCEL JOB/CURRENT or CANCEL JOB/ALL.</li> <li>3. Press the <b>Menu/Select</b> key. The print job(s) is (are) cancelled.</li> </ol> </li> </ul>
8		<ul style="list-style-type: none"> <li>■ Enters the menu system</li> <li>■ Selects the displayed menu choice</li> </ul>

## Toner Supply Indicators

The indicators shown below will appear, indicating the amount of toner that remains in the yellow (Y), magenta (M), cyan (C), and black (K) toner cartridges.



## Printing the Menu Map

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

- 1 On the control panel, select **Printable Pages** menu, and then press the **Menu/Select** key.
- 2 Select **Menu Map**, and then press the **Menu/Select** key.
- 3 Select **Yes**, and then press the **Menu/Select** key.

# PROOF/PRINT MENU



*This menu item appears only if an optional hard disk is installed.*

With this menu item, print jobs that are saved on the hard disk by using Walk-Up Features on the Basic tab of the printer driver can be printed or deleted.



*All factory default values are shown in bold.*

<b>MENU</b>  PROOF/ PRINT MENU	"User name "	SECURE "Job name "	PRINT	PIN XXXX**	PRINTS <b>1</b>
			DELETE	PIN XXXX**	
		PROOF "Job name "	PRINT	PRINTS <b>1</b>	
			DELETE		
		PRINT/ HOLD "Job name "	PRINT	PRINTS <b>1</b>	
			DELETE		
		SAVED "Job name "	PRINT	PRINTS <b>1</b>	
			DELETE		



*\* If no jobs have been stored on the hard disk, NO SAVED JOBS appears.*

*\*\* In order to print or delete a secure job, enter the four-digit password specified from the printer driver. For details on entering the password, refer to "Entering the Password" on page 29.*

## Entering the Password

In order to print or delete a secured job, the four-digit password specified from the printer driver must be entered. Follow the procedure described below to type in the four-digit password specified from the printer driver.

- 1 Press the **Up** and **Down** keys to increase or decrease the first digit of the password.
- 2 Press the **Right** key to move the cursor to the next digit.
- 3 Press the **Up** and **Down** keys to increase or decrease the second digit of the password.
- 4 Continue these steps until all four digits of the password are specified.
- 5 Press the **Menu/Select** key.

*The PRINT/DELETE selection screen appears.*



*If an incorrect password is entered, INVALID ENTRY appears and the screen for entering the password appears again.*

## PRINTABLE PAGES MENU

With this menu, printer information, such as the configuration page and the demo page, can be printed.



*All factory default values are shown in bold.*

MENU MAP	Settings	<b>YES</b> /NO	
	Prints the menu map.		
CONFIGURATION	Settings	<b>YES</b> /NO	
	Prints the configuration page.		
SUPPLIES PAGE	Settings	<b>YES</b> /NO	
	Prints the statistics page such as the number of pages printed.		
FONT LIST	POSTSCRIPT	Settings	<b>YES</b> /NO
		Prints the PostScript font list.	
	PCL	Settings	<b>YES</b> /NO
		Prints the PCL font list.	
DIRECTORY LIST	Settings	<b>YES</b> /NO	
	Prints the directory list of the hard disk and flash.  <i>If the hard disk drive is not installed, only the flash directory list is printed.</i>		
DEMO PAGE	Settings	<b>YES</b> /NO	
	Prints the demo page.		

# PAPER MENU

With this menu, the media used for printing can be managed.

All factory default values are shown in bold.

INPUT TRAY	TRAY 1 MODE	Settings		<b>AUTO</b> /CASSETTE
		<p>When printing from Tray 1, select whether the paper size and paper type set from the printer driver or the MEDIA SIZE and MEDIA TYPE settings set by selecting PAPER MENU/INPUT TRAY/TRAY 1 in the control panel have priority.</p> <p>If <b>AUTO</b> is selected, the printer driver settings have priority during printing.</p> <p>If <b>CASSETTE</b> is selected, printing is performed when the printer driver settings and the control panel settings are all the same.</p>		
	TRAY 1	MEDIA SIZE	Settings	<b>LETTER</b> /LEGAL/ EXECUTIVE/ <b>A4</b> /A5/ B5 (JIS)/B5 (ISO)/GOVT LETTER/STATEMENT/ FOLIO/SP FOLIO/UK QUARTO/FOOLSCAP/GOVT LEGAL/ENV# 10/ENV C5/ENV C6/ENV DL/ENV MONARCH/JPOST/CUSTOM
			<p>Select the setting for the size of paper loaded into Tray 1.</p> <p> <i>The default setting for 110 volt printers is LETTER. The default setting for 220 volt printers is A4.</i></p>	
TRAY 1	MEDIA TYPE	Settings	<b>PLAIN PAPER</b> / TRANSPARENCY/LABEL/ LETTERHEAD/ENVELOPE/ POSTCARD/THICK/ GLOSSY	
		<p>Select the setting for the type of paper loaded into Tray 1.</p>		

	TRAY 2**	MEDIA SIZE	Settings	<b>LETTER/A4</b>
			Select the setting for the size of paper loaded into Tray 2.   <i>The default setting for 110 volt printers is LETTER. The default setting for all 220 volt printers is A4.</i>	
	MEDIA TYPE	Settings	<b>PLAIN PAPER/ LETTERHEAD</b>	
		Select the setting for the type of paper loaded into Tray 2.		
CUSTOM SIZE	WIDTH (xx)	Settings	<b>92-216 mm</b> <b>(3.63-8.50 in.)</b>	
		Specify the width of the custom-sized paper loaded into Tray 1.   <i>On the 110 volt printers, the settings appear in inches and the menu item appears as WIDTH (IN). On the 220 volt printers, the settings appear in millimeters and the menu item appears as WIDTH (MM).</i>		
	LENGTH (xx)	Settings	<b>148-356 mm</b> <b>(5.83-14.01 in.)</b>	
		Specify the length of the custom-sized paper loaded into Tray 1.   <i>On the 110 volt printers, the settings appear in inches and the menu item appears as LENGTH (IN). On the 220 volt printers, the settings appear in millimeters and the menu item appears as LENGTH (MM).</i>		
AUTO CONTINUE	Settings	<b>OFF/ON</b>		
	Select whether or not printing continues if the size or type of paper in the selected paper tray is different from the size or type of paper for the print job.			

	TRAY SWITCHING*	Settings	<b>YES/NO</b>
		<p>If <b>YES</b> is selected and the specified paper tray runs out of paper during printing, a paper tray loaded with paper of the same size is automatically selected so printing can continue.</p> <p>If <b>NO</b> is selected and the specified paper tray runs out of paper, printing stops.</p>	
DUPLEX	Settings	<b>OFF/SHORTEDGE/LONGEDGE</b>	
	<p>If <b>OFF</b> is selected, duplex printing is not possible.</p> <p>If <b>LONGEDGE</b> is selected, the pages will be printed on both sides of the paper for long-edge binding.</p> <p>If <b>SHORTEDGE</b> is selected, the pages will be printed on both sides of the paper for short-edge binding.</p>		
ORIENTATION	Settings	<b>PORTRAIT/LANDSCAPE</b>	
	Specify the orientation of the media.		
JAM RECOVERY	Settings	<b>ON/OFF</b>	
	<p>Select whether or not the page is printed again after recovering from a paper misfeed.</p> <p>If <b>ON</b> is selected, the page that was misfed is printed again.</p> <p>If <b>OFF</b> is selected, printing continues with the next page without printing the misfed page.</p>		



\*\* These menu items appear only if the optional Tray 2 is installed.

# QUALITY MENU

With this menu, settings for the print quality can be specified.



*All factory default values are shown in bold.*

TONER REMOVAL	BLACK	Settings	<b>YES</b> /NO
		When YES is selected, the carousel rotates to the black toner cartridge, so that it can be replaced. For details on replacing the toner cartridge, refer to "Replacing a Toner Cartridge" on page 79.	
	CYAN	Settings	<b>YES</b> /NO
		When YES is selected, the carousel rotates to the cyan toner cartridge, so that it can be replaced. For details on replacing the toner cartridge, refer to "Replacing a Toner Cartridge" on page 79.	
	MAGENTA	Settings	<b>YES</b> /NO
When YES is selected, the carousel rotates to the magenta toner cartridge, so that it can be replaced. For details on replacing the toner cartridge, refer to "Replacing a Toner Cartridge" on page 79.			
YELLOW	Settings	<b>YES</b> /NO	
	When YES is selected, the carousel rotates to the yellow toner cartridge, so that it can be replaced. For details on replacing the toner cartridge, refer to "Replacing a Toner Cartridge" on page 79.		
REMOVE ALL	Settings	<b>YES</b> /NO	
	When YES is selected, the carousel rotates to each toner cartridge, so that all of them can be replaced. For details on replacing the toner cartridge, refer to "Replacing a Toner Cartridge" on page 79.		
TONER OUT ACTION	Settings	<b>STOP</b> /CONTINUE	
	When set to CONTINUE, printing continues even if the toner cartridge is empty. When set to STOP, printing stops when the toner cartridge is empty.		

DENSITY CAL	REQUEST CAL	Settings	<b>NO</b> /YES
		If YES is selected, image adjustments are performed.	
	MODE	Settings	<b>ON</b> /OFF
		If ON is selected, the image adjustments are applied. If OFF is selected, image adjustments are not applied.	
DENSITY CONTROL	BLACK	Settings	1/2/3/4/5
		Adjust the density of the black toner to one of five levels. If 1 is selected, the density is at its lightest level. If 5 is selected, the density is at its darkest level.	
	CYAN	Settings	1/2/3/4/5
		Adjust the density of the cyan toner to one of five levels. If 1 is selected, the density is at its lightest level. If 5 is selected, the density is at its darkest level.	
	MAGENTA	Settings	1/2/3/4/5
		Adjust the density of the magenta toner to one of five levels. If 1 is selected, the density is at its lightest level. If 5 is selected, the density is at its darkest level.	
	YELLOW	Settings	1/2/3/4/5
		Adjust the density of the yellow toner to one of five levels. If 1 is selected, the density is at its lightest level. If 5 is selected, the density is at its darkest level.	
TRANSFER BELT RESET COUNT	Settings	YES/NO	
		When YES is selected, the transfer belt counter is reset. Use this setting after you have installed a new transfer belt.	

## CONNECTION SETUP MENU

With this menu, interface settings can be specified.



*Restart the printer after changing settings in the NETWORK SETUP menu.*



*All factory default values are shown in bold.*

NETWORK SETUP	TCP/IP	ENABLE	Settings	<b>YES/NO</b>
			If <b>YES</b> is selected, TCP/IP is enabled.	
		If <b>NO</b> is selected, TCP/IP is disabled.		
		DHCP/ BOOTP	Settings	<b>ON/OFF</b>
			Select whether or not the IP address is automatically acquired.	
			If <b>YES</b> is selected, the IP address is automatically acquired.	
		If <b>NO</b> is selected, the IP address is not automatically acquired.		
		IP ADDRESS	Setting	<b>192.168.1.2</b>
			Set the IP address for this printer on the network.	
		Use the Up, Down, Left, and Right keys to specify the value.		
If the IP address is manually specified, DHCP/BOOTP is automatically set to <b>NO</b> .				
DEFAULT ROUTER	Setting	<b>192.168.1.2</b>		
	Specify the IP address of the router if one is on the network. Use the Up, Down, Left, and Right keys to specify the value.			

		SUBNET MASK	Settings	0 . 0 . 0 . 0
			Specify the subnet mask for the network. Use the Up, Down, Left, and Right keys to specify the value.	
		ENABLE HTTP	Settings	YES/NO
			Specify whether or not HTTP is used.  If YES is selected, the Web page provided to the printer by the built-in HTTP server is enabled.  If NO is selected, the Web page cannot be used.	
		ENABLE AUTO IP	Settings	YES/NO
			Select whether or not the IP address is automatically acquired when DHCP/BOOTP and PING, ARP are not functioning or when there is no response.  If NO is selected, the IP address is not automatically acquired.  If YES is selected, the IP address is automatically acquired.	
	IPX/SPX	FRAME TYPE	Settings	AUTO/802.2/802.3/ ETHER II/SNAP
			Specify the protocol used with NetWare.	
	ETHERTALK	NAME	Settings	Phaser 6120
			Specify the name of the printer for finding printers with Macintosh EtherTalk.  The printer name can contain a maximum of 16 characters.	
NAME2		Settings	Automatically entered	
		Specify the name of the printer for finding printers with Macintosh EtherTalk.  The printer name can contain a maximum of 16 characters.		

		NETZONE	Settings	Automatically entered	
		Specify the Macintosh EtherTalk zone. The zone name can contain a maximum of 16 characters.			
		NETZONE2	Settings	Automatically entered	
		Specify the Macintosh EtherTalk zone. The zone name can contain a maximum of 16 characters.			
	ETHERNET SPEED	Settings	<b>AUTO</b> /100 FULL DUPLEX/100 HALF DUPLEX/10 FULL DUPLEX/10 HALF DUPLEX		
		Specify the transmission speed for the network and the transmission method for bi-directional transmission.			
PS PROTOCOL	Settings	<b>BINARY</b> /QUOTED BINARY			
	Select whether PostScript jobs are received in the binary format or the quoted format.				
USB SETUP	ENABLE	Settings	<b>YES</b> /NO		
		If YES is selected, USB is enabled. If NO is selected, USB is disabled.			
	JOB TIMEOUT	Settings	0 - <b>60</b> - 999		
				Specify the length of time (in seconds) until the print job being received is timed out when USB is being used.	
PARALLEL SETUP	JOB TIMEOUT	Settings	0 - <b>30</b> - 999		
		Specify the length of time (in seconds) until the print job being received is timed out when Parallel is being used.			
ACTIVE I/F	Settings	<b>ETHERNET</b> /PARALLEL			
	Specify the interface to be used. An Ethernet and parallel connection cannot be used at the same time.				
RESET CONN SETUP	Settings	<b>YES</b> /NO			
	Resets all settings on the Connection Setup menu to factory defaults.				

## SYSTEM DEFAULT MENU

With this menu, settings can be specified to adjust the operation of the printer, such as the time until the machine enters Energy Saver mode.



\* These menu items appear only if an optional hard disk is installed.

\*\* This menu item appears only on 110 V units.



All factory default values are shown in bold.

PRINT QUALITY	Settings	<b>ENHANCED</b> /STANDARD		
	Select the image quality for prints.			
COLOR MODE	Settings	<b>COLOR</b> /GRAYSCALE		
	Specify whether printing is in full color or grayscale.			
EMULATIO NS	DEFAULT	Settings	<b>AUTOMATIC</b> /POSTSCRIPT/PCL5/ PCL XL/HEX DUMP/PDF	
		Specify the printer control language. If AUTO is selected, the printer automatically selects the printer control language from the data stream.		
	AUTO DEFAULT	Settings	<b>PCL5</b> /POSTSCRIPT	
		Select the printer description language when it cannot be identified from the data and DEFAULT is set to AUTOMATIC.		
	POSTSCRIP T	ERROR PAGE	Settings	<b>ON</b> /OFF
			Select whether or not an error page is printed when a PostScript error occurs.	

	PCL	LINE TERMINA TION	Settings	<b>CR=CR LF=CRLF /</b> CR=CR LF=LF / CR=CRLF LF=LF / CR=CRLF LF=CRLF			
			Select the definitions of the CR/LF codes in the PCL language.				
	FONT	PITCH SIZE	Settings	44 - 1000 - 9999	Specify the bitmap font size in the PCL language.		
			FONT NUMBER	Settings	0 - 32767	Specify the font used with the PCL language.  The font numbers that appear correspond to the PCL font list. For details on printing the font list, refer to "PRINTABLE PAGES MENU" on page 30.	
		POINT SIZE	Settings	400 - 1200 - 99975	Specify the outline font size in the PCL language.		
			SYMBOL SET	Specify the symbol set used with the PCL language.  The default setting is PC8.			
		STARTUP OPTIONS	START PAGE	Settings	ON/OFF		
Select whether or not a startup page is printed when the printer is turned on.  If YES is selected, the startup page is printed when the printer is turned on.  If NO is selected, the startup page is not printed.							
	SYSSTART	Settings	NO/YES				
Select whether or not the PostScript format definitions file is applied when the printer is turned on.  If YES is selected, the PostScript format definitions file is applied.  If NO is selected, the PostScript format definitions file is not applied.							

DATE & TIME	Settings	yyyymmdd : hhmmss		
	Set the date and time on the hard disk's time-of-day clock.  The settings appear in the following order: year, month, day:hour, minutes, seconds.			
ENERGY SAVER	Settings	15 MINUTES / <b>30 MINUTES</b> / 1 HOUR / 2 HOURS		
	Specify the length of time until the machine enters Energy Saver mode.  This menu item appears only when ENERGY SAVER is set to ON.   <i>2 Hours is displayed only on 110 volt units.</i>			
SECURITY	CONFIGURE	ENABLE	Settings	<b>OFF</b> / ON
			Select whether or not the menus are protected with a password.  If ON is selected, all menus are protected with a password.	
	SET PASSWOR D	Settings	<b>SYSADMIN</b>	
		Specify the password for displaying the menus. The specified password is applied only if SECURITY/CONFIG/ENABLE is set to ON.  The password can contain a maximum of 16 characters.		
CAPTURE PRT JOB	Settings	<b>OFF</b> / ON / PRINT		
	Select whether or not received print jobs are saved on the hard disk.  If OFF is selected, print jobs are not saved on the hard disk.  If ON is selected, received print jobs are saved on the hard disk without being printed.  If PRINT is selected, received print jobs are printed and saved on the hard disk.			

FORMAT	FORMAT FLASH	Settings	NO/YES
		Select whether or not to initialize the flash RAM. If YES is selected, the flash RAM is initialized.	
	FORMAT DISK	Settings	NO/YES
		Select whether or not to initialize the hard disk. If YES is selected, the hard disk is initialized.	
RESTORE / SAVE	RESTORE FACTORY	Settings	NO/YES
		Select whether or not all menu items are reset to their initial settings. If YES is selected, all menu items are reset to their initial settings.	
	SAVE CUSTOM	Settings	NO/YES
		Select whether or not all changed menu settings are saved. If YES is selected, all changes are saved.	
	RESTORE CUSTOM	Settings	NO/YES
		Select whether or not menu items are reverted to the previously saved settings. If YES is selected, the menu items revert to the previously saved settings.	

## SERVICE MENU

With this menu, the service representative can adjust the printer and perform maintenance operations. This menu cannot be used by the user.

## LANGUAGE MENU

The display language of the message window can be changed to the required language. The available languages are:

- English
- Spanish
- French
- German
- Italian
- Portuguese
- Dutch
- Swedish

The default setting is English.

---

*Using Media*

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**5**

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# Media Specifications

## What types and sizes of media can I load?

Media	Media Size		Tray*	Duplex
	Inch	Millimeter		
A4	8.2 x 11.7	210.0 x 297.0	1/2	Yes
A5	5.9 x 8.3	148.0 x 210.0	1	No
B5 (JIS)	7.2 x 10.1	182.0 x 257.0	1	No
B5 (ISO)	6.9 x 9.8	176.0 x 250.0	1	No
Executive	7.25 x 10.5	184.0 x 267.0	1	No
Folio	8.3 x 13.0	210.0 x 330.0	1	Yes
Foolscap	8.0 x 13.0	203.2 x 330.2	1	Yes
Legal	8.5 x 14.0	215.9 x 355.6	1	Yes
Government Legal	8.5 x 13.0	216.0 x 330.0	1	Yes
Letter	8.5 x 11.0	215.9 x 279.4	1/2	Yes
SP Folio	8.5 x 12.69	215.9 x 322.3	1	Yes
Government Letter	8.0 x 10.5	203.2 x 266.7	1	No
Statement	5.5 x 8.5	140.0 x 216.0	1	No
UK Quatro	8.0 x 10.0	203.2 x 254.0	1	No
A4 Transparency	8.2 x 11.7	210.0 x 297.0	1	No
Letter Transparency	8.5 x 11.0	215.9 x 279.4	1	No
Japanese Postcard	3.9 x 5.8	100.0 x 148.0	1	No
Envelope C5	6.4 x 9.0	162.0 x 229.0	1	No
Envelope C6	4.5 x 6.4	114.0 x 162.0	1	No
Envelope DL	4.3 x 8.7	110.0 x 220.0	1	No
Envelope Monarch	3.875 x 7.5	98.4 x 190.5	1	No
Envelope #10	4.12 x 9.5	105.0 x 241.0	1	No
Thick Stock, Glossy — Only supported for letter, A4, or smaller media.				
Custom, Minimum	3.6 x 8.3	92.0 x 210.0	1	No**
Custom, Maximum	8.5 x 14.0	216.0 x 356.0	1	Yes
<b>Notes:</b> Tray 1 = Multipurpose Tray 2 = Plain paper only **The minimum possible size for duplex printing is 92.0 x 276.0 mm (3.63 x 10.87 in.).				



For custom sizes, use the printer driver to specify the settings within the ranges shown in the above table.

# Media Types

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

Keep media on a flat, level surface in its original wrapper until it is time to load it. For information about recommended paper and specialty media, see the *Recommended Media List* at [www.xerox.com/office/6120support](http://www.xerox.com/office/6120support).

## Plain Paper

<b>Capacity</b>	<b>Tray 1</b>	Up to 200 sheets, depending on the paper weight
	<b>Tray 2</b>	Up to 500 sheets, depending on the paper weight
<b>Orientation</b>	Face up	
<b>Driver Media Type</b>	Plain paper	
<b>Weight</b>	60 to 90 g/m <sup>2</sup> (16 to 24 lb. bond)	
<b>Duplexing</b>	See page 45 for supported sizes.	

Use plain paper that is

- Suitable for laser printers, such as standard or recycled office paper.



## CAUTION

Do not use the media types listed below. These could cause poor print quality, paper jams, or cause damage to the printer.

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 been printed on by another printer, copier, or fax machine
- Dusty
- Wet (or damp)



Keep media between 35% and 85% relative humidity. Toner does not adhere well to moist or wet paper.

- Layered
- Adhesive
- Folded, creased, curled, embossed, warped, or wrinkled
- Too slick, too coarse, or too textured
- Different in texture (roughness) on the front and back
- Too thin or too thick
- Stuck together with static electricity
- Composed of foil or gilt; too luminous
- Heat sensitive or cannot withstand the fusing temperature (180° C [356° F])
- Irregularly shaped (not rectangular or not cut at right angles)
- Attached with glue, tape, paper clips, staples, ribbons, hooks, or buttons
- Acidic
- Any other media that is not approved

## Thick Stock

Paper thicker than 90 g/m<sup>2</sup> (24 lb. bond) is referred to as thick stock. Test all thick stock to ensure acceptable performance and to ensure that the image does not shift.

<b>Capacity</b>	<b>Tray 1</b>	Up to 50 thick stock sheets, depending on their thickness
	<b>Tray 2</b>	Not supported
<b>Orientation</b>	Face up	
<b>Driver Media Type</b>	Thick	
<b>Weight</b>	91 to 163 g/m <sup>2</sup> (25 to 43 lb. bond)	
<b>Duplexing</b>	Not supported	



43 lb. bond is also referred to as 90 lb. index stock.

DO NOT use thick stock that is

- Mixed with any other media in the trays (as this will cause printer misfeeding)

# 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 in these layered regions may be lost or faded.

<b>Capacity</b>	<b>Tray 1</b>	Up to 10 envelopes, depending on their thickness
	<b>Tray 2</b>	Not supported
<b>Orientation</b>	Face up	
<b>Driver Media Type</b>	Envelope	
<b>Weight</b>	Base material up to 90 g/m <sup>2</sup> (24 lb. bond)	
<b>Duplexing</b>	Not supported	



*43 lb. bond is also referred to as 90 lb. index stock.*

Use envelopes that are

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



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

- Approved for laser printing
- Dry

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

## 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.
- The face sheet surface must cover the entire carrier sheet, and no adhesive should come through on the surface.

You can print continuously with label sheets. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement. Check your application documentation for more information on printing labels.

<b>Capacity</b>	<b>Tray 1</b>	Up to 50 label sheets, depending on their thickness
	<b>Tray 2</b>	Not supported
<b>Orientation</b>	Face up	
<b>Driver Media Type</b>	Label	
<b>Weight</b>	60 to 163 g/m <sup>2</sup> (16 to 43 lb. bond)	
<b>Duplexing</b>	Not supported	



*43 lb. bond is also referred to as 90 lb. index stock.*

Use label sheets that are

- 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



*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.

<b>Capacity</b>	<b>Tray 1</b>	Up to 200 sheets, depending on their size and thickness
	<b>Tray 2</b>	Up to 500 sheets, depending on the paper weight
<b>Orientation</b>	Face up	
<b>Driver Media Type</b>	Letterhead	
<b>Weight</b>	60 to 90 g/m <sup>2</sup> (16 to 24 lb. bond)	
<b>Duplexing</b>	See page 45 for supported sizes (face up—top of page first).	

## Postcards

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

<b>Capacity</b>	<b>Tray 1</b>	Up to 50 postcards, depending on their thickness
	<b>Tray 2</b>	Not supported
<b>Orientation</b>	Face up	
<b>Driver Media Type</b>	Postcard	
<b>Weight</b>	60 to 163 g/m <sup>2</sup> (16 to 90 lb. bond)	
<b>Duplexing</b>	Not supported	

Use postcards that are

- Approved for laser printers

DO NOT use postcards that are

- Coated
- Designed for inkjet printers
- Precut or perforated
- Preprinted or multicolored



*If the postcard is warped, press on the warped area before putting it in Tray 1.*

- Folded or wrinkled



## 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 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 chapter 7, “Maintaining the Printer”.*



*Remove transparencies as soon as possible from the output tray to avoid static buildup.*

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

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



*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.*

<b>Capacity</b>	<b>Tray 1</b>	Up to 50 transparencies, depending on their thickness
	<b>Tray 2</b>	Not supported
<b>Orientation</b>	Face up	
<b>Driver Media Type</b>	Transparency	
<b>Duplexing</b>	Not supported	



*Always first test a small quantity of a particular type of transparency.*

Use transparencies that are

- Phaser 25-Series Premium Transparency Film

DO NOT use transparencies that

- Have static electricity that will cause 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.

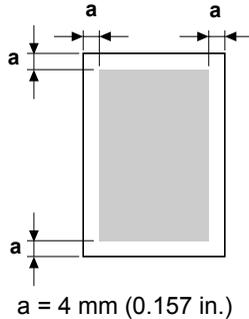
<b>Capacity</b>	<b>Tray 1</b>	Up to 50 glossy sheets, depending on their thickness
	<b>Tray 2</b>	Not supported
<b>Orientation</b>	Face up	
<b>Driver Media Type</b>	Glossy	
<b>Duplexing</b>	Not supported	

DO NOT use glossy stock that is

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

## What Is the 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 media 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 for the full-page frame buffer). 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.



*When printing in color on legal-size media, the bottom margin is 10.4 mm (0.409 in.).*



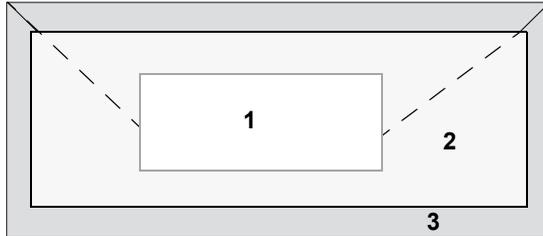
*When printing on glossy stock, the top margin is 10 mm (0.394 in.).*

## Imageable Area—Envelopes

Envelopes have a nonguaranteed imageable area that varies with envelope type.



*The envelope print orientation is determined by your application.*



- 1 Guaranteed area
- 2 Nonguaranteed area
- 3 Nonimageable area: 4 mm (0.157 in.)

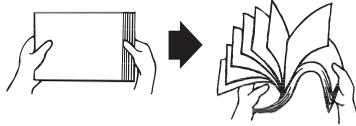
## Page Margins

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 custom-size your page in your application, use those sizes given for the imageable area for optimum results.

# Loading Media

## How do I load media?

Take off the top and bottom sheets of a ream of paper. Holding a stack of approximately 200 sheets at a time, fan the stack to prevent static buildup before inserting it in a tray.



*Do not fan transparencies.*



## 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, then reload it.

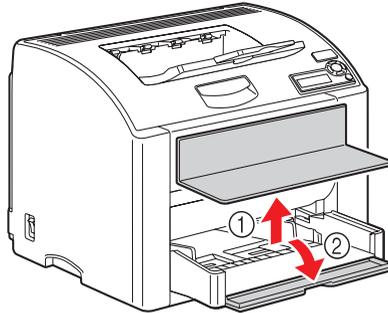
Do not mix media of different types and sizes, as this will cause media misfeeds.

## Tray 1 (Multipurpose Tray)

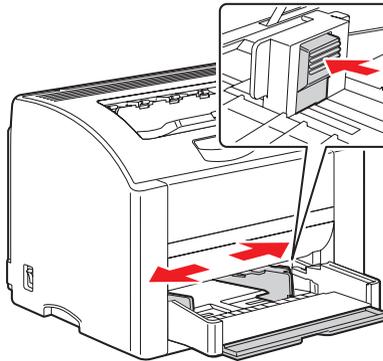
For details on the types and sizes of media that can be printed from Tray 1, refer to “Media Specifications” on page 45.

### Loading Plain Paper

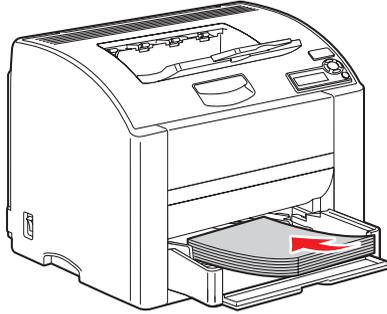
- 1 Remove the lid from Tray 1, and then open the front panel of Tray 1.



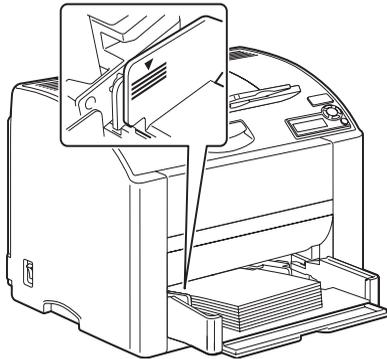
- 2 Slide the media guides to provide more space between them.



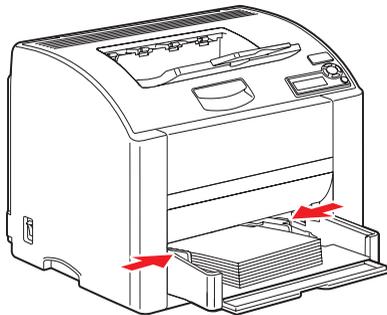
- 3 Load the paper face up in the tray.



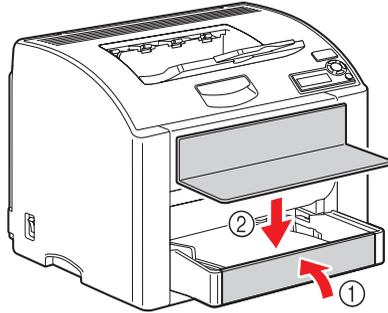
*Do not load paper above the fill line indicated on the label. Up to 200 sheets (80 g/m<sup>2</sup> [22 lb.]) of plain paper can be loaded into the tray at one time.*



- 4 Slide the media guides against the edges of the paper.



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

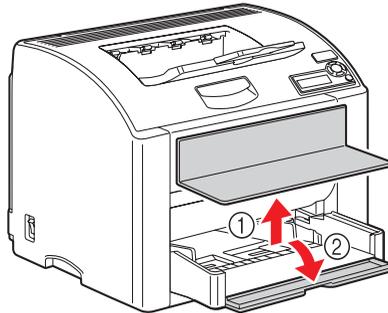


## Other Media

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

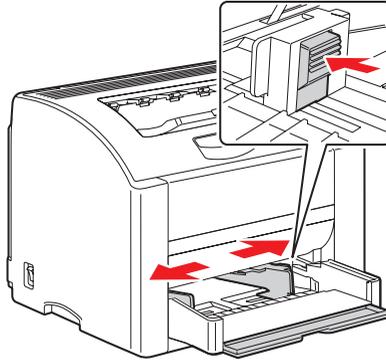
## Loading Envelopes

- 1 Remove the lid from Tray 1, and then open the front panel of Tray 1.

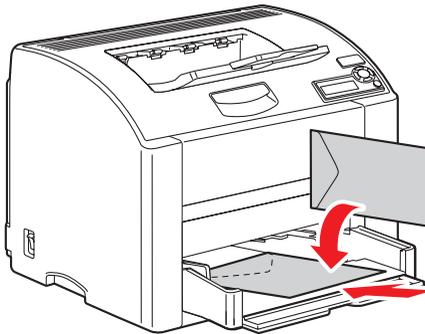


- 2 Remove any media from the tray.

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



- 4 Load the envelopes flap side down in the tray.



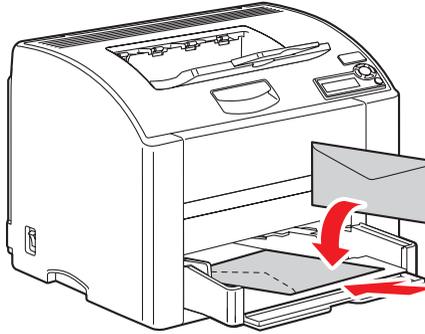
*Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed; otherwise the envelopes may become wrinkled or a paper jam may occur.*



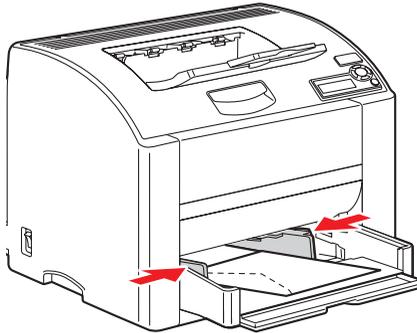
*Up to 10 envelopes can be loaded into the tray at one time.*



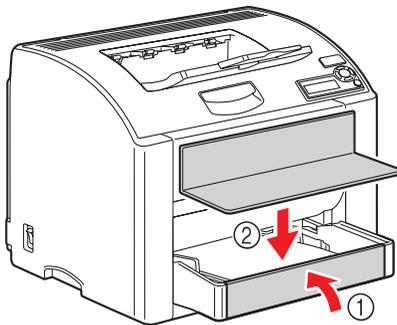
For envelopes with the flap along the long edge, load the envelopes with the flap toward the left of the printer.



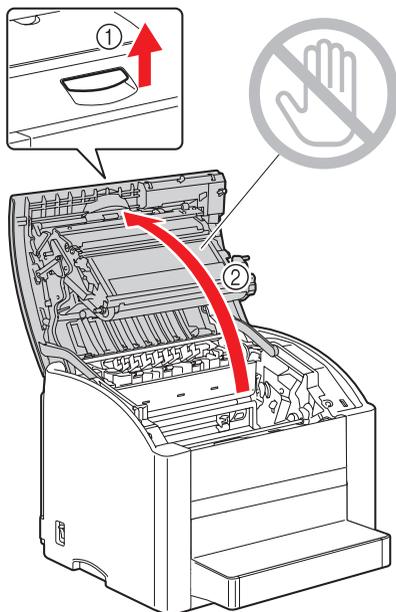
- 5 Slide the media guides against the edges of the envelopes.



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



- 7 Pull the lever, and then open the top cover.

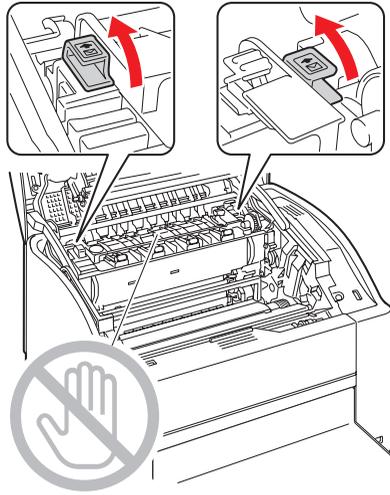


*If there is paper in the output tray, remove it. Fold up the output tray before opening the top cover.*

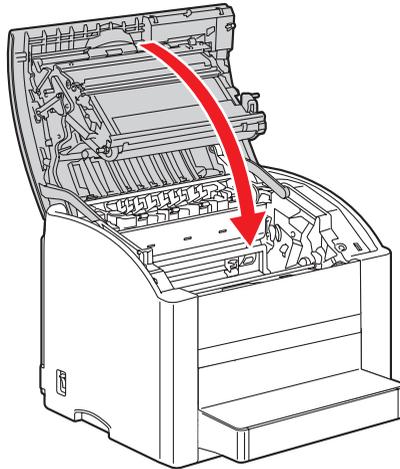


*Do not touch the transfer belt.*

- 8 Raise both green fuser separator levers.

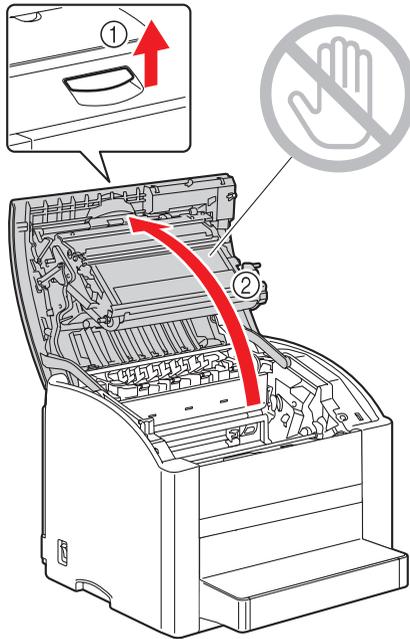


- 9 Carefully close the top cover.

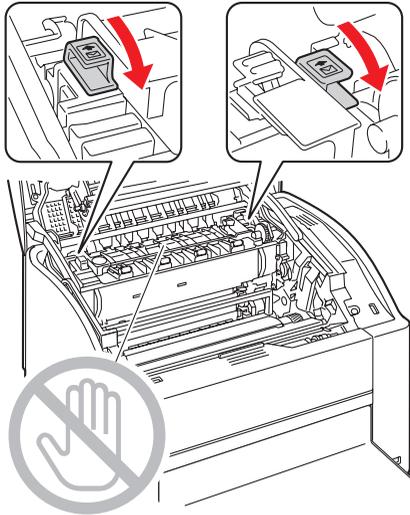


**10** After you have finished printing envelopes and before reloading paper, do the following:

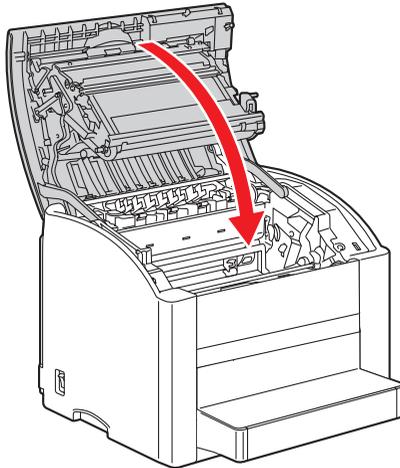
- a** Pull the lever, and then open the top cover.



- b** Lower both green fuser separator levers.

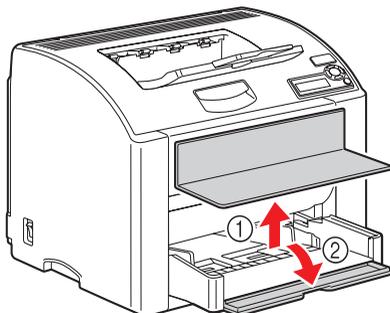


- c** Close the top cover.

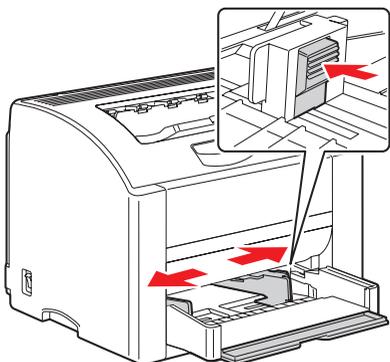


## Loading Labels/Postcard/Thick Stock/Glossy Stock and Transparency

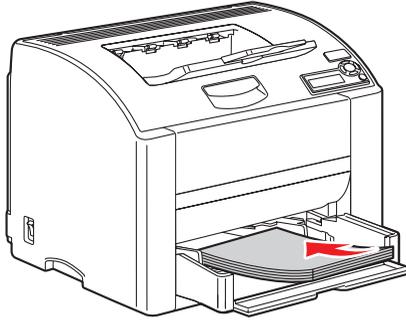
- 1 Remove the lid from Tray 1, and then open the front panel of Tray 1.



- 2 Remove any media from the tray.
- 3 Slide the media guides to provide more space between them.

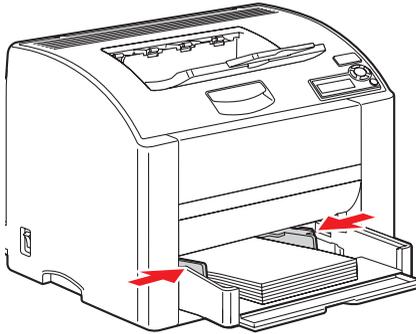


- 4 Load the media face up in the tray.

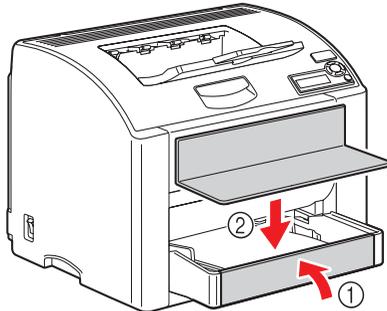


*Up to 50 sheets can be loaded into the tray at one time.*

- 5 Slide the media guides against the edges of the media.



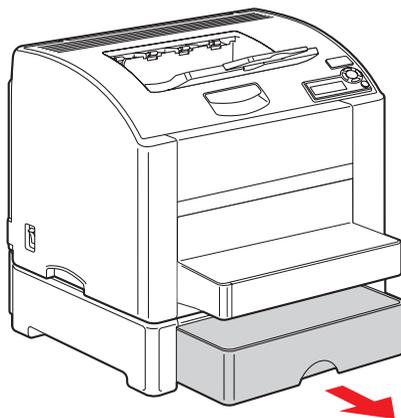
- 6 Close the front panel of Tray 1, and then reattach the lid.



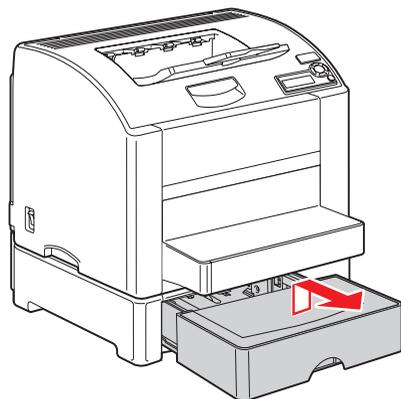
## Tray 2

### Loading Plain Paper

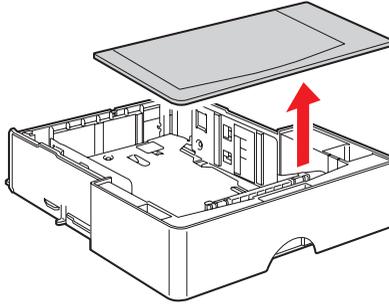
- 1 Pull out Tray 2 as far as possible.



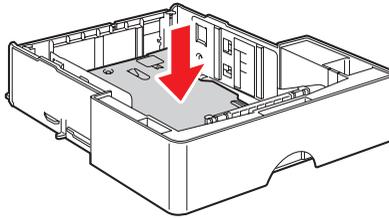
- 2 Lift up Tray 2 to remove it.



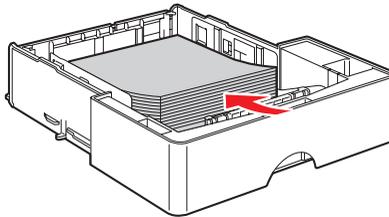
- 3** Remove the lid from Tray 2.



- 4** Press down the media pressure plate to lock it into place.

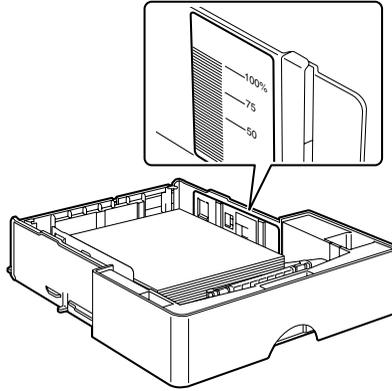


- 5** Load the paper face up in the tray.

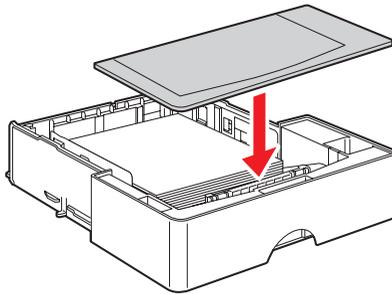




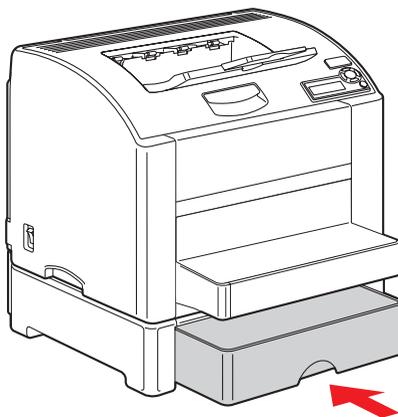
Do not load above the 100% line. Up to 500 sheets (80 g/m<sup>2</sup> [22 lb.]) of plain paper can be loaded into the tray at one time.



**6** Reattach the lid to Tray 2.



7 Reinsert Tray 2 into the printer.



# Duplexing

Select paper with high opacity for duplex (2-sided) printing. Opacity refers to how effectively paper blocks out what is written on the opposite side of the page. If the paper has low opacity (high translucency), then the printed data from one side of the page will show through to the other side. Check your application for margin information. For best results, print a small quantity to make sure the opacity is acceptable.

Duplex (2-sided) printing can be done manually or can be done automatically with the duplex unit installed and enabled.

## Note:

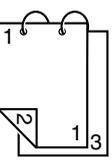
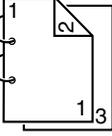
**Only plain paper, 75–90 g/m<sup>2</sup> (20–24 lb bond) can be autoduplexed. See “Media Specifications” on page 45. Duplexing envelopes, labels, transparencies, or glossy is not supported.**

## How do I autoduplex?

You should verify that the duplex unit is physically installed on the printer and enabled in the printer driver to successfully duplex the job.

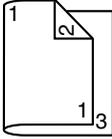
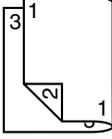
Check your application to determine how to set your margins for duplex printing.

The following Binding Position settings are available:

	If "Short Edge" is selected, the pages will be laid out to flip at the top.
	If "Long Edge" is selected, the pages will be laid out to flip at the sides.

In addition, if "Pages/Sheet" has been set to "Booklet", autoduplex printing is performed.

The following Order settings are available when "Booklet" is selected:

 A diagram showing a sheet of paper being folded into a booklet. The top-left corner is labeled '1', the top-right corner is labeled 'cu', and the bottom-right corner is labeled '1 3'. The paper is shown in a perspective view, folded along the right edge.	If "Left Binding" is selected, the pages can be folded as a left-bound booklet.
 A diagram showing a sheet of paper being folded into a booklet. The top-left corner is labeled '3 1', the bottom-left corner is labeled 'cu', and the bottom-right corner is labeled '1'. The paper is shown in a perspective view, folded along the left edge.	If "Right Binding" is selected, the pages can be folded as a right-bound booklet.

- 1 Load plain paper into the tray.
- 2 From the printer driver, specify the layout for duplex printing.
- 3 Click **OK**.



*With autoduplexing, the back side is printed first, and then the front side is printed.*

## Output Tray

All printed media is output to the face-down output tray on top of the printer. This tray has a capacity of approximately 200 sheets (A4/Letter) of 80 g/m<sup>2</sup> (22 lb.) paper.



*If the media is stacked too high in the output tray, your printer may experience paper jams, excessive media curl, or static buildup.*



*Remove transparencies as soon as possible from the output tray to avoid static buildup.*

# Media Storage

## How do I store media?

- Keep media on a flat, level surface in its original wrapper until it is time to load it.

*Media that has been stored for a long time out of its packaging may dry up too much and cause jams.*

- If media has been removed from its wrapper, place it in its original packaging and store in a cool, dark place on a level surface.
- Avoid moisture, excessive humidity, direct sunlight, excessive heat (above 35° C [95° F]), and dust.
- Avoid leaning against other objects or placing it in an upright position.

Before using stored media, do a trial print and check print quality.

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***Replacing  
Supplies***

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**6**

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# Replacing Consumables

## About Toner Cartridges

Your printer uses four toner cartridges: black, yellow, magenta, and cyan. Handle the toner cartridges carefully to avoid spilling toner inside the printer or on yourself.



*The toner is nontoxic. If you get toner on your skin, wash it off with cool water and a mild soap. If you 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.*



### **WARNING!**

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



*For information on Xerox supplies recycling programs, refer to [www.xerox.com/gwa](http://www.xerox.com/gwa).*



### **CAUTION**

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

When replacing a toner cartridge, refer to the following table. For optimum print quality and performance, use only approved Xerox toner cartridges for your specific printer type, as listed in the table below. If you open the top cover, you can find your printer type and the toner cartridge part numbers on the consumables reorder label inside your printer.

<b>Toner Cartridge Type</b>	<b>Toner Cartridge Part Number</b>
Standard-Capacity Toner Cartridge - Yellow (Y)	113R00690
Standard-Capacity Toner Cartridge - Magenta (M)	113R00691
Standard-Capacity Toner Cartridge - Cyan (C)	113R00689
High-Capacity Toner Cartridge - Black (K)	113R00692
High-Capacity Toner Cartridge - Yellow (Y)	113R00694
High-Capacity Toner Cartridge - Magenta (M)	113R00695
High-Capacity Toner Cartridge - Cyan (C)	113R00693

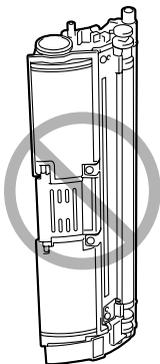
Keep toner cartridges:

- In their packaging until you're ready to install them.
- In a cool, dry location away from sunlight (due to heat).

*The maximum storage temperature is 35° C (95° F) and the maximum storage humidity is 85% (noncondensing). If the toner cartridge is moved from a cold place to a warm, humid place, condensation may occur, degrading print quality. Allow the toner to adapt to the environment for about one hour before use.*

- Level during handling and storage.

*Do not hold, stand or store cartridges on their ends or turn them upside down; the toner inside the cartridges may become caked or unequally distributed.*



- Away from salty air and corrosive gases, such as aerosols.

## Replacing a Toner Cartridge

### Note:

**Be careful not to spill toner while replacing a toner cartridge. If toner spills, immediately wipe it off with a soft, dry cloth.**

If TONER OUT ACTION on the QUALITY/TONER OUT ACTION menu is set to STOP, the message REPLACE X TONER (where "X" represents the color of the toner) appears when a toner cartridge becomes empty. Follow the steps below to replace the toner cartridge.



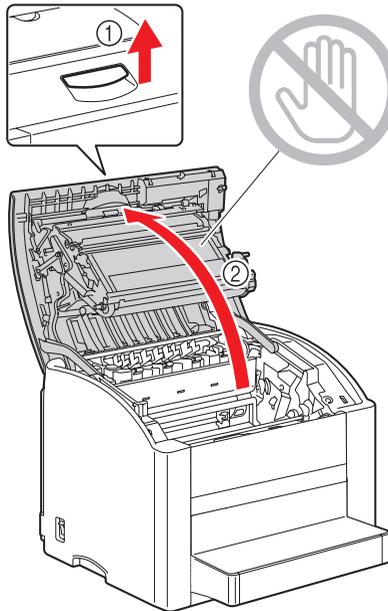
*If TONER OUT ACTION on the QUALITY/TONER OUT ACTION menu is set to CONTINUE, the message X EMPTY appears.*

- 1 Check the message window to see which color of toner is empty. Perform the operation described below to automatically rotate the carousel to move the toner cartridge for the specified color, so that it can be replaced.

Press Key	Until Display Reads
	REPLACE X TONER or X EMPTY
<p style="text-align: center;">* Menu Select ↵</p>	<p>MENU PRINTABLE PAGES MENU</p> <p>If the hard disk drive is installed, the PROOF/PRINT MENU appears.</p>
▶ × 2 (or × 3)	<p>MENU QUALITY MENU</p>
<p style="text-align: center;">* Menu Select ↵</p>	TONER REMOVAL
▼	BLACK
▶ Press until appropriate color (X) is displayed.	X

Press Key	Until Display Reads
* Menu Select ↵	PLEASE WAIT
	Then, it displays OPEN DOOR AND/ REPLACE X TONER

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

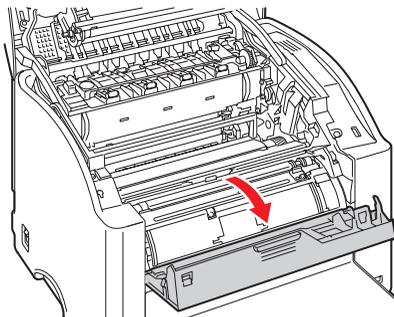


*If there is paper in the output tray, remove it. Fold up the output tray before opening the top cover.*



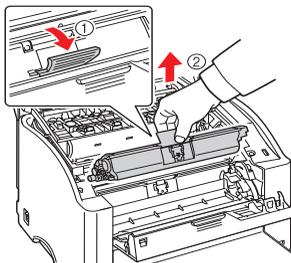
*Do not touch the transfer belt.*

- 3 Open the front cover and check that the toner cartridge to be replaced has rotated to the exchange position.



You can identify the toner cartridge by the color of the handle and by the letter molded into the handle: C (cyan), M (magenta), Y (yellow), and K (black).

- 4 Pull the handle on the toner cartridge toward you, and then pull the toner cartridge up to remove it.



Do not manually rotate the toner cartridge carousel. In addition, do not rotate the carousel with force; otherwise, it may be damaged.

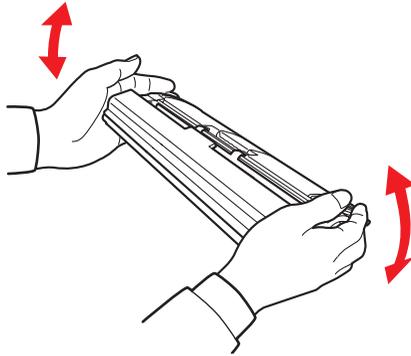


## CAUTION

Dispose of the empty toner cartridge according to your local regulations. Do not burn the toner cartridge.

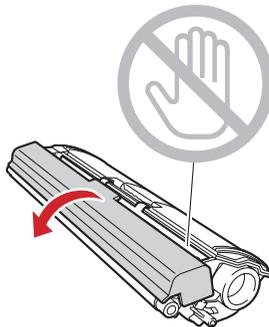
- 5 Prepare a new toner cartridge.

- 6 Shake the cartridge a few times to distribute the toner.



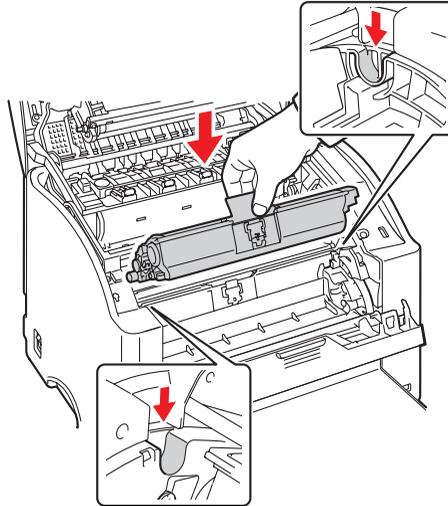
*Make sure that the toner roller cover is securely attached before shaking the toner cartridge.*

- 7 Remove the cover from the toner roller.



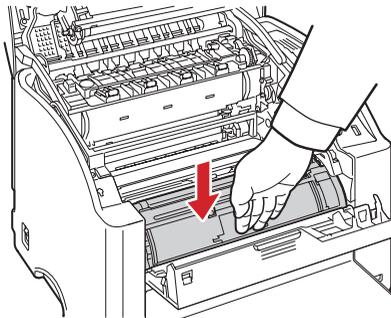
*Do not touch or scratch the toner roller.*

- Align the shaft on each end of the toner cartridge with its holders, and then insert the cartridge.

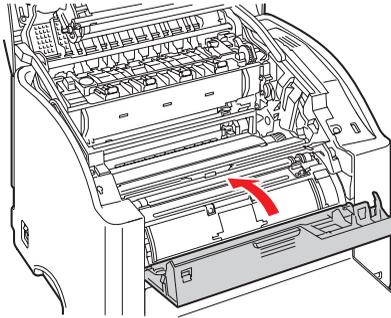


*Before inserting the toner cartridge, make sure that the color of the toner cartridge to be installed is the same as the label on the toner cartridge carousel.*

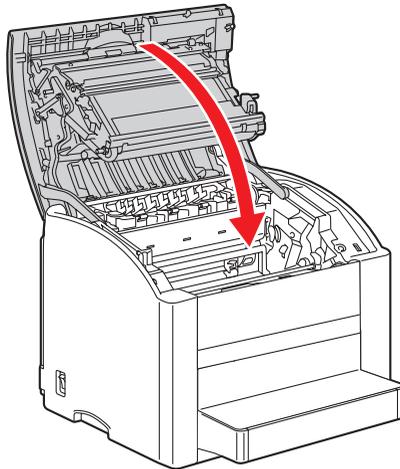
- Press down on the toner cartridge until it snaps into place.



**10** Close the front cover.



**11** Carefully close the top cover.

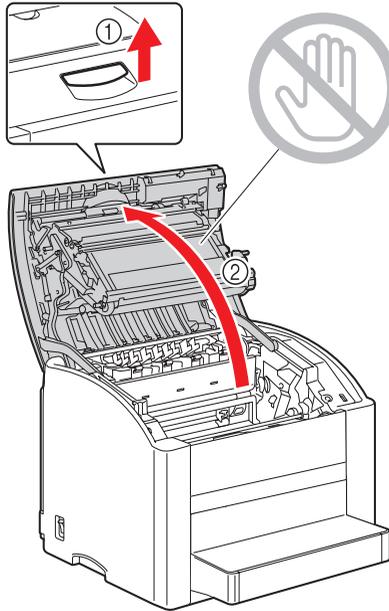


*The printer must complete a calibration cycle (less than 2 minutes) after the toner cartridge has been replaced. If you open the top cover before the message **READY** appears, the printer stops and repeats the calibration cycle.*

# Replacing Routine Maintenance Items

## Replacing the Imaging Unit

- 1 Pull the lever, and then open the top cover.

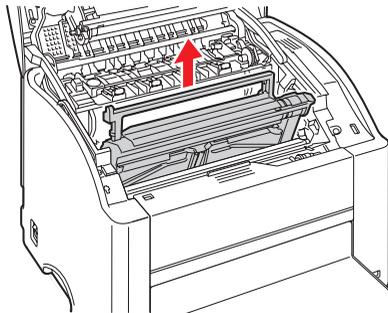


*If there is paper in the output tray, remove it. Fold up the output tray before opening the top cover.*



*Do not touch the transfer belt.*

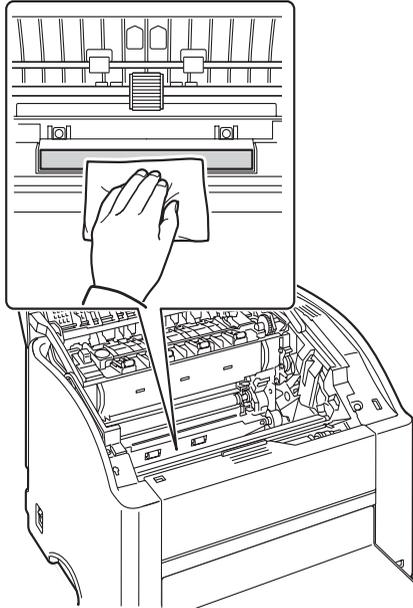
- 2 Carefully pull out the imaging unit.



**Note:**

**Dispose of the used imaging unit according to your local regulations. Do not burn the imaging unit.**

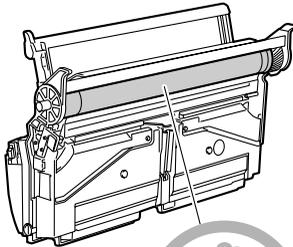
- 3 Clean the laser lens by wiping it with a soft, dry cloth.



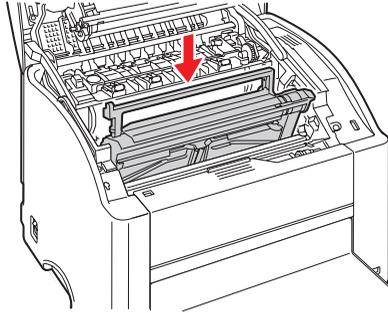
- 4 Prepare a new imaging unit.



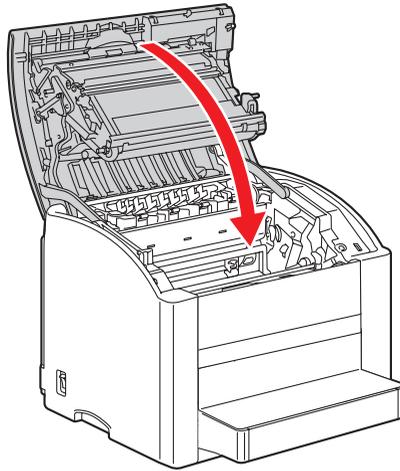
*Do not touch the drum on the imaging unit.*



- 5 Install the new imaging unit.



- 6 Carefully close the top cover.



*The printer must complete a calibration cycle (less than 2 minutes) after the imaging unit has been replaced. If you open the top cover before the message **READY** appears, the printer stops and repeats the calibration cycle.*

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***Maintaining the  
Printer***

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**7**

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# Cleaning the Printer



## 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 printer's covers and the interior of the printer body.

Handle the printer with care to preserve its life. If dust and paper scraps remain on the inside or outside of the printer, printer performance and print quality will suffer, so the printer should be cleaned periodically. Keep the following guidelines in mind.



## WARNING!

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



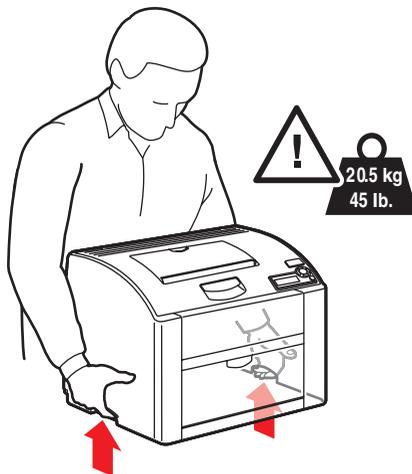
## CAUTION

The fuser unit is hot. When the top cover is opened, the fuser unit temperature drops gradually (one hour wait time).



- Be careful when cleaning the inside of the printer or removing media misfeeds, as the fuser unit and other internal parts may be very hot.
- Do not place anything on top of the printer.
- Use a soft cloth to clean the printer.
- Never spray cleaning solutions directly on the printer's surface; the spray could penetrate through the air vents of the printer and damage the internal circuits.
- Avoid using abrasive or corrosive solutions or solutions that contain solvents (such as alcohol and benzene) to clean the printer.
- Always test any cleaning solution (such as mild detergent) on a small inconspicuous area of your printer to check the solution's performance.
- Never use sharp or rough implements, such as wire or plastic cleaning pads.
- Always close the printer's covers gently. Never subject the printer to vibration.
- Do not cover the printer immediately after using it. Turn it off and wait until it cools down.

- Do not leave the printer's covers open for any length of time, especially in well-lit places; light may damage the imaging unit.
- Do not open the printer during printing.
- Do not tap media stacks on the printer.
- Do not lubricate or disassemble the printer.
- Do not tilt the printer.
- Do not touch the electrical contacts, gears, or laser devices. Doing so may damage the printer and cause the print quality to deteriorate.
- Keep media in the output tray at a minimum level. If the media is stocked too high, your printer may experience media misfeeds and excessive media curl.
- Keep the printer level to avoid toner spillage.



- When lifting the printer, grasp the areas shown in the figure.



*If you have the duplex unit or Tray 2 installed, remove the option before lifting the printer. Do not lift the printer with the options.*

- If you get toner 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.

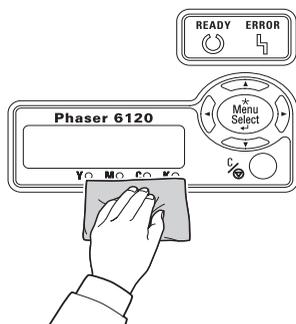
- Make sure any parts removed during cleaning are replaced before you plug in the printer.

# **CAUTION**

Be sure to turn off the printer and unplug the power cord before cleaning.

## Exterior

Control Panel



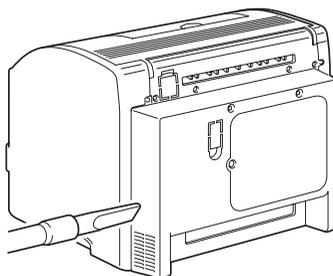
Ventilation Grill



Printer Exterior



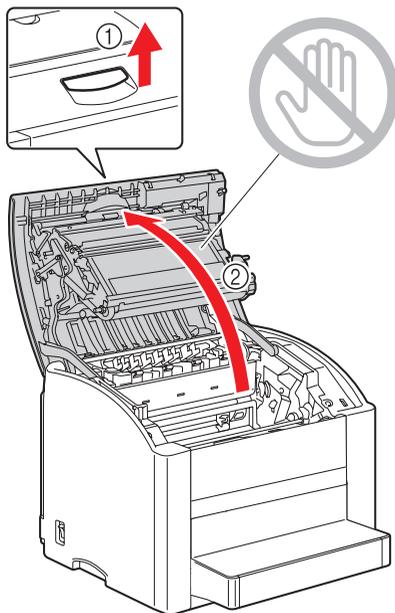
Filter



## Interior

### Cleaning the Media Feed Roller and Laser Lens

- 1 Pull the lever, and then open the top cover.

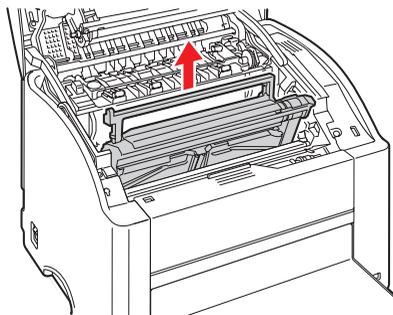


*If there is paper in the output tray, remove it. Fold up the output tray before opening the top cover.*



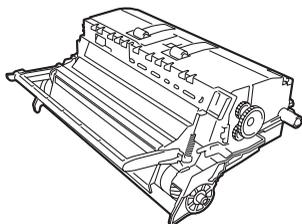
*Do not touch the transfer belt.*

- 2 Carefully pull out the imaging unit.

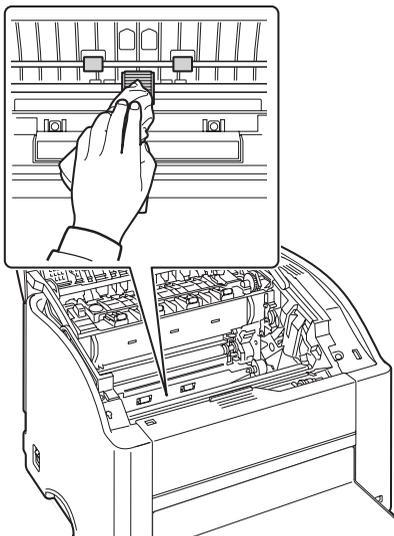


 **CAUTION**

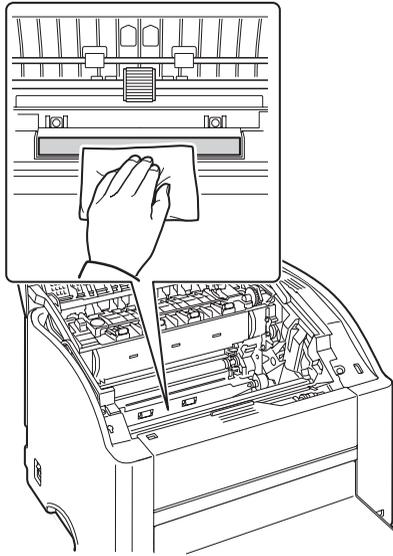
Position the removed imaging unit as shown in the illustration at the right. Be sure to keep the imaging unit horizontal and place it where it will not become dirty. Do not leave the imaging unit removed for more than 15 minutes, and do not place the removed imaging unit in a location where it would be exposed to direct light (such as sunlight).



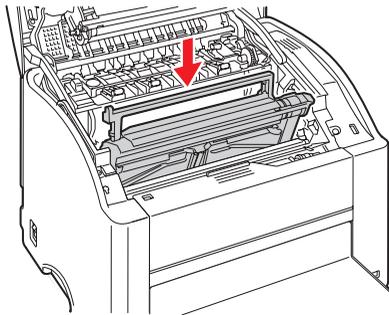
- 3 Clean the media feed rollers by wiping it with a soft, dry cloth.



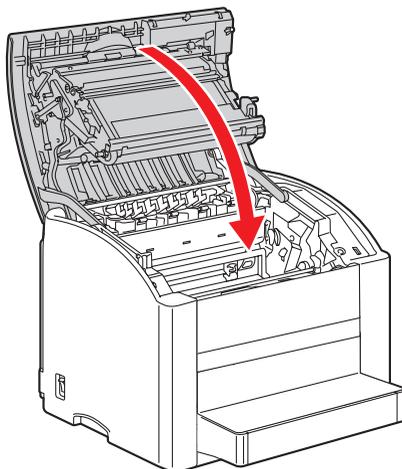
- 4 Clean the laser lens by wiping them with a soft, dry cloth.



- 5 Reinstall the imaging unit.

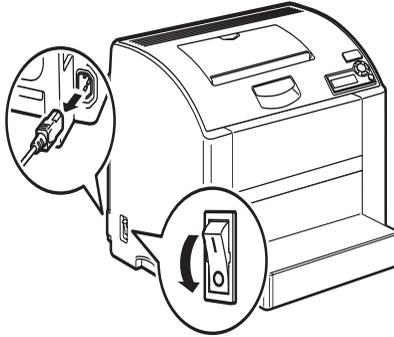


- Carefully close the top cover.

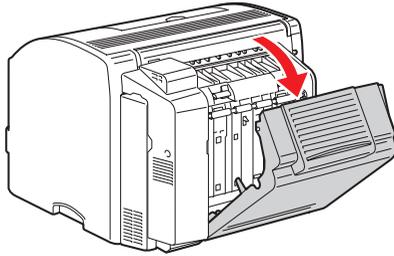


## Cleaning the Duplex Unit Feed Rollers

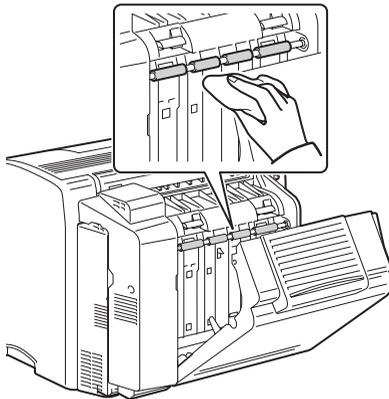
- 1 Turn off the printer and disconnect the power cord and interface cables.



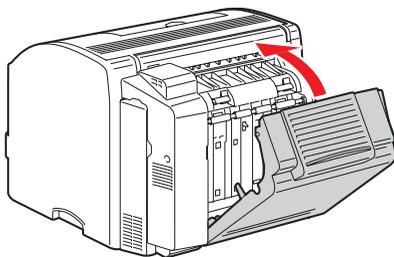
- 2 Open the duplex cover.



- 3 Clean the feed rollers by wiping them with a soft, dry cloth.

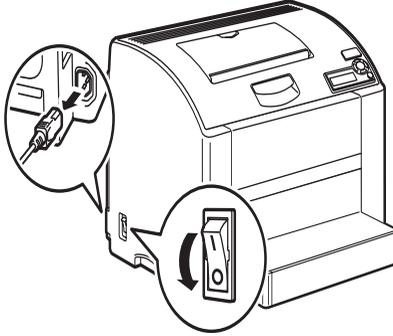


- Carefully close the duplex cover.

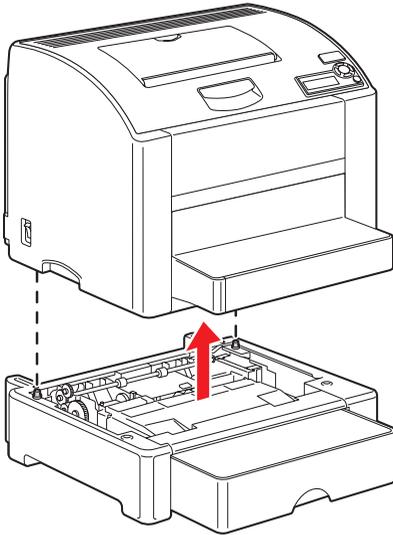


## Cleaning the Media Feed Rollers for Tray 2

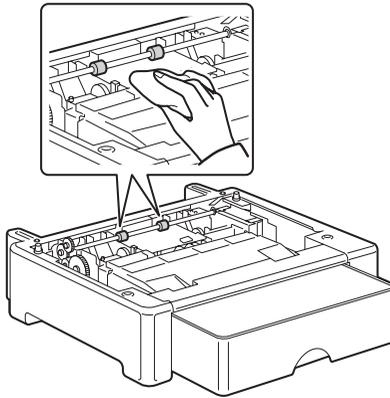
- 1 Turn off the printer and disconnect the power cord and interface cables.



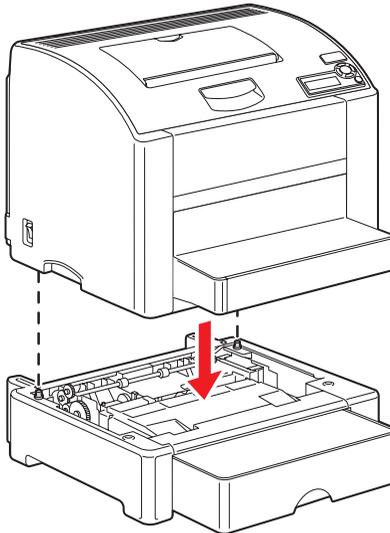
- 2 Lift the printer off of Tray 2 and temporarily place it on a sturdy flat surface.



- 3 Clean the media feed rollers by wiping them with a soft, dry cloth.



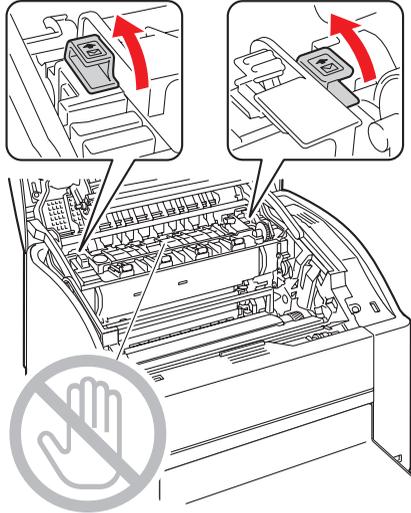
- 4 Lift the printer and reinstall it on top of Tray 2.



# Storing the Printer

**Note:**

If this printer is not to be used for an extended period of time, store the printer with both green fuser separator levers raised (set to the envelope position).



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***Troubleshooting***

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**8**

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# Introduction

This chapter provides information to aid you in resolving printer problems you may encounter, or at least guide you to the proper sources for help.

Printing the configuration page	Page 102
Preventing media misfeeds	Page 103
Understanding the media path	Page 104
Clearing media misfeeds	Page 105
Solving problems with media misfeeds	Page 115
Solving other problems	Page 117
Solving problems with printing quality	Page 121
Status, error, and service messages	Page 127

## Printing a Configuration Page

Print a configuration page to verify the printer is configured correctly.

Press Key	Until Display Reads
	READY
<b>* Menu Select ↵</b>	PRINTABLE PAGES MENU
<b>▶</b>	CONFIGURATION
<b>* Menu Select ↵</b>	YES
<b>* Menu Select ↵</b>	The configuration page prints and the printer goes back to READY.

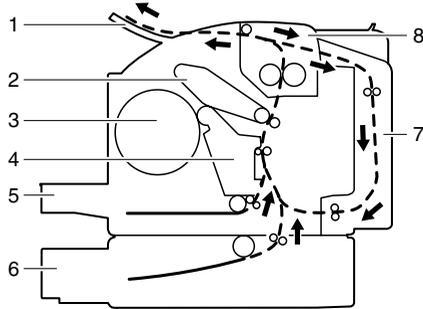
# Preventing Paper Jams

<b>Make sure that...</b>
Media matches the printer specifications.
Media is flat, especially on the leading edge.
The printer is on a hard, flat, level surface.
You store media in a dry location away from moisture and humidity.
You remove transparencies from the output tray immediately after printing to avoid static buildup.
You always adjust the media guides in Tray 1 <i>after</i> inserting the media (a <i>guide that is not properly adjusted can cause poor print quality, paper jams, and printer damage</i> ).
You load the media printing-side up in the tray ( <i>many manufacturers place an arrow on the end of the wrapper to indicate the printing side</i> ).

<b>Avoid...</b>
Media that is folded, wrinkled, or excessively curled.
Double feeding ( <i>remove the media and fan the sheets—they may be sticking together</i> ).
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 tray to overfill ( <i>the output tray has a 200-sheet capacity—misfeeding may occur if you allow more than 200 sheets of media to accumulate at one time</i> ).
Allowing the output tray to fill with more than a few transparencies.

# Understanding the Media Path

Understanding the printer's media path will help you locate media misfeeds.



- 1 Output tray
- 2 Transfer belt
- 3 Toner cartridge carousel
- 4 Imaging unit
- 5 Tray 1
- 6 Tray 2 (optional)
- 7 Duplex unit (optional)
- 8 Fuser

# Clearing Paper Jams

To avoid damage, always remove misfed media gently, without tearing it. Any piece of media left in the printer, 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 printer.**



## 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 printer's top cover. This should clear the misfeed message.

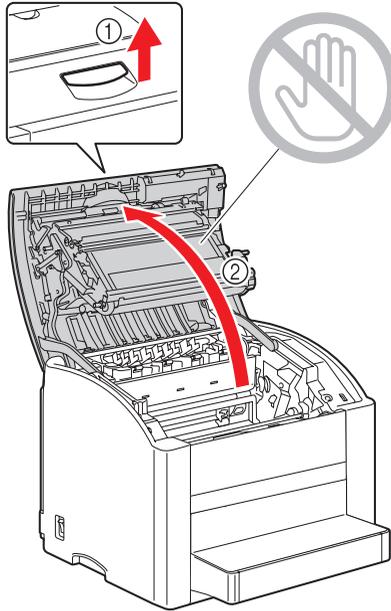
## Paper Jam Messages and Clearing Procedures

The first column in the following table identifies the jam messages that are displayed on the front panel. The second column in the following table identifies which jam procedure can be used to clear each jam.

<b>Paper Jam Message</b>	<b>Page Reference</b>
PAPER JAM TRAY 1	Page 107
PAPER JAM FUSER	Page 107
PAPER JAM EXIT	Page 107
PAPER JAM TRANSFER	Page 107
PAPER JAM TRAY 2	Page 111
PAPER JAM DUPLEX	Page 114

## Clearing a Paper Jam in the Printer

- 1 Pull the lever, and then open the top cover.

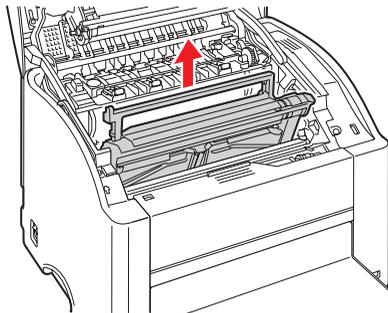


*If there is paper in the output tray, remove it. Fold up the output tray before opening the top cover.*



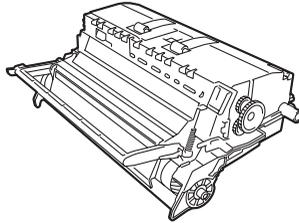
*Do not touch the transfer belt.*

- 2 Carefully pull out the imaging unit.

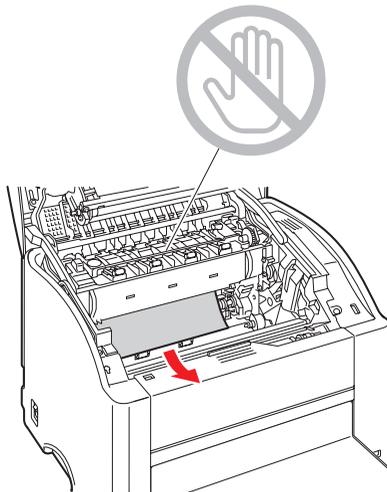


 **CAUTION**

Position the removed imaging unit as shown in the illustration below. Be sure to keep the imaging unit horizontal and place it where it will not become dirty. Do not leave the imaging unit removed for more than 15 minutes, and do not place the removed imaging unit in a location where it would be exposed to direct light (such as sunlight).

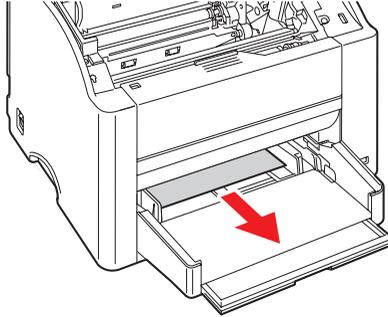


**3** Remove any jammed paper.

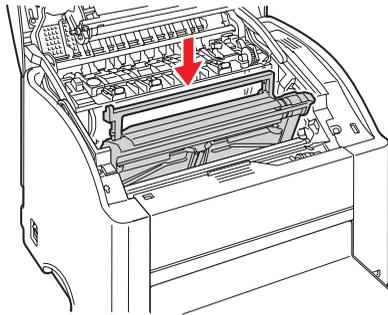




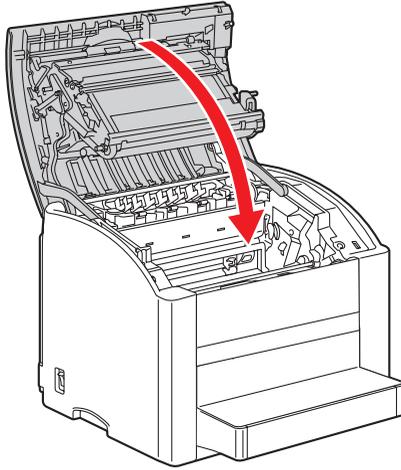
*Always remove the jammed paper in the feed direction as shown only. If it is difficult to remove the paper from the fuser, raise both green fuser separator levers to the position for envelope printing, and then remove the paper. After removing the paper, set both green fuser separator levers to their original positions.*



**4** Reinstall the imaging unit.

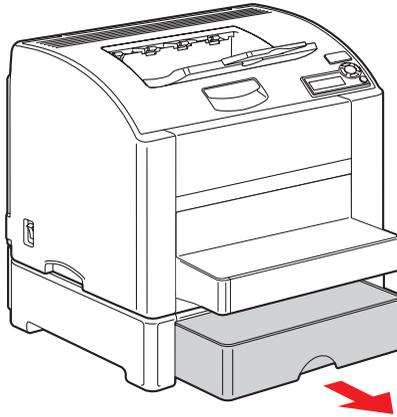


- 5 Carefully close the top cover.

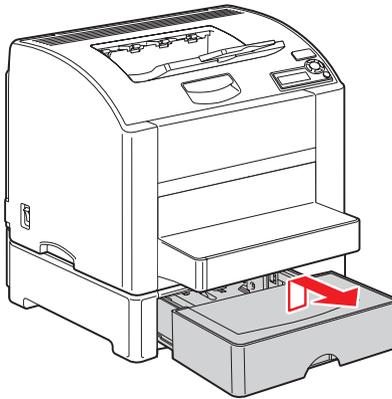


## Clearing a Paper Jam From Tray 2

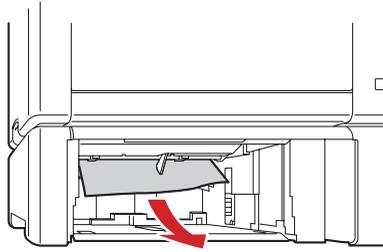
- 1 Pull out Tray 2 as far as possible.



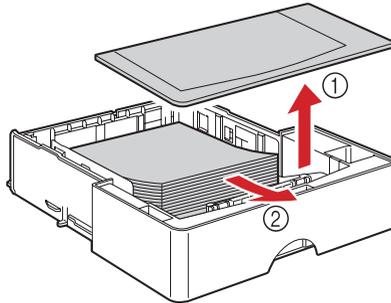
- 2 Lift up Tray 2 to remove it.



- 3** Remove any jammed paper.



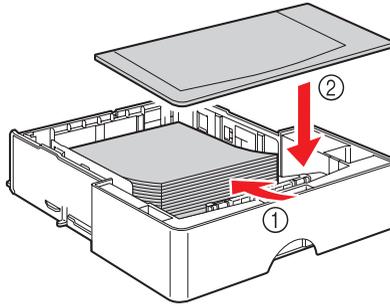
- 4** Remove the lid from Tray 2, and then remove all paper from the tray.



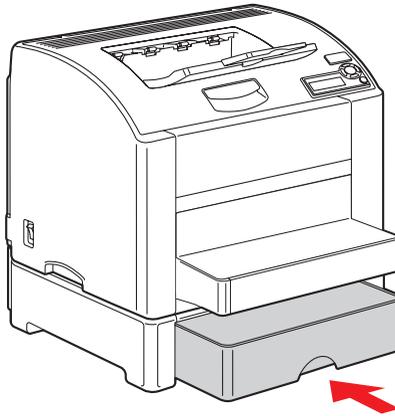
- 5** Fan the paper, and align its edges.



- 6 Load the media in Tray 2, and attach the lid.

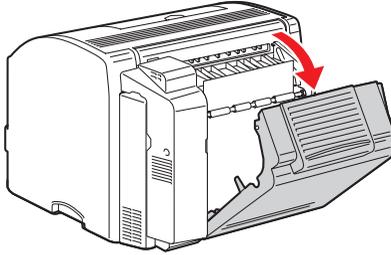


- 7 Reinsert Tray 2.

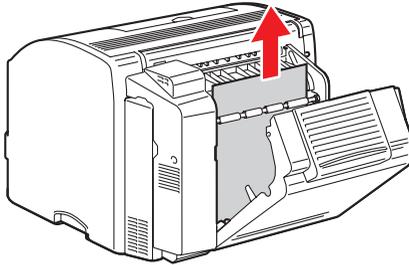


## Clearing a Paper Jam from the Duplex Unit

- 1 Open the duplex cover.

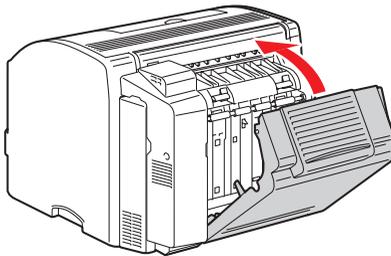


- 2 Carefully pull out the jammed paper.



*Always remove the jammed paper in the feed direction as shown only.*

- 3 Close the duplex 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.*

Symptom	Cause	Solution
Several sheets go through the printer together.	The front edges of the media 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.	Top cover needs to be opened and closed again to reset the printer.	Open and close the top cover of the printer again.
	Some paper remains jammed in the printer.	Recheck the media path and make sure that you have removed all of the jammed paper.
Duplex unit jams.	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See "Media Specifications" on page 45.
		Plain paper, recycled paper, and letter head can be autoduplexed if the duplex unit is installed and the media type is set properly in the driver. See "Media Specifications" on page 45.
		Make sure that you have not mixed media types in Tray 1.
	Do not duplex envelopes, labels, transparencies, thick stock, postcard, or glossy stock.	
	Media is still being misfed.	Recheck the media path inside the duplex unit and make sure that you have removed all of the jammed paper.

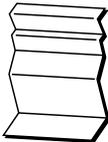
<b>Symptom</b>	<b>Cause</b>	<b>Solution</b>
Media is misfeeding.	The media is not correctly positioned in the tray.	Remove the misfed media and reposition the media properly in the tray.
	The number of sheets in the tray exceeds the maximum allowed.	Remove the excess media and reload the correct number 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.
	Custom-sized media, envelopes, labels, postcards, thick stock, or transparencies are loaded in Tray 2.	Special media must be loaded in Tray 1 only.
	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.	
		If the flaps are on the long edge, load the envelopes with the flap toward the left of the printer with the flaps facing down.
Media is misfeeding.	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.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See "Media Specifications" on page 45.
	The media feed roller is dirty.	Clean the media feed roller. For more details, refer to "Interior" on page 92.

# Solving Other Problems

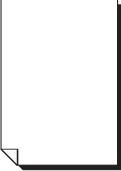
Symptom	Cause	Solution
Printer power is not on.	The power cord is not correctly plugged into the outlet.	Turn off the printer, confirm that the power cord is correctly plugged into the outlet, and then turn on the printer.
	Something is wrong with the outlet connected to the printer.	Plug another electrical 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 printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in appendix A, "Technical Specifications."
The control panel displays <i>X</i> LOW much sooner than expected.	One of the toner cartridges may be defective.	Remove the toner cartridges and check each for damage. If one or more is damaged, replace it.
	You printed with heavy toner coverage.	See specifications in Appendix A.
You can't print the configuration page.	The tray is empty.	Check that at least Tray 1 is loaded with media, in place, and secure.
	The printer's covers aren't closed securely.	Make sure the covers are closed securely. Close all covers gently to avoid jarring the printer.
	There is a paper jam.	Clear the paper jam.

<b>Symptom</b>	<b>Cause</b>	<b>Solution</b>
Printing takes too much time.	The printer 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 printer is set to power saving mode.	It takes time for printing to start in power saving mode.
	The job is very complex.	Wait. No action needed.
	The printer memory is insufficient.	Add more memory.
	An unapproved toner cartridge is installed (X INCORRECT is displayed in the message window).	Install a toner cartridge approved for your specific printer.
Blank pages are printed.	One or more of the toner cartridges are defective or empty.	Check the toner cartridges. The image will not print correctly or not at all, if a cartridge is empty.
	The wrong media is being used.	Check that the media type set in the driver matches the media loaded in the printer.
Printer returned to READY before the configuration menu was changed.	The printer was in the configuration menu structure without a selection being made within two minutes.	When in the configuration menu structure, select your choice within 2 minutes.
Not all pages print.	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, in place, and secure.
	A document is printed with an overlay file which has been created by a non-Phaser 6120 driver.	Print the overlay file using a Phaser 6120 driver.

<b>Symptom</b>	<b>Cause</b>	<b>Solution</b>
Printer resets or turns off frequently.	The power cord is not correctly plugged into the outlet.	Turn off the printer, confirm that the power cord is correctly plugged into the outlet, and then turn on the printer.
	A system error occurred.	Contact your local Xerox service representative with the error information.
You are experiencing duplex problems.	Media or settings are not correct.	For autoduplexing, make sure that you have a duplex unit installed.
		Make sure that you are using correct media. <ul style="list-style-type: none"> <li>■ See “Media Specifications” on page 45.</li> <li>■ Do not duplex custom-sized media, envelopes, labels, postcards, thick stock, or transparencies.</li> <li>■ Make sure that you have not mixed media types in Tray 1.</li> </ul>
		Make sure the duplex unit is installed and enabled in the Windows printer driver (Properties/Configure tab).
		In the printer driver (Layout/Print on Both Sides), choose "Double-Sided".
		For Pages/Sheet on duplexed pages, choose Collate only in the driver's Basic Tab. Do not set collation in the application.
With Pages/Sheet on multiple copies, the output is incorrect.	Both the driver and the application have been set for collation.	For Pages/Sheet on multiple copies, choose Collate only in the driver's Basic Tab. Do not set collation in the application.
You hear unusual noises.	The printer is not level.	Place the printer 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 printer.
	There is a foreign object stuck inside the printer.	Turn off the printer and remove the object. If you cannot remove it, contact Technical Support.

Symptom	Cause	Solution
The web-based utility cannot be accessed.	The CentreWare IS Administrator's password is incorrect.	The CentreWare IS Administrator password has a 6-character minimum and a 16-character maximum. For details of the CentreWare IS administrator password, see the <i>Phaser 6120 Reference Guide on the Software and Documentation CD-ROM</i> .
Media is wrinkled. 	The media is moist from humidity or having water spilled on it.	Remove the moist media and replace it with new, dry media.
	The media feed roller or fuser unit is defective.	Check them for damage. If necessary, contact Technical Support with the error information.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Xerox-approved media. See "Media Specifications" on page 45.
	Envelopes are being printed with both green fuser separator levers in the plain paper position.	Before printing envelopes, place both green fuser separator levers in the envelope position.
The date and time is not correctly maintained on the printer.	The backup battery has reached the end of its service life.	Replace the backup battery. For details, see the <i>Phaser 6120 Reference Guide on the Software and Documentation CD-ROM</i> .

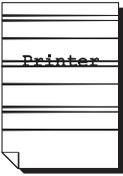
# Solving Problems with Printing Quality

Symptom	Cause	Solution
Nothing is printed, or there are blank spots on the printed page. 	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 printer driver mismatches the media loaded in the printer.	Load the correct media in the printer.
	The power source does not match the printer 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.
Entire sheet is printed in black or color. 	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 may be defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
Image is too light; there is low image density. 	Laser lens is dirty.	Clean the laser lens.
	The media is moist from humidity.	Remove the moist media and replace with new, dry media.
	There is not much toner left in the cartridge.	Replace the toner cartridge.
	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.
	Media type is set incorrectly.	When printing envelopes, labels, postcards, thick stock, or transparencies, specify the appropriate media type in the printer driver.
Image is too dark. 	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 may be defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.
Image is blurred; background is lightly stained; there is insufficient gloss of the printed image. 	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 may be defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.
The print or color density is uneven. 	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 imaging unit is defective.	Remove the imaging unit and check for damage. If it is damaged, replace it.
	The printer is not level.	Place the printer on a flat, hard, level surface.

Symptom	Cause	Solution
Irregular print or mottled image appears. 	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 "Media Specifications" on page 45.
	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. 	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 "Media Specifications" on page 45.
	Media type is set incorrectly.	When printing envelopes, labels, postcards, thick stock, or transparencies, specify the appropriate media type in the printer driver.

Symptom	Cause	Solution
There are toner smudges or residual images. 	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). 	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. 	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.

Symptom	Cause	Solution
Image defects. 	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. 	The printer is not level.	Place the printer 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.	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 <i>X</i> LOW or <i>X</i> EMPTY message. If necessary, replace the specified toner cartridge.
Colors are not registering properly; colors are mixed or have page-to-page variation.	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.

Symptom	Cause	Solution
<p>The color has a poor reproduction or has poor color density.</p> 	<p>The imaging unit may be defective.</p>	<p>Remove the imaging unit and check for damage. If it is damaged, replace it.</p>
<p>Marks regularly repeating on a page.</p>	<p>One or more parts used by the printer to create or transfer the image to the page are damaged or defective.</p>	<p>Measure the distance between the repeating defects in your print and compare the measurement to the following list to identify the part responsible for the defect. For example, your print has a visible mark on the page. The mark repeats every 94mm. This measurement identifies the imaging unit as the cause of the defect.</p> <p>Measurements:</p> <ul style="list-style-type: none"> <li>■ Toner Cartridge: 34 mm or 25 mm</li> <li>■ Imaging Unit: 94 mm</li> </ul>

If the problem is not resolved, even after all of the above have been performed, contact Technical Support with the error information.

# Status, Error, and Service Messages

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

## Standard Status Messages

This message...	means...	do this...
CALIBRATING	Whenever you replace a toner cartridge or reboot the printer after making environmental changes, the printer automatically pauses to do a Density Control cycle. This process is provided to make reliable printer operation with optimum output quality possible.	No action needed.
CANCELLING JOB	The job is being cancelled.	
COPYING XX/XX	The printer is printing with the collating function.	
ENERGY SAVER	The printer is in Energy Saver mode to reduce power consumption during periods of inactivity. When a print job is received, the printer returns to normal power within 35 seconds.  In addition, the machine will return to its normal operating condition when any key on the control panel is pressed.	
READY	The printer is on and ready to receive data.	
INITIALIZING	The printer is being initialized.	
PRINTING	The printer is printing.	

<b>This message...</b>	<b>means...</b>	<b>do this...</b>
PROCESSING	The printer is processing data.	No action needed.
PHASER 6120 STARTING SYSTEM	The printer is being started up.	
WARMING UP	The printer is warming up.	

## Error Messages (Warning)

This message...	means...	do this...
CANNOT ROTATE CARTRIDGE	A problem occurred, such as a paper jam, that prevents the toner cartridge carousel from rotating.	If a paper jam occurred, clear the jammed paper.
DISK NEAR FULL	The optional hard disk is full.	Delete print jobs saved on the hard disk.
X EMPTY	The x toner cartridge is empty. This message appears when the QUALITY/TONER OUT ACTION menu is set CONTINUE.	Replace the toner cartridge.
X INCORRECT	The specified toner cartridge is not the correct toner for this printer.	Replace the specified toner with the Xerox-approved toner for this printer.
PAPER TYPE MISMATCH	The media type set in the printer driver is different from the type of media loaded.	Load the correct paper type.
IMAGING UNIT LOW	The imaging unit is near the end of its life.	Replace the imaging unit soon. Be sure to have an imaging unit on hand.
REPLACE IMAGING UNIT	The imaging unit has reached the end of its life.	Replace the imaging unit.

This message...	means...	do this...
PAPER SIZE MISMATCH	<p>When using Tray 1: The paper size set from the printer driver is different from the size of paper loaded into Tray 1. This message appears when PAPER MENU/INPUT TRAY/TRAY 1 MODE is set to AUTO.</p> <p>When using Tray 2: The paper size set from the printer driver is different from the size of paper loaded into Tray 2. This message appears when PAPER MENU/INPUT TRAY/AUTO CONTINUE is set to ON.</p>	<p>Printing continues with paper of a different size, even if this message appeared.</p> <p>To print using paper of the desired size, load paper of the correct size, and then try printing again.</p>
X TONER LOW	The x toner cartridge is low and should be replaced within 200 pages at 5% coverage of letter/A4 pages.	Replace the specified toner cartridge soon. Be sure to have a toner cartridge on hand
TRAY 2 OPEN	Tray 2 is not installed or is not fully closed.	Close Tray 2 or print from another tray.

## Error Messages (Operator Call)

This message...	means...	do this...
DISK ERROR	The hard disk is full or damaged.	Initialize the hard disk or, if the error continues to occur, replace the hard disk.  To initialize the hard disk, select SYSTEM DEFAULT/FORMAT/FORMAT DISK.
DISK FULL	The hard disk is full or damaged.	Initialize the hard disk.  To initialize the hard disk, select SYSTEM DEFAULT/FORMAT/FORMAT DISK.
DUPLEX UNIT DOOR OPEN	Duplex cover is open.	Close the duplex cover.
FATAL ERROR	Sensor error.	Open and close front cover to automatically clean density sensor parts.
PRINTER COVER OPEN	The printer's top cover is open.	Close the top cover.
IMAGING UNIT MISSING	The imaging unit is not installed.	Install the imaging unit.
PAPER JAM DUPLEX	Paper has jammed in the duplex unit.	Locate and remove the jam.
PAPER JAM EXIT	Paper has jammed in the fuser area.	
PAPER JAM FUSER		
PAPER JAM TRANSFER	Paper has jammed in the transfer roller area. This type of jam means that the paper did not make it to the paper exit area.	
PAPER JAM TRAY X	Paper has jammed while being pulled from the specified tray (X).	Locate and remove the jam.

<b>This message...</b>	<b>means...</b>	<b>do this...</b>
PUT "SIZE" "TYPE" IN TRAY 1	The paper size set from the printer driver is different from the size of paper loaded into Tray 1. This message appears when PAPER MENU/INPUT TRAY/TRAY 1 MODE is set to CASSETTE.	When PAPER MENU/INPUT TRAY/AUTO CONTINUE is set to ON: Printing continues with paper of a different size, even if this message appeared. To print using paper of the desired size, load paper of the correct size, and then try printing again. When PAPER MENU/INPUT TRAY/AUTO CONTINUE is set to OFF: Load paper of the correct size. In addition, press the Down key to be able to print using the loaded paper.
PUT "SIZE" "TYPE" IN TRAY 2	The paper size set from the printer driver is different from the size of paper loaded into Tray 2. This message appears when PAPER MENU/INPUT TRAY/AUTO CONTINUE is set to OFF.	Load paper of the correct size. In addition, press the Down key to be able to print using the loaded paper.
REPLACE IMAGING UNIT	Imaging unit is out.	Replace the imaging unit.
REPLACE X TONER	The x toner cartridge is empty. This message appears when the QUALITY/TONER OUT ACTION menu is set STOP.	Replace the toner cartridge.
X TONER MISSING	The x toner cartridge is not installed.	Install a x toner cartridge.

## Service Messages

These messages indicate a more serious error that can only be corrected by a customer service engineer. If one of these messages appears, turn the printer off, then turn it on again. If the problem persists, contact your local vendor or authorized service provider.

<b>This service message...</b>	<b>means...</b>	<b>do this...</b>
ERROR XX	An error has been detected with the item indicated "XX" in the service message.	Reboot the printer. This often clears the service message, and printer operation can resume.  If the problem persists, contact your local Xerox service representative with the error information.

## Web Links

Xerox provides several websites that offer additional help on your Phaser 6120 printer.

<b>Resource</b>	<b>Link</b>
Technical support information for your printer including online Technical Support, driver downloads, documentation, and much more:	<a href="http://www.xerox.com/office/6120support">www.xerox.com/office/6120support</a>
Supplies for your printer:	<a href="http://www.xerox.com/office/6120supplies">www.xerox.com/office/6120supplies</a>
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs:	<a href="http://www.colorconnection.xerox.com">www.colorconnection.xerox.com</a>
Local sales and support center:	<a href="http://www.xerox.com/office/contacts">www.xerox.com/office/contacts</a>
Printer registration:	<a href="http://www.xerox.com/office/register">www.xerox.com/office/register</a>
Material Safety Data Sheets (English only) identify materials, and provide information on safely handling and storing hazardous materials:	<a href="http://www.xerox.com/office/msds">www.xerox.com/office/msds</a>
Information about recycling supplies:	<a href="http://www.xerox.com/gwa">www.xerox.com/gwa</a>

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***Installing Options***

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**9**

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# Introduction



## CAUTION

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

This chapter provides information about the following accessories.

<b>Dual In-Line Memory Module (DIMM)</b>	128 MB DIMM
<b>Duplex Unit</b>	Auto duplexing
<b>Tray 2</b>	500-sheet tray
<b>Hard Drive</b>	20 GB Hard Drive

### Note:

**Installing accessories always requires that the printer and accessories are turned off and unplugged during installation.**



*For details on the available options, contact your local reseller or refer to [www.xerox.com/office/6120supplies](http://www.xerox.com/office/6120supplies).*

# Antistatic Protection



## CAUTION

It's very important to protect the printer controller board from electrostatic damage while performing any task involving the controller board. Turn off all power switches first. Discharge your body's static electric charge by touching a grounded surface before you handle any printer boards or components. Also avoid walking around after grounding yourself.

# Dual In-Line Memory Module (DIMM)



*You may need additional memory (DIMM) for complex graphics and for duplex printing.*

A dual in-line memory module (or DIMM) is a compact circuit board with surface-mount memory chips.

Your printer comes with 128 MB SDRAM printer memory on board. However, you can upgrade to a maximum of 640 MB of RAM through the installation of an additional unbuffered SDRAM DIMM. Your printer comes with one free DIMM slot.

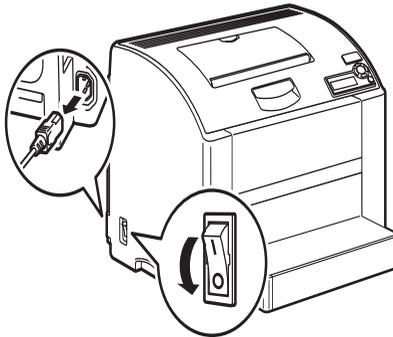
## Installing a DIMM



### CAUTION

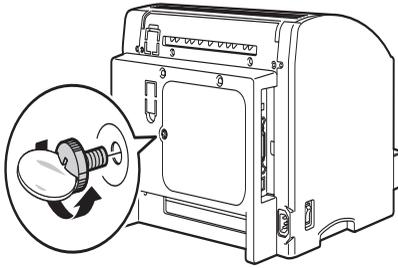
It's very important to protect the printer controller board and any associated circuit boards from electrostatic damage. Before performing this procedure, review the antistatic caution on Page 136. In addition, always handle circuit boards by the edges only.

- 1 Turn off the printer and disconnect the power cord and interface cables.

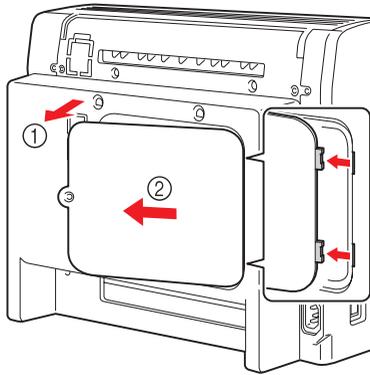


*If the duplex unit is installed, remove it.*

- 2 Using a coin, remove the screw on the back of the printer.

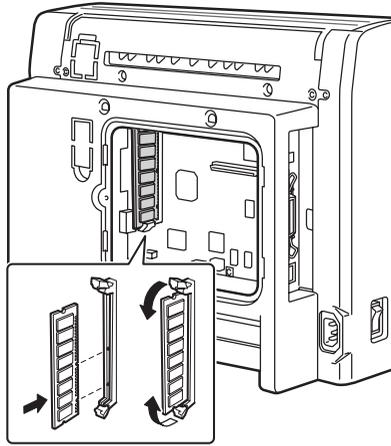


- 3 Remove the rear panel.



*Since there are two hooks on the right side of the panel, remove the rear panel by gently pulling the left side of the panel toward you, then sliding the panel off to the left.*

- 4 Insert the new DIMM straight into the DIMM connector until the latches snap into the locked position.



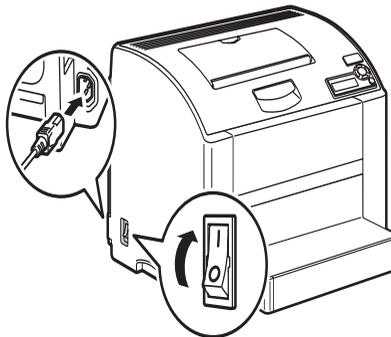
*Observe the keyed side of the DIMM to align it with the connector. If you cannot snap the DIMM into place, do not force it. Reposition it, making sure that the DIMM is seated completely in the connector.*

- 5 Reinstall the panel and tighten the screw.



*If you removed the duplex unit in step 1, reinstall it.*

- 6 Reconnect all interface cables.
- 7 Reconnect the power cord, and turn on the printer.



- 8 Enable the memory in the driver. For instruction on enabling the memory, see “Selecting Driver Options/Defaults (for Windows)” on page 17.

# Hard Drive

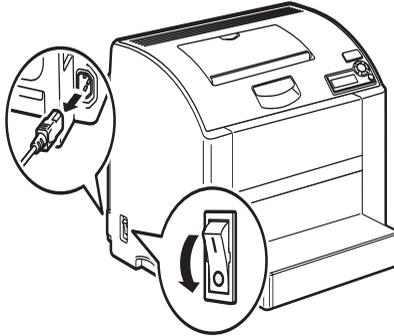
If a hard disk is installed, fonts can be downloaded and saved, and the overlay function can be used.

## Installing a Hard Drive

### **CAUTION**

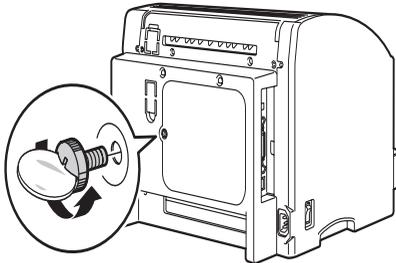
It's very important to protect the printer controller board and any associated circuit boards from electrostatic damage. Before performing this procedure, review the antistatic caution on Page 136. In addition, always handle circuit boards by the edges only.

- 1 Turn off the printer and disconnect the power cord and interface cables.

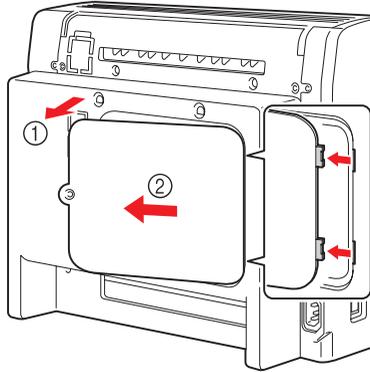


*If the duplex unit is installed, remove it.*

- 2 Using a coin, remove the screw on the back of the printer.

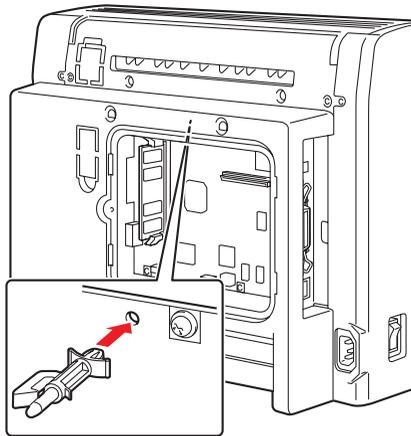


- 3 Remove the rear panel.



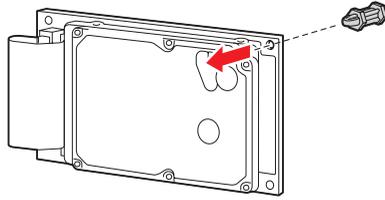
Since there are two hooks on the right side of the panel, remove the rear panel by gently pulling the left side of the panel toward you, then sliding the panel off to the left.

- 4 Attach the mounting pin on the printer controller board.

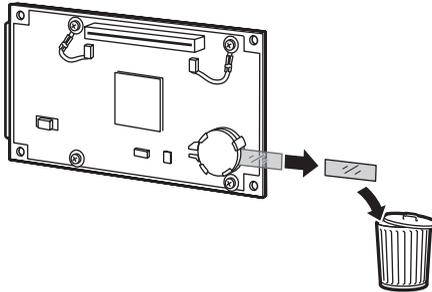


Be sure to slide the tab on the hard disk mounting pin to the left during installation.

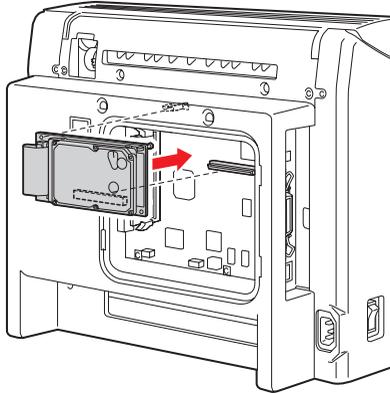
- 5 Attach the spacer to the hard disk controller board.



Ensure that you have removed the plastic strip that covers the lithium battery.



- 6 Attach the hard disk to the printer controller board.

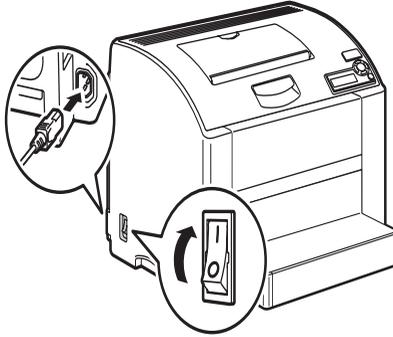


- 7 Reinstall the panel and tighten the screw.



If you removed the duplex unit in step 1, reinstall it.

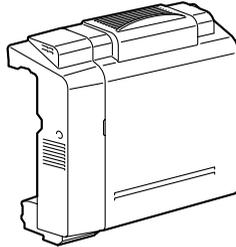
- 8 Reconnect all interface cables.
- 9 Reconnect the power cord, and turn on the printer.



- 10 Enable the hard disk in the driver. For instruction on enabling the hard disk, see “Selecting Driver Options/Defaults (for Windows)” on page 17.

# Duplex Unit

Duplex (2-sided) printing can be performed automatically with the duplex unit and enough memory installed. See “Duplexing” on page 72.

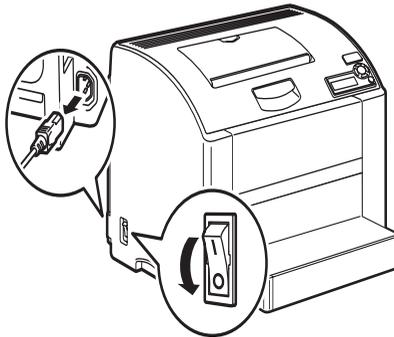


## Installing the Duplex Unit

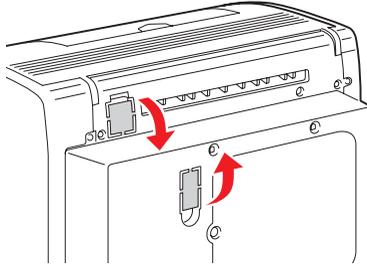
- 1 Turn off the printer.



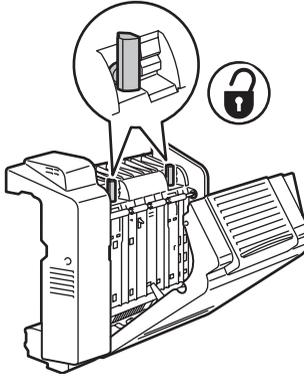
*To ensure the best print quality, install the memory module that was shipped with the Duplex Unit before installing the duplex unit. For information about installing the memory module, see “Dual In-Line Memory Module (DIMM)” on page 137.*



- 2 Remove the two knockout plates.

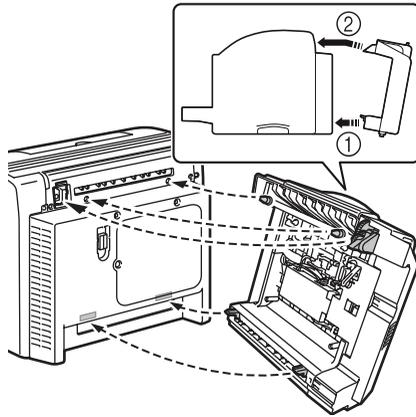


- 3 Prepare the duplex unit.

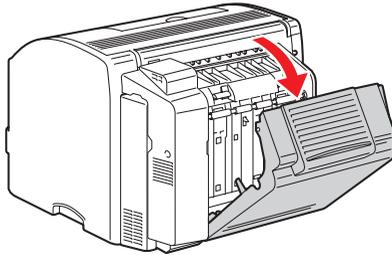


*Before installing the duplex unit, open the duplex cover and check that the knobs are positioned vertically. After checking the knob, close the cover.*

4 Install the duplex unit.

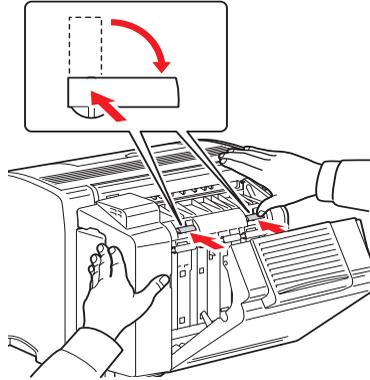


5 Open the cover of the duplex unit.



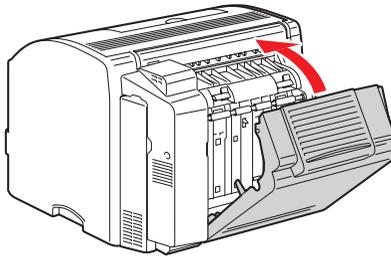
*Since the duplex unit is not yet secured to the printer, hold the duplex unit in place when opening its cover.*

- 6 While pushing in the knobs, gently turn them clockwise until they are horizontal. The duplex unit is secured in place.



*Make sure that both knobs are securely locked.*

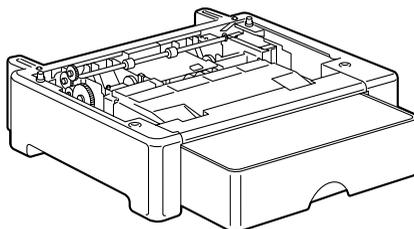
- 7 Close the duplex cover.



- 8 Enable the duplex unit in the driver. For instruction on enabling the duplex unit, see “Selecting Driver Options/Defaults (for Windows)” on page 17.

## Tray 2

If Tray 2 is installed, up to 500 additional sheets of A4/Letter-size paper can be loaded.

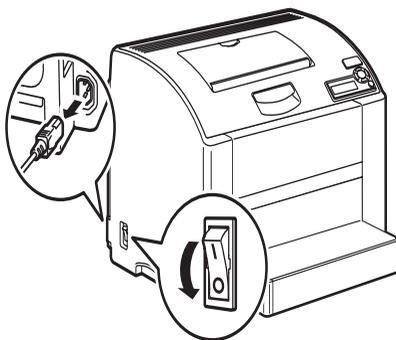


### Installing Tray 2

#### Note:

Since consumables are installed in the printer, be sure to keep the printer level when moving it in order to prevent accidental spills.

- 1 Turn off the printer and disconnect the power cord and interface cables.

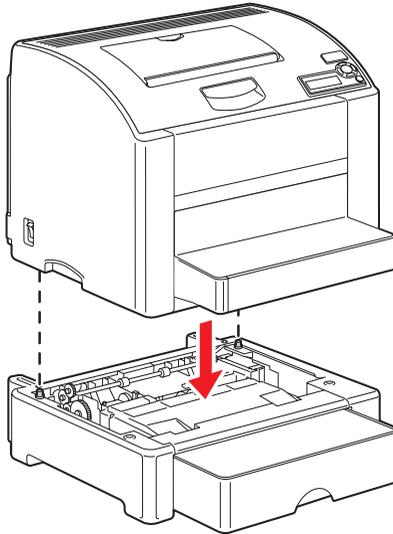


- 2 Prepare Tray 2.



*Be sure to place Tray 2 on a level surface.*

- 3 Lift the printer and place it on top of Tray 2, making sure that the positioning pins on Tray 2 correctly fit into the holes in the bottom of the printer.



- 4 Enable the Tray 2 in the driver. For instruction on enabling Tray 2, see “Selecting Driver Options/Defaults (for Windows)” on page 17.

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***Appendix***

**A**

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# User Safety Summary

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

## Electrical Safety

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



### **WARNING!**

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

- Do not place the printer 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 printer.
- Do not drop paper clips or staples into the printer.



### **WARNING!**

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

If you notice unusual noises or odors:

- 1 Turn off the printer 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 printer as a plug-in device at the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.



## **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. Except for user-installable options, there are no parts that you can maintain or service behind these covers.



*Leave the printer on for optimum performance; it does not pose a safety hazard.*

The following are hazards to your safety:

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

If any of these conditions occur, do the following:

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

## **Laser Safety**

With specific regard to lasers, this printer complies with laser product performance standards set by governmental, national, and international agencies and is certified as a Class 1 Laser Product. The printer does not emit hazardous light because the beam is totally enclosed during all modes of customer operation and maintenance.

## **Maintenance Safety**

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. 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](http://www.xerox.com/gwa).

## Operational Safety

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

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

### Printing Safety Guidelines

- Wait 10-15 seconds between turning the printer off and on.
- Keep hands, hair, neckties, etc., away from the exit and feed rollers.
- When the printer is printing:
  - Do not remove the paper source tray that you selected in either the printer driver or control panel.
  - Do not open the doors.
  - Do not move the printer.

### Operational Guidelines

- Do not block or cover the slots and openings on the printer. The printer may overheat without adequate ventilation.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposing light-sensitive components when the doors are open.
- Do not place the printer in line with the cold air flow from an air conditioning system.
- Place the printer on a level, solid non-vibrating surface with adequate strength for the weight of the printer. It should be within 2° of horizontal with all four feet in solid contact with the surface. The base printer weight without any packaging materials is approximately 20.5 kg (45 lb.).
- For optimum performance, use the printer at elevations below 2,500 m (8,200 ft.).

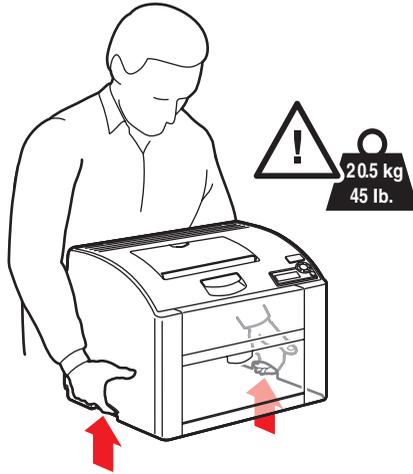
### Printer Clearance

Place the printer in an area where there is adequate space for ventilation, operation, and servicing. For information about the printer clearance, see “Getting Acquainted with Your Printer” on page 2.

## Moving the Printer

Follow these guidelines to avoid injuring yourself or damaging the printer:

- Turn off the printer and unplug all power cables before moving the printer.
- Always lift the printer from the designated lift points.



- Do not place any food or liquids on the printer.



### **CAUTION**

Damage to the printer resulting from improper moving or failure to repackage the printer properly for shipment, is not covered by the warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

# Safety Specifications

Printer		
Safety standards	110 volt	UL 60950-1, CSA C22.2 No. 60950-1-03
	220 volt	EU Directive 73/23/EEC EU Directive 93/68/EEC EN 60950-1 (IEC 60950-1)
EMC standards	110 volt	FCC part 15 subpart B class B ICES-003
	220 volt	EU Directive 89/336/EEC EU Directive 93/68/EEC EN 55022 (CISPR Pub. 22) class B EN 61000-3-2 EN 61000-3-3 EN 55024

# Technical Specifications

## Printer

Type	Desktop full color laser beam printer
Printing system	2 laser diodes and polygon mirror
Developing system	Mono-component toner developing
Resolution	2400 Enhanced 600 Standard
First print	<p>Simplex</p> <p>Monochrome: 12.0 seconds for A4, Letter (plain paper)</p> <p>Full color: 21.0 seconds for A4, Letter (plain paper)</p> <p>Duplex</p> <p>Monochrome: 24.0 seconds for A4, Letter (plain paper)</p> <p>Full color: 33.0 seconds for A4, Letter (plain paper)</p>

Print speed	<p>Simplex</p> <p>Monochrome: 20.0 pages per minute for A4, Letter (plain paper)</p> <p>Full color: 5.0 pages per minute for A4, Letter (plain paper)</p> <p>Duplex</p> <p>Monochrome: 11.4 pages per minute for A4, Letter (plain paper)</p> <p>Full color: 5.0 pages per minute for A4, Letter (plain paper)</p>
Warm-up time	<p>110 volt: Avg. 52 seconds</p> <p>220 volt: Avg. 55 seconds</p>
Media sizes	<p>Tray 1</p> <p>Paper width: 92 to 216 mm (3.6 to 8.5 in.)</p> <p>Paper length: 148 to 356 mm (5.9 to 14.0 in.)</p> <p>Tray 2 (Optional)</p> <p>A4/Letter</p>
Paper/Media	<ul style="list-style-type: none"> <li>• Plain paper (60 to 90 g/m<sup>2</sup>; 16 to 24 lb. bond)</li> <li>• Transparency</li> <li>• Envelope</li> <li>• Thick Stock (91 to 163 g/m<sup>2</sup>)</li> <li>• Postcard</li> <li>• Letterhead</li> <li>• Label sheet</li> <li>• Glossy stock</li> </ul>
Input capacity	<p>Tray 1</p> <p>Plain paper: 200 sheets</p> <p>Envelope: 10 envelopes</p> <p>Label/Postcard/Thick Stock/Transparency/ Glossy stock: 50 sheets</p> <p>Tray 2 (Optional)</p> <p>Plain paper: 500 sheets</p>
Output capacity	Output tray: 200 sheets (A4, Letter)
Operating temperature	10 to 32° C (50 to 90° F)
Operating humidity	10 to 80%
Power supply	<p>110 to 127 V, 50 to 60 Hz</p> <p>220 to 240 V, 50 to 60 Hz</p>
Power consumption	<p>100 V/120 V: 1100 W (peak)</p> <p>220 to 240 V: 1100 W (peak)</p>

Amperage	110 to 127 V: 11 A or less 220 to 240 V: 7 A or less
Acoustic Noise	Printing: 53 dB or less Standby: 35 dB or less
External dimensions	Height: 341 mm (13.4 in.) Width: 442 mm (17.4 in.) Depth: 395 mm (15.6 in.)
Weights	Printer: approximately 20.5 kg (45 lb) Toner cartridge: Standard in-box cartridge = 0.58 kg (1.28 lb) (Y, M, C, K) Replacement cartridge (with toner roller cover)= Standard-capacity: 0.63 kg (1.39 lb) (Y, M, C) High-capacity: 0.70 kg (1.54 lb) (Y, M, C, K)
Interface	USB 2.0 and USB 1.1 compliant, 10Base-T/ 100Base-TX (IEEE 802.3) Ethernet, Parallel
CPU	freescale MPC8220i (300 MHz)
Standard memory	128 MB DDR333 (same as PC2700), CL=2.5, in a 100-pin SODIMM package
Lithium Hard Drive Battery	CR2032

# Consumable Life Expectancy Chart

## User-Replaceable

Item	Average Life Expectancy (in Simplex Pages)
<b>Toner cartridge</b>	At 5% coverage <b>Standard in-box Cartridge =</b> 1,500 pages (Y, M, C) 4,500 pages (K) <b>Replacement Cartridge =</b> Standard-capacity: 1,500 pages (Y, M, C) High-capacity: 4,500 pages (Y, M, C, K)
<b>Imaging Unit</b>	At 5% coverage, using plain paper <b>Monochrome:</b> 45,000 pages (Continuous) 20,000 pages (3-4 pages per job) <b>Full color:</b> 11,250 pages (Continuous) 10,000 pages (3-4 pages per job)
<b>Transfer belt</b>	At 5% coverage <b>Monochrome:</b> 135,000 pages (Continuous) 75,000 pages (3 pages per job) <b>Full color:</b> 33,700 pages (Continuous) 28,000 pages (3 pages per job)   <i>When you receive a message that you need to replace the transfer belt, contact a Xerox support representative. For the Customer Support phone numbers, see the information sheet that shipped with your printer, or go to <a href="http://www.xerox.com/office/contacts">www.xerox.com/office/contacts</a>.</i>

## Service-Replaceable

Item	Average Life Expectancy
<b>Transfer roller</b>	120,000 pages
<b>Fuser unit</b>	120,000 pages

## Symbols Marked on Product

	Use caution (or draws attention to a particular component). See the manual(s) for information.
	Use caution (or draws attention to a particular component). See the manual(s) for information. Hot surface on or in the printer. Use caution to avoid personal injury.
	Do not touch the imaging unit.
	Do not burn the item.
	Do not expose the imaging unit to intense light or light for long periods of time.

## Material Safety Data Sheet

For Material Safety Data information regarding your Phaser 6120 printer, go to [www.xerox.com/office/msds](http://www.xerox.com/office/msds). For the Customer Support Center phone numbers, see the information sheet that shipped with your printer or go to [www.xerox.com/office/contacts](http://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 contains lead, mercury, and other materials whose disposal may be regulated due to environmental considerations in certain countries or states. The presence of lead and mercury is fully consistent with global regulations applicable at the time that the product was placed on the market.

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

## North America

Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment.html](http://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](http://www.eiae.org).

## Other Countries

Please contact your local waste authorities and request disposal guidance.

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*Appendix*

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**B**

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# Regulatory Information (English Only)

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 in a residential installation. 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, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- 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 (Declaration of Conformity)

Xerox Corporation declares, under our sole responsibility, that the product to which this declaration relates is in conformity with the following standards and other normative documents:

## **Low Voltage Directive 73/23/EEC as amended**

EN 60950:2000

## **Electromagnetic Compatibility Directive 89/336/EEC as amended**

EN 55022:1998+A1:2000 +A2:2003

EN 55024:1998+A1:2000 +A2:2003

EN 61000-3-2:2000

EN 61000-3-3:1995+A1:2000

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