Xerox® B215 Multifunction Printer User Guide

xerox™

1 Safety

2 Getting Started

3   Installation and Setup

7   Maintenance

8   Troubleshooting

C   Recycling and Disposal

Safety

1

This chapter contains:

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 Xerox printer.

Notices and Safety

Read the following instructions carefully before operating your printer. Refer to these instructions to ensure the continued safe operation of your printer.

Your Xerox® printer and supplies are designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

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

Note: Unauthorized alterations, which can include the addition of new functions or connection of external devices, can affect the product certification. For more information, contact your Xerox representative.

Electrical Safety

General Guidelines

⚠️ **WARNING:**

- Do not push objects into slots or openings on the printer. Touching a voltage point or shorting out a part could result in fire or electric shock.
- Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are instructed to do so. Power off the printer when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- The printer emits smoke, or the surface is unusually hot.
- The printer emits unusual noise or odors.
- The printer causes a circuit breaker, fuse, or other safety device to activate.

If any of these conditions occur, do the following:

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

Power Cord

Use the power cord supplied with your printer.

- Plug the power cord directly into a properly grounded electrical outlet. Ensure that each end of the cord is connected securely. If you do not know if an outlet is grounded, ask an electrician to check the outlet.

⚠ **WARNING:** To avoid risk of fire or electrical shock, do not use extension cords, power strips, or power plugs for more than 90 days. When a permanent outlet receptacle cannot be installed, use only one factory-assembled extension cord of the appropriate gauge per printer or multifunction printer. Always adhere to national and local building, fire, and electrical codes regarding length of cord, conductor size, grounding, and protection.

- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Verify that the printer is plugged into an outlet that is providing the correct voltage and power. Review the electrical specification of the printer with an electrician if necessary.
- Do not place the printer in an area where people can step on the power cord.
- Do not place objects on the power cord.
- Do not plug or unplug the power cord while the printer is powered On.
- If the power cord becomes frayed or worn, replace it.
- To avoid electrical shock and damage to the cord, grasp the plug when unplugging the power cord.

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

Emergency Power Off

If any of the following conditions occur, power off the printer immediately and disconnect the power cord from the electrical outlet. Contact an authorized Xerox service representative to correct the problem if:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- Any part of the printer is damaged.

Laser Safety

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.

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

Telephone Line Cord

⚠ **WARNING:**

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

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.

Operational Guidelines

- Do not remove any paper trays while the printer is printing.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, and so on, away from the exit and feed rollers.
- Covers, which require tools for removal, protect the hazard areas within the printer. Do not remove the protective covers.
- Do not override any electrical or mechanical interlock devices.
- Do not attempt to remove paper that is jammed deeply inside the printer. Switch off the printer promptly and contact your local Xerox representative.

⚠ **WARNING:**

- The metallic surfaces in the fuser area are hot. Always use caution when removing paper jams from this area and avoid touching any metallic surfaces.
- To avoid a tip hazard, do not push or move the device with all the paper trays extended.

Ozone Release

This printer produces ozone during normal operation. The amount of ozone produced is dependent on print volume. Ozone is heavier than air and is not produced in amounts large enough to harm anyone. Install the printer in a well-ventilated room.

For more information in the United States and Canada, go to www.xerox.com/environment. In other markets, please contact your local Xerox representative or go to www.xerox.com/environment_europe.

User Guide 17

Printer Location

- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold its weight. To find the weight for your printer configuration, refer to Physical Specifications.
- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- Place the printer in a dust-free area.
- Do not store or operate the printer in an extremely hot, cold, or humid environment.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning system.
- Do not place the printer in locations susceptible to vibrations.
- For optimum performance, use the printer at the elevations specified in Environmental Specifications.

Printer Supplies

- Use the supplies designed for your printer. The use of unsuitable materials can cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the product, options, and supplies.
- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, print/drum cartridges, or toner containers into an open flame.
- When handling cartridges, for example toner and such, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge, which can increase the risk of skin or eye contact.

⚠ **CAUTION:** Use of non-Xerox supplies is not recommended. The Xerox Warranty or Service Agreement 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.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Clean with a dry lint-free cloth only.
- Do not burn any consumables or routine maintenance items. For information on Xerox® supplies recycling programs, go to www.xerox.com/gwa.
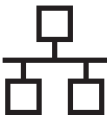
⚠ **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can cause explosions or fires when used on electromechanical equipment. When installing the device in a hallway or similar restricted area, additional space requirements can apply. Ensure that you comply with all workspace safety regulations, building codes, and fire codes for your area.

Printer Symbols

Symbol	Description
	Warning: Indicates a hazard which, if not avoided, could result in death or serious injury.
	Caution: Indicates a mandatory action to take in order to avoid damage to the property.
	Hot surface on or in the printer. Use caution to avoid personal injury.
	Pinch Hazard: This warning symbol alerts users to areas where there is the possibility of personal injury.
	Do not burn the item.
	Do not touch the part or area of the printer.
	Do not load envelopes.
	Do not touch.

Symbol	Description
	Push down.
	Push to open.
	Home Button
	LAN Local Area Network
	USB Universal Serial Bus
	This item can be recycled. For details, see Recycling and Disposal.

Environmental, Health, and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, contact:

- United States and Canada: 1-800-ASK-XEROX (1-800-275-9376)
- Europe: EHS-Europe@xerox.com

For product safety information in the United States and Canada, go to www.xerox.com/environment.

For product safety information in Europe, go to www.xerox.com/environment_europe.

Getting Started

2

This chapter includes:

Parts of the Printer

Before you use your printer, take some time to familiarize yourself with the various features and options.

Front View
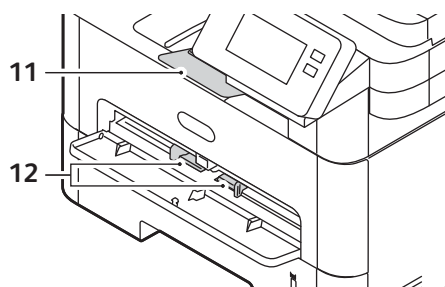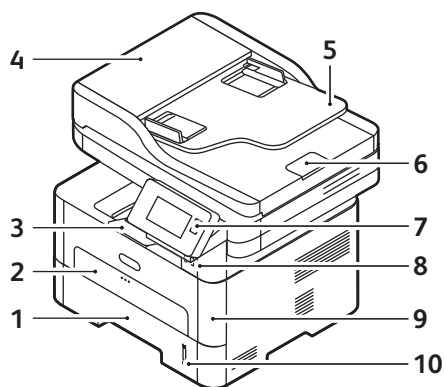
1	Paper Tray 1	7	Control Panel and Touch Screen
2	Manual Feed Slot	8	USB Memory Port
3	Output Tray	9	Front Cover
4	Automatic Document Feeder Cover	10	Paper Level Indicator
5	Automatic Document Feeder Input Tray	11	Output Tray Extension
6	Automatic Document Feeder Output Tray	12	Paper Width Guides

Automatic Document Feeder
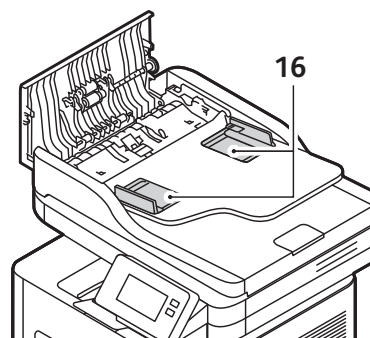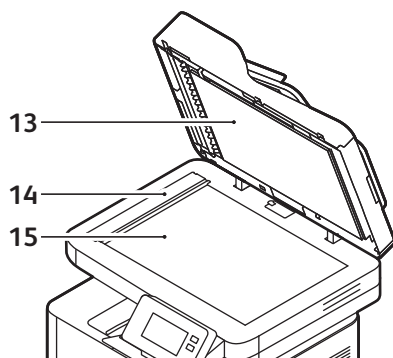
13	Automatic Document Feeder	15	Document Glass
14	Constant Velocity Transport (CVT) Glass	16	Automatic Document Feeder Guides

Automatic Document Feeder Guidelines

The Automatic Document Feeder accommodates the following original-sized documents:

- Width: 5.8–8.5 in. (148–216 mm)
- Length: 5.8–14 in. (148–356 mm)
- Weight: 16 - 28 lb (60–105 g/m^2)

Follow these guidelines when loading original documents into the automatic document feeder:

- Load original documents face up so that the top of the document enters the feeder first.
- Place only loose sheets of undamaged paper in the automatic document feeder.
- Adjust the paper guides so that they fit against the original documents.
- Insert paper in the automatic document feeder only when ink on the paper is dry.
- Do not load original documents above the MAX fill line.

The automatic document feeder can hold a maximum of 40 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the automatic document feeder with the top of the document to the left of the tray.

2. Move the document guide to just touch both sides of the document.
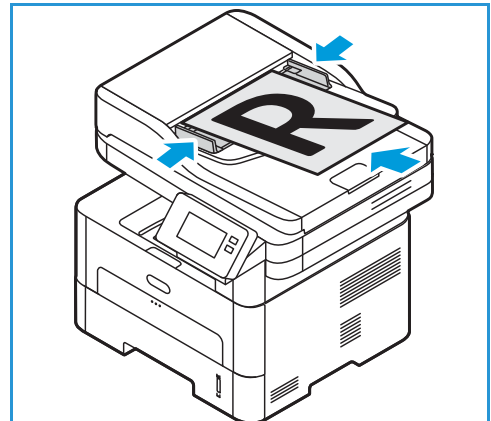
Document Glass Guidelines

The document glass accommodates the maximum size is 8.5 x 11 in. or A4. Use the document glass rather than the automatic document feeder to copy or scan oversized, torn, or damaged originals, and for books and magazines.

1. Open the automatic document feeder and place single documents face down on the document glass aligned with the rear left corner.

2. The default document size is 8.5 x 11 in. or A4. For other sized documents, change the **Original Size** option.

    Note: Documents are only scanned once even when several copies are selected.
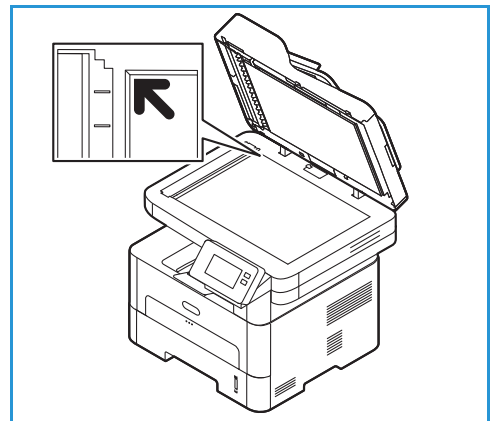
Media Output Locations

The device has two output locations:

- Output tray, face down, up to a maximum of 120 sheets of 20 lb (80 g/m²) paper.

  The output tray collects printed paper face down, in the order in which the sheets were printed. The output tray should be used for most jobs. When the output tray is full, a message displays on the control panel.

  To use the output tray, make sure that the rear cover is closed.

  Note:

  - If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear cover.

  - To reduce paper jams, do not open or close the rear cover while the printer is printing.

- Rear cover, face up, one sheet at a time.

  The device sends output to the output tray by default. If using special media, such as envelopes, or excessive curl or creases appear, the rear cover should be used for the output. Open the rear cover and keep it open while printing one sheet at a time.

  Note: The rear cover output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.
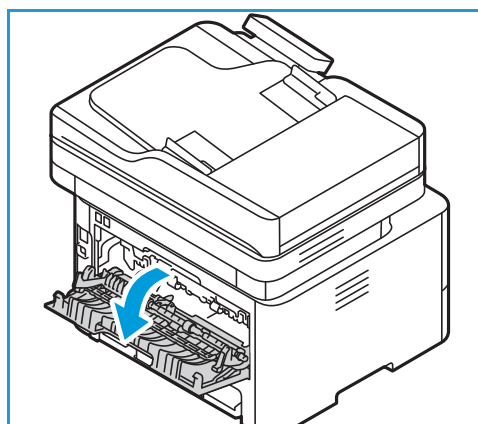
⚠ **CAUTION:** The fuser area inside the rear cover of your device becomes very hot when in use. Take care when you access this area.

Rear View
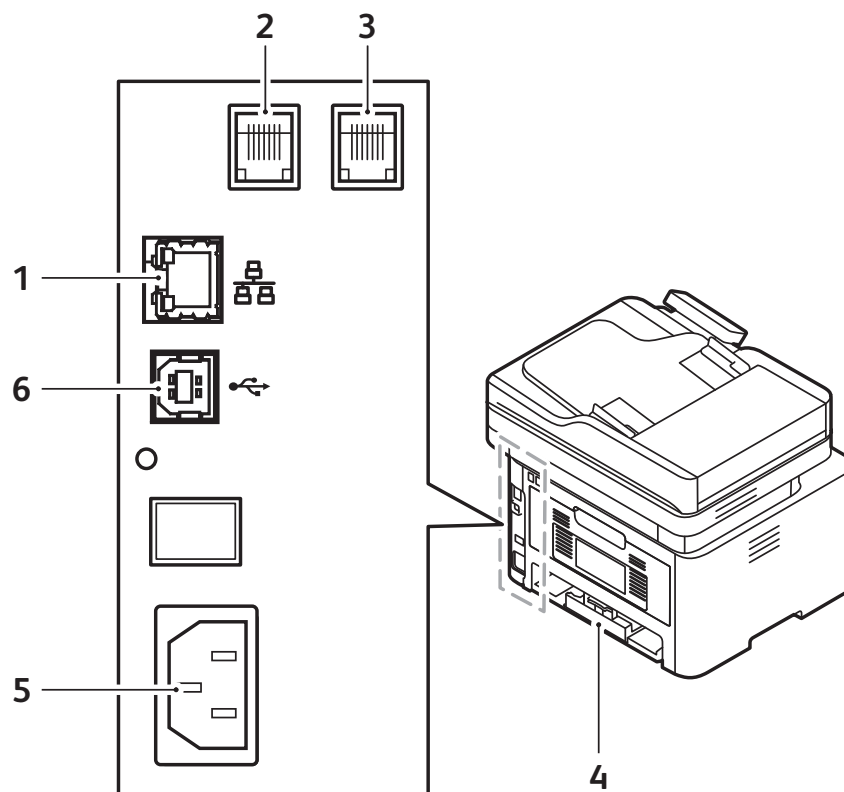
1	Network Port	4	Rear Cover
2	Telephone Line Socket (Line)	5	Power Receptacle
3	Extension Telephone Socket (EXT)	6	USB Port

Control Panel

The control panel consists of a touch screen and buttons you press to control the functions available on the printer. The control panel:

- Displays the current operating status of the printer.
- Provides access to services and features.
- Provides access to information pages.
- Prompts you to load paper, replace supplies, and clear jams.
- Displays errors and warnings.

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Item	Name	Description
1	Touch Screen Display	The screen displays information and provides access to printer functions.
2	Power On/Off Button	This button serves several power-related functions. When the printer is powered off, this button powers on the printer. • When the printer is powered on, pressing this button displays a menu on the control panel. From this menu, you can choose to enter Power Saver mode or Power Down the printer. • When the printer is powered on, but in Power Saver mode, pressing this button wakes the printer.
3	Home Button	This button provides access to the Home screen to access printer services such as Copy, ID Card Copy, Scan to PC, Scan to Network, Scan to WSD, Email and Fax.

Power Options

The Power On/Off button is a single multifunction button on the control panel.

- The Power On/Off button powers on the printer.
- If the printer is already powered on, the Power On/Off button can be used to:
  - Enter or exit Power Saver mode.
  - Power Down the printer.
- The Power On/Off button also flashes when the printer is in Power Saver mode.

Powering On the Printer

The Power On/Off button is a single multifunction button on the control panel. The power cable socket is located at the rear of the printer.

1. Connect the AC power cord to the printer and a power outlet. The power cord must be plugged into a grounded power socket.
2. Press the **Power On/Off** button on the control panel.

   The printer powers on.
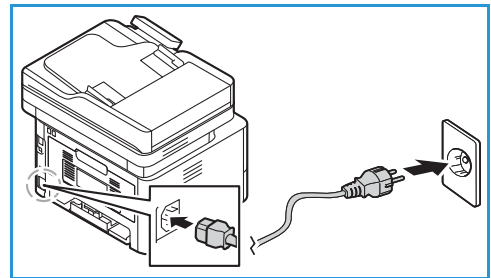
Power Saver Mode

This device contains advanced energy conservation technology that reduces power consumption when it is not in active use. When the printer does not receive data for an extended period of time, the Power Saver mode becomes active and power consumption is automatically lowered.

To enter Power Saver mode:

1. Press the **Power On/Off** button.
2. Touch **Enter Power Saver**.

   The printer enters power saver mode.

Powering Off the Printer

The Power On/Off button is a single multifunction button on the control panel.

To power off the printer:

1. Press the **Power On/Off** button.
2. Touch **Power Down**.
   The printer powers off.

⚠️ **CAUTION:** Do not unplug the power cord while the printer powers down.

Accessing the Printer

Logging In

Logging in is the process by which you identify yourself to the printer for authentication. If authentication is enabled, to access printer features, you log in with your user credentials.

Logging In at the Control Panel

1. Touch **Log In**.
2. Type the User Name using the keypad, then touch **Confirm**.
3. Type the Password using the keypad, then touch **Confirm**.

    Note: For information about logging in as system administrator, refer to Security.

Introduction to Services

Services are a gateway to the features and functions of your device. Services are already installed on the device and appear on the Home screen. Available services can be hidden or rearranged on the Home screen using Xerox® CentreWare® Internet Services. For more information, refer to Setting Up the Services.

The following services are available on your device:

Service		Description
	Copy	Use Copy to make copies of original documents loaded in the automatic document feeder or on the document glass. The device scans your original documents and temporarily stores the images. The documents are printed based on the options selected.
	Email	You can use the Email option to scan images and attach them to emails. You can specify the file name and format of the attachment, and include a subject heading and message for the email.
	Fax	You can use Fax to fax documents to a fax number, or individual contact, or to a group of contacts. When you send a fax from the printer control panel, the document is scanned and transmitted to a fax device, using a dedicated telephone line.
	Scan to PC	There are several methods for scanning and storing an original document. Scan to PC enables you to scan an image and send it to a folder setup on your computer desktop.
	Scan to Network	If the printer is connected to a network, you can use Scan to Network to select a network destination for the scanned image at the printer.
	Scan to WSD	Use Scan to WSD Scan Profile to scan images using Web Services for Devices profiles.
	ID Card Copy	Use ID Card Copy to copy both sides of an ID card or small document onto one side of paper. To copy the card, place each side in the upper-left corner of the document glass. The printer stores both sides of the document, then prints them side by side on the paper.
	USB	Use the USB function to print jobs already stored on a USB drive. Jobs in a print-ready format, such as PDF, TIFF, or JPEG, can be printed. Images can also be scanned at the device and stored on the USB drive.
	Device	Device gives you access to information about your printer, including the serial number and model. You can view the status of the paper trays, billing and supplies information, and print Information Pages.

Service		Description
	Address Book	Use the Address Book to store addresses for all your Fax, Scan and Email jobs. Once the Address Book has been enabled during installation and setup, you can enter individual addresses, group addresses, and speed dial addresses and store them in your Address Book at the printer for repeated use.
	Jobs	Use Jobs to view details of current and completed jobs. You can view job progress or delete jobs that no longer require printing.

To configure services for your device, refer to Installation and Setup.

For more information about using the services and the options available, refer to Using the Services.

Information Pages

Your printer has a set of Information Pages that you can print. These pages include system information, supplies status information, error messages and more.

To access the Information Pages:

1. At the printer control panel, press the **Home** button.
2. Touch **Device** → **Information Pages**.

The following reports are available:

Report	Description
System Configuration	This report provides information about your device setup, including the serial number, IP Address and the software version.
Call for Assistance	The Call for Assistance Report provides a summary of relevant information that you can provide to a Xerox®support representative.
Email Sent	The Email Sent Report provides a record of emails sent, including From, To, Date & Time, Subject, and Result.
Error Messages	The Error Messages Report provides a record of errors, including fault and alert codes, and the date and time of the error.
Fax Broadcast	The Fax Broadcast Report provides a record of broadcast faxes, including total pages scanned, remote station, start time, and result.
Fax Options	The Fax Options Report displays the current fax settings.
Fax Phonebook	The Fax Phonebook report displays a list of names and fax numbers in the Address Book.
Fax Protocol	The Fax Protocol Report provides fax control field data, fax information field data, and Send/Receive information.
Fax Receive	The Fax Receive provides a record of faxes received.
Fax Transmission	The Fax Transmission Report provides a record of faxes and scheduled faxes sent.
Group Address Book Members	The Group Address Book Members displays contents of the Group Address Book, including group number, group name, user name, and email address.
Junk Fax List	The Junk Fax List Report displays a record of junk faxes received and the numbers from which they were sent.
Last 40 Error Messages	The Last 40 Error Messages Report is a log of the last 40 error messages, with number, code, name, date, and time.

Report	Description
Local Address Book Members	The Local Address Book displays contents of the local address book.
Pending Jobs	The Pending Jobs Report provides a record of pending outbound and inbound jobs.
User Authentication	The User Authentication Report provides a list of authenticated users and login IDs.
Supplies Usage	The Supplies Usage Report provides print coverage information.
All Information Pages	Use this option to print all the Information Pages.

Printing Information Pages

Various reports can be printed to provide information about your device.

1. At the printer control panel, press the **Home** button.
2. Touch **Device → Information Pages**.
3. To print an information page, touch the needed page, then touch **Print**.
4. To return to the home screen, press the **Home** button.

Printing a Configuration Report Using the Control Panel

The Configuration Report lists printer information such as default settings, installed options, network settings including IP address, and font settings. Use the information on the configuration page to help you configure network settings for your printer, and to view page counts and system settings.

1. At the printer control panel, press the **Home** button.
2. Touch **Device → Information Pages**.
3. Touch **System Configuration**, then touch **Print**.
4. To return to the home screen, press the **Home** button.

Printing Reports using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:

    • To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

    • To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences** → **Printers & Scanners** → **Options & Supplies**. Select **Show Print Webpage**.

2. Click **Properties** → **Services** → **Printing**.

    Note: If you are prompted to enter the Administrator account user name and password, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. Click **Reports**.
4. To print a report, for the required report, click **Print**.
5. Click **OK**.

Xerox® CentreWare® Internet Services

Xerox® CentreWare® Internet Services is the administration and configuration software installed on the embedded webpages in the printer. Xerox® CentreWare® Internet Services allows you to configure, manage and use the printer from a Web browser or from a Macintosh print driver.

Xerox® CentreWare® Internet Services requires:

- A TCP/IP connection between the printer and the network in Windows, Macintosh, or Linux environments.
- TCP/IP and HTTP enabled in the printer.
- A network-connected computer with a Web browser that supports JavaScript.

Many features in Xerox® CentreWare® Internet Services require an administrator user name and password. For security purposes, the default system administrator password is set to the unique device serial number of your printer. For network printers, when you first access Xerox® CentreWare® Internet Services after printer installation, the system prompts you to change the default system administrator password. Once the system administrator password is successfully set, you can access all features and functions in Xerox® CentreWare® Internet Services.

For information about changing the default password the first time you access Xerox® CentreWare® Internet Services, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

For printers connected using a USB connection, use Xerox Easy Printer manager to configure, manage and use your printer from a computer. For more information, refer to Xerox Easy Printer Manager.

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings.

Accessing Xerox® CentreWare® Internet Services

You can access Xerox® CentreWare® Internet Services from a Web browser or from a Macintosh print driver:

- To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

- To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences** → **Printers & Scanners** → **Options & Supplies**. Select **Show Print Webpage**.

  Note: If you are prompted to change the default password for the Administrator Account, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

Finding the IP Address of Your Printer

To install the print driver for a network-connected printer, it is often necessary to know the IP address of your printer. Also, the IP address is used to access the settings of your printer through Xerox® CentreWare® Internet Services.

You can view the IP address of your printer on the printer Home screen, in the About option, or on the System Configuration Report.

Viewing the IP Printer Address on the Control Panel

To view the IP address of the printer on the control panel:

1. At the printer control panel, press the **Home** button.
   The IP address is displayed on the screen.
2. To view the Network screen, touch **Device** → **About** → **Network**.
   Scroll to the IP address and record it from the display.
3. To return to the home screen, press the **Home** button.

To print a configuration report, refer to Printing a Configuration Report Using the Control Panel.

Obtaining the Printer IP Address from the Configuration Report

To obtain the printer IP address from the Configuration Report:

1. At the printer control panel, press the **Home** button.
2. Touch **Device → Information Pages**.
3. Touch **System Configuration**, then touch **Print**.

    The IP address appears in the Network Setup section of the Configuration Report.
4. To return to the home screen, press the **Home** button.

Certificates for Xerox® CentreWare® Internet Services

Your device includes a self-signed HTTPS certificate. The device generates the certificate automatically during device installation. The HTTPS certificate is used to encrypt communications between your computer and the Xerox device.

> Note:
>
> -   Xerox® CentreWare® Internet Services page for your Xerox device can display an error message that the security certificate is not trusted. This configuration does not lessen the security of the communications between your computer and the Xerox device.
>
> -   To eliminate the connection warning in your Web browser, you can replace the self-signed certificate with a signed certificate from a Certificate Authority. For information on obtaining a certificate from a Certificate Authority, contact your Internet Service Provider.

For information on obtaining, installing, and enabling certificates, refer to Security Certificates.

Using Xerox® CentreWare® Internet Services

You can access Xerox® CentreWare® Internet Services from a Web browser or from a Macintosh print driver. For instructions, refer to Accessing Xerox® CentreWare® Internet Services.

To use Xerox® CentreWare® Internet Services, click the tab required:

- **Status**: This page provides a description of the printer and current notifications, the status of the paper trays, and supplies and billing information.
- **Jobs**: The Jobs page enables you to manage active jobs on the printer. You can also view and download a list of completed jobs.
- **Print**: This page enables you to submit print-ready files to the printer for printing. You can select options for print jobs using this page. Only print-ready files can be submitted, for example PDF, PS, and PCL file formats.
- **Address Book**: Use the Address Book page to create a Device Address Book containing contacts for use with the fax, email, and scanning services. You can configure the printer to use a Network Address book that looks up addresses from an LDAP directory.
- **Properties**: You can use the Properties tab to access and configure settings for your device. System administrator login credentials are required to change most settings.
- **Support**: This page provides access to general support information and telephone numbers. You can use the Support page to send diagnostic information to Xerox.
- **Index**: Use the Index option to find a particular feature or setting in Xerox® CentreWare® Internet Services. The Index tab displays a list of options available, with links that go directly to each option. The Contents tab displays a table of contents for Xerox® CentreWare® Internet Services.
- **Help**: Use this option to go directly to the Xerox website for additional help and information.

Xerox Easy Printer Manager

Xerox Easy Printer Manager is available for Windows and Macintosh operating systems. Xerox Easy Printer Manager conveniently provides access to device settings as well as functions such as scanning, faxing and printing. The Xerox Easy Printer Manger allows you to view the status and manage your device at your computer.

For Windows operating systems, Xerox Easy Printer Manager installs automatically during driver installation. For details about installing printer software, refer to Installing Printer Software.

For information about using Xerox Easy Printer Manager, select the **? Help** button in the application.

> Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings.

Xerox Easy Document Creator

The Easy Document Creator is available for Windows and Macintosh operating systems. It is used to adjust scan and fax settings and start the scanning or faxing process directly from your computer.

If the Scan option is selected from the Xerox Easy Printer Manager, the Easy Document Creator opens to enable you to scan images using the device.

The Scan window allows you to view the scanned image and make adjustments as necessary. Preferred settings can be saved as favorites and added to a pre-defined list.

For information about using Easy Document Creator, select the **? Help** button in the application.

Printer Software

After you have set up your device and connected it to your computer, you must install the printer and scanner software. The software required for Windows is supplied on the Software and Documentation CD delivered with your device, additional software, and Macintosh and Linux drivers can be downloaded from www.xerox.com/office/B215support.

The following software is available:

CD	Operating System	Contents
Printer Software	Windows	• **Print Driver:** Use the print driver to take full advantage of your printer's features. PCL5e, PCL6, Postscript and XPS drivers are provided. • **PC Fax:** Use to fax directly from your PC. • **Scanner Driver:** TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your device. • **OCR**: Optical Character Recognition (OCR) saves time by automatically extracting data from scanned images and then making the data available for electronic processing. • **Xerox Easy Document Creator:** Used to adjust scan settings and start the scanning process directly from your computer. The preview window allows you to view the scan and make adjustments as necessary and preferred settings can be preserved as favorites and added to a pre-defined list. • **Xerox Easy Printer Manager (EPM):** Conveniently combines access to device settings, printing/scanning environments, settings/actions, Scan to PC, Fax to PC, and launching applications such as Easy Document Creator and Xerox® CentreWare® Internet Services in one location. Note: Login is required to change Printer Settings. • **Xerox Easy Wireless Setup**: When installing the printer you can use the wireless setup program that was automatically installed with the print driver to configure the wireless settings.
Printer Software	Linux	• **Print Driver:** Use this driver to take full advantage of your printer's features. • **Scanner Driver:** A SANE driver is available for scanning documents on your device. Note: Xerox driver software for Linux is only available at www.xerox.com/office/B215drivers.

CD	Operating System	Contents
Printer Software	Macintosh	• **Print Driver:** Use this driver to take full advantage of your printer's features. • **Scanner Driver:** A TWAIN driver is available for scanning documents on your device. • **Xerox Easy Printer Manager (EPM):** Conveniently combines access to device settings, printing/scanning environments, settings/actions, Scan to PC, Fax to PC, and launching applications such as Easy Document Creator and Xerox® CentreWare® Internet Services in one location. Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings. • **Xerox Easy Document Creator:** Used to adjust scan settings and start the scanning process directly from your Macintosh. The preview window allows you to view the scan and make adjustments as necessary and preferred settings can be preserved as favorites and added to a pre-defined list. • **Scan and Fax Manager:** This utility allows you to configure MFP PC Fax and Scan settings. Note: Xerox driver software for Macintosh is only available at www.xerox.com/office/B215drivers.

For instructions on how to install Windows, Macintosh and Linux printer software, refer to Installing Printer Software.

More Information

Note: You can obtain more information about your printer from these sources:

Resource	Location
Installation Guide	Packaged with the printer and can be downloaded at www.xerox.com/office/B215docs
Other documentation for your printer	www.xerox.com/office/B215docs
Technical support information for your printer, including online technical support, Online Support Assistant and print driver downloads	www.xerox.com/office/B215support
Information Pages	Print reports from the control panel or using Xerox® CentreWare® Internet Services. For details, refer to Information Pages.
Order supplies for your printer	www.xerox.com/office/B215supplies
Local Sales and Support Center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Business Resource Center	www.xerox.com/office/businessresourcecenter

Installation and Setup

3

This chapter includes:

Installation and Setup Overview

Before you print, ensure that your computer and the printer are plugged in, powered on, and connected.

For instructions on unpacking and installing your printer, refer to the Installation Guide packaged with your printer. You can also access the Online Support Assistant at www.xerox.com/office/B215support.

When you configure the printer for the first time, complete the following tasks:

1. Connect your printer to a network using a wired or wireless connection, or to a computer using a USB cable connection.

    For a network installation, confirm that your network recognizes your printer. By default, the printer receives an IP address from a DHCP server over a TCP/IP network. If you have a different type of network, or want to assign a static IP address, refer to TCP/IP.
2. Complete the Installation Wizard that launches automatically the first time the printer powers on. The installation wizard helps you configure basic printer settings such as your location, time zone, and date and time preferences.
3. To view the new IP address and ensure that the connection is successful, print a Configuration Report. For details, refer to Printing the Configuration Report.
4. Configure settings for your printer installation:
    *   For information about configuring General Setups, refer to General Setup.
    *   For information about configuring Network Connectivity settings, refer to Network Connectivity.
    *   For information about configuring Security settings, refer to Security.
    *   For information about configuring services such as Print, Copy, ID Card Copy, Email, Fax, Scan to Network, Scan to PC and Scan to WSD, refer to Setting Up the Services.
5. Install the print driver software and utilities on your computer. For details, refer to Installing Printer Software.

    Note: If the Software and Documentation disc is not available, download the latest drivers at www.xerox.com/office/B215drivers.

Xerox® CentreWare® Internet Services

Xerox® CentreWare® Internet Services is the administration and configuration software installed on the Embedded Web Server in the printer. Xerox® CentreWare® Internet Services software allows you to configure and administer the printer from a Web browser or from a Macintosh print driver.

Xerox® CentreWare® Internet Services requires:

- A TCP/IP connection between the printer and the network in Windows, Macintosh or Linux environments.
- TCP/IP and HTTP enabled in the printer.
- A network-connected computer with a Web browser that supports JavaScript.

Many features in Xerox® CentreWare® Internet Services require an administrator user name and password. For security purposes, the default system administrator password is set to the unique device serial number of your printer. For network printers, when you first access Xerox® CentreWare® Internet Services after printer installation, the system prompts you to change the default system administrator password. Once the system administrator password is successfully set, you can access all features and functions in Xerox® CentreWare® Internet Services.

For information about changing the default password the first time you access Xerox® CentreWare® Internet Services, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

> Note: The serial number is located on the data label at the rear of the printer.

Finding the IP Address of Your Printer

The IP address is used to access the settings of your printer through Xerox® CentreWare® Internet Services. You can view the IP address of your printer on the control panel or on the Configuration Report.

Viewing the IP Printer Address on the Control Panel

To view the IP address of the printer on the control panel:

1. At the printer control panel, press the **Home** button.
2. Touch **Device → About → Network**.
3. Record the IP address from the display.
4. To return to the home screen, press the **Home** button.

To print a configuration report, refer to Printing the Configuration Report.

Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password

For network printers, when you first access Xerox® CentreWare® Internet Services after printer installation, the system prompts you to change the default system administrator password.

The initial default password is the printer serial number. The printer serial number is located on the data label on the rear cover, and is printed on the System Configuration report. It is also displayed on the **Device → About → General** screen.

> Note: For printers connected using a USB connection only, you do not need to perform this procedure.

To access Xerox® CentreWare® Internet Services for the first time and change the default system administrator password:

1. Access Xerox® CentreWare® Internet Services:

   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

   A message appears that prompts you to change the Administrator Settings.

2. To enter the default password, in the **Password** field, type the printer serial number.

3. To enter a new password, in the New **Password** field, type the new password.

   Passwords can contain between 4 and 32 characters and the following characters can be used:

   - Letters: a - z, A - Z
   - Numbers: 0 - 9
   - Special Characters: @ / . ' & + - # * , _ % ( ) !

4. To verify the password, enter the password again in the **Verify Password** field.

5. To save the new password, click **Save**.

   The Administrator Account password is updated and access to Xerox® CentreWare® Internet Services is granted.

Accessing the Xerox® CentreWare® Internet Services Administrator Account

Many features in Xerox® CentreWare® Internet Services require an administrator user name and password. When updating Security options, you are prompted to enter the Administrator Account login details.

To access the Xerox® CentreWare® Internet Services Administrator Account:

1. Access Xerox® CentreWare® Internet Services:

    - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

    Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

    - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

    Note: If you are accessing Xerox® CentreWare® Internet Services for the first time after printer installation, you are prompted to change the Administrator Account password. For instructions, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

2. Click **Properties**, then configure the settings required.

    When you select an option which requires Administrator Account access, a security login window appears.

3. For User Name, enter **Admin**. For Password, enter the administrator account password that was set during initial access to Xerox® CentreWare® Internet Services. Click **OK**.

    You are now able to configure and save settings.

Changing the System Administrator Password

To prevent unauthorized changes to printer settings, ensure the Administrator Account password is changed regularly. Be sure to store the password in a secure location.

> Note: If you are accessing Xerox® CentreWare® Internet Services for the first time after printer installation, you are prompted to change the Administrator Account password. For instructions, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

1. In Xerox® CentreWare® Internet Services, click **Properties**.
2. Click **Maintenance**.
3. Click **Administrator Password**.
4. To change the Administrator Account password, enter a new password in the **Password** field.

    Passwords can contain between 4 and 32 characters and the following characters can be used:

    - Letters: a - z, A - Z
    - Numbers: 0 - 9
    - Special Characters: @ / . ' & + - # * , _ % ( ) !
5. To verify the password, enter the password again in the **Verify Password** field.
6. To save the new password, select the **Select to save a new password** check box.
7. Click **Save**.

Initial Setup

Physically Connecting the Printer

You can connect to your printer directly from your computer using USB, or connect to a network using an Ethernet cable or wireless connection. Hardware and cabling requirements vary for the different connection methods. Routers, network hubs and switches, modems, Ethernet cables, and USB cables are not included with your printer and must be purchased separately.

> Note: Network features are not available when the printer is connected using a USB cable connection.

1. For Network installations, connect one end of an Ethernet cable to the Ethernet port on the back of the printer, connect the other end of the cable to a correctly configured network port.

   For USB installations, connect the one end of the USB AB cable to the USB B port on the back of the printer, connect the other end to a standard USB A connection on your computer.
2. Connect the printer to a correctly configured telephone line.
3. Connect the power cord to the printer, then plug the power cord into an electrical outlet.

Assigning a Network Address

The printer acquires a network address automatically from a DHCP server by default. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings, refer to TCP/IP.

Accessing Administration and Configuration Settings

You can access the administration and configuration settings from the printer control panel touch screen, from Xerox® CentreWare® Internet Services or from the Xerox Easy Printer Manager.

- To change settings using the printer control panel, select the Device option from the Home screen. The Device option also gives you access to information about your printer, including the serial number and model. You can view the status of the paper trays, billing and supplies information, and print Information Pages. For information about using Device, refer to Device.
- The administrator password is required when accessing locked settings in Xerox® CentreWare® Internet Services. The first time you access Xerox® CentreWare® Internet Services, you are prompted to change the Administrator Account password. For information about accessing the Xerox® CentreWare® Internet Services and changing the default Administrator password, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

- Xerox Easy Printer Manager is available for Windows and Macintosh operating systems and conveniently provides access to device settings as well as functions. To change settings using Xerox Easy Printer Manager, at your computer, open Xerox Easy Printer Manager. Select the printer, then click Advanced Setting or Machine Settings and configure the settings required. For Windows operating systems, Xerox Easy Printer Manager installs automatically during driver installation. For details about installing printer software, refer to Installing Printer Software.

  Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings.

Network Connection Settings

You can configure wired and wireless network connections for your device. For all connectivity settings, refer to Network Connectivity.

Configuring Ethernet Settings

The Ethernet interface on the printer detects the speed of your network automatically.

Any auto-sensing devices that are connected to the network, such as a hub, do not always detect the correct speed. If the device does not recognize your network speed, the device can prevent a connection to the network, and your switch or router can report errors.

If the device does not recognize your network speed, set the rated speed. The rated speed is the maximum speed at which you expect your network to operate.

To verify that the printer detects the correct network speed, refer to the Configuration Report. For details, refer to Printing the Configuration Report.

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Physical Connections.**
2. Click **Ethernet**.
3. For **Rated Speed**, select the ethernet speed.
4. For MAC address, the unique Media Access Control address is shown.
5. Click **Apply**.

   Note: For the new settings to take effect, restart your printer.

USB Direct Connection

If your printer is connected to your computer directly, using a USB AB cable, configure settings using Xerox Easy Printer Manager.

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings.

1. Connect the one end of the USB AB cable to the USB B port on the back of the printer. Connect the other end to a standard USB A connection on your computer.
2. At your computer, open **Easy Printer Manager**.
3. Click **Printer**, then select the USB connected printer.
4. Click **Advanced Setting** or **Machine Settings**.
5. Configure the device and network settings required. Click **Save**.

Installation Wizard

The Installation wizard starts the first time you power on the printer. The wizard prompts you with a series of questions to help you configure basic printer settings.

When the installation wizard appears, follow the on screen instructions.

When the installation wizard has completed, to configure basic fax settings, use the Fax Setup wizard. For details, refer to Fax Settings.

Note: After the initial setup, to change any printer configuration settings, or to configure other printer settings, refer to Accessing Administration and Configuration Settings.

General Setup

General Setup Using the Printer Control Panel

Setting Date and Time

Use the Date and Time feature to set or view the printer date, time, and time zone. These settings affect the date and time stamp that appears on various printed documents and reports.

1. At the printer control panel, press the **Home** button.
2. Touch **Device → General → Date & Time**.
3. Select an option:
   - **Time Zone**: Touch the region where the printer is located.
   - **Date:** Set the **Day**, **Month** and **Year**, then touch ✓ **Confirm.**
   - **Time**: Set the hour and minutes, then touch **AM**, **PM** or **24 H**. Touch ✓ **Confirm.**
   - **Date Format**: Touch the date format required, then touch ✓ **Confirm.**
4. Touch **X.**
5. To return to the home screen, press the **Home** button.

Setting Display Brightness

You can adjust the brightness of the touch screen display.

1. At the printer control panel, press the **Home** button.
2. Touch **Device → General → Display Brightness**.
3. Select a brightness option, then touch ✓ **Confirm.**
4. To return to the home screen, press the **Home** button.

Power Saver Timer Settings

The amount of electricity the printer consumes depends on the way it is used. This device is designed and configured to enable you to reduce your electricity usage.

Power Saver modes are enabled on your device by default to reduce energy consumption. If the printer is not used for a specified period, it transitions to Low Power mode, then to Very Low Power mode. In these modes, to enable reduced-power consumption, only essential functions remain active.

Note: Changing the default Power Saver activation times can result in an overall higher energy consumption of the printer. Before you switch off Power Saver modes or set a longer activation times, consider the increase in printer power consumption.

1. At the printer control panel, press the **Home** button.
2. Touch **Device → General → Power Saver Timer**.

3. Select an option:

    - **Low Power Save**: To specify how long the printer remains idle before it goes from ready mode to Low Power Save mode, enter the minutes using the touch screen keypad. Touch ✓ **Confirm.**

    - **Very Low Power Save**: To specify how long the printer remains in Low Power Save mode before it goes into Very Low Power Save mode, enter the minutes using the touch screen keypad. Touch ✓ **Confirm.**

    Note: The sum of the two timers cannot exceed 119 minutes.

4. Touch **X.**
5. To return to the home screen, press the **Home** button.

Timers

Use the Timers settings to specify timeout periods for settings and configure Held Job settings.

1. At the printer control panel, press the **Home** button.
2. Touch **Device → General → Measurements**.
3. Select an option:

    - **System Timeout**: To specify how long the system waits before resetting job settings, enter the minutes using the touch screen. Touch ✓ **Confirm.**

    - **Held Job Timeout**: To enable this option, touch **On**. To specify the amount of time that the printer holds a job for attention before it deletes the job from the queue, enter the minutes using the touch screen keypad. Touch ✓ **Confirm.**

4. Touch **X.**
5. To return to the home screen, press the **Home** button.

Measurements Settings

Set the measurements to display in inches or millimeters.

1. At the printer control panel, press the **Home** button.
2. Touch **Device → General → Measurements**.
3. Touch **Inches** or **Millimeters**.
4. To return to the home screen, press the **Home** button.

Setting Altitude Adjustment

Atmospheric pressure, determined by altitude, can affect print quality. If the printer is at an elevation greater than 1000 m (3280 ft.), to improve print quality, you can use Altitude Adjustment.

1. At the printer control panel, press the **Home** button.
2. Touch **Device → General → Altitude Adjustment**.
3. Select an option:
   - **Normal**: Select this option for altitudes below 1000 m (3280 ft.).
   - **High 1**: Select this option for altitudes from 1000–2000 m (3280–6561 ft).
   - **High 2**: Select this option for altitudes from 2000–3000 m (6561–9842 ft).
   - **High 3**: Select this option for altitudes from 3000–4000 m (9842–13123 ft).
   - **High 4**: Select this option for altitudes from 4000–5000 m (13,123 –16,404 ft.).
4. To return to the home screen, press the **Home** button.

Setting Humidity Adjustment

In a specific region or season, humidity levels can increase and cause the paper to soak up moisture. When the paper is damp due to high humidity, print quality issues can occur. Use the Humidity Adjustment option to increase transfer voltage, this can improve print quality when printing on damp paper.

1. At the printer control panel, press the **Home** button.
2. Touch **Device → General → Humidity Adjustment**.
3. Select an option:
   - **Normal**: Select this option if humidity levels are within operational range.
   - **High 1** to **High 3**: Use these settings for higher humidity environments. Increase or decrease the setting as required.
4. To return to the home screen, press the **Home** button.

General Setup Using Xerox® CentreWare® Internet Services

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Assigning a Printer Name and Location

You can use the Xerox® CentreWare® Internet Services Description page to assign a name and location for the printer. The Description page displays the printer model information and product code or serial number. Asset tags let you enter unique identifiers for inventory management.

1. In Xerox® CentreWare® Internet Services, click **Properties → Description**.
2. In the Identification area:
   a. For **Machine Name**, type a name for the printer.
   b. For **Location**, type the location of the printer.
   c. For **Xerox Asset Tag Number** and **Customer Asset Tag Number**, type unique identifiers as needed.
3. In the Geographic Location area, for **Latitude** and **Longitude**, type coordinates in decimal form.
4. Click **Apply**.

Printing the Configuration Report

The Configuration Report lists all current settings of the printer. A configuration report prints at startup by default.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → Reports**.
3. For **Configuration Report**, click **Print**.
4. Click **OK**.

Using the Configuration Page

The Configuration page provides current detailed configuration information about the device. You can refer to this page to view information such as device profile, printer setup and network setup information. You can print the page for reference.

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup → Configuration**.
2. To print the configuration report, click **Print System Data List**.
3. Click **OK**.

Configuring SMart eSolutions

SMart eSolutions is a suite of features that simplifies printer ownership and administration. It provides free services to enable administration of metered billing and supplies replenishment plans for printers on a network.

Before you can use SMart eSolutions, register the printer for SMart eSolutions. There are three ways to register the printer for SMart eSolutions:

- Automatic registration is available as a standard feature on many printer models.
- Xerox® Device Agent-Lite is an option for small and medium-sized businesses. To download the client, refer to www.xerox.com/SMartesolutions.
- Xerox® CentreWare® Web is a browser-based software tool that installs, configures, manages, monitors, and reports on all network printers and multifunction printers, regardless of manufacturer. Xerox® CentreWare® Web is suited for large enterprise businesses. For details, refer to www.xerox.com/centrewareweb.

    Note: SMart eSolutions is not available in all countries. Refer to your Xerox representative for details.

Before You Begin

- If your network uses an HTTP proxy server, provide information about your proxy server on the HTTP Proxy Server page.
- Ensure that the printer recognizes your DNS server. For details, refer to Configuring DNS Settings.

Enabling SMart eSolutions

1. In Xerox® CentreWare® Internet Services, click **Status → SMart eSolutions**.
2. For SMart eSolutions, click **Settings**.
3. For **Enrollment**, select **Enrolled**.
4. For **Daily Transaction Time**, type the time of day that you want the printer to communicate with Xerox.
5. If your network uses an HTTP proxy server, provide information about your proxy server on the HTTP Proxy Server page. For HTTP Proxy Server, click **Configure**. For details, refer to Proxy Server.
6. To test communication, click **Test Communication Now**.
7. Click **Apply**.

MeterAssistant Settings

MeterAssistant automatically submits meter reads to Xerox from network printers. This process eliminates the need to collect and report meter read information manually.

    Note: If the count is zero, no data has been transmitted to Xerox.

1. In Xerox® CentreWare® Internet Services, click **Status → SMart eSolutions**.
2. Click **MeterAssistant™**.
3. To configure email alerts, for Meter Email Alerts, click **Settings**.
4. Configure settings as needed, then click **Apply**.

For details on setting up alerts, refer to Configuring Alert Notifications.

SuppliesAssistant Settings

SuppliesAssistant monitors the remaining life of the toner or ink, and other printer consumables. When SMart eSolutions is configured to communicate with Xerox, SuppliesAssistant also monitors the usage of consumables. The data reported to Xerox is used to replenish supplies.

1. In Xerox® CentreWare® Internet Services, click **Status → SMart eSolutions**.
2. Click **SuppliesAssistant**. The supply list appears with the current % Life Remaining of each supply item.

    Note: If the % Life Remaining is unknown, no data has been transmitted to Xerox.

Maintenance Assistant Settings

Maintenance Assistant provides options for troubleshooting your printer. You can send detailed diagnostic information to Xerox®, start online troubleshooting sessions with Xerox®, and download usage information to your computer in .csv format.

1. In Xerox® CentreWare® Internet Services, click **Status → SMart eSolutions**.
2. Click **Maintenance Assistant**.
3. Click one of the following:
    *   Send Diagnostic Information to Xerox
    *   Start an Online Troubleshooting Session at www.xerox.com/office/B215support
    *   Download File to Your Computer: Right-click and download the UsageLog.csv file to your computer.

Configuring Alert Notifications

There are several ways to set the printer to send out notifications when alerts occur. Possible alert types include low supply status, paper supply status, and paper jams.

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup**.
2. Click **Alert Notification**.
3. For **Alert Preferences**, enable options as needed.
4. For **Alert Recipient Email Address**, enter the recipient email addresses.
5. For **Toner Cartridge Reorder Notification**, enter the percentage of toner life remaining that triggers a reorder alert.
6. To display the reorder message on the control panel, select **Display Low Toner Reorder Message**.
7. For **Drum Cartridge Reorder Notification**, enter the percentage of life remaining that triggers an alert.
8. To display the status on the control panel, select **Drum Cartridge Status**.
9. Click **Apply**.

Monitoring Alerts

The Active Alerts page displays printer information, such as printer name and location, as well as a list of any current alerts. You can view alert information, such as the status code, description of the issue, and the suggested skill level required to resolve the problem.

To view alerts:

1. In Xerox® CentreWare® Internet Services, click **Status → Alerts**.
2. To update the page, click **Refresh**.

Date and Time Settings

Use the Date and Time feature to set or view the printer date, time, and time zone. These settings affect the date and time stamp that appears on various printed documents and reports.

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup**.
2. Click **Date and Time**.
3. For Time Zone, from the list or from the world map, select your time zone.
4. To allow the printer to update the time to reflect Daylight Saving Time automatically, select **Automatically adjust clock for daylight saving changes**.
5. Select a date format, then select the Day, Month, and Year.
6. Select a time format, then type the Hours and Minutes. Select **AM** or **PM**.
7. Click **Apply**.

Power Management Settings

The amount of electricity the printer consumes depends on the way it is used. This device is designed and configured to enable you to reduce your electricity usage.

Power Saver modes are enabled on your device by default to reduce energy consumption. If the printer is not used for a specified period, it transitions to Low Power mode, then to Very Low Power mode. In these modes, to enable reduced-power consumption, only essential functions remain active.

Note: Changing the default Power Saver activation times can result in an overall higher energy consumption of the printer. Before you switch off Power Saver modes or set a longer activation times, consider the increase in printer power consumption.

You can also enable the printer to power off automatically, either after a specific amount of time, or when no activity is detected by the printer.

Note: The Auto Power Off feature is not enabled at the factory due to network activity, it is provided as an option and can be configured at any time. For instructions, refer to Configuring Auto Power Off.

Configuring the Power Saver Mode Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup**.
2. Click **Power Management**.
3. Select the Power Saver Mode 1 and Power Save Mode 2 settings required:
    -   **Power Saver Mode 1 Timer**: Specify the time the printer remains idle before it goes from ready mode to Low Power Save mode.
    -   **Power Saver Mode 2 Timer**: Specify how long the printer remains in Low Power Save mode before it goes into Very Low Power Save mode.

    Note: The sum of the two timers cannot exceed 119 minutes.
4. Click **Apply**.
5. Click **OK**.

Configuring Auto Power Off

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup**.
2. Click **Power Management**.
3. Select the **Auto Power Off Timeout** settings required:
    -   **Enable:** Use this option to enable the printer to power off automatically after the specified time period. Click **Enable**, then specify the time the printer remains idle before it powers off automatically. You can enter between 5 and 240 minutes.
    -   **Disable**: Use this option to switch off the **Auto Power Off** function.
    -   **Auto Detect**: To set the printer to power off automatically when no activity is detected, click **Auto Detect**.
4. Click **Apply**.
5. Click **OK**.

Duplex Mode

This setting detects pages automatically that need to be printed on one side only. This feature increases print speed.

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup**.
2. Click **Duplex Mode**.
3. For **Smart Duplexing**, click **Enable**.
4. Click **Apply**.
5. Click **OK**.

Tray Settings

The Tray Settings determine how the printer manages the paper trays. There are two modes:

- **Bypass mode**: This option ignores the tray attributes for printing a job. The print job will use the media in the tray.
- **Static mode**: This option designates a tray as available for all jobs that use the type of paper in the tray, and for print jobs that do not specify a tray.

Configuring Tray Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup**.
2. Click **Tray Settings**.
3. For **Manual Feed Slot**:
   a. Select a Mode.
   b. To enable the tray confirmation screen, click **Enable**.
4. For **Tray 1**, to enable the tray confirmation screen, click **Enable**.
5. Click **Apply**.
6. Click **OK**.

Billing and Counters

Billing Information

The Billing Information page displays the printer serial number and the total number of impressions made.

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup → Billing & Counters**.
2. Click **Billing Information**.
3. To update the page, click **Refresh**.

Usage Counters

The Usage Counters page displays the total number of pages printed or generated by the printer. You can see usage amounts for impressions made, sheets, images used, and images printed, copied, and faxed.

1. In Xerox® CentreWare® Internet Services, click **Properties → General Setup → Billing & Counters.**
2. Click **Usage Counters**.
3. To update the page, click **Refresh**.

Resetting the Printer to Network Factory Default

To restore network settings back to the factory default values, use the Network Factory Default option.

⚠️ **CAUTION:** Performing this procedure will delete all network settings and network connection to the printer will be lost immediately.

1. In Xerox® CentreWare® Internet Services, click **Status → General**.
2. Click **Network Factory Default**.
    A warning message is displayed.
3. To confirm, click **OK**.

Support Information

The Support page in Xerox® CentreWare® Internet Services displays contact information for service and supplies and for your system administrator. You can customize this information to display your company details for device users.

To add your own custom information:

1. In Xerox® CentreWare® Internet Services, click **Support**.
2. Click **Edit Settings**.
3. Update the fields with your information, then click **Apply**.
4. Click **OK**.

Network Connectivity

TCP/IP

Computers and printers primarily use TCP/IP protocols to communicate over an Ethernet network. Bonjour is a discovery protocol that allows devices on a TCP/IP network to discover each other without knowledge of specific IP addresses. Bonjour is built in to Macintosh operating systems. You can install Bonjour on Windows devices.

With TCP/IP protocols, each printer and computer requires a unique IP address. Many networks, and cable and DSL routers have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically assigns an IP address to every computer and printer on the network that is configured to use DHCP.

If you use a cable or DSL router, for information on IP addressing, refer to the documentation for your router.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring TCP/IP Settings Using the Printer Control Panel

Enabling TCP/IP

1. At the printer control panel, touch **Device → Network → TCP/IP Settings**.
2. Touch **TCP/IP Enablement**.
3. For IPv4 or IPv6, touch **Enable**.

    Note: By default, TCP/IP is enabled. If you disable TCP/IP, enable it at the printer control panel before you access Xerox® CentreWare® Internet Services.

4. Touch **X.**
5. To return to the home screen, press the **Home** button.

Configuring the Network Address Manually

1. At the printer control panel, touch **Device → Network → TCP/IP Settings**.
2. Touch **Dynamic Addressing DHCP**.
3. Touch **Disabled**, then touch **X**.
4. Touch **TCP/IP Settings**.
5. Touch **IPv4**, then type the IPv4 address, then touch ✓ **Confirm.** For **Gateway Address**, type the address, then touch ✓ **Confirm**. For Network Mask, type the address, then touch ✓ **Confirm**.
6. Touch **X.**
7. To return to the home screen, press the **Home** button.

Configuring DNS Settings

Domain Name System (DNS) is a system that maps host names to IP addresses.

1.   At the printer control panel, touch **Device → Network → TCP/IP Settings**.
2.   Touch **DNS Configuration**.
    a.   Touch **Host Name**, type a host name, then touch ✓ **Confirm.**

    For the following steps, if DHCP is enabled, the Domain Name and DNS Servers cannot be set manually.

    b.   Touch **Domain Name**, then touch the **Requested Domain Name** field. To type the fully qualified domain name, use the touch screen keypad. Touch ✓ **Confirm.**
3.   Touch **X.**
4.   Touch **DNS Servers**.
    a.   Touch **Primary DNS Server**, type the server address, then touch ✓ **Confirm.**
    b.   Touch **Secondary DNS Server #1**, type the server address, then touch ✓ **Confirm.**
5.   Touch **X.**
6.   To return to the home screen, press the **Home** button.

Configuring TCP/IP Settings Using Xerox® CentreWare® Internet Services

If your printer has a valid network address, you can configure TCP/IP settings in Xerox® CentreWare® Internet Services. For details, refer to Assigning a Network Address.

Configuring IPv4

You can use IPv4 or IPv6 in addition to or in place of the other.

1.   In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols.**
2.   Click **TCP/IP**.
3.   For **Protocol**, select **Enabled**.
4.   For Host Name, type a unique name for your printer.
5.   For IP Address Resolution, select an option. Fields that appear depend on the option that you select.
    •   **STATIC**: This option disables dynamic addressing and allows you to type a static IP address. Type the Machine IP Address, Subnet Mask, and Gateway Address.
    •   **BOOTP**: This option allows the printer to obtain an IP address from a BOOTP server that does not respond to DHCP requests.
    •   **DHCP**: This option allows your DHCP server to assign an IP address to the printer. Dynamic DNS Registration is enabled.
6.   For **Domain Name**, type the fully qualified domain name of your authentication server.
7.   For **DNS Configuration**, type the IP address for up to three servers.
8.   To send a release request to the DHCP and DNS servers, for **Dynamic DNS Registration**, select **Enabled**. If the servers grant the request, when the printer is powered off, the current IP address and dynamic DNS name are released.

9. For Zero-Configuration Networking, perform the following steps.

   • To configure the printer to assign itself an address if a DHCP server does not provide one, for **Self-Assigned Address**, select **Enabled**.

   • To allow users to see and connect to the printer using Bonjour, for **Multicast DNS**, select **Enabled**.

10. Click **Apply**.

Configuring IPv6

IPv6 hosts can automatically configure themselves when connected to a routed IPv6 network using the Internet Control Message Protocol Version 6 (ICMPv6). ICMPv6 performs error reporting for IP along with other diagnostic functions. When first connected to a network, a host sends a link-local multicast router solicitation request for configuration parameters. If suitably configured, routers respond to this request with a router advertisement packet containing network-layer configuration parameters.

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols.**
2. Click **TCP/IP**.
3. To enable TCP/IPv6, for **Protocol**, select **Enabled**.
4. For **Default Dynamic Host Configuration Protocol,** select how DHCP operates forIPv6.
5. To specify an address manually, perform the following steps.

   • For **Manual Address**, select **Enabled**.

   • Select a **Router Prefix** from the menu, or to populate the prefix for manual entry address, click **Add**.

6. To configure DNSv6, perform the following steps.

   • Enter a valid IPv6 Domain Name.

   • For **Primary DNSv6 Server Address**, enter an IP address.

   • For **Secondary DNSv6 Server Address**, enter an IP address.

   • To enable **Dynamic DNSv6 Registration**, select **Enable**.

7. Click **Apply**.

SLP

Printers use Service Location Protocol (SLP) to announce and look up services on a local network without prior configuration. When SLP is enabled, the printer becomes a Service Agent (SA) and announces its services to User Agents (UA) on the network using SLP.

Directory Agents (DA) are components that cache services. They are used in larger networks to reduce the amount of traffic. DAs are optional. If a DA is present, then User Agents (UAs) and System Agents (SAs) are required to use it instead of communicating directly with the printer.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring SLP Settings Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **SLP**.
3. For **Protocol**, select **Enable**.
4. For **Directory Agent**, type the IP address for the Directory Agent (DA) as needed.
    *   To group services, under Scope 1, 2, and 3, type a name as needed. Printers cannot recognize services that are in different scopes.
    *   For **Message Type**, select an option.
        *   **Multicast**: This option routes multicast packets between subnets for service discovery.
        *   **Broadcast**: If your network does not support multicast routing, select this option.
5. For **Multicast Radius**, type a value from 0 through 255.
6. For **Maximum Transmission Unit (MTU)**, type a value from 484 through 32768.
7. For **Registration Lifetime**, type a value in hours. From 1 through 24.
8. Click **Apply**.

SNMP

Simple Network Management Protocol (SNMP) is a set of network protocols designed to allow you to manage and monitor devices on your network.

You can use the SNMP configuration pages in Xerox® CentreWare® Internet Services to:

*   Enable or disable Authentication Failure Generic Traps.
*   Enable SNMPv3 to create an encrypted channel for secure printer management.
*   Assign privacy, authentication protocols, and keys to Administrative and key user accounts.
*   Assign read and write access to User accounts.
*   Limit SNMP access to the printer using hosts.

    Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Enabling SNMP Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **SNMP**.
3. For **Protocol**, select **Enable**.
4. To configure the SNMP properties, for **Edit SNMP Properties**, click **Edit**.
5. For **Community Names**, enter the GET and SET community names.
6. For **Default TRAP Community Name**, type a name.
7. For **Authentication Failure Generic Traps**, to generate a trap for every SNMP request received by the printer which contains an invalid community name, click **Enable**.
8. Click **Apply**.

Configuring SNMP Trap Destination Address Using Xerox® CentreWare® Internet Services

You can add, edit, or delete IP addresses for Network Management workstations that receive traps from the device.

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **SNMP**.
3. In the Trap Destination Address section, click **Add IP Address**.
4. For **IP Trap Destination Address**, type the IP address of the host running the SNMP manager that receives traps.
5. Type the **UDP Port Number**.
6. To add the traps, perform the following steps.
    *   For **TRAP Community Name**, type a name.
    *   For **Traps to be Received**, select the type of traps that the SNMP manager receives.
7. Click **Apply**.

SNMPv3

SNMPv3 is the current standard version of SNMP defined by the Internet Engineering Task Force (IETF). It provides three important security features:

*   Message integrity to ensure that a packet has not been tampered with in transit
*   Authentication to verify that the message is from a valid source
*   Encryption of packets to prevent unauthorized access

    Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring SNMPv1/v2c with SNMPv3 Using Xerox® CentreWare® Internet Services

SNMP version 1 (SNMPv1) is the initial implementation of the SNMP protocol. SNMPv1 operates over protocols such as User Datagram Protocol (UDP).

SNMPv2c includes improvements in performance, confidentiality, and manager-to-manager communications over SNMPv1, however it uses the simple-community based security scheme of SNMPv1.

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **SNMPv3**.
3. For Allow SNMPv3 with SNMPv1/v2c, select **Enable**.
4. For SNMPv3, select **Enable**.

    Note: Some options become editable after you enable SNMPv3.

5. For User Name, type the administrative user name for SNMPv3 authentication.

6. For Authentication Password, type a password. The Authentication Password is used to generate a key used for authentication.

7. For Algorithm, select an encryption checksum algorithm.

8. For Privacy Password, type a password. The Privacy Password is used for encryption of SNMPv3 data. The passphrase used to encrypt the data must match the passphrase on the Server.

   Note: Ensure that the passwords are at least eight characters in length. You can include any characters except control characters.

9. Click **Apply**.

WINS

When running WINS, the printer registers its IP address and NetBIOS Host Name with a WINS server. WINS allows the printer to communicate using host name only. Using Microsoft Networking removes significant overhead for systems administrators.

   Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring WINS Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.

2. Click **WINS**.

3. For **Protocol**, select **Enable**.

4. For **Primary Server IP Address**, type the IP address for your primary server.

5. For **Secondary Server IP Address**, enter the IP Address as needed.

   Note: If DHCP is configured, WINS IP addresses are overridden.

6. Click **Apply**.

LPR/LPD

The Line Printer Daemon (LPD) and Line Printer Remote (LPR) protocols provide printer spooling and network print server functionality for UNIX-based systems, such as HP-UX, Linux, and Macintosh.

   Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring LPR/LPD Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.

2. Click **LPR/LPD**.

3.	For **Protocol**, select **Enable**.
4.	Type an LPR/LPD Port Number or use the default port number of 515.
5.	Click **Apply**.

Raw TCP/IP Printing

Raw TCP/IP is used to open a TCP socket-level connection over Port 9100, and stream a print-ready file to the printer input buffer. It then closes the connection either after sensing an End Of Job character in the PDL or after expiration of a preset timeout value. Port 9100 does not require an LPR request from the computer or the use of an LPD running on the printer. Raw TCP/IP printing is selected in Windows as the Standard TCP/IP port.

> Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring Raw TCP/IP Printing Using the Printer Control Panel

1.	At the printer control panel, **Device → Network → Advanced Settings**.
2.	Touch **Raw TCP/IP-Printing**.
3.	Touch **Enable**.
4.	Ensure that Port Number is set to 9100.
5.	Touch ✓ **Confirm**.
6.	To return to the home screen, press the **Home** button.

Configuring Raw TCP/IP Settings Using Xerox® CentreWare® Internet Services

1.	In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2.	Click **Raw TCP/IP Printing**.
3.	For **Protocol**, select **Enable**.
4.	Ensure that Port Number is set to 9100.
5.	Click **Apply**.

IPP

Internet Printing Protocol (IPP) is a standard network protocol that allows you to print and manage jobs remotely.

> Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring IPP Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **IPP**.
3. For **Protocol**, select **Enable**.
4. Enter additional information as needed.
5. For Secure IPP Connection with SSL/TLS, select **Enable**.
6. Click **Apply**.

LDAP Server

Lightweight Directory Access Protocol (LDAP) is a protocol used to process queries and updates to an LDAP information directory, on an external server. LDAP can also be used for network authentication and authorization.

The LDAP Server page displays the current LDAP servers configured for your printer. You can configure a maximum of nine LDAP servers for your printer.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Adding or Editing an LDAP Server Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **LDAP Directory**.
3. To edit the default LDAP server settings, for **LDAP (Default)**, click **Edit**.
4. To configure another LDAP server, for **Additional LDAP Servers**, click **Add** or **Edit**.
5. To configure server information, perform the following steps.
    a. Type a **Friendly Name**. The Friendly Name appears as the default description for the server when a user scans a job at the control panel.
    b. Select the **Name** or **IP Address type**. Fields update based on the options that you select.
    c. Type the LDAP IP address or host name and port number.
    d. Type the appropriately formatted address or host name of your backup server, then change the default port number as needed.
6. To configure LDAP Access, perform the following steps.
    a. Enter the **Search Directory Root**.
    Note:
    - It is not necessary to include DC=Users in the Search Directory Root.
    - For details on Base DN formatting, refer to the RFC 2849 - LDAP Data Interchange Format (LDIF) Technical Specification on the IETF website.
    b. For **Login Credentials to Access LDAP Server**, select an option.

- **System**: This setting instructs the printer to use specific credentials when the printer accesses the server.
- **Authenticated User**: The printer uses the user name and password of the authenticated user to access the server.

   c. To look up the user DN, for Lookup User's DN, select **Enable**.

7. To configure **LDAP Bind**, perform the following steps.

   a. To specify the **Bind Method** to connect to the directory server, select an option.

- **Anonymous**: This method does not require authentication to connect to the directory server.
- **Simple**: This method uses a DN-password combination to authenticate to the directory server.

   b. Enter the **Login Name**.

   c. Type the password, then type the password again to verify.

   d. To save the new password, click **Select to save new password**.

   e. To append a base DN to the bind method, for **Append Base DN**, click **Enable**.

   f. For **Root to append**, enter the root directory of the database.

8. To configure Secure LDAP Connection, for **Secure LDAP via SSL**, click **Enable**.
9. To configure LDAP Mappings, for each field, select an option.
10. To configure **Search Criteria**, perform the following steps.

   a. For **Search Name Order**, select an option.

   b. To define the maximum number of addresses returned that match search criteria, for **Maximum Number of Search Results**, type a number from 5–100.

   c. Select the amount of time that the printer can search before it times out.

   d. To enable **LDAP Referrals**, click **Enable**.

11. To append an email domain to login credentials, perform the following steps.

   a. For Append an email domain to the login credentials, select **Enable**.

   b. Type the domain name for your server.

12. Click **Save**.

HTTP

Hypertext Transfer Protocol (HTTP) is a request-response standard protocol between clients and servers. Clients that make HTTP requests are called User Agents (UAs). Servers that respond to these requests for resources, such as HTML pages, are called Origin Servers. There can be any number of intermediaries, such as tunnels, proxies, or gateways between User Agents and Origin Servers.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring HTTP Settings Using the Printer Control Panel

1. At the printer control panel, touch **Device** → **Network** → **Advanced Settings**.
2. Touch **HTTP Settings**.
3. Touch **Enable**.
4. Touch ✓ **Confirm**.
5. To return to the home screen, press the **Home** button.

Configuring HTTP Settings Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **HTTP**.
3. To enable the protocol, for **Protocol**, click **Enable**.
4. For Keep Alive Timeout, enter the time that the printer waits for a response from a connected user before it terminates the connection.

    Note: Increasing the Keep Alive Timeout can cause connections to slow down.
5. Change the Port Number as needed.

    Note: If a Machine Digital Certificate is configured, you can edit the following fields.
6. For HTTP Security Mode, select a security option.

    Note: To allow connections to the Xerox device using HTTPS only, select **Require HTTPS**.
7. To enable one or more TLS versions, for TLSv 1.0, TLSv 1.1, or TLSv 1.2, select **Enable**.
8. Click **Apply**.

Google Cloud Print

Google Cloud Print allows you to print documents from a device connected to the Internet, without using a print driver. You can send documents to the printer from anywhere, including documents stored in the cloud, a personal computer, tablet, or smartphone.

Before you begin:

*   Set up a Google email account.
*   Configure the printer to use IPv4.
*   Configure Proxy Server settings as needed.

    Note: Verify that the security configuration of your firewall supports Google Cloud Print.

To register the printer to Google Cloud Print Web printing service:

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **Google Cloud Print**.

3. To enable Google Cloud Print, for Google Cloud Print, click **Enable**. Enable other services as needed.

   - To allow discovery and printing for local network devices, for each function that you want to allow, select **Enable**.

   - To allow format conversion for jobs that are in a format not supported by the printer, for Enable conversion printing, select **Enable**.

   Note: Cloud Job Conversion uses both Google Cloud Printing and Local Printing. Currently, only specialized third-party apps require conversion. Xerox recommends that you leave Cloud Job Conversion disabled unless you use an app that requires it.

   - To allow Printer Working Group (PWG) printing, for Enable PWG, select **Enable**.

   - To set a minimum time period before the Extensible Messaging and Presence Protocol (XMPP) times out, in the XMPP timeout field, type a number.

4. Review the information in the Anonymous Registration section. Modify settings as necessary.

5. To change the proxy server settings, click **Proxy Setting**.

6. To test the connection to the Google Cloud Print service, click **GCP Connection Test**.

7. To be redirected to the Google website, in the Anonymous Registration area, for Registration Status, click **Register**. At the prompt, click **OK**.

   a. Log in to your Google email account.

   b. To register the printer with Google Cloud Print, follow the on screen instructions.

   c. To complete the printer registration and return to Xerox® CentreWare® Internet Services, click **Finish Registration**.

   Local discovery and local printing are enabled during printer registration. To disable either feature, for the feature, clear the **Enable** check box.

8. From the Google Cloud Print window in Xerox® CentreWare® Internet Services, click **Apply**.

9. To update the Registration Status displayed in your Web browser, refresh the Xerox® CentreWare® Internet Services webpage.

10. To access the Google Cloud Print feature, in your Google account, click **Manage Your Printer**. The default printer name appears in this format: **Model name (MAC address)**.

Proxy Server

A proxy server acts as a go-between for clients seeking services and servers that provide them. The proxy server filters client requests and if the requests meet the proxy server filtering rules, it grants the request and allows the connection.

A proxy server has two main purposes:

- To keep any devices behind it anonymous for security purposes.
- To cache content from resources, such as webpages from a Web server, to increase resource access time.

   Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring the Proxy Server Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **Proxy Server**.
3. To configure the printer to detect proxy settings automatically, for Auto Detect Proxy Settings, select **Enabled**.

   Note: If Auto Detect Proxy Settings is enabled, you cannot edit the fields for HTTP Proxy Server, Name or IP Address, and IPV4 Address and Port.
4. For HTTP Proxy Server, select **Enabled**.
5. Select the Name or IP Address type.
6. Type the appropriately formatted address and port number.
7. If your proxy server requires authentication, for Authentication, select **Enabled**.
8. If authentication is enabled, for Login Name, type the login name for the proxy server.
9. Type the password, then type the password again to verify.
10. To save the new password, click **Select to save new password**.
11. To add a proxy exception list, for Exception List, type the URL.
12. To use the configured default proxy settings script, for Use automatic configuration script, type the URL.
13. Click **Apply**.

Connecting to a Wireless Network

A wireless local area network (WLAN) provides the means to connect two or more devices in a local area network (LAN) without a physical connection. The printer can connect to a wireless LAN that includes a wireless router or wireless access point. Before connecting the printer to a wireless network, ensure that the wireless router is configured with a service set identifier (SSID), a passphrase, and security protocols.

You can use the Wireless Wizard to connect to a wireless network at the printer control panel. If the device is connected to a wired network, you can configure wireless settings using Xerox® CentreWare® Internet Services.

   Note: For networked devices, the printer uses either the wireless or the wired network connection. Activating one network connection deactivates the other network connection.

   Note: Advanced enterprise networks require certificates loading prior to setup. For details, refer to Security Certificates.

Connecting to a Wireless Network Using the Wireless Wizard

You can use the Wireless Wizard to simplify the process of connecting your device to an available wireless network. You can use the Wireless Wizard to select a different wireless network or to connect to a wireless network manually.

To connect to a wireless network using the Wireless Wizard:

1. At the printer control panel, touch **Device → Network → Network Connectivity**.
2. Touch **Wireless**.

    A list of network connections appears.
3. Touch the network required.

    If the network connection is not shown, touch **Pick Another**, then touch the network required.
4. Touch **Login**, then using the touch screen keypad, enter the password. Touch ✓ **Confirm**.

    The printer connects to the network.
5. Touch **X**.

Connecting to a Wireless Network Manually

When connecting to a wireless network that does not include a WPS-compliant router, set up and configure the printer manually. Before starting, you must get the setup and configuration information, such as name and passphrase, from the router. After you collect the network information, you can set up the printer from the printer control panel or from Xerox® CentreWare® Internet Services. For the easiest manual connection, use Xerox® CentreWare® Internet Services.

Before you begin:

*   The wireless router must be connected and properly configured for the network before you install the printer. For details, see your router documentation.
*   Use the instructions provided with your wireless router or access point to record the following information:
    *   Name (SSID)
    *   Security Options (Encryption Type)
    *   Passphrase

    Note: The network name and passphrase are case sensitive.

Configuring the Printer for Shared Key or WPA/WPA2-Personal

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **Wireless Setup**.
3. Click **Edit Settings**.
4. For **Network Name SSID**, select an option:
    *   To search for an SSID, click **Search Available** and click the drop-down menu. Select an SSID from the list.

    Note: To refresh the list of available networks, click **Refresh**.

    *   To enter the SSID, click **Enter SSID**, then in the field, type the SSID.
5. For **Security Type**, select **Shared Key** or **WPA/WPA2-Personal**.
6. For **Encryption Type**, select an option.

7. For **Security Key** or **Passphrase**, type the passphrase.
8. For **Address Acquisition**, select a protocol option. If you select STATIC, you can change the **IPAddress**, **Subnet Mask**, and **Gateway Mask**, as needed.
9. Click **Apply**.

Configuring the Printer for an Open System

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **Wireless Setup**.
3. Click **Edit Settings**.
4. For **Network Name SSID**, select an option:
   - To search for an SSID, click **Search Available** and click the drop-down menu. Select an SSID from the list.

   Note: To refresh the list of available networks, click **Refresh**.

   - To enter the SSID, click **Enter SSID**, then in the field, type the SSID.
5. For **Security Type**, select **Open System**.
6. For **Address Acquisition**, select a protocol option. If you select **Static**, you can change the **IP Address**, **Subnet Mask**, and **Gateway Mask**, as needed.
7. Click **Apply**.

Configuring the Printer for Wireless LAN WPA-Enterprise

Note: Advanced enterprise networks require certificates loading prior to setup. For details, refer to Security Certificates.

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **Wireless Setup**.
3. Click **Edit Settings**.
4. For **Network Name SSID**, select an option:
   - To search for an SSID, click **Search Available** and click the drop-down menu. Select an SSID from the list.

   Note: To refresh the list of available networks, click **Refresh**.

   - To enter the SSID, click **Enter SSID**, then in the field, type the SSID.
5. For Security Type, select **WPA/WPA2-Enterprise**.
6. For Encryption Type, select an option.
7. For 802.1x Authentication, select the authentication method that your wireless network uses.
   - If you select **PEAP**, the enter the required details in the Identity Name, Username and User Password fields.
8. For **Root Certificate Setup**, to upload a root certificate, do the following steps.
   a. For **Upload Root Certificate**, to locate and select the file, click **Browse**.
   b. Select the certificate required, then click **Open**.
   c. Click **Download**.

9. For **Address Acquisition**, select a protocol option. If you select **Static**, you can change the **IP Address**, **Subnet Mask**, and **Gateway Mask**, as needed.

10. Click **Apply**.

Wi-Fi Direct™

You can connect to your printer from a Wi-Fi mobile device, such as a tablet, computer, or smart phone, using Wi-Fi Direct.

Note:

- Wi-Fi Direct is disabled by default.
- When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring Wi-Fi Direct Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **Wi-Fi Direct™**.
3. For **Wi-Fi Direct**, select **On**.
4. For Device Name, type a name to appear in a list of available wireless networks and devices.
5. For IP Address, use the default or type a new IP Address.
6. To set the printer as Group Owner for a Wi-Fi Direct group, similar to a wireless access point, select **Activate**.
7. Enter a Network Key or use the default value.
8. To hide the Network Key, select the check box.
9. Click **Apply**.

WSD

Web Services for Devices (WSD) is technology from Microsoft that provides a standard method for discovering and using network connected devices. It is supported in Windows Vista, Windows Server 2008, and newer operating systems. WSD is one of several supported communication protocols.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Enabling WSD Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **WSD**.
3. For **WSD Protocol**, select **Enable**.
4. Click **Apply**.

AirPrint

AirPrint is a software feature that allows for driverless printing from Apple iOS-based mobile devices and Macintosh OS-based devices. AirPrint-enabled printers let you print directly from a Macintosh or from an iPhone, iPad, or iPod touch.

Note:

- AirPrint and all of required protocols are enabled by default.
- Not all iOS applications support printing using AirPrint.
- Wireless devices must join the same wireless network as the printer. A system administrator can connect the printer by its wired network interface.
- The device that submits the AirPrint job must be on the same subnet as the printer. To allow devices to print from different subnets, configure your network to pass multicast DNS traffic across subnets.
- AirPrint-enabled printers work with all models of iPad, iPhone (3GS or later), and iPod touch (3rd generation or later), running the latest version of iOS.
- When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring AirPrint Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **AirPrint**.
3. To configure HTTP settings, for **HTTP**, click **Edit**. For details, refer to HTTP.
4. To configure IPP settings, for **IPP**, click **Edit**. For details, refer to IPP.
5. To configure **Multicast DNS (Bonjour)**, click **Edit**. For details, refer to TCP/IP.
6. To change the software upgrade setting, for **Software Upgrades**, click **Details**.
7. To add a device certificate, for **Machine Digital Certificate**, click **Details**.
8. To configure Protocol Settings, for **Protocol**, select **Enabled**. Configure the settings required:
   a. For **Bonjour Friendly name**, click **Edit**. Enter required information in the filed provided, click **Apply**.
   b. For **Device Location**, click **Edit**. Enter required information in the filed provided, click **Apply**.
   c. For **Geographic Location Name**, click **Edit**. Enter required information in the filed provided, click **Apply**.

9. In the Optional Information area, to check consumables, click **Supplies Details**.
10. Click **Apply**.

SNTP

Simple Network Time Protocol (SNTP) synchronizes the internal clocks of computers over a network connection.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring SNTP Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **SNTP**.
3. For **Protocol**, select **Enable**.
4. For **Name or IP Address**, select an option.
5. Type the appropriately formatted IP address or hostname.
6. For **Enable SNTP Broadcast**, select the check box.
7. Click **Apply**.

Mopria

Mopria is a software feature that enables users to print from mobile devices without requiring a print driver. You can use Mopria to print from your mobile device to Mopria-enabled printers.

Note:

- Only Mopria-enabled devices support Mopria printing.
- Ensure that you have the latest version of the Mopria Print Service installed on your mobile device. You can obtain a free download from the Google Play Store.
- Wireless devices must join the same wireless network as the printer. A system administrator can connect the printer by its wired network interface.
- Ensure that the device that submits the Mopria job is on the same subnet as the printer. To allow devices to print from different subnets, configure your network to pass multicast DNS traffic across subnets.
- The name and location of your printer appears in a list of Mopria-enabled printers on connected devices.
- When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring Mopria Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity → Protocols**.
2. Click **Mopria**.
3. For **Protocol**, select **Enable**.
4. Click **Apply**.

Installing Printer Software

The printer supports the following operating systems:

Platform	Operating Systems
Windows®	• Windows® 7 - 10 • Windows® Server 2008, 2008 R2, 2012, 2012 R2, 2016, 2019
Macintosh®	• Printer Driver - Mac OS X 10.9 - 11 Big Sur
Linux	• Fedora 15 - 26 • OpenSuSE® 11.2, 11.4, 12.1, 12.2, 12.3, 13.1, 13.2, 42.1, 15.2 • Ubuntu 11.10, 12.04, 12.10, 13.04, 13.10, 14.04, 14.10, 15.04, 15.10, 16.04, 16.10, 17.04, 17.10, 18.04, 18.10 • Debian 6, 7, 8, 9 • Redhat® Enterprise Linux 5, 6, 7 • SuSE Linux Enterprise Desktop 10, 11, 12 • Mint 15, 16, 17, 17.1

After you have configured your device and connected it to your computer, you must install the printer and scanner software.

The software required for Windows is supplied on the CD delivered with your device, additional software, and Macintosh and Linux drivers can be downloaded from www.xerox.com/office/B215drivers.

Installing Windows Drivers

A printer driver is software that lets your computer communicate with your printer. The procedure to install drivers may differ depending on the operating system you are using. All applications should be closed on your PC before beginning installation.

You can install the printer software for a local, networked or wireless printer using the recommended or custom method.

Installing Drivers and Connecting to a Local Printer

A local printer is a printer directly attached to your computer using a printer cable, such as a USB cable. If your printer is attached to a network, refer to Installing Drivers and Connecting to a Networked Printer.

> Note: If the New Hardware Wizard window appears during the installation procedure, select **Close** or **Cancel**.

1. Make sure that the printer is connected to your computer and powered on.
2. Insert the Software and Documentation disc into the appropriate drive on your computer. The installer starts automatically.

    If the installer does not start automatically, navigate to the drive, then double-click the **Setup.exe** installer file.
3. Select **Yes** in the User Account Control window.
4. Select **Install Software**. A Printer Connection Type window displays.
5. Select **USB connection**, then select **Next.**
6. Select the software to install, or select a setup type using the menu:
    *   **Recommended**: This is the default install type and is recommended for most users. All components necessary for printer operations are installed.
    *   **Minimum**: With this option, only the drivers are installed.
    *   **Custom**: If you select Custom, you can choose individual components to install.

    Note: When you select an option, a description of that option displays at the bottom of the screen.
7. Select **Advanced Options** if you would like to do any of the following:
    *   Change the printer name
    *   Change the default printer
    *   Share the printer with other users on the network
    *   Change the destination path where driver files and user guide files will be copied to. Select **Browse** to change the path.
8. Select **Next** and follow the wizard instruction to select and install the printer.
9. After the installation is finished, the Setup Completed window displays.
10. Select **Print a test page** and select **Finish**.

If your printer is connected to the computer, a *Test Print* page will be printed. If the *Test Print* operation is successful, refer to the Printing chapter of this guide. If the print operation failed, refer to the Troubleshooting chapter of this guide.

Installing Drivers and Connecting to a Networked Printer

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

1. Make sure that the printer is connected to your computer and powered on.

2. Insert the Software and Documentation disc into the appropriate drive on your computer. The installer starts automatically.

   If the installer does not start automatically, navigate to the drive, then double-click the **Setup.exe** installer file.

3. Select **Yes** in the User Account Control window.

4. Select **Install Software**. A Printer Connection Type window displays.

5. Select **Network connection**, then select **Next.**

6. Select the software to install, or select a setup type using the menu:

   - **Recommended**: This is the default install type and is recommended for most users. All components necessary for printer operations are installed.

   - **Minimum**: With this option, only the drivers are installed.

   - **Custom**: If you select Custom, you can choose individual components to install.

   Note: When you select an option, a description of that option displays at the bottom of the screen.

7. Select **Advanced Options** if you would like to do any of the following:

   - Change the printer name

   - Change the default printer

   - Share the printer with other users on the network

   - Change the destination path where driver files and user guide files will be copied to. Select **Browse** to change the path.

8. Select **Next** and follow the wizard instruction to select and install the printer.

9. Select **OK** to continue, then select **Next**. The Copying Files window displays, and then the Installing Software window.

10. After the installation is finished, the Setup Completed window displays.

11. Select **Print a test page** and select **Finish**.

If you have successfully connected to the printer on the network, a *Test Print* page prints. If the *Test Print* operation is successful, refer to the Printing chapter of this guide. If the print operation failed, refer to the Troubleshooting chapter of this guide.

Installing Drivers and Connecting to a Wireless Networked Printer

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

To install the printer software and connect to a printer on a wireless network using the Xerox Easy Wireless Setup program, refer to Using the Xerox Easy Wireless Setup Program.

1. Make sure that the printer is connected to your computer and powered on.

2. Insert the Software and Documentation disc into the appropriate drive on your computer. The installer starts automatically.

   If the installer does not start automatically, navigate to the drive, then double-click the **Setup.exe** installer file.

3. Select **Yes** in the User Account Control window.

4. Select **Install Software**. A Printer Connection Type window displays.

5. Select **Wireless network connection,** then select **Next.**

6. Select the software to install, or select a setup type using the menu:

    -   **Recommended**: This is the default install type and is recommended for most users. All components necessary for printer operations are installed.

    -   **Minimum**: With this option, only the drivers are installed.

    -   **Custom**: If you select Custom, you can choose individual components to install.

    Note: When you select an option, a description of that option displays at the bottom of the screen.

7. Select **Advanced Options** if you would like to do any of the following:

    -   Change the printer name

    -   Change the default printer

    -   Share the printer with other users on the network

    -   Change the destination path where driver files and user guide files will be copied to. Select **Browse** to change the path.

8. Select **Next** and follow the wizard instruction to select and install the printer.

9. Select **OK** to continue, then select **Next**. The Copying Files window displays, and then the Installing Software window.

10. After the installation is finished, the Setup Completed window displays.

11. Select **Print a test page** and select **Finish**.

If you have successfully connected to the printer on the wireless network, a *Test Print* page prints. If the *Test Print* operation is successful, refer to the Printing chapter of this guide. If the print operation failed, refer to the Troubleshooting chapter of this guide.

Using the Xerox Easy Wireless Setup Program

When installing the printer, you can use the Xerox Easy Wireless Setup program that was automatically installed with the printer driver to configure the wireless settings.

Note: Make sure the Xerox Easy Wireless Setup Program is installed on your computer, for instructions, refer to Installing Drivers and Connecting to a Local Printer.

1. At the computer, click search and type **Xerox Easy Wireless Setup**.

2. Connect the printer to your computer using the USB cable.

    Note: During installation, the printer needs to be temporarily connected using the USB cable.

    Note: You cannot use your printer on a wired and wireless network at the same time. If your printer is currently connected to the network with an Ethernet cable, unplug the cable.

3. Select **Next.**

4. Once the printer is connected to the computer with the USB cable, the program searches for WLAN data.

5. When the search is complete, the Select Wireless Network window displays. Select your network from the list.

6. Follow the wizard instruction to install the printer.
   The Wireless Network Security screen displays.
7. Enter your **Network Password** and select **Next**.
8. When the Wireless Network Setup Complete page displays, select **Finish**.

Uninstalling the Windows Drivers

1. From the **Start** menu, select **Xerox Printers → Uninstall Xerox Printer Software.** The Uninstall Xerox Printer Software window displays.
2. Select **Next**. The Select Software window displays.
3. Select the components you want to remove and then select **Next**.
4. When your computer asks you to confirm your selection, select **Yes**.
5. After the software is removed, select **Finish**.

Installing Macintosh Drivers

You need to download the Macintosh software package from www.xerox.com/office/B215drivers to install the printer software. A TWAIN driver is also provided for scanning on a Macintosh computer.

Note: Instructions may vary depending on your operating system version.

Installing Macintosh Drivers

1. Make sure that the printer is connected to your computer and powered on.
2. From the Xerox web site, download the required driver .dmg package to your computer.
   Note: Print, Scan and Fax drivers are available.
3. To extract the files and the MAC_Installer folder, double-click the driver .dmg package.
4. Open the MAC_Installer folder, then navigate to the **Mac_Printer** folder for the driver package.
5. To install the driver, double-click the driver package.
   The **Installer** window opens.
6. Select **Continue**. To change the destination for the installed files, click **Change Install Location.** Select a file location, then click **Continue**.
7. Select **Install**.
8. Select **User Password**, then enter your password and click **Install Software**.
9. Read the Energy Consumption Information, then click **Continue**.
10. Click **Add Printer**. Select the printer from the list, then click **Add**.
11. Select **Continue**.
    Follow the instructions on the Installer wizard to install the drivers.
12. After the installation is complete, select **Close**.
13. To configure printer options, select the **Applications** folder **→ System Preferences → Printers & Scanners**.

14. If required, select the **+** sign on the Printer list and select the printer or enter the IP Address for the printer. Select **Add**.

Uninstalling the Macintosh Drivers

If the printer driver does not work properly, uninstall the driver and reinstall it. Follow the steps below to uninstall the driver for Macintosh.

1. Make sure that the printer is connected to your computer and powered on.
2. Select the **Applications** folder.
3. Select the **Xerox** folder.
4. Select **Printer Software Uninstaller**.
5. Select the programs you want to uninstall and select **Uninstall**.
6. Enter your password, then select **OK**.
7. Select **Close**.

Installing Linux Drivers

To print from a Linux workstation, install either a Xerox print driver for Linux or a CUPS (Common UNIX Printing System) print driver. Xerox recommends that you install the Unified Linux Driver for your printer.

The printer driver software required for Linux can be downloaded from www.xerox.com/office/B215drivers.

Installing Linux Drivers

1. Make sure that the printer is connected to your computer and powered on.

   You must log in as a sup*er user* (root) to install the printer software. If you are not a *super user*, ask your system administrator.
2. When the **Administrator Login** window appears, type in **root** in the **Login** field and enter the *system password*.
3. From the Xerox web site, download the Unified Linux Driver package zip file to your computer.
4. Select the **Unified Linux Driver** package and extract the package.
5. Copy the **Unified Linux Driver** (uld Directory) onto the Desktop
6. Open a terminal window, then navigate to the uld directory.
7. To install the printer driver, type: **sudo ./install-printer.sh**, then press **Enter**.
8. To install the scanner driver, type: **sudo ./install-scanner.sh**, then press **Enter**.

   Note: The printer and scanner drivers can be installed together by typing **sudo ./install.sh.**
9. To access printing options and properties, navigate to **Settings → Devices → Printers**. Select the printer and configure the settings required.

Uninstalling the Linux Drivers

1. Open a terminal window, then navigate to the uld directory.
2. To uninstall the printer, type: **sudo ./uninstall-printer.sh**, then press **Enter**.
3. To uninstall the scanner, type: **sudo ./uninstall-scanner.sh**, then press **Enter**.

    Note: The printer and scanner can be uninstalled together by typing **sudo ./uninstall.sh.**

Setting Up the Services

Services are a gateway to the features and functions of your device. Services are already installed on the device and appear on the Home screen. Available services can be hidden or rearranged on the Home screen using Xerox® CentreWare® Internet Services.

Note: When configuring settings in Properties, you are prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Displaying the Services on the Home Screen

Use the Display settings to select the services to display on the Home screen. You can also select the order in which you want the services displayed.

Before you can select a service to appear on the control panel touch screen, enable the service.

Note: A standard service is software or firmware that the manufacturer provides with the device.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services → Display**.
2. Select the services to display:
   - To select all services in the list to appear on the touch screen, click **Show All.**
   - To remove all services from the touch screen, click **Hide All**.

   Note: When using Hide All, at least one service must be selected to display on the control panel touch screen, for example Email, Fax, Copy.

   - To select individual services to appear on the touch screen, for **Displayed**, select the check box for the services that you want to display.
3. To rearrange the services on the control panel touch screen, select a service, then click the **Move Top**, **Move Up**, **Move Down**, or **Move Bottom** arrow buttons to move the service to the required location.
4. Click **Apply**.

Printing Settings

Configuring Printing Settings Using Xerox® CentreWare® Internet Services

Enabling the Device Startup Page

The Startup page provides basic printer configuration and network information.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → Device Start-Up Page**.

3. To enable the Startup page, for **Device Start-Up Page**, select **Enabled**.
4. Click **Apply**.

Managing Banner Page Printing

You can set the printer to print a banner page with each print job. The banner page contains information identifying the user and job name. You can set this option in the print driver, in Xerox® CentreWare® Internet Services, or at the control panel.

Note: Enable banner page printing in the print driver and at the control panel or in Xerox® CentreWare® Internet Services. Otherwise, a banner page does not print.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → Banner Page**.
3. For **Banner Page Settings**, to print a banner page, select **Enabled**. To switch off banner pages, select **Disabled**.
4. Click **Apply**.

Enabling Error Page Printing

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → Error Page**.
3. To print an error page when a print job fails, for Error Page Settings, select **Enabled**.
4. Click **Apply**.

Configuring General Print Settings

The printer uses the default print settings for all print jobs unless you change them for an individual job. You can modify the default print settings.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → General**.
3. For **PCL Menu**, for each option, select the required settings:
   - Font Number
   - Symbol Set
   - Font Pitch
   - Font Height
   - Lines Per Form
   - Line Termination
   - Wide A4
   - Suppress Blank Pages
   - User Paper Size in Print Stream:
     - **Manual Feed Slot**
     - **Tray 1**

4. For **Tray Menu**, for each option, select the required settings:
   - Tray 1 Paper Size
   - Tray 1 Paper Type
   - Manual Feed Slot Paper Size
   - Manual Feed Slot Paper Type
5. For **Configuration Menu**, for each option, select the required settings:
   - Orientation
   - Personality
   - I/O Timeout
6. For **Defaults & Polices**, for each option, select the required settings:
   - 2 Sided Printing
   - Default Paper Types
   - Default Paper Size
   - Paper Substitution
7. Click **Apply**.

Printing Reports

Your printer has a printable set of reports. These include configuration and font information, supplies status, fax phone book, and more.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Printing → Reports**.

   Note: If you are prompted to enter the Administrator account user name and password, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

   The following Report Options are shown:
   - Configuration Report
   - Supplies Usage Report
   - Postscript Font List
   - Fax Phone Book
   - PCL Font List
   - Print All Reports
3. To print a report, next to the report name, click **Print**.

Copy Settings

If your printer is connected to your computer through a wired or wireless network connection, use Xerox® CentreWare® Internet Services to configure the settings.

If your printer is connected to your computer using a USB cable connection, configure settings at the device or using Xerox Easy Printer Manager.

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings.

Configuring Copy Settings Using the Printer Control Panel

Changing the Default Copy Settings

1. At the printer control panel, **Device → App Defaults → Copy Default**.
2. Select the default copy settings required.
3. Touch ✓ **Confirm**.
4. To return to the home screen, press the **Home** button.

Configuring Copy Settings Using Xerox® CentreWare® Internet Services

Changing the Default Copy Settings

The printer uses the default copy settings on all copy jobs unless you change them for an individual job. You can modify the default copy settings.

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Copy**.
3. For **Defaults**, click the **Pencil** icon.
4. Select the appropriate tab:
   - To modify copy settings, select the **Copy Settings** tab.
   - To modify the input settings, select the **Input Settings** tab.
   - To modify the output settings, select the **Output Settings** tab.
5. In the Default column, click **Edit**.
6. Modify the settings as needed.
7. Click **Save**.
8. Click **Close**.

Email Settings

Email settings apply to all services that use SMTP, including Internet and Scan to Email.

Before you begin:

- Create an email account for the printer. The printer uses this address as the default text in the From: field of the email.
- Ensure you have connection information for your email service provider - server address and port number.
- Ensure you have login information for the email account - username or email address and password.
- Identity security requirements, such as TLS and Encryption.

Configuring Email Settings Using Xerox® CentreWare® Internet Services

If your printer is connected to your computer through a wired or wireless network connection, use Xerox® CentreWare® Internet Services to configure the Email settings.

Note: If your printer is connected to your computer using a USB cable connection, the Email service is not available.

Configuring the Server to Send Emails (SMTP) Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Email**.
3. To access SMTP server settings, for **Server to Send Emails (SMTP)**, click the **Pencil** icon.
4. For SMTP Server Information, complete the following steps.
    a. To set auto discovery, for **Auto Discover SMTP Server**, select the check box or enter the SMTP server domain.

    Note: Before selecting this option, check your if the feature is supported by your network.

    b. Select the Name or IP Address type.
    c. Type the appropriately formatted address or host name of your server and change the default port number as needed.
    d. For Device Email Address, type the email address of the printer.
5. If the SMTP server requires authentication, for SMTP Authentication, complete the following steps.
    a. For Server Requires SMTP Authentication, select the check box.
    b. For Login Credentials, select an option.
        - **System**: The printer authenticates itself using the Login Name and Password that you configure on this page.
        - **Authenticated User**: This option is available only when Network Authentication is enabled.
    c. If you select System, type the Login Name and Password used to access the server. To update the password for an existing Login Name, for Select to save new password, select the check box.

6. For Connection Encryption, select a protocol that your server supports, then for Validate Server Certificate, select **Enable**.

7. To define a maximum message size for emails with attachments, for Maximum Email Size (Message and Attachment), select a size.

8. Click **Apply**.

9. If prompted, enter your password, then click **OK**.

Configuring Email Receipts

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Email**.
3. For **Email Receipts**, to edit a setting, click the **Pencil** icon.
4. For read and delivery settings required, click **Enabled**.
5. Click **Save**.

Configuring Message Body/Signature Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Email**.
3. For Message Body/Signature, to edit a setting, click the **Pencil** icon.
4. To allow users to modify the email message body text, click **Always**.
5. To change the message body text, edit the text shown in the **Message Body** box.
6. To add signature text, type the text in the **Signature** box.
7. Click **Save**.

Configuring the From Edit Policies

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Email**.
3. For **From Edit Policies**, to edit a setting, click the **Pencil** icon.
4. Select the editing policies and display name options required.
5. Click **Save**.

Configuring Email Defaults

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Email**.
3. For **Defaults**, click the **Pencil** icon.
4. Select the appropriate tab:
   - To modify email settings, select the **Email Settings** tab.
   - To modify the input settings, select the **Input Settings** tab.
   - To modify the output settings, select the **Output Settings** tab.
5. In the Default column, click **Edit**.
6. Modify the settings as needed.

7. Click **Save**. A modification confirmation window is displayed, click **OK**.

8. Click **Close**.

Configuring Address Book Policies

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.

2. Click **Email**.

3. For **Address Book Policies**, to edit a setting, click the **Pencil** icon.

4. To configure the Address Book settings stored in the printer, for **Device Address Book**, click **Edit**.

5. To set permissions for the Device Address Book, select **Permissions** from the address book menu. To allow users to create or edit contacts in the Device Address Book from the printer control panel, select **Open to All Users**.

6. To allow users to locate email addresses in the Device Address Book, for **Use Device Address Book**, select **Yes**. To hide the address book from users, select **No**.

7. To use a network address book and configure LDAP server settings, for **Network Address Book (LDAP)**, click **Edit**. To configure a default LDAP server, click Add, then enter the LDAP directory information. For details, refer to LDAP Server.

8. If an LDAP network address book is configured, to allow users to locate email addresses in the Network Address Book, select **Yes**. To hide the address book from users, select **No**.

9. Click **Save**.

Configuring Email Security

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.

2. Click **Email**.

3. To edit security settings, for **Security**, click the **Pencil** icon.

4. For Security Settings, configure the settings.

    a. For **Email Encryption Enablement**, select an option:

      • **Off**: Use this option to disable email encryption.

      • **Always On; Not editable by user**: Use this option to restrict users from enabling or disabling Email Encryption at the control panel.

    b. For **Encryption Algorithm**, select the algorithm used by your email server.

5. For **From Field Display**, select an option.

6. For User Policies, configure settings as needed.

    a. For **"To:" Field Security Options**, select a restriction policy.

    b. For **Restrict to Defined Domains**, to configure a list of acceptable domains, click **Add Domains**.

7. To restrict authenticated users from sending emails to others, for **Auto Send to Self**, select **Enable**.

8. To clear the Recipient List after an emailed scan job completes, for **Global Policies: Shared Scan Policy**, select an option.

9. To import a certificate, for **Certificate Management**, click **Import**.

10. To export a certificate, for **Certificate Management**, click **Export**.

11. To delete a certificate, select the certificate, then click **Delete**.

12. Click **Save**.

Configuring PDF Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Email**.
3. For **PDF Settings**, to edit a setting, click the **Pencil** icon.
4. To use **Flate Compression Capability**, click **Enable**.
5. Click **Save**.

Fax Settings

You can use the fax feature to scan a document and send it to a remote fax machine. When you send a fax from the printer control panel, the printer scans the document and transmits it to a fax machine using a dedicated telephone line. To use the fax feature, ensure that your printer has access to a functioning telephone line with a telephone number assigned to it.

Configuring Fax Settings from the Printer Control Panel

Changing the Default Fax Settings

1. At the printer control panel, **Device → App Defaults → Fax Default**.
2. Select the default fax settings required.
3. Touch ✓ **Confirm**.
4. To return to the home screen, press the **Home** button.

Setup Fax Reports

1. At the printer control panel, **Device → App Defaults → Fax Setup**.
2. Touch **Setup Fax Reports**.
3. Select the settings required:
   - Activity Report
   - Confirmation Report
   - Broadcast Report
4. Touch **X**.
5. To return to the home screen, press the **Home** button.

Outgoing Fax Defaults

1. At the printer control panel, **Device → App Defaults → Fax Setup**.
2. Touch **Outgoing Fax Defaults**.
3. Select the settings required:

Feature	Description
Redial Time Interval	If the number you have dialed is busy or there is no answer, the printer automatically redials the number. Set the interval time between each redial attempt.
Auto Redial Attempts	If the number you have dialed is busy or there is no answer, the printer automatically redials the number. Set the number of redial attempts the printer makes before cancelling the job.
Prefix Dial Number	If your telephone system requires you to enter a prefix in front of fax numbers, enable Prefix Dial, then enter the prefix dial number using the touch screen keypad.
Toll Save	Enable this option to send faxes during cheap rate periods to reduce telephone bill costs. Once enabled, enter a time for the device to start sending faxes.
Send Header Text	It is unlawful to send a message from a fax device without the proper transmission header text. Enable this option to include the device name, telephone number and date and time of transmission when sending a fax.
Error Correction Mode	Enable this option to set the device to correct errors. This helps in areas with poor line quality. Sending a fax in this mode may take more time.

4. Touch **X**.
5. To return to the home screen, press the **Home** button.

Incoming Fax Defaults

1. At the printer control panel, **Device** → **App Defaults** → **Fax Setup**.
2. Touch **Incoming Fax Defaults**.
3. Select the settings required:

Feature	Description
Call Receive Mode	When the device receives an incoming fax call, you can select for the device to answer Immediately, or switch Off automatic answering to allow a user to manually receive the fax. This option is useful if you have a shared telephone line for calls and faxes.
Automatic Answer Delay	You can set the device to delay answering the fax call for a specified number of rings. Enable the feature, then enter the number of rings the device waits before answering using the touch screen keypad. This option is useful if you have a shared telephone line for calls and faxes.
Receive Footer	Use this feature to enable fax reception information to be printed at the bottom of the page.
Fax Card Volume	Use this option to change the sound volume for the incoming ring tone, transmission tones and the dial tone. Select Off to mute the sound, or Low, Medium or High to adjust the volume.
Duplex	Enable this option to print incoming faxes 2-sided automatically.
Junk Fax Prevention	If this option is enabled, only fax numbers added to the Junk Fax list can be received. Enable the option, then touch + to add a fax number. Enter the fax number using the touch screen keypad, then touch ✓ Confirm.
Reduction Control	Select the option for how the printer handles faxes too large to print on the paper available. Select Reduce to Fit to reduce the image, or Discard Bottom to crop the image at the bottom of the page.

4. Touch **X**.
5. To return to the home screen, press the **Home** button.

Fax Wizard Settings

1. At the printer control panel, **Device → App Defaults → Fax Setup**.
2. Touch **Fax Wizard**.
3. Follow the on screen wizard and setup the fax settings.:
    *   Enter the Fax Line Number
    *   Enter the Fax Line Name
    *   Set the Dial Type
    *   Set the Country

    When you have completed the Fax Settings Wizard, the device requests a Restart.
4. Touch **Restart**.

Configuring Fax Settings Using Xerox® CentreWare® Internet Services

If your printer is connected to your computer through a wired or wireless network connection, use Xerox® CentreWare® Internet Services to configure the Fax settings.

If your printer is connected to your computer using a USB cable connection, configure fax settings at the device or using Xerox Easy Printer Manager.

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings.

Configuring Fax Line Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**
2. Click **Fax**.
3. To configure Fax line settings, for **Fax Line Setting**, to edit a setting, click the **Pencil** icon.
4. For **Machine Name**, type a name for the printer.
5. For **Fax Number**, type the number for the line.
6. For **Prefix Dial**, type the dialing prefix.
7. For **Line Configuration**, select an option.
8. Select your country from the list.
9. Click **Save**.

Configuring Address Book Policies

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Fax**.
3. For **Address Book Policies**, to edit a setting, click the **Pencil** icon.
4. To configure the Address Book settings stored in the printer, for **Device Address Book**, click **Edit**.
5. To set permissions for the Device Address Book, select **Permissions** from the address book menu. To allow users to create or edit contacts in the Device Address Book from the printer control panel, select **Open to All Users**.
6. To allow users to locate email addresses in the Device Address Book, for **Use Device Address Book**, select **Yes**. To hide the address book from users, select **No**.
7. To use a network address book and configure LDAP server settings, for **Network Address Book (LDAP)**, click **Edit**. To configure a default LDAP server, click Add, then enter the LDAP directory information. For details, refer to LDAP Server.
8. If an LDAP network address book is configured, to allow users to locate email addresses in the Network Address Book, select **Yes**. To hide the address book from users, select **No**.
9. Click **Save**.

Configuring Fax Incoming/Outgoing Policies

1.   In Xerox® CentreWare® Internet Services, click **Properties → Services**
2.   Click **Fax**.
3.   For **Incoming/Outgoing Policies**, to edit a setting, click the **Pencil** icon.
4.   To print a transmission receive report automatically, click **On**.
5.   **For Incoming Policies**, select the settings required:

Feature	Description
Receive Mode	Use this option to select for the device to answer the fax call immediately, or to wait for a user to answer the call manually. Select Fax for the device to answer immediately or Tel. for a user to answer the call. This option is useful if you have a shared telephone line for calls and faxes.
Ringer Volume	Use this option to adjust the volume of the ringer. Set the volume to Off, Low, Medium or High.
Ring to Answer	This option determines the number of times the calling fax rings before the printer answers. Set the number between 1 and 7.
Redial Term	If the number you have dialed is busy or there is no answer, the printer automatically redials the number. Set the interval time between each redial attempt from 1 to 15 minutes.
Redial Count	If the number you have dialed is busy or there is no answer, the printer automatically redials the number. Set the number of redial attempts the printer makes before cancelling the job between 0 and 13.
Discard Size	Select to automatically crop large documents received to fit on the paper size supported by the printer. Enter the amount of margin the printer crops between 0 and 30 mm.
Fax Duplex	Select to enable printing of two-sided faxes at your printer. Select Off or Long Edge.
Rx Reduction	Select to automatically reduce large documents received to fit on the paper size supported by the printer.
Stamp Receiver Name	Check the Stamp Receive Name check box to enable the printer to print a page number and the date and time of receipt on the bottom of each page of a received fax.
Secure Receive	You may need to prevent your received faxes from being accessed by unauthorized people. In secure receive mode, all incoming faxes go into memory until they are accessed and released for printing. A 4-digit pincode can be set to prevent faxes being printed by unauthorized users. If Secure Receive mode is deactivated, any faxes stored in memory are automatically printed.
Secure Receive Passcode	Use this option to enter a passcode which is then used to release received faxes at the printer. Enter a numeric passcode from 1–6 characters.

6. For **Outgoing Policies**, select the settings required:

Feature	Description
ECM Mode	Select Error Correction Mode (ECM) to enable Error Correction Mode.
Speaker	Use this option to enable or disable the printer speaker.
Sending Confirmation	Prints a confirmation page after each fax sent/received. From the Fax Confirmation drop-down menu select Never, Always or On Error.

7. Click **Save**.

Configuring Fax Forwarding

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**
2. Click **Fax**.
3. For **Forwarding**, to edit a setting, click the **Pencil** icon.
4. To forward faxes to an additional fax number, for **Forward To**, type the fax number.
5. To forward outgoing faxes, click **On Outgoing**.
6. To forward incoming faxes, click **On Incoming**. For incoming faxes, to print a copy at the printer, click **Print Local Copy**.
7. Click **Save**.

Configuring Fax Security

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**
2. Click **Fax**.
3. For **Security** to edit a setting, click the **Pencil** icon.
4. To clear the recipient list after sending a fax, for **Clear Recipient List After Job Complete**s, click **Yes**.
5. Click **Save**.

Enabling Fax To PC

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**
2. Click **Fax**.
3. For **Fax To PC**, to edit a setting, click the **Pencil** icon.
4. To enable a document to be sent from the PC to the printer for faxing to a remote fax machine, click **Enable**.
5. Click **Save**.

Scan to Network Settings

The Scan To Destination feature allows you to associate scan destinations with address book contacts. Users can select these contacts when scanning using the Scan To Network feature.

Before You Begin

- Add at least one contact to the Device Address Book.
- Add scan destinations to address book contacts. To **Add Contact with Scan Path**, click **Edit** in **Required Settings**. For details, refer to Address Book.

If your printer is connected to your computer through a wired or wireless network connection, use Xerox® CentreWare® Internet Services to configure the Scan to Network settings.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

If your printer is connected to your computer using a USB cable connection, configure Scan to Network settings at the device or using Xerox Easy Printer Manager.

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings.

Configuring Scan to Network Settings Using Xerox® CentreWare® Internet Services

Adding a Scan Path to an Address Book Contact

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Scan To Network**.
3. To add a scan pathway to an address book contact, for **Add Contact with Scan Path**, click the Pencil icon.
   The address book is displayed.
4. Select the contact, then click **Edit**.
5. Click the **Scan To Destination** plus icon.
6. Provide information for the following fields:
   - **Nickname**: Type the name of the scan destination. The nickname is required.
   - **Protocol**: Select the format of the file transfer.
   - **Address Type**: Identify the address type of your computer. Select IPv4 Address or Host Name, then enter the required information.
   - **Document Path**: Enter the path, and the directory or folder name where the scanned files are stored on your computer.
   - **Login Name**: Enter your computer user name. The Login Name is required.
   - **Password**: Enter your computer login password.

- **Retype Password**: Enter your login password again.

    Note: If authentication is required for scan locations, enter a valid login name and password.

7. To save the new password, click **Select to save new password**.
8. Click **Save**.

Configuring Address Book Policies

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Scan to Network**.
3. For **Address Book Policies**, to edit a setting, click the **Pencil** icon.
4. To configure the Address Book settings stored in the printer, for **Device Address Book**, click **Edit**.
5. To set permissions for the Device Address Book, select **Permissions** from the address book menu. To allow users to create or edit contacts in the Device Address Book from the printer control panel, select **Open to All Users**.
6. To allow users to locate email addresses in the Device Address Book, for **Use Device Address Book**, select **Yes**. To hide the address book from users, select **No**.
7. Click **Save**.

Configuring Scan to Network Defaults

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Scan to Network**.
3. For **Defaults**, click the **Pencil** icon.
4. Select the appropriate tab:
    - To modify the input settings, select the **Input Settings** tab.
    - To modify the output settings, select the **Output Settings** tab.
5. In the Default column, click **Edit**.
6. Modify the settings as needed.
7. Click **Save**. A modification confirmation window is displayed, click **OK**.
8. Click **Close**.

Configuring Confirmation Report

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Scan to Network.**
3. For **Confirmation Report**, to edit a setting, click the **Pencil** icon.
4. For Confirmation Report, select an option:
    - On
    - Off
    - Error Only
5. Click **Save**. A modification confirmation window is displayed, click **OK**.

Configuring PDF Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **Scan to Network**.
3. For **PDF Settings**, to edit a setting, click the **Pencil** icon.
4. For PDF Settings, select an option:
5. For Confirmation Report, select an option:
   - Optimize for Fast Web Viewing
   - Flate Compression Capability
6. Click **Save**. A modification confirmation window is displayed, click **OK**.

Configuring Scan to Network Security

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**
2. Click **Scan to Network**.
3. For **Security** to edit a setting, click the **Pencil** icon.
4. To clear the recipient list after sending the scanned images, for **Clear Recipient List After Job Completes**, click **Yes**.
5. Click **Save**. A modification confirmation window is displayed, click **OK**.

USB Settings

The Scan to USB feature allows you to scan a document and store the scanned file on a USB Flash drive. The Print from USB feature allows you to print a file that is stored on a USB Flash drive.

To use the USB feature, enable USB ports. For details, refer to USB Port Security.

Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring USB Settings Using Xerox® CentreWare® Internet Services

Configuring Scan to USB Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **USB**.
3. To configure Scan to USB Settings, for Defaults, click the **Pencil** icon.
4. Select the appropriate tab:
   - To modify the input settings, select the **Scan to USB Input Settings** option.
   - To modify the output settings, select the **Scan to USB Output Settings** option.
5. In the Default column, click **Edit**.
6. Modify the settings as needed.
7. Click **Save**. A modification confirmation window is displayed, click **OK**.
8. Click **Close**.

Configuring Print from USB Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **USB**.
3. To configure Print from USB Settings, for **Defaults**, click the **Pencil** icon.
4. For **2-Sided Printing**, in the Default column, click **Edit**.
5. Select the 2-sided default option required.
6. Click **Save**. A modification confirmation window is displayed, click **OK**.
7. Click **Close**.

ID Card Copy Settings

You can use the ID Card Copy service to copy both sides of an ID card or small document onto one side of paper.

> Note: When configuring settings in Properties, you are prompted to enter the Administrator account user name and password. For information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

Configuring ID Card Copy Settings Using the Printer Control Panel

Changing the Default ID Card Copy Settings

1. At the printer control panel, **Device → App Defaults → ID Card Copy Default**.
2. Select the default ID card copy settings required.
3. Touch ✓ **Confirm**.
4. To return to the home screen, press the **Home** button.

Configuring ID Card Copy Settings Using Xerox® CentreWare® Internet Services

Changing the Default ID Card Copy Settings

1. In Xerox® CentreWare® Internet Services, click **Properties → Services**.
2. Click **ID Card Copy**.
3. For **Defaults**, click the **Pencil** icon.
4. Modify the settings as needed:
   - **Quantity**: Enter the default quality required.
   - **Lighten/Darken**: Enter the default lighten or darken setting to use.
   - **Background Suppression**: Set the default setting to use to reduce or eliminate dark backgrounds.
5. Click **Save**. A modification confirmation window is displayed, click **OK**.
6. Click **Close**.

Using the Services

4

This chapter includes:

Overview

Xerox Services are a gateway to the features and functions of your device. There are standard Services already installed and displayed on the Home screen. There are also services that are installed as standard but are hidden when your device is used for the first time.

For information about the setting up the Services and customizing the Home screen, refer to Setting Up the Services.

Copy

Copy Overview

Use Copy to make copies of original documents loaded in the automatic document feeder or on the document glass. The device scans your original documents and temporarily stores the images. The documents are printed based on the options selected.

You can adjust the default settings for Copy jobs. For information about customizing the Copy service, refer to Copy Settings.

If Authentication has been enabled on your device, enter your login details to access Copy features.

Making a Copy

1. At the printer control panel, press the **Home** button.
2. Load your original documents:

   - Use the document glass for single pages or paper that cannot be fed using the automatic document feeder. Lift the document feeder, then place the original document face down in the upper-left corner of the document glass.
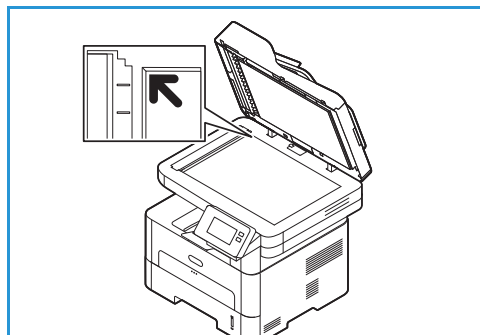
   - For single or multiple pages, use the automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.
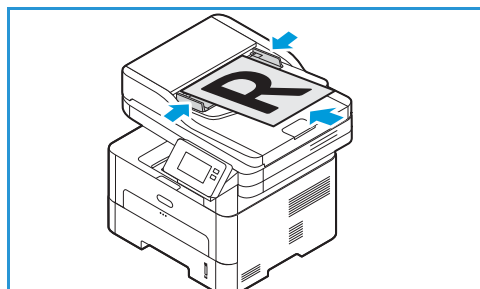
3. Touch **Copy.**
4. To enter the number of copies needed, touch the quantity **+** or **−** buttons.

   To use the touch screen keypad to enter the number of copies, touch the quantity, then touch the numbers required. To amend the number of copies entered, touch the **X** button. Touch ✓ **Confirm**.
5. Adjust copy settings as needed.

For details about all available features, refer to Copy Options.

Note: Use the scroll function to access all feature screens.

6. Touch **Start**. If you placed documents in the automatic document feeder, scanning continues until the feeder is empty.

7. To return to the home screen, press the **Home** button.

Using the N-Up Option

This feature is used to copy two or more documents, in a reduced size, onto one sheet of paper. It is ideal for creating handouts, storyboards, or documents used for archival purposes.

Note: Originals must be loaded in the automatic document feeder when using this feature.

1. At the printer control panel, press the **Copy** button.

2. Load your original documents in the automatic document feeder.

3. To enter the number of copies needed, touch the quantity **+** or **-** buttons.

   To use the touch screen keypad to enter the number of copies, touch the quantity, then touch the numbers required. To amend the number of copies entered, touch the **X** button. Touch ✓ **Confirm**.

4. Touch **N-Up**, then select the option required:

   - **Normal:** Copies an original onto one sheet of paper.
   - **2-Up:** Copies two separate originals onto one sheet of paper.
   - **4-Up:** Copies four separate originals onto one sheet of paper.

5. Adjust copy settings as needed.

   For details about all available features, refer to Copy Options.

   Note: Use the scroll function to access all feature screens.

6. Touch **Start**. If you placed documents in the automatic document feeder, scanning continues until the feeder is empty.

7. To return to the home screen, press the **Home** button.

The device prints multiple images on one sheet of paper.

Copy Options

Your device provides the following options to customize your Copy jobs. For information about changing the default Copy settings, refer to Copy Settings.

Note: Some options may be unavailable depending on your printer setup.

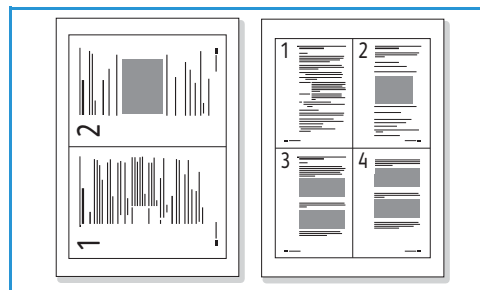| Feature	Description	Options
2-Sided Copying	Use the 2-Sided Copying options to specify 1-Sided or 2-Sided output.	• **1→ 1 Sided:** Use this option for 1 sided originals when 1 sided copies are required. • **1→ 2 Sided:** Use this option for 1 sided originals when 2 sided copies are required. • **1→ 2 Sided, Rotate Side 2:** This option produces 2 sided copies from 1 sided originals and rotates 180 degrees every second side image. Use this option to create documents which can be read in a head to toe manner, for example, a calendar.
Reduce/Enlarge	Originals can be reduced or enlarged between 25 % and 400 % .	• **100 %**: Produces an image on the copies the same size as the image on the original. • **Presets:** The 9 most commonly used reduce/enlarge percentages have been provided as preset options. These preset options can be customized by your System or Printer Administrator to meet individual needs. • **Auto Fit:** Reduces or enlarges the image on the copies based on the size of the original and the size of the selected output paper. • **Custom**. Use the keypad or the up/down arrows to enter the percentage required.
Original Size	Allows you to specify the size of the image to be scanned.	• **A4 (210x297mm)** • **A5 (148x210mm)** • **B5 (182x257mm)** • **Executive (7.25 x 10.5")** • **Letter (8.5x11")** • **Folio** (available only when an original is in the ADF) • **Legal** (available only when an original is in the ADF) • **Custom:** Use this option to enter a custom size image.
Lighten/Darken	Adjusts the lightness or darkness of the output.	• **Lighten:** To lighten the image, touch the settings to the left of the scale. Works well with dark originals. • **Normal**: This setting works well with standard typed or printed originals. • **Darken:** To darken the image, touch the settings to the right of the scale. Works well with light print.

Feature	Description	Options
Background Suppression	Use to print an image without its background. This feature reduces or eliminates the dark background resulting from scanning colored paper or newspaper originals.	• **Off**: Select if Background Adjustment is not required. • **Auto**: Select to optimize the background. • **Enhance**: Select a higher number for a more vivid background. • **Erase**: Select a higher number for a lighter background.
Original Type	The Original Type setting is used to improve the image quality by selecting the document type for the originals.	• **Text**: Use for originals containing mostly text. • **Text/Photo**: Use for originals with mixed text and photographs. • **Photo**: Use when the originals are photographs.
N-Up	This option is used to copy multiple documents onto one sheet of paper.	• **Normal**: Select this option to match the layout of the originals. • **2 Up**: This feature is used to copy two documents, in a reduced size, onto one sheet of paper. • **4 Up**: This feature is used to copy four documents, in a reduced size, onto one sheet of paper.
Collation	Places printed pages in order.	• **On**: Defines the page sequence for printing. • **Off**: Select if collation is not required.

ID Card Copy

ID Card Copy Overview

You can use the ID Card Copy service to copy both sides of an ID card or small document onto one side of paper. To copy the card, place each side in the upper-left corner of the document glass. The printer stores both sides of the document, then prints them side by side on the paper.

You can adjust the default settings for ID Card Copy jobs. For information about customizing the ID Card Copy service, refer to ID Card Copy Settings.

Copying an ID Card

1. At the printer control panel, press the **Home** button.
2. Lift the automatic document feeder, then place the original document in the upper-left corner of the document glass.
3. Touch **ID Card Copy**.
4. To enter the number of copies needed, touch **Quantity**, then touch the numbers required. To amend the number of copies entered, touch the **X** button. Touch ✓ **Confirm**.
5. Adjust the settings as required:
    *   **Lighten/Darken**: Use to adjust the lightness or darkness of the output. Touch the level required, then touch ✓ **Confirm**.
    *   **Background Suppression**: Use to reduce or eliminates the dark background resulting from scanning colored paper or newspaper originals. Touch **Off**, **Auto**, **Enhance** or **Erase**, then touch ✓ **Confirm**.
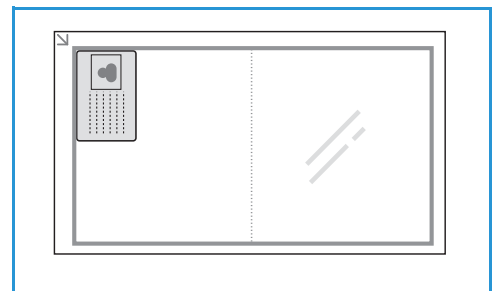
    Note: Use the scroll function to access all feature screens.
6. Touch **Scan**.
7. When scanning is finished, lift the automatic document feeder. Flip the original document, then place it in the upper-left corner of the document glass.
8. To scan the second side of the original document and print the copies, touch **Scan**.
9. To return to the home screen, press the **Home** button.

The device prints both sides of the original on one side of the paper.
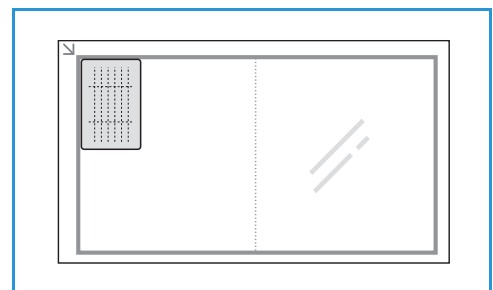
Email

Email Overview

You can use the Email service to scan images and attach them to an email. You can specify the format of the attachment and images can be scanned in color, grayscale, or black and white.

Scanned images can be sent to an individual email address or a predefined group of email addresses. Individual and group email addresses are set up in the device Address Book prior to using the Email function. For details about using and editing the device Address Book, refer to Address Book.

The Email service can also be configured to work with a network Address Book. For details about setting up a network Address Book, refer to Email Settings.

Before using Email, set up and configure the Email service on the printer. For details, refer to Email Settings.

Sending a Scanned Image in an Email

1. At the printer control panel, press the **Home** button.
2. Load your original documents:
    *   Use the document glass for single pages or paper that cannot be fed using the automatic document feeder. Lift the document feeder, then place the original document face down in the upper-left corner of the document glass.

    *   For single or multiple pages, use the automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.
3. Touch **Email**.
4. Enter recipients:
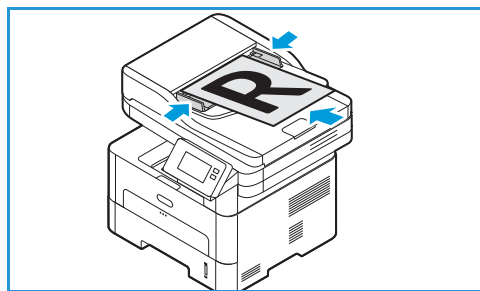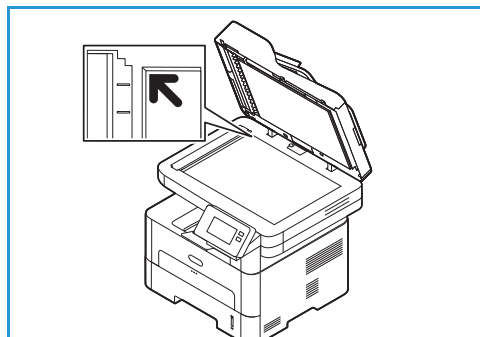
- To enter the email address manually, touch **Enter Manually**. Type the recipient email address using the touch screen keypad, then touch ✓ **Confirm**.
- To select a contact or group from the Address Book, touch **Address Book**, then touch **Contact** or **Group**. Select a recipient or group from the list.

Note: For information about using the Address Book search function, refer to Searching the Address Book.

- To add more recipients, touch ✚ **Add Recipient**, then enter the email address manually, or select a contact or group from the Address Book.

Note: For details about using the Address Book and managing and creating contacts, refer to Address Book.

- To specify the **To**, **Cc** or **Bcc** options for a recipient, touch the recipient address in the list, then touch an option. To view the contact card for a recipient, touch **View Details**. To remove a contact from the recipient list, touch the **Trash** icon.

5. Adjust the email settings as needed:
- To save the scanned document with a specific file name, touch the attachment file name paper clip icon, enter a new name using the touch screen keypad, then touch ✓ **Confirm**.
- To save the scanned document with a specific file format, touch the attachment file format, then select the required format.

For details about all available features, refer to Email Options.

Note: Use the scroll function to access all feature screens.

6. To start the scan, touch **Send**. If you placed documents in the automatic document feeder, scanning continues until the feeder is empty.
7. To return to the home screen, press the **Home** button.

Email Options

Your device provides the following options to customize your Email jobs. For information about changing the default Email settings, refer to Email Settings.

Note: Some options may be unavailable depending on your printer setup.

Feature	Description	Options
File Format	Determines the type of file created and can be temporarily changed for the current job.	• **.pdf:** Allows recipients with the right software to view, print or edit the electronic file, no matter what their computer platform. • **.tif (Multi-Page)**: Produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format. • **.tif (1 File per Page):** Produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned. • **.jpg (1 File per Page)**: Produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.
File Name	Use the File Name option to specify a name for the file containing the scanned images.	The system will generate a standard file name. To enter a specific file name, using the keypad, type a file name.
Output Color	Select to produce black and white, grayscale or color output.	• **Color**: Use to select color output from your original. • **Grayscale**: Use if output is to be in shades of gray. • **Black and White**: Use to select black and white output regardless of the color of your original.
Original Type	Used to improve the image quality by selecting the document type for the originals.	• **Text**: Use for originals containing mostly text. • **Text and Photo**: Use for originals with mixed text and photographs. • **Photo**: Use when the originals are photographs.
Lighten/Darken	Adjusts the lightness or darkness of the output.	• **Lighten:** To lighten the image, touch the settings to the left of the scale. Works well with dark originals. • **Normal**: This setting works well with standard typed or printed originals. • **Darken:** To darken the image, touch the settings to the right of the scale. Works well with light print.

Feature	Description	Options
Resolution	Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	• **72 dpi**: This setting is for on screen viewing only. If you print the image, it can appear grainy. • **100 dpi**: Recommended for lower quality text documents or if a smaller file size is required. • **200 dpi:** Recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics. • **300 dpi:** Recommended for high quality text documents that are to pass through OCR (Optical Character Recognition) applications. Also recommended for high quality line art or medium quality photos and graphics. • **400 dpi**: Recommended for original documents that have thin lines, small font sizes, or for image enlargement. • **600 dpi**: Intended for commercial-quality printing. This option will produce a large file size and can take longer to transmit over a network.
Background Suppression	This feature reduces or eliminates the dark background resulting from scanning colored paper or newspaper originals.	• **Off**: Select if Background Adjustment is not required. • **Auto**: Select to optimize the background. • **Enhance**: Select a higher number for a more vivid background. • **Erase**: Select a higher number for a lighter background.
Original Size	Allows you to specify the size of the image to be scanned.	• **A4 (210x297mm)** • **A5 (148x210mm)** • **B5 (182x257mm)** • **Executive (7.25 x 10.5")** • **Letter (8.5x11")** • **Folio** (available only when an original is in the ADF) • **Legal** (available only when an original is in the ADF) • **Custom:** Use this option to enter a custom size image.
From	To include an email address that you want the recipient to reply to, use the From option. Note: This option can be enabled or disabled.	To include a From email address, using the keypad, enter the email address of the sender.

Scan To

Scanning Overview

The Scan To options enable users to create a digital version of a hard copy document which can be sent to a computer over the network or through a USB cable connection. The original documents can be scanned in color, grayscale, or black and white, and the digital file can then be sent to a specified destination.

Before you begin the scan process, ensure that your device has been set up for the scan function at install. For instructions on setting up and configuring the Scan function, refer to Scan to Network Settings.

The Scan To services can be configured to scan to destinations in Windows, Macintosh, or Linux operating system environments. For information about configuring the scanning settings, refer to Installation and Setup.

The following Scan To services can be setup and accessed from the Home screen:

- **Scan to PC:** You can scan a document to a computer connected directly to the device using a USB cable connection, or to a networked computer.

  To scan to a local or networked computer, refer to Scanning to a Local or Networked Computer.

- **Scan to Network**: Use this option to scan an image and send it to shared folder on an SMB server, or an FTP server. The destination pathway is added as a Scan To Destination for a contact in the Address Book.

  To scan to a shared SMB folder or an FTP, refer to Scanning to a Shared SMB Folder or an FTP Server.

- **Scan to WSD (Web Services for Devices):** The Scan to WSD feature enables users to create a digital version of a hard copy document which can be sent to applications or computers that support Microsoft's Web Services for Devices. The WSD process initiates a scan and forwards it to an address designated by the Windows event, from your PC or from the printer.

  To scan to WSD, refer to Scan to WSD.

  Note: Some options may be unavailable depending on your scanning setup.

You can also send scanned images to an email address, and scan and print images to and from a USB flash drive. For details about scanning and sending an image to an email address refer to Email. For information about storing and printing files using a USB drive, refer to USB.

You can adjust the default settings for Scan jobs. For information about customizing the Scan settings, refer to Scan to Network Settings.

Scanning Methods

Your device offers the following ways to scan an image using a local connection:

- **TWAIN**: TWAIN drivers handle the communication between computer software and the scanning device. This feature can be used via a local connection or a network connection in various operating systems.
- **WIA** (Windows Image Acquisition): To use this feature your computer must be connected to the printer via a USB cable and running Windows Vista or Windows 7, 8 or 10.

For information about scanning using TWAIN and WIA, refer to Scan Using TWAIN and WIA.

Scan to PC

Scan to PC Overview

The Scan to PC service enables users to create a digital version of a hard copy document which can be sent to a computer over the network or through a USB connection. The document can be scanned in color, grayscale, or black and white, and the digital file can then be sent to a specified destination.

You can scan a document to a computer connected to the device in one of two ways:

- **USB Connection:** To scan to a computer connected directly to the device, use a USB cable connection.
- **Network Connection:** To scan to a computer on the network, the printer must be installed on the same network as the computer.

You can adjust the default settings for Scan jobs. For information about customizing the Scan settings, refer to Scan to Network Settings.

Before you begin the scan process, ensure that your printer has been set up for the scan function at install. For instructions on setting up and configuring the Scan function, refer to Scan to Network Settings.

For Windows and Macintosh scanning, the Printer Driver with Xerox Easy Printer Manager must be installed on your computer prior to use.

Notes:
- If you have not set up scan in Easy Printer Manager from your computer, your computer will not appear as a destination in the Scan to PC service.
- Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, for scanning, use the Printers & Scanners program or an application such as Image Capture. For details, refer to Macintosh Scanning.

Scanning to a Local or Networked Computer

1. At the printer control panel, press the **Home** button.
2. Load your original documents:
    - Use the document glass for single pages or paper that cannot be fed using the automatic document feeder. Lift the document feeder, then place the original document face down in the upper-left corner of the document glass.
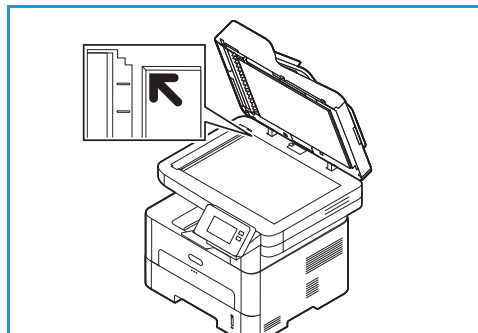
    - For single or multiple pages, use the automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.

3. Touch **Scan to PC**.

    A list of available computers appear.
4. Touch the computer destination required.
5. Adjust the scan settings as needed:
    - To save the scanned document with a specific file name, touch the attachment file name paper clip icon, enter a new name using the touch screen keypad, then touch ✓ **Confirm**.
    - To save the scanned document with a specific file format, touch the attachment file format, then select the required format.

    For details about all available features, refer to Scan Options.

    Note: Use the scroll function to access all feature screens.
6. Touch **Scan**.

    The device begins scanning the original.

    If scanning from the document glass, to scan another page touch **Yes**. Load an original and touch **Scan**. Otherwise, touch **No**.

    The images are scanned and sent to the destination selected in the job.
7. To return to the home screen, press the **Home** button.

Scanning to PC Using Xerox Easy Printer Manager

Xerox Easy Printer Manager is available for Windows and Macintosh operating systems and conveniently combines device settings as well as use of functions such as scanning, faxing and printing.

> Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, for scanning, use the Printers & Scanners program or an application such as Image Capture. For details, refer to Macintosh Scanning.

1. At the printer, load originals face up into the automatic document feeder, or place a single original face down on the document glass.
2. At your computer, open **Xerox Easy Printer Manager**.
3. Click the **Printer** menu, then from the list, select the printer required.
4. At the top of the Xerox Easy Printer Manager window, select **Advanced Setting** or **Machine Settings**.
5. Click **Scan to PC Settings**. The Scan to PC Settings screen appears.
6. For **Scan activation**, select **Enable.**
7. Select the scan features required:
    *   **Color Mode** or **Output Color**: Select to produce black and white, grayscale or color output.
    *   **Resolution**: Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.
    *   **Scan Size** or **Original Size:** Allows you to specify the size of the image to be scanned.
    *   **Original Type:** Used to improve the image quality by selecting the document type for the originals.
    *   **Darkness** or **Lighten/Darken**: Adjusts the lightness or darkness of the output.
8. Select your File Settings:
    *   **Save to**: Browse to the location where you want your scanned file to be saved.
    *   **File Format**: Determines the type of file created.
    *   **OCR Language**: If scanning to a format compatible with OCR, select OCR settings.
9. For **Actions after Saving** select an option.
10. Click **Save** at the bottom of screen to save your scan and file settings.

> Note: You can also select Default to set the device to scan using the default settings.

11. Click **Home**, then click **Scan**. The Easy Document Creator utility opens.
12. To scan, select **Quick Scan** or **Advanced Scan**. Select the scan settings required and click **Scan**.
13. Click **Save** to save your scanned image and send it to the location specified. Use **Scan More** to scan additional documents.

Scan to Network

Scan to Network Overview

Use this option to scan an image and send it to shared folder on an SMB server, or an FTP server. The destination pathway must be added as a Scan To Destination for a contact in the Address Book.

Make sure the shared folder or FTP location is configured and the settings included in the Address Book contact For details about using and editing the Address Book, refer to Address Book.

You can adjust the default settings for Scan jobs. For information about customizing the Scan settings, refer to Scan to Network Settings.

Before you begin the scan process, ensure that your printer has been set up for the Scan to Network function at install. For details, refer to Scan to Network Settings.

Scanning to a Shared SMB Folder or an FTP Server

1. At the printer control panel, press the **Home** button.
2. Load your original documents:
    *   Use the document glass for single pages or paper that cannot be fed using the automatic document feeder. Lift the document feeder, then place the original document face down in the upper-left corner of the document glass.

    *   For single or multiple pages, use the automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.

3. Touch **Scan to Network**.

    A list of address book contacts setup with Scan To Destinations appears.
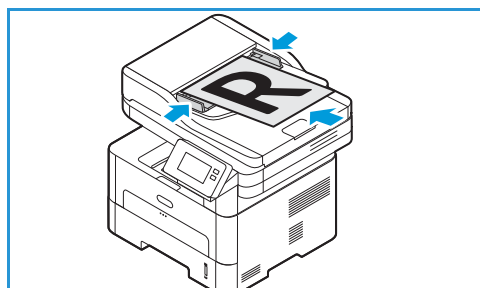
4. To select a contact from the list, touch **Contact** required. To add more contacts, touch ✚ **Add**, then select a contact from the Address Book.

    Note: For details about using the Address Book and managing and creating contacts, refer to Address Book.

5. Adjust the scan settings as needed:

    •   To save the scanned document with a specific file name, touch the attachment file name paper clip icon, enter a new name using the touch screen keypad, then touch ✓ **Confirm**.

    •   To save the scanned document with a specific file format, touch the attachment file format, then select the required format.

    For details about all available features, refer to Scan Options.

    Note: Use the scroll function to access all feature screens.

6. Touch **Scan**.

    The device begins scanning the original.

    If scanning from the document glass, to scan another page touch **Yes**. Load an original and touch **Scan**. Otherwise, touch **No**.

    The images are scanned and sent to the destination selected in the job.

7. To return to the home screen, press the **Home** button.

Scan to WSD

Scan to WSD Overview

The Scan to WSD feature enables users to create a digital version of a hard copy document which can be sent to applications or computers that support Microsoft's Web Services for Devices. The WSD process initiates a scan and forwards it to an address designated by the Windows event, from your PC or from the printer.

You can adjust the default settings for Scan jobs. For information about customizing the Scan settings, refer to Scan to Network Settings.

Before you begin the scan process, ensure that your printer has been set up for the Scan to WSD function at install. For details, refer to Scan to Network Settings.

Scanning to WSD from the Printer Control Panel

1. At the printer control panel, press the **Home** button.
2. Load your original documents:
   - Use the document glass for single pages or paper that cannot be fed using the automatic document feeder. Lift the document feeder, then place the original document face down in the upper-left corner of the document glass.
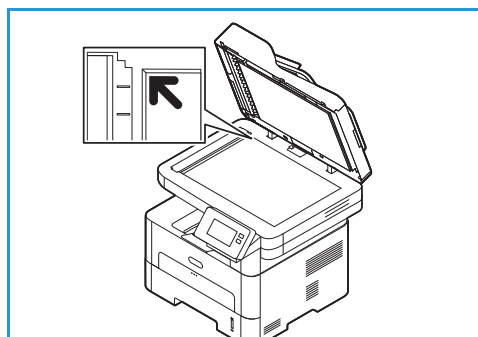
   - For single or multiple pages, use the automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.
3. Touch **WSD Scan**.

   A list of WSD scan profiles appears.
4. From the list, select a WSD scan profile.
5. To start the scan, touch **Scan**.

   The images are scanned and sent to the destination selected in the job.
6. To return to the home screen, press the **Home** button.
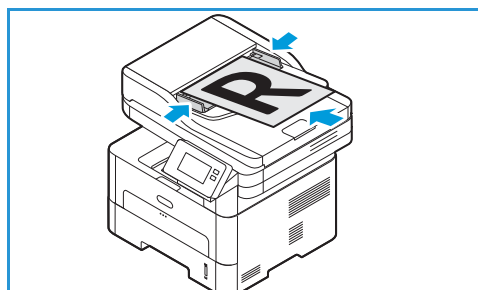
Scan Using the Windows Web Services on Devices Application

On your computer, ensure that the printer is installed using WSD and is available for use on the network. For details, refer to Installation and Setup. On your printer, ensure that WSD is enabled. For details, refer to Scan to Network Settings.

1. At the printer, load originals face up into the automatic document feeder, or place a single original face down on the document glass.
2. On your computer, open the **Windows Fax and Scan** application.
3. Click **File**, then select **New**, then **Scan**.
4. To select your device for scanning, for **Scanner**, click **Change**. From the list, select your printer.
5. In the **New Scan** window, click the **Profile** list. Depending on the type of documents that you are scanning, choose an option.
   - For text-based documents or documents containing line art, choose **Documents**.
   - For documents containing graphic images, or for photographs, choose **Photo**.

   The default settings for scanning a document or photo appear automatically.
6. Adjust scanning options as needed.
7. To view how your document appears when scanned, click **Preview**.
8. To scan the original document, click **Scan**.

   The scanned image is stored in the default Documents folder, in the Scanned Documents sub folder.
9. You can forward scanned images to an email address or a network folder automatically. To choose a forwarding option, click **Tools**, then click **Scan Routing**. Select your preferred option, enter the destination details, then click **Save**.

The scanned images are forwarded to the specified destination.

Scan Options

Your device provides the following options to customize your Scan jobs. For information about changing the default Scan settings, refer to Scan to Network Settings.

Note: Some options may be unavailable depending on your scan setup.

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	• **A4 (210x297mm)** • **A5 (148x210mm)** • **B5 (182x257mm)** • **Executive (7.25 x 10.5")** • **Letter (8.5x11")** • **Folio** (available only when an original is in the ADF) • **Legal** (available only when an original is in the ADF) • **Custom:** Use this option to enter a custom size image.
Original Type	Used to improve the image quality by selecting the document type for the originals.	• **Text**: Use for originals containing mostly text. • **Text and Photo**: Use for originals with mixed text and photographs. • **Photo**: Use when the originals are photographs.
Resolution	Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	• **72 dpi**: This setting is for on screen viewing only. If you print the image, it can appear grainy. • **100 dpi**: Recommended for lower quality text documents or if a smaller file size is required. • **200 dpi:** Recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics. • **300 dpi:** Recommended for high quality text documents that are to pass through OCR (Optical Character Recognition) applications. Also recommended for high quality line art or medium quality photos and graphics. • **400 dpi**: Recommended for original documents that have thin lines, small font sizes, or for image enlargement. • **600 dpi**: Intended for commercial-quality printing. This option will produce a large file size and can take longer to transmit over a network.
Output Color	Select to produce black and white, grayscale or color output.	• **Color**: Use to select color output from your original. • **Grayscale**: Use if output is to be in shades of gray. • **Black and White**: Use to select black and white output regardless of the color of your original.

Feature	Description	Options
File Format	Determines the type of file created and can be temporarily changed for the current job.	• **.pdf:** Allows recipients with the right software to view, print or edit the electronic file, no matter what their computer platform. • **.tif (Multi-Page)**: Produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format. • **.tif (1 File per Page):** Produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned. • **.jpg (1 File per Page)**: Produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.
Background Suppression	This feature reduces or eliminates the dark background resulting from scanning colored paper or newspaper originals.	• **Off**: Select if Background Adjustment is not required. • **Auto**: Select to optimize the background. • **Enhance**: Select a higher number for a more vivid background. • **Erase**: Select a higher number for a lighter background.
Lighten/Darken	Adjusts the lightness or darkness of the output.	• **Lighten:** To lighten the image, touch the settings to the left of the scale. Works well with dark originals. • **Normal**: This setting works well with standard typed or printed originals. • **Darken:** To darken the image, touch the settings to the right of the scale. Works well with light print.

Scan Using TWAIN and WIA

TWAIN and Windows Image Acquisition (WIA) scanner drivers are provided for your device for scanning images. You can import images from the scanner into a folder on your computer using a USB cable connection, through your scanning software application.

The TWAIN and WIA scanner drivers for Windows are supplied on the CD delivered with your device, additional software, and Macintosh and Linux drivers can be downloaded from www.xerox.com/office/B215support.

1. Make sure that the printer is connected to your computer and powered on.
2. Install the TWAIN/WIA scanner drivers. For details, refer to Installing Printer Software.
3. At the printer, load originals face up into the automatic document feeder, or place a single original face down on the document glass.
4. At your computer, open the application where you want to scan the image.
5. In the application, ensure that your printer is set as the active scanning device. To acquire the image, select the appropriate menu item for initiating a new scan.
6. From the scanning source menu, select an option:
   - For the document glass, select **Flatbed**.
   - For the automatic document feeder, select **Document Feeder**.
7. Select other scan driver settings as needed.
8. To preview the document, or to select a portion of the document to scan, select **Preview**.

   The printer scans a preview of the image.

   Note: The preview feature is available only for documents loaded on the document glass.
9. To resize the frame, select the corner points, then move them.
10. For most scanning applications, to begin scanning, click **Scan**.

The printer scans your original documents and saves the images to the output destination specified in the software application.

Note: Different software applications have different default settings for the output. For details, refer to the documentation provided with your application.

Macintosh Scanning

This section describes the procedure for scanning using applications on a Macintosh computer running Mac OS X 10.9 or later.

For Macintosh scanning, the Xerox Easy Printer Manager, Printer Driver with the Printers & Scanners program, or an application such as Image Capture must be installed. Printer drivers for Macintosh can be downloaded from www.xerox.com/office/B215support.

> Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, for scanning, use the Printers & Scanners program or an application such as Image Capture.

Before you begin:

- Ensure the Scan function has been set up for your device. For details, refer to Installation and Setup.
- Ensure the applications required are loaded on your Macintosh computer and ready to use.

Use TWAIN-compliant software to apply more scan options. You can also scan using TWAIN-compliant software, such as Adobe Photoshop. For information about using the TWAIN driver, refer to Scan Using TWAIN and WIA.

Scanning Using the Printers and Scanners Program

Make sure that the printer is powered on and connected to your computer using a USB cable, or installed on the network. Download and install the scan driver, refer to Installing Printer Software.

1. At the printer, load originals face up into the automatic document feeder, or place a single original face down on the document glass.
2. At your Macintosh computer, open **System Preferences**, then select **Printers & Scanners**.
3. From the list of printers, select the printer required.
4. Select **Scan**, then click **Open Scanner**.
5. Select the features for the scan job.

   For information about the scan options, refer to Macintosh Scan Options.
6. Click **Scan**.

   The original document is scanned and saved to the specified folder.

Scanning Using the Image Capture Application

Make sure that the printer is powered on and connected to your computer using a USB cable, or installed on the network. Download and install the scan driver, refer to Installing Printer Software.

1. At the printer, load originals face up into the automatic document feeder, or place a single original face down on the document glass.
2. At your Macintosh computer, open the **Applications** folder and click **Image Capture**.
3. From the list of Devices, select the printer required.

    Note: Network devices are listed as SHARED devices.
4. Select the features for the scan job.

    For information about the scan options, refer to Macintosh Scan Options.
5. Click **Scan**.

    The original document is scanned and saved to the specified folder.

    Note: If scanning does not operate in Image Capture, update Mac OS to the latest version. Image Capture operates correctly in Mac OS X 10.3.9 or higher, and Mac OS X 10.4.7 or higher.

Macintosh Scan Options

Feature	Description	Option
Scan Mode	Use this option to select the scanning input area.	• Flatbed: From the document glass • Document Feeder
Kind	Select to produce black and white, grayscale or color output.	• Text • Black and White • Color
Resolution	Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	• 75 dpi - 600 dpi
Size	Allows you to specify the size of the image to be scanned. Use Custom Size to enter non-standard size.	• A4, Letter, Legal • Use Custom Size
Orientation	Use to specify the orientation of the original document being scanned.	• Portrait • Landscape • Reversed Portrait • Reversed Landscape
Scan To	Use to specify the destination for the file being scanned.	• A list of available folders is displayed. • Use Other to select additional folders.
Name	Use to create a name for the scanned document.	Enter a name for the scanned file. The file name is appended with a number for subsequent scans.

Feature	Description	Option
Format	Determines the type of file created.	JPEG, TIFF, PNG, JPEG 2000, GIF, BMP, PDF
Image Correction	Use to adjust the image quality settings used when scanning the original documents.	• None • Manual: Brightness, Tint, Temperature

Linux Scanning

This section describes the procedure for scanning using applications on a Linux computer. For information about the supported Linux Operating Systems, refer to System Requirements.

For Linux scanning, the Unified Linux Driver with a scanning application such as Simple Scan, or GIMP must be installed. Printer drivers for Linux Operating Systems can be downloaded from www.xerox.com/office/B215support.

Before you begin:

- Ensure the Scan function has been set up for your device. For details, refer to Installation and Setup.
- Ensure the applications required are loaded on your Linux computer and ready to use.

Scanning Using Simple Scan

Make sure that the printer is powered on and connected to your computer using a USB cable, or installed on the network. Download and install the Unified Linux Driver, refer to Installing Printer Software.

1. At the printer, load originals face up into the automatic document feeder, or place a single original face down on the document glass.
2. Open the **Simple Scan** application.
3. To select the scanner, click the menu icon and select **Preferences**. From the **Scanner** list, select the printer.
4. To select additional scanning preferences, choose options from the **Scanning** and **Quality** tabs, then click **X**.
5. From the **Scan** menu, select scan options required:

Feature	Description
Single Page	Use this option to scan a single page from the document glass.
All Pages From Feeder	Use this option to scan multiple pages loaded into the Automatic Document Feeder.
Multiple Pages From Flatbed	Use this option to scan a multi-page job using the document glass. Load original documents one at a time.
Text or Photo	Use this option to select the type of originals being scanned.

6. To scan the original document, click **Scan**.
7. Click the button to switch to **Scanners Configuration**.

   The Simple Scan preview window displays the scanned image.
8. Adjust the image as required:
   - To rotate the image, use the **Arrow** icons.
   - To crop the image use the **Scissor** icon.
   - To delete the image, use the **Trash** icon.
9. To save the file, click the **Download** icon, then navigate to the file location required.
10. To select a different file type, choose the file type required from the **File Format** menu.
11. To change the file name, type the file name required, then click **Save**.

Fax

Fax Overview

You can use Fax to fax documents to a fax number, or individual contact, or to a group of contacts. When you send a fax from the printer control panel, the document is scanned and transmitted to a fax device using a dedicated telephone line.

Before using Fax, set up and configure the Fax functions and features on the printer. For details, refer to Fax Settings.

You can adjust the default settings for Fax jobs. For information about customizing the Fax service, refer to Fax Settings.

You can use the Fax feature to do the following tasks:

*   Delay the send of your fax job for up to 24 hours.
*   Send a fax from your computer.
*   Forward fax documents to an email address.

Sending a Fax

1. At the printer control panel, press the **Home** button.
2. Load your original documents:

    *   Use the document glass for single pages or paper that cannot be fed using the automatic document feeder. Lift the document feeder, then place the original document face down in the upper-left corner of the document glass.

    *   For single or multiple pages, use the automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.

3. Touch **Fax**.

4. Enter recipients:

- To enter the fax number manually, touch **Enter Manually**. Type the recipient fax number using the touch screen keypad, then touch ✓ **Confirm**.

Note: To insert a pause as needed, touch the **- Dial Pause** symbol. To enter longer pauses, touch the **- Dial Pause** symbol multiple times. To access additional special characters, touch the **Special Characters** icon in the lower right corner.

- To select a contact or group from the Address Book, touch **Address Book**, then touch **Contact** or **Group**. Select a recipient or group from the list.

Note: For information about using the Address Book search function, refer to Searching the Address Book.

- To add more recipients, touch ✚ **Add Recipient**, then enter fax number manually, or select a contact or group from the Address Book.

Note: For details about using the Address Book and managing and creating contacts, refer to Address Book.

- To view details for a recipient, touch the recipient in the list, then touch **View Details**. To remove a recipient from the recipient list, touch the **Trash** icon.

5. Adjust the fax settings as needed.

For details about all available features, refer to Fax Options.

Note: Use the scroll function to access all feature screens.

6. To start the scan, touch **Send**. If you placed documents in the automatic document feeder, scanning continues until the feeder is empty.

7. To return to the home screen, press the **Home** button.

Sending a Delayed Fax

1. At the printer control panel, press the **Home** button.
2. Load your original documents:
3. Touch **Fax**.
4. Enter recipients:
    - To enter the fax number manually, touch **Enter Manually**. Type the recipient fax number using the touch screen keypad, then touch ✓ **Confirm**.

    Note: To insert a pause as needed, touch the **- Dial Pause** symbol. To enter longer pauses, touch the **- Dial Pause** symbol multiple times. To access additional special characters, touch the **Special Characters** icon in the lower right corner.

    - To select a contact or group from the Address Book, touch **Address Book**, then touch **Contact** or **Group**. Select a recipient or group from the list.

    Note: For information about using the Address Book search function, refer to Searching the Address Book.

    - To add more recipients, touch ✚ **Add Recipient**, then enter fax number manually, or select a contact or group from the Address Book.

    Note: For details about using the Address Book and managing and creating contacts, refer to Address Book.

    - To view details for a recipient, touch the recipient in the list, then touch **View Details**. To remove a recipient from the recipient list, touch the **Trash** icon.
5. Touch **Delay Send**.
6. To enable the delayed fax feature, touch **Send Time**, then set the fax send time:
    - To set the time to send the fax, touch the **+** and **-** buttons to adjust the hour and minutes.
    - To specify the clock format, touch **AM**, **PM** or **24H**.
    - To confirm the settings, touch ✓ **Confirm.**
7. Adjust additional fax settings as needed.

    For details about all available features, refer to Fax Options.

    Note: Use the scroll function to access all feature screens.
8. Touch **Send**. The fax is scanned and saved, then sent at the time that you specified.
9. To return to the home screen, press the **Home** button.

Sending a Fax From Your Computer

You can send a fax from your PC without going to the printer with your hard copy original. With this convenient feature, you send your file to the fax device as you do a print job, and then the printer sends out your file as it does a fax job.

To send a fax from your PC you will need to install the PC-Fax software and customize the software settings. Refer to Installation and Setup for these setup instructions.

Sending a Fax From an Application using the Printer Driver

1. Open the document you want to send.
2. Select **Print** from the File menu.
   The Print window is displayed. It may look slightly different depending on your application.
3. Select **Xerox MFP PC Fax** from your printer list in the Name drop-down list box.
4. Select **Printer Properties**, then select OK.
   The Fax Properties screen displays.
5. Send the fax using one of the following methods:
   Specify fax options before sending: If this option is selected, you can set fax options, such as image quality and cover page settings, before sending the fax.
   a. Enter fax recipient details and select options:
      - **Address Book**: To add a fax recipient from an address book, select the address book required. You will be able to select recipients from the address book on the Fax Options screen, before sending the fax.
      - **Notify me on delivery**: Select this option to receive a notification when the fax is delivered to the fax recipient.
      - **Fax Transmission History**: Use this option to display information about previous fax transmissions.
      - **Layout**: Use the layout options to specify the paper size and orientation of the fax document.
      - **Advanced**: Use the advanced settings to enter accounting or ID information if a third-party job accounting system has been configured to work with PC Fax.
   b. Click **OK**. The Print window reappears.
   c. Click **OK**. The Fax Options page appears.
   d. Select the Fax Options required:
      - Check that the correct printer is identified at top. If not, select **Change** and select the printer required.
      - Select a **Recipient** from the pull-down menu, or type in a recipient address, or click the **Address Boo**k button to search for an address. You can specify up to 15 recipients. To add a new recipient to the address book, click **Add to AddressBook**.
      - Choose the **Quality** option: Standard or Fine. Choose the **Original Type**: Text, Text/Photo, or Photo.
      - To add a cover page and message, select the **Use cover page** check box. Fill in the text fields for the cover page.

- To change the style and layout of the cover page, click **Advanced**. The Fax Cover Page style window appears. Adjust the cover page **Basic** and **Advanced** settings as required, then click **OK**.

- **T**o receive a notification when the fax is delivered to the fax recipient, click **Notify me on delivery**.

- To view the cover page and fax document before sending, click **Preview**. To return to the Fax Options window, click **Close**.

e. Click **Send** to send the document from your PC to your fax device, which will fax the document to the destination fax or faxes listed.

Automatically send to: If this option is selected, fax recipients and options are selected on the current screen, and the fax is sent without creating a cover page or making further option selections.

a. To manually add a fax recipient, type the fax number in the recipients window. To separate fax recipients, use a comma.

b. To add recipients from the **Fax Address List**, click the recipient required and click **Add selected**. The fax recipient number is added to the recipients window.

c. To add new entries into the **Fax Address List** for future use, click **Add** and enter the recipients Name and Fax number. To change recipient details, click the recipient in the list, then click **Edit**. To remove a recipient from the list, click the recipient, then click **Remove**.

d. **T**o receive a notification when the fax is delivered to the fax recipient, click **Notify me on delivery**.

e. To display information about previous fax transmissions, click **Fax Transmission History**.

f. Click **OK**. The Print window reappears.

g. Click **OK** to send the document from your PC to your fax device, which will fax the document to the destination fax or faxes listed.

Sending a Fax Using Xerox Easy Printer Manager

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to send a fax, use Xerox® CentreWare® Internet Services or the printer control panel.

1. At your computer, open **Xerox Easy Printer Manager**.
2. Select the printer.
3. Click **FAX**. The Send by Fax window appears.
4. To select files for faxing, click **Add File**. Browse to the file required, then click **Open**. The file is added to the file list. Add additional files as required. To remove a file from the list, select the file, then click **Remove**.
5. Click **Start**. The Fax Options page appears.
6. Check that the correct printer is identified at top. If not, select **Change** and select the printer required.
7. Select a **Recipient** from the pull-down menu, or type in a recipient address, or click the **Address Boo**k button to search for an address. You can specify up to 15 recipients. To add a new recipient to the address book, click **Add to AddressBook**.
8. Choose the **Quality** option: Standard or Fine. Choose the **Original Type**: Text, Text/Photo, or Photo.

9. To add a cover page and message, select the **Use cover page** check box. Fill in the text fields for the cover page.

10. To change the style and layout of the cover page, click **Advanced**. The Fax Cover Page style window appears. Adjust the cover page **Basic** and **Advanced** settings as required, then click **OK**.

11. **T**o receive a notification when the fax is delivered to the fax recipient, click **Notify me on delivery**.

12. To view the cover page and fax document before sending, click **Preview**. To return to the Fax Options window, click **Close**.

13. Click **Send** to send the document from your PC to your fax device, which will fax the document to the destination fax or faxes listed.

Fax Options

Your device provides the following options to customize your Fax jobs. For information about changing the default Fax settings, refer to Fax Settings.

> Note: Some options may be unavailable depending on your printer setup.

Feature	Description	Options
Original Type	Used to improve the image quality by selecting the document type for the originals.	• **Text**: Use for originals containing mostly text. • **Text and Photo**: Use for originals with mixed text and photographs. • **Photo**: Use when the originals are photographs.
Lighten/Darken	Adjusts the lightness or darkness of the output.	• **Lighten:** To lighten the image, touch the settings to the left of the scale. Works well with dark originals. • **Normal**: This setting works well with standard typed or printed originals. • **Darken:** To darken the image, touch the settings to the right of the scale. Works well with light print.
Resolution	Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	• **Standard (200 x 100 dpi):** Recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics. • **Fine (200 dpi)**: Recommended for original documents that have thin lines, small font sizes, or for image enlargement. • **Super Fine (300 dpi)**: Intended for commercial-quality printing. This option will produce a large file size and can take longer to transmit over a telephone line.
Background Suppression	This feature reduces or eliminates the dark background resulting from scanning colored paper or newspaper originals.	• **Off**: Select if Background Adjustment is not required. • **Auto**: Select to optimize the background. • **Enhance**: Select a higher number for a more vivid background. • **Erase**: Select a higher number for a lighter background.

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	• **A4 (210x297mm)** • **A5 (148x210mm)** • **B5 (182x257mm)** • **Executive (7.25 x 10.5")** • **Letter (8.5x11")** • **Folio** (available only when an original is in the ADF) • **Legal** (available only when an original is in the ADF) • **Custom:** Use this option to enter a custom size image.
Send Header Text	It is unlawful to send a fax message without the proper header text. To ensure that the following information is included on all faxes, use the Send Header Text option.	• **On** • **Off**
Delay Send	You can set a time in the future for the printer to send your fax job. You can delay the send of your fax job for up to 24 hours.	• **Off:** Delay Send is not required. • **Send Time**: Select the time to send the fax and the clock format.

USB

USB Overview
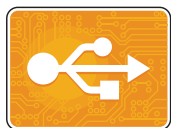
Use the USB feature to print jobs already stored on a USB drive. Jobs in a print-ready format, such as PDF, TIFF, or JPEG, can be printed. Images can also be scanned at the device and stored on the USB drive.

To create a print-ready file, select the Print to File option when you print your documents from programs such as Microsoft Word. From advanced publishing programs, there may be several methods to create print-ready files.

Printing from a USB Flash Drive

You can print a file stored on a USB Flash drive. The USB port is on the front of the printer.

Note:

- If the device is in Power Saver mode, before proceeding with the Print job, to wake the device, press the Power On/Off button.
- Only USB Flash drives formatted to the typical FAT32 file system are supported.

1. Insert the USB Flash drive into the USB memory port on the printer.
2. At the USB Drive has been detected screen, touch **Print from US**B.

    Note: If this feature does not appear, enable the feature. For more information, refer to USB Settings.

3. Browse to the folder and files required. Touch the check box for each file required.
4. Touch ✓ **Confirm**.
5. Confirm that the required files are listed.
    - To select more files, touch +, then select additional files.
    - To remove a file name from the list, touch the file name.
6. Select the quantity, and 2-sided printing options.
7. Touch **Print**.
8. When you are finished, remove the USB Flash drive.

Scanning to a USB Drive

You can scan a document and store the scanned file on a USB Flash drive. The Scan to USB function produces scans in .jpg, .pdf, .pdf (a), .xps, and .tif file formats.

Note:

- If the device is in Power Saver mode, before proceeding with the USB scan, to wake the device, press the Power On/Off button.
- Only USB Flash drives formatted to the typical FAT32 file system are supported.

To scan to a USB Flash drive:

1. Insert the USB Flash drive into the USB memory port on the printer.
2. At the USB Drive has been detected screen, touch **Scan to US**B.

   Note: If this feature does not appear, enable the feature. For more information, refer to USB Settings.
3. To save the scanned file to a specific folder on the USB Flash drive, navigate to the directory where you want to save your file, then touch ✓ **Confirm**.
4. To save the scanned document as a specific file name, touch the attachment file name, then enter a new name using the touch screen keypad. Touch ✓ **Confirm**.
5. To save the scanned document as a specific file format, touch the attachment file format, then select the required format.
6. Adjust scanning features as needed.

   Note: Use the scroll function to access all feature screens.
7. To begin the scan, touch **Scan**. The printer scans your images to the folder that you specified.

   When you are finished, remove the USB Flash drive.

Device

Device Overview

Device gives you access to information about your printer, including the serial number and model. You can view the status of the paper trays, billing and supplies information, and print Information Pages.

You can configure many Device options to meet your individual needs. For details about configuring.

Device Options

The following Device options are available:

Option		Description
	Language	Language allows you to set the language that appears on the control panel.
	About	The About option provides an overview of your device and its current settings and status.
	Information Pages	Your printer has a set of Information Pages that you can print. These pages include configuration, supplies usage, billing information and more. For more information, refer to Information Pages.
	Notifications	Use the Notifications option to see details of current alerts or faults on the device. A History button displays fault codes and the date that the fault occurred on the device.
	Paper Trays	Use the Paper Trays option to see the paper size, type, and color set for each paper tray and the tray-capacity status.
	Supplies	Use the Supplies option to monitor the status of the components you can replace. The supply level and estimated number of impressions or days left for each unit is displayed.
	Billing Meters	Use the Billing Meters option to view the serial number and the total number of impressions made by your device.
	General	Use the General option to customize settings such as the power-saver modes, date and time, and control panel brightness. You can configure the General settings using the device control panel, or by using Xerox® CentreWare® Internet Services.

Option		Description
	Network	Use the Connectivity option to configure network settings at the control panel, or join another wireless network.
	App Defaults	Use this option to set default settings for each of the services.

For information about changing network and service settings, refer to Installation and Setup.

About

The About option provides an overview of your device and current settings and status. You can access Information Pages and reports using this option.

Supply Status

You can check the status and percentage of life remaining for your printer supplies at the control panel or from Xerox® CentreWare® Internet Services. When printer supplies near their replacement time, warning alerts appear on the control panel. You can customize the alerts that appear on the control panel and configure email alert notifications.

To check the supplies status and set up alerts using Xerox® CentreWare® Internet Services, refer to Configuring Alert Notifications.

Checking the Supplies Status at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Device → Supplies**.
   The device displays status information for each printer supply item.
3. To return to the home screen, press the **Home** button.

Checking the Supplies Status Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:

    *   To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

    Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

    *   To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Select **Status**.
3. Select **Consumables**.

    Toner Cartridge and Drum Cartridge status information is displayed.

Checking the Supplies Status Using Xerox Easy Printer Manager

1. At your computer, open **Xerox Easy Printer Manager**.
2. Select the printer.
3. Select the **Home** page.

    Device status, Supplies information and Paper information is displayed.

Checking the Supplies Status Using the Macintosh Print Driver

1. At your computer, select **System Preferences → Printers & Scanners → Options & Supplies**.
2. Select **Supply Levels**.

    Supply level information is displayed.
3. To view additional supplies information, select **More Info...**.

Billing Meter Information

You can view billing meter information at the control panel or from Xerox® CentreWare® Internet Services. The billing meter displays the total number of impressions that the printer generated or printed during its lifetime. You cannot reset the counters. A page is counted as one side of a sheet of paper. For example, a sheet of paper that is printed on two sides counts as two impressions.

Note: If you provide regular billing information for your device, you can use SMart eSolutions to simplify the process. You can enable SMart eSolutions to send billing meter readings to Xerox automatically so that you do not have to collect the readings manually. For more information, refer to Configuring SMart eSolutions.

Viewing Billing Information at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Device → Billing Meters**.

   The printer serial number and number of impressions is shown.
3. To return to the home screen, press the **Home** button.

Viewing Billing Information using Xerox® CentreWare® Services

1. Access Xerox® CentreWare® Internet Services:
   * To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   * To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Select **Properties**.
3. Select the **General Setup** link.
4. Select the **Billing & Counters** link.
5. To view the printer serial number and total impressions, select **Billing Information**. To update the page, select the **Refresh** option.
6. To view the count for each type of device usage, select **Usage Counters**. To update the page, select the **Refresh** option.

Address Book

Address Book Overview

Use the device Address Book to store addresses for all your Fax, Scan and Email jobs. Once the device Address Book has been setup during installation and setup, you can enter individual addresses and fax numbers and create groups, and store them in your device Address Book for repeated use.

You can create and save contact information for individual contacts or groups. You can manage address book contacts at the control panel, or using Xerox® CentreWare® Internet Services.

The device can also be configured to use a network address book if the LDAP function has been set up. For details about setting up a network Address Book, refer to Email Settings.

Using and Editing the Address Book at the Control Panel

Adding Contacts in the Address Book at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Address Book**.
3. Touch the **+ Add Contact**.
4. Enter the contact details:

   - **Name**: To enter the contact name, touch **Name**, then use the touch screen keypad. Touch ✓ **Confirm**.

   - **Email**: To enter the email address, touch **Email**, then use the touch screen keypad. Touch ✓ **Confirm**.

   - **Fax**: To enter a fax number for the contact, touch **Fax**, then use the touch screen keypad. Touch ✓ **Confirm**.

   - **Scan to Network**: To enter a scan to network location for the contact, use Xerox® CentreWare® Internet Services. For details, refer to Adding or Editing Contacts in the Address Book Using Xerox® CentreWare® Internet Services.
5. To save the contact, touch ✓ **Confirm**.
6. To return to the home screen, press the Home button.

Editing or Deleting Contacts in the Address Book at the Control Panel

1.   At the printer control panel, press the **Home** button.
2.   Touch **Address Book**.
3.   From the Address Book, touch a contact name, then touch the **Edit** icon.
4.   To change contact information, touch the information that you want to update, edit as needed, then touch ✓ **Confirm**.
5.   To save your contact changes, touch ✓ **Confirm**.
6.   To delete a contact, touch **Delete Contact**, then touch Yes to confirm.
7.   To return to the home screen, press the **Home** button.

Searching the Address Book

1.   At the printer control panel, press the **Home** button.

1.   Touch **Address Book.**
2.   Touch the Search icon, then enter the name required and touch ✓ **Confirm**.

     A list of matching entries is displayed. If no entries match the email address, touch **Cancel** or **Retry**.
3.   From the list, touch the contact required.

Adding or Editing Contacts in the Address Book Using Xerox® CentreWare® Internet Services

Adding Contacts in the Address Book Using Xerox® CentreWare® Internet Services

1.   At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2.   Click **Address Book**.
3.   Click the **Add** button.
4.   Provide information for the following fields:
     - **First Nam**e: Type the first name that you want to appear in the Address Book.
     - **Last Name**: Type the last name that you want to appear in the Address Book.
     - **Company**: Type the company name to which the contact is associated.
     - **Display Name**: Type the name of the contact as you want the name to appear on the printer control panel. The Display Name is required.
     - **Email**: Type the email address for the address book contact.

5. Click the **Scan To Destination** plus icon.

6. Provide information for the following fields:

   - **Nickname**: Type the name of the scan destination. The nickname is required.
   - **Protocol**: Select the format of the file transfer.
   - **Address Type**: Identify the address type of your computer. Select IPv4 Address or Host Name, then enter the required information.
   - **Document Path**: Enter the path, and the directory or folder name where the scanned files are stored on your computer.
   - **Login Name**: Enter your computer user name. The Login Name is required.
   - **Password**: Enter your computer login password.
   - **Retype Password**: Enter your login password again.

   Note: If authentication is required for scan locations, enter a valid login name and password.

7. To save the new password, click **Select to save new password**.

8. To add another contact, click **Add Another Contact After Saving**.

9. Click **Save**.

Adding Groups in the Address Book Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.

2. Click **Address Book**.

3. Click **Groups**.

4. Click the **Add Group** button.

5. In the **Group Name** field, type the group name.

6. To add contacts to the group:

   - To add individual members to the group, click each contact required. Each contact selected is added to the Group Members list.
   - To add all contacts to the group, click **Add All.**

7. To remove contacts from the group:

   - To remove individual members from the group, click each contact requiring removal. Each contact selected is removed from the Group Members list.
   - To remove all contacts from the group, click **Remove All.**

8. Click **Save**.

Editing or Deleting Contacts in the Address Book Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. Select the contact requiring editing or deleting.
4. Edit or delete the contact:
   - To edit the selected contact name or contact information, click **Edit**. Edit the information as needed. To save the changes, click **Save**.
   - To delete the selected contact from the Address Book, click **Delete**. At the prompt, click **OK**.

Editing or Deleting Groups in the Address Book Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. Select the group requiring editing or deleting.
4. Edit or delete the group:
   - To edit the selected group name or members, click **Edit Group.** Edit the information as needed. To save the changes, click **Save**.
   - To delete the selected group from the Address Book, click **Delete Group**. At the prompt, click **OK**.

Importing Contacts into the Address Book Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. From the drop-down menu, click **Import From File**.
4. Click **Browse**, then select the Address Book file that you want to import.

   Note: You can import only .csv files.
5. For **Record Delimiter**, from the drop-down menu, select the delimiter used in the file.
6. For **Remove Bracket**, to remove brackets from the file, select the check box.

7. For **Existing Content Management**, click **Add new contacts to the existing Device Address Book** or **Replace existing Device Address Book with the new contacts**.

8. Click **Upload File**.

9. Verify the information in the address book fields.

10. Click **Import**.

Exporting Contacts from the Address Book Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.

2. Click **Address Book**.

3. From the drop-down menu, click **Export**.

4. For **Delimiter**, from the drop-down menu, select the delimiter required.

5. For **Export in Legacy Mode**, to display name and email information only, select the check box.

6. Click **Export**, then save the file to the location required.

The address book information is exported to a .csv file.

Jobs

Jobs Overview

Use Jobs to view current jobs and view a list of completed jobs. You can also use Jobs to delete a job.

Managing Jobs

From the control panel Jobs menu, you can view a list of active or completed jobs. You can delete and stop an active job from printing from the job progress screen or from the Jobs service. For more information, refer to Deleting at Job at the Control Panel.

From the Jobs window in Xerox® CentreWare® Internet Services, you can view a list of active and completed print jobs. For more information, refer to Managing Jobs Using Xerox® CentreWare® Internet Services.

A print job can be held by the printer when it is unable to complete the job. For example, when the printer needs attention, paper, or supplies. When the condition is resolved, the printer automatically resumes printing.

Deleting at Job at the Control Panel

1. To delete a job from the job progress screen:
    a. From the job progress screen, touch **Delete**.
    b. Touch **Yes** to delete, or **No** to resume.
2. To delete a job from the **Jobs** list:
    a. At the printer control panel, press the **Home** button.
    b. Touch **Jobs**.
    c. Touch the name of the print job, then touch the **Trash** icon.
    d. Touch **Yes** to delete, or **No** to resume.
3. To return to the home screen, press the **Home** button.

Managing Jobs Using Xerox® CentreWare® Internet Services

You can view a list of active jobs and delete print jobs from the Active Jobs list in Xerox® CentreWare® Internet Services. You can use Xerox® CentreWare® Internet Services to submit jobs for printing at the device. You can print pdf, .ps, .pcl, .prn, .xps, .jpg, .tif and .txt files directly from Xerox® CentreWare® Internet Services without opening another application or the print driver. The files can be stored on a local computer hard drive, mass storage device, or network drive.

1. Access Xerox® CentreWare® Internet Services:

   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

2. Select **Jobs**.
3. Click the job name.
4. Do one of the following:

   - To pause the print job, click **Pause**. To resume the print job, click **Resume**.
   - To delete the print job, click **Delete**. At the prompt, click **Delete**.

Submitting Jobs for Printing Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:

   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

2. Select **Print**.
3. Select the print options required.
4. To select a file to print, click Browse. Browse to the file required, click the file and select **Open**.
5. Click the **Submit Job**.

Printing 5

This chapter includes:

Printing Overview

This product produces high quality prints from electronic documents. You can access the printer from your computer by installing the appropriate print driver. To access the many print drivers which can be used with your printer, refer to the Software and Documentation CD delivered with your printer, or download the latest versions from www.xerox.com/office/B215drivers.

Printing Using Windows

The following provides an overview of the print procedure and features available when printing using Windows.

Note:

- Some options may be unavailable depending on your printer model and configuration.
- Images are representative only.

Print Procedure

Documents can be printed from your computer using the print drivers supplied. The print driver must be loaded on each PC which uses the device for printing.

Note: When you select an option in Printing Properties or Preferences, you may see a warning mark ⊗ or ⚠. A ⚠ mark means you can select that certain option but it is not recommended, and a ⊗ mark means you cannot select that option due to the device setting or environment.

1. Select **Print** in your application.
2. From the **Printer** drop- down menu, select your printer.
3. Select **Printer Properties** or **Preferences** to make your print selections on the individual tabs. For more information refer to the following:
   - Favorites Tab
   - Basic Tab
   - Paper Tab
   - Graphics Tab
   - Advanced Tab
   - Xerox Tab
4. Select **OK** to confirm your selections.
5. Select **Print** or **OK** to print your document.

Print Options

Paper, Device and Printer Status

Additional options are available on some tabs which provide information about your device.

Paper Tab

The **Paper** tab, in the right panel, is visible on each main tab except for the Favorites and Xerox tabs. It displays a graphical summary of your selections.

Device Tab

The **Device** tab, in the right panel, is visible on each main tab except for the Favorites and Xerox tabs. It displays a summary of the device settings.

Printer Status

Note: The Printer Status window and its contents shown in this user guide may differ depending on the printer or operating system in use.

The **Printer Status** option, which is visible on each tab, monitors and informs you of the device status. The Xerox Printer Status dialog includes the following options:

- **Toner Level**: You can view the level of toner remaining in the toner cartridge.
- **Option**: You can set printing job alert related settings.
- **Order Supplies**: You can order replacement supplies online.
- **User's Guide**: Use this option to access the User Guide when an error occurs. You can then open the troubleshooting section in the user guide.

Favorites Tab

The **Favorites** tab lists default favorites and user-generated favorites.

The Favorites option, which is visible on each tab except for the Xerox tab, allows you to save the current preferences for future use.

To save a Favorites item, follow these steps:

1. Change the settings as needed on each tab.
2. Click **Save**.
3. Enter a name and a description, and then select the desired icon.
4. Click **OK**. When you save Favorites, all current driver settings are saved.

To use a saved setting, select it in the **Favorites** tab. The printer is now set to print according to the settings you have selected.

To delete a saved setting, select it in the Favorites tab and click **Delete**.

Note: Only user-generated favorites can be deleted.

Default Favorites

The printer provides a set of regularly used favorites.

- **Last Used Setting**: This favorite enables you to print with the last used settings.
- **Normal Printing**: This favorite enables you to print with all factory default settings.
- **2-Sided Printing**: This favorite enables you to save paper by printing on 2-sides of a sheet.
- **2-in-1 Printing**: This favorite enables you to save paper by printing 2 pages on one side of a sheet.
- **Booklet Printing**: This favorite reduces the original document images to fit two images on each side of the printed page. Page images are reordered to enable you to fold the paper after printing to make a booklet.

Preview Tab

The Preview tab, in the right panel, is visible only on the Favorites tab. It displays a graphical summary of your selections.

Details Tab

The Details tab, in the right panel, is visible only on the Favorites tab. It displays a summary of the selected Favorite and notes incompatible options.

Basic Tab

The Basic tab provides selections for the print mode to use and options to adjust how the document appears on the printed page. These options include orientation settings, layout options, and 2-sided printing settings.

> Note: Some options may be unavailable depending on your printer model and configuration.

Orientation

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

- **Portrait:** Prints across the width of the page, letter style.
- **Landscape:** Prints across the length of the page, spreadsheet style.
- **Rotate 180 Degrees:** Allows you to rotate the page 180 degrees.

Layout Options

Layout Options allow you to select a different layout for your output. You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify.

- **Single Page Per Side:** Use this option if the layout does not require changing.
- **Multiple Pages Per Side:** Use this option to print multiple pages on each page. You can print up to 16 pages on one sheet. Select the number of images required on each side, the page order and if borders are required.
- **Poster Printing:** Use this option to divide a single-page document onto 4, 9 or 16 segments. Each segment will be printed on a single sheet of paper for the purpose of pasting the sheets together to form one poster-size document. Select **Poster 2x2** for 4 pages, **Poster 3x3** for 9 pages, or **Poster 4x4** for 16 pages. Then choose the overlap amount in mm or inches.
- **Booklet Printing:** This option reduces the original document images to fit two images on each side of the printed page. Page images are reordered to enable you to fold the paper after printing to make a booklet.

Page Border: Use this option to select from a variety of borders for your output.

2-Sided Printing

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

- **Printer Default:** If you select this option, this feature is determined by the settings made on the control panel of the printer.
- **None:** The document is printed single-sided.
- **Long Edge:** This is the conventional layout used in book binding.
- **Short Edge:** This is the type often used with calendars. The second side images are rotated 180 degrees.

Smart Duplexing

If the Smart Duplexing mode has been enabled in Xerox® CentreWare® Internet Services, 2-Sided printing is selected or deselected automatically. Use Smart Duplexing to reduce the amount of energy and paper used in the printing process.

For information about enabling Smart Duplexing, refer to Configuring SMart eSolutions.

Paper Tab

Use the **Paper Tab** options to set the basic paper handling specifications when you access the printer properties.

Copies

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

Collate

Select this check box to collate multi-page jobs automatically to produce output in sets.

Paper Options

Select the Paper or Envelope tab and choose the settings required for your job:

- **Original Size**: This allows you to set the size of the original you are printing.

  If the required size is not listed in the Size box, select **Edit**. When the Custom Paper Size Settings window appears, enter a custom paper size name, then set the paper size. Select **OK**. The custom setting appears in the list so that you can select it.
- **Output Size**: This allows you to set the size of paper required for printing.
- **Percentage:** Use this option to change the contents of a page to appear larger or smaller on the printed page. Enter the scaling rate in the **Percentage** input box.
- **Source:** Use this option to select the paper tray required. Use **Manual Feed Slot** when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.
- **Type:** Set **Type** to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If printing **Envelopes**, ensure the Envelope tab is selected, then select **Envelope** type.
- **Advanced:** The advanced paper options allow you to select a different paper source for the first page of your document.
  - To have the first page printed on a different paper type from the rest of the document select the paper tray containing the paper required from the Source drop-down menu.
  - Use **Manual Feed Slot** when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.
  - Select **OK** to confirm your **Advanced** selections and return to the **Paper** tab.

Graphics Tab

Use the following options to adjust the print quality for your specific printing needs.

Quality

This option allows you to select **Standard** or **High Resolution** graphics.

Font/Text

- **Clear Text:** Select this option to darken the text. Choose **Minimum**, **Medium** or **Maximum** to select the level of darkness required.
- **All Text Black:** Select this check box to have all text in your document print in solid black, regardless of the color it appears on the screen.
- **Advanced:** Use this option to set font options. True Type fonts can be downloaded as Outline or Bitmap Images or printed as Graphics. Select the **Use Printer Fonts** option if the fonts do not require downloading and the printer fonts should be used. Select **OK** to save your selections.

Graphic Controller

- **Edge Enhancement**: Use this option to improve image definition.
- **Advanced**: Use this option to adjust the brightness and contrast levels. Select **OK** to save your selections.

Toner Saver

- Select **On** to save toner.

Advanced Tab

You can select **Advanced** output options for your document, such as watermarks or overlay text.

Watermark

This option allows you to print text over an existing document. There are several predefined watermarks that come with the printer which can be modified, or you can add new ones to the list.

- **Using an Existing Watermark**: Select the required watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.
- **Creating a New Watermark**:
  a. Select **Edit** from the Watermark drop-down list. The **Edit Watermarks** window appears.
  b. Enter a text message in the Watermark Message box. You can enter up to 40 characters. The message displays in the preview window. When the **First Page Only** box is checked, the watermark prints on the first page only.
  c. Select the watermark options. You can select the font name, style, size, or shade from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.
  d. Click **Add** to add the new watermark to the list.
  e. When you have finished editing, click **OK**.
- **Editing a Watermark:**
  a. Select **Edit** from the Watermark drop-down list. The **Edit Watermarks** window appears.
  b. Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message options.
  c. Click **Update** to save the changes.
  d. When you have finished editing, click **OK**.
- **Deleting a Watermark**:
  a. Select **Edit** from the Watermark drop-down list. The **Edit Watermarks** window appears.
  b. Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**. Click **Yes** to confirm the deletion.
  c. Click **OK**.

Overlay

An overlay is text and/or images stored on the computer hard disk drive as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper.

Note: This option is only available when you use the PCL6 Print Driver.

- **Creating a New Page Overlay**: To use a page overlay, you must first create one containing your logo or another image.
    a. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you want them to appear when printed as an overlay.
    b. Select **Edit** from the Overlay drop-down list. The **Edit Overlay** window appears.
    c. Select **Create** and type a name in the File name box. Select the destination path, if necessary.
    d. Click **Save**. The name appears in the **Overlay List** box.
    e. Click **OK**.
    f. The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.
    g. Click **OK** on the **Advanced** tab page.
    h. Click **Print** or **OK** in the main **Print** window.
    i. An Are you Sure? message displays. Click **Yes** to confirm.
- Using a **Page Overlay**:
    a. Select the required overlay from the **Overlay** drop-down list box. If the overlay file you want does not appear in the overlay list, select the **Edit** button and **Load Overlay**, and select the **Overlay file**. If you have stored the overlay file you want to use in an external source, you can also load the file when you access the Load Overlay window.
    b. After you select the file, click **Open**. The file appears in the Overlay List box and is available for printing. Select the overlay from the Overlay List box.
    c. If necessary, click **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.
    d. If this box is not checked and an overlay has been selected, the overlay automatically prints with your document.
    e. Click **OK**.
- Deleting a **Page Overlay**:
    a. Select **Edit** from the Overlay drop-down list. The **Edit Overlay** window appears.
    b. Select the Overlay you want to delete from the **Overlay List** box.
    c. Click **Delete**. When a confirming message window appears, click **Yes**.
    d. Click **OK**.

Output Options

Select the required Print order from the drop-down list box:

- **Normal:** All pages are printed.
- **Reverse All Pages:** Your printer prints all pages from the last page to the first page.
- **Print Odd Pages:** Your printer prints only the odd numbered pages of the document.
- **Print Even Pages:** Your printer prints only the even numbered pages of the document.

Select the **Skip Blank Pages** check box if you do not want blank pages to be printed.

To add a binding margin, select the **Manual Margin** check box and select **Details** to select the margin position and width.

Xerox Tab

This tab provides version and copyright information as well as links to drivers and downloads, supplies ordering, and the Xerox Web site.

Xerox Easy Printer Manager

Xerox Easy Printer Manager is available for Windows and Macintosh operating systems. Xerox Easy Printer Manager conveniently provides access to device settings as well as functions such as scanning, faxing and printing. The Xerox Easy Printer Manger allows you to view the status and manage your device at your computer.

For Windows operating systems, Xerox Easy Printer Manager installs automatically during driver installation. For details about installing printer software, refer to Installing Printer Software.

For information about using Xerox Easy Printer Manager, select the **? Help** button in the application.

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings.

Printing Using Macintosh

This section explains how to print using a Macintosh. You need to download and install the print drivers and configure the printer before printing. For information about installing Macintosh print drivers, refer to Installing Macintosh Drivers.

Print Procedure

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

1. Open the document you want to print.
2. Select **Print** in your application.
3. From the **Printer** drop-down menu, select your printer.
4. If you have stored preset options you wish to use, from the **Presets** drop-down menu, select the preset settings.
5. From the **Copies & Pages** options, choose the number of copies you want and indicate which pages you want to print.

   To select additional print options, choose the print options page required from the drop-down menu, then select the settings. For information about print options, refer to Print Options.
6. To save the file in a different print format, from the drop-down menu, choose the format required.
7. Click **Print**.

Print Options

The following features are provided by your printer.

> Note: The setting options may differ depending on the application being used and the Macintosh OS version.

Copies & Pages

The **Copies & Page** page provides selections for basic job options.

- **Copies**: This allows you to choose the number of copies to be printed. You can select 1 to 999 copies.
- **Pages**: Select the pages or range of pages to print.
- **Show Quick Preview**: Select this option to display a graphical summary of your selections.

Media & Quality

Use the Media & Quality page to choose the paper source and paper type required for the print job.

- **Feed from:** Use this option to select the paper tray required. Use **Manual Feed** when printing on special materials like envelopes and transparencies. If **Auto Select** is selected, the printer automatically selects the paper source based on the requested size.
- **Media Type:** Set this option to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If **Auto Select** is selected, the printer automatically selects the media type based on the available paper types.

Layout

The **Layout** page options allow you to select a different layout for your output. You can select the number of pages to print on a single sheet of paper and the layout direction. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify.

- **Pages per Sheet:** Use this option to print multiple pages on each page. You can print up to 16 pages on one sheet. Select the number of images required on each side.
- **Layout Direction**: Select the order to print the images on the page.
- **Border**: Use this option to add a border around each page image. Choose the style of border required.
- **Two-Sided**: You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented. To print 2-Sided output, select **On**, then choose an option:
    - **Long-Edge binding:** This is the conventional layout used in book binding.
    - **Short Edge binding:** This is the type often used with calendars. The second side images are rotated 180 degrees.
    - **Booklet:** This option reduces the original document images to fit two images on each side of the printed page. Page images are reordered to enable you to fold the paper after printing to make a booklet.
    - **Reverse page orientation:** Your printer prints all pages from the last page to the first page.
    - **Flip horizontally:** Use this option to rotate all pages 180 degrees.

Paper Handling

Use the **Paper Handling** options to set the basic paper handling specifications when you access the printer properties.

- **Pages to Print**: Use this option to choose the pages to print:
  - **All page:** All pages are printed.
  - **Odd only:** Your printer prints only the odd numbered pages of the document.
  - **Even only:** Your printer prints only the even numbered pages of the document.
- **Page Order**: Use this option to choose the order to print the pages.
  - **Automatic:** Select this option to choose the default settings.
  - **Normal**: All pages are printed in the order they appear in the source file.
  - **Reverse:** Your printer prints all pages from the last page to the first page.
- **Scale to fit paper size**: Select this option to reduce or enlarge the image to fit on the paper size selected.
- **Destination Paper Size**: This allows you to set the size of paper required for printing.
- **Scale down only**: Select this option to reduce images to fit on the paper size selected.

Cover Page

The Cover Page options allow you to print a cover page before or after the document.

- **Print Cover Page**: This option allows you to print a cover page before or after the document
- **Cover Page Type**: Use this option to select a classification stamp for the cover page.

Using AirPrint

AirPrint is a software feature that allows for driverless printing from Apple iOS-based mobile devices and Macintosh OS-based devices. AirPrint-enabled printers let you print directly from a Macintosh or from an iPhone, iPad, or iPod touch. For more information, refer to AirPrint.

Using Google Cloud Print

Google Cloud Print is a service that allows you to print to a printer using your smart phone, tablet, or any other web-connected devices. For more information, refer to Google Cloud Print.

Printing Using Linux

To print from a Linux workstation, install either a Xerox print driver for Linux or a CUPS (Common UNIX Printing System) print driver. Xerox recommends that you install the Unified Linux Driver for your printer.

For information about installing the Unified Linux Driver, refer to Installing Linux Drivers.

Printing from Linux Applications

Make sure you have configured your device, connected it to your computer, and installed the Unified Linux Driver software.

To print from an application:

1. Open an application, and select **Print** from the **File** menu.
2. In the Print window, select the device from the printer list and select **Properties**.
3. Select the print options required.
   - **Paper**: This option allows you to change the paper size, orientation, duplex printing options and the paper tray.
   - **Device**: This option allows you to specify the media type, print quality modes and scaling options. You can also select the printer language type, color settings and color depth.
4. Click **OK** to apply the changes and close the **Properties** window.
5. Click **OK** to start printing.
   The Printing window appears, allowing you to monitor the status of your print job.

Printing with CUPS

You can print many different file types on your printer using the standard CUPS utility, directly from the command line interface. CUPS supports the use of both the System V (lp) and Berkeley (lpr) printing commands.

If you use CUPS, ensure that CUPS is installed and running on your workstation. The instructions for installing and building CUPS are contained in the CUPS Software Administrators Manual, written and copyrighted by Easy Software Products. For complete information on CUPS printing capabilities, refer to the CUPS Software Users Manual available from www.cups.org/documentation.php.

To print any document file:

1. To print to a specific printer in System V, type **lp -dprinter filename**, then press **Enter**.
2. To print to a specific printer in Berkeley, type **lpr -Pprinter filename**, then press **Enter**.

Printer Options

Using the Printers utility, you can change the various print options for your printer. Printer Properties can be configured using the Additional Printers Settings option.

1. To access and configure printer settings, navigate to **Settings → Devices → Printers**.
2. From the list of printers, select your printer, then select the **Settings** icon.
3. From the menu, select **Printing Options**.

   The **Page Setup** and **Advanced** printing options are displayed.
4. Set the **Page Setup** options:
   - **Pages per side**: You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size.
   - **Two-sided**: You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented. Use **Short Edge (Flip)** to rotate the pages on the second side.
   - **Orientation**: Allows you to select the direction in which information is printed on a page.
   - **Media Size**: This allows you to set the size of paper required for printing.
   - **Paper Source**: Use this option to select the paper tray required. Use **Manual** when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.
   - **Paper Type**: Set this option to correspond to the paper loaded in the tray selected. This will provide the best quality printout.
5. Set the **Advanced** options:
   - **Print Quality**: Choose draft to lighten the image and reduce the amount of toner used. Use Normal for higher quality prints.
6. To set printer properties, select **Additional Printer Settings**, then select the printer. The **Printer Properties** window opens.

   The following printer properties are available for configuration:
   - **Settings:** This option allows you to change the printer name and location. The name entered in this tab displays on the printer list in Printers configuration. You can also change the Device URL, print a test page and view status information.
   - **Policies**: This tab provides access to the printing policies for the device. You can set sharing options, Error and Operation policies. Use the Banner options to configure the printer banner sheet.
   - **Access Control**: Use this tab to configure access settings.
   - **Printer Options**: Use this tab to set color, quality, paper source and paper size options. Use the toner save option to reduce toner consumption. Additional options such as Edge Enhancement and Two-sided printing can be set.
   - **Job Options:** This tab provides access to the options required to program your print job. Enter the number of copies required, orientation settings, layout options and image quality settings. You can also increase or decrease the margins, and set scaling options.

- **Ink/Toner Levels:** This option provides status information about the printer. Click **Refresh** to update the page.
- **Jobs:** This option shows the list of Print jobs. Select **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.

7. Click **OK** to apply the changes and close the Printer Properties window.

Printing Using Xerox® CentreWare® Internet Services

You can print .pdf, .ps, .pcl, .txt, .prn, .tif, .tiff, .jpg, .jpeg and .xps files directly from Xerox® CentreWare® Internet Services without having to open another application or the print driver. The files can be stored on a local computer hard drive, mass storage device, or network drive.

Print Procedure

1. Access Xerox® CentreWare® Internet Services:

    *   To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

    Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

    *   To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Click **Print**.
3. Select the **Printing**, **Paper** and **Delivery** options required for the job.
4. Select the print job file using the **Browse** button. Locate the file required, then click **Open**.

    Note: Only print ready files (*.pdf, *.ps, *.pcl, *.txt, *.prn, *.tif, *.tiff, *.jpg, *.jpeg.) may be submitted to the device from this page.
5. To submit a job, click **Submit Job**.

    Note: To ensure the job is printed, wait for the Job Submission confirmation window before navigating to another page.

Print Options

Job Submission provides selections for the print mode to use and options to adjust how the document appears on the printed page.

Printing

Use the Printing options to select the number of copies, orientation, and 2-Sided printing options.

- **Copies**: This allows you to choose the number of copies to be printed. You can select 1 to 9999 copies. To use the default setting for number of copies, select the **Auto** button.
- **Orientation:** This allows you to select the direction in which information is printed on a page.
    - **Auto**: Selects the default orientation setting.
    - **Portrait:** Prints across the width of the page, letter style.
    - **Landscape:** Prints across the length of the page, spreadsheet style.
- **2-Sided Printing**: You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented.
    - **Auto**: Selects the default 2-Sided Printing setting.
    - **1-Sided**: This option prints on one side of the media. Use this option when printing on envelopes, labels, or other media that cannot be printed on both sides.
    - **2 Sided, Flip on Long Edge**: This option prints the job on both sides of the paper to allow binding on the long edge of the paper. The following illustrations show the result for documents with portrait and landscape orientations.

    - **2 Sided, Flip on Short Edge**: Prints on both sides of the paper. The images print to allow binding on the short edge of the paper. The following illustrations show the result for documents with portrait and landscape orientations.

Paper

You can print on custom paper sizes that are within the minimum and maximum size range supported by the printer.

- **Paper Size**: This allows you to set the size of paper required for printing. Select the paper size required from the list. If the paper size is set to **Auto**, the printer automatically selects the paper size based on the original document.
- **Paper Type:** Set this option to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If printing **Envelopes**, ensure the Envelope type is selected. If the paper type is set to **Auto**, the printer automatically selects the paper type based on the printer settings.

Delivery

To print the job now, click the **Immediate print** option.

To restore the default values of any print job, click the **Restore Default Values** button.

Paper and Media

6

This chapter contains information about the different types of stock and stock sizes that can be used on your printer, available paper trays, and the types of stock and sizes supported by each tray.

This chapter includes:

Supported Paper

Your printer is designed to use various paper and other media types. To ensure the best print quality and to avoid jams, follow the guidelines in this section. For best results, use Xerox paper and media recommended for your printer.

Ordering Paper

To order paper or other media, contact your local reseller or visit www.xerox.com/office/supplies.

General Paper Loading Guidelines

- Do not overfill the paper trays. When loading paper, do not fill above the Maximum Fill line indicated by the symbol ▽▽▽ .
- Adjust the paper guides to fit the paper size.
- Fan paper before loading it in the paper tray.
- If excessive jams occur, use paper or other approved media from a new package.
- Use only paper envelopes. Print envelopes 1-sided only.
- Always use paper and other media that conforms to the specifications.
- Only use the special media recommended for use in laser printers.
- To prevent special media such as transparencies and label sheets from sticking together, remove them from the exit tray as they are printed.
- Place transparencies on a flat surface after removing them from the printer.
- Do not leave special media in the manual feed slot for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle transparencies carefully.
- To avoid fading, do not expose the printed transparencies to prolonged sunlight.
- Verify that your labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
- Ensure that there is no exposed adhesive material between labels.

⚠ **CAUTION:** Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to printer components.

- Do not feed a sheet of labels through the printer more than once. The adhesive backing is designed for one pass only through the printer.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

Paper That Can Damage Your Printer

Some paper and other media types can cause poor output quality, increased paper jams, or damage your printer. Do not use the following:

- Rough or porous paper
- Inkjet paper
- Non-laser glossy or coated paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with embossed lettering, perforations, or texture that is too smooth or too rough
- Stapled paper
- Envelopes with windows, clasps and snaps, side seams, coated lining, self-adhesive seals, or other synthetic materials
- Damaged or poorly made envelopes
- Padded envelopes
- Plastic media

⚠ **CAUTION:** The Xerox Warranty or Service Agreement does not cover damage caused by using unsupported paper or specialty media. Coverage could vary outside these areas. Please contact your local representative for details.

Paper Storage Guidelines

Storing your paper and other media properly contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. Ultraviolet light, from the sun and fluorescent bulbs, is particularly damaging to paper.
- Reduce the exposure of paper to strong lights for long periods of time.
- Maintain constant temperatures and relative humidity. Store unused media at temperatures between 59˚F and 86˚F (15˚C to 30˚C). The relative humidity should be between 10 % and 70 %.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture. Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load the paper into the printer. Leave stored paper in the original packaging. The paper wrapper protects the paper from moisture loss or gain.
- Some special media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it. Keep unused media in the bag and reseal it for protection.

Supported Standard Paper Sizes

The table below shows the paper sizes supported for each tray for each service:

Name	Paper Size	Copy	Fax	Print
A4	8.27 x 11.69 inches (210 x 297 mm)	O	O	O
Letter	8.5 x 11.0 inches (216 x 279 mm)	O	O	O
Legal	8.5 x 14.0 inches (216 x 355 mm)	O	O	O
Oficio	8.5 x 13.5 inches (216 x 343 mm)	O	O	O
Folio	8.5 x 13.0 inches (216 x 330 mm)	O	O	O
JIS B5	7.17 x 10.12 inches (182 x 257 mm)	X	X	O
ISO B5	6.93 x 9.84 inches (176 x 250 mm)	X	X	O
Executive	7.25 x 10.50 inches (184.2 x 266.7 mm)	X	X	O
A5	5.85 x 8.27 inches (148.5 x 210 mm)	X	X	O
A6	4.13 x 5.85 inches (105 x 148.5 mm)	X	X	O
Postcard	4 x 6 inches (101.6 x 152.4 mm)	X	X	O
Monarch Envelopes	3.88 x 7.5 inches (98.4 x 190.5 mm)	X	X	O
DL Envelopes	4.33 x 8.66 inches (110 x 220 mm)	X	X	O
C5 Envelopes	6.38 x 9.02 inches (162.0 x 229 mm)	X	X	O
C6 Envelopes	4.49 x 6.38 inches (114 x 162 mm)	X	X	O
No.10 Envelopes	4.12 x 9.5 inches (105 x 241 mm)	X	X	O

Key:

O Supported   **X** Not Supported

Supported Paper Types and Weights

The table below shows the paper types and weights supported for each tray:

Types	Supported Weights	Tray 1	Manual Feed Slot	Duplex Unit
Plain	19 to 24 lb (70 to 90 g/m²)	O	O	O
Heavy weight	24 to 28 lb (91 to 105 g/m²)	O	O	O
Thicker	43 to 58 lb (164 to 220 g/m²)	X	O	X
Light weight	16 to 18 lb (60 to 70 g/m²)	O	O	O
Cotton	20 to 24 lb (75 to 90 g/m²)	X	O	X
Colored	20 to 24 lb (75 to 90 g/m²)	X	O	X
Preprinted	20 to 24 lb (75 to 90 g/m²)	X	O	X
Recycled	19 to 24 lb (70 to 90 g/m²)	O	O	O
Transparency (A4 / Letter only)	37 to 39 lb (138 to 146 g/m²)	X	O	X
Labels	32 to 40 lb (120 to 150 g/m²)	X	O	X
Card Stock	32 to 43 lb (121 to 163 g/m²)	O	O	X
Bond	28 to 32 lb (105 to 120 g/m²)	O	O	O
Archive	28 to 32 lb (105 to 120 g/m²) if you need to keep the print-out for a long period time, such as archives, select this option	O	O	X
Postcard	32 to 43 lb (121 to 163 g/m²) card stock	X	O	X
Envelopes	20 to 24 lb (75 to 90 g/m²)	X	O	X

Key:

O   Supported   **X**   Not Supported

Loading Paper

One paper tray and a manual feed slot are standard on your printer.

Various media sizes and types can be used in the trays. For more media specifications, refer to Supported Paper.

Paper Tray Status Information

You can check the status of paper trays using Xerox® CentreWare® Internet Services, or using Xerox Easy Printer Manager.

Checking the Paper Tray Status Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:
    *   To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

    Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

    *   To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Select **Status**.
3. Select **Trays**.
    Paper tray status information is displayed.

Checking the Supplies Status Using Xerox Easy Printer Manager

1. At your computer, open **Xerox Easy Printer Manager**.
2. Select the printer.
3. Select the **Home** page.
    Device status, Supplies information and Paper information is displayed.

Preparing Paper for Loading

Before loading paper into the paper trays, flex or fan the edges of the paper stack. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

> Note: To avoid unnecessary paper jams and misfeeds do not remove paper from its packaging until required.
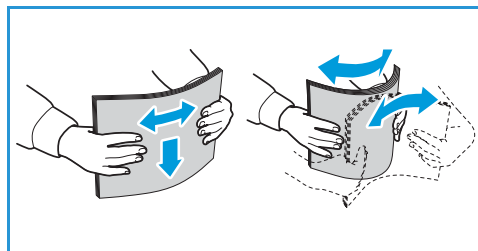
Loading Tray 1

The paper level indicator on the front of tray 1 shows the amount of paper currently left in the tray. When the tray is empty, the indicator is completely lowered as shown in the illustration: 1 shows full, 2 shows empty.

Using the instructions provided below, load paper into the printer. Tray 1 holds up to 250 sheets of 20 lb (80 g/m²) paper, A4 and letter only. It holds fewer sheets of other media sizes. For more media specifications, refer to Supported Paper.
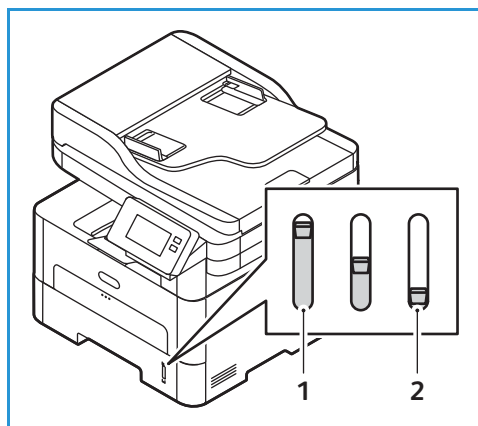
1. Pull out tray 1 and load paper into the tray, print side down. Do not fill above the Maximum Fill line indicated by the symbol ▽▽▽ .
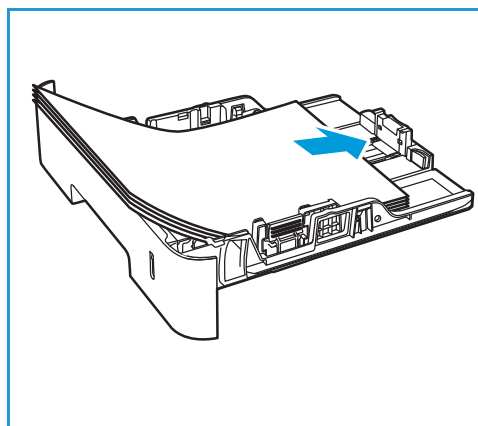
2. To accommodate longer paper, press the paper tray extender lever (1) and slide the lever to the desired position. Press and slide the paper length guide (2) until it lightly touches the end of the paper stack.
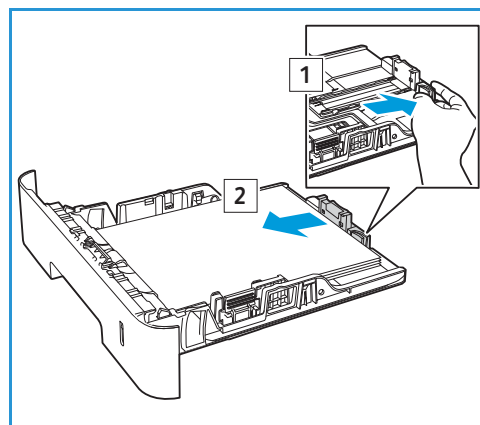
3. Position the width guide by pressing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack.

4. Insert the paper tray into the printer.

5. After loading paper, if prompted, verify the paper size and type settings on the screen. To keep the same settings, touch **No**. To change the settings, touch **Yes**, then adjust the settings:

   • To select a paper size, touch **Paper Size**, then select a size.

   • To select a paper type, touch the **Paper Type**, then select a paper type.

   • To enable or disable the tray confirmation screen, touch **Tray Confirmation**, then select an option.

   To save the settings, touch **Confirm**.

6. When printing from your computer, ensure you select the **Paper** option in the print driver to specify the correct paper size and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to Setting Paper Size and Type.

   Note: The settings made from the print driver on your computer override the settings on the control panel.
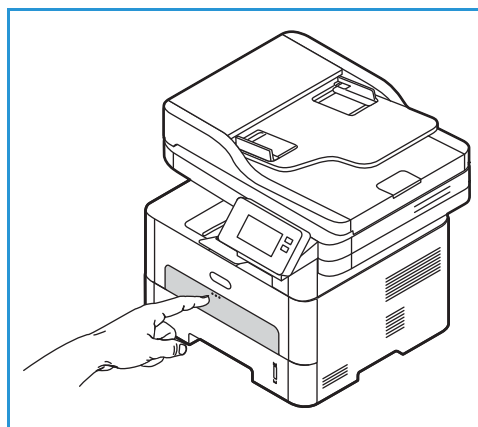
Using the Manual Feed Slot

The manual feed slot is located on the front of your printer. It can be closed when not in use, making the product more compact. Use the manual feed slot to print transparencies, labels, envelopes, or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper tray.

When using the manual feed slot for special media it may be necessary to use the rear cover for the output. For further information, refer to Media Output Locations.

Acceptable print media is plain paper from 3.0 x 5.0 inches to 8.5 x 14 inches Legal (76 mm x 127 mm to 216 mm x 356 mm) and weighing between 16 lb and 58 lb (60 g/m² and 220 g/m²). For more media specifications, refer to Supported Paper.

Loading the Manual Feed Slot

1. Press to open the manual feed slot, located on the front of the printer.

    Note: The manual feed slot holds 1 sheet of the following media: 20 lb (80 g/m²) plain paper, transparency, label, envelope, or cardstock.
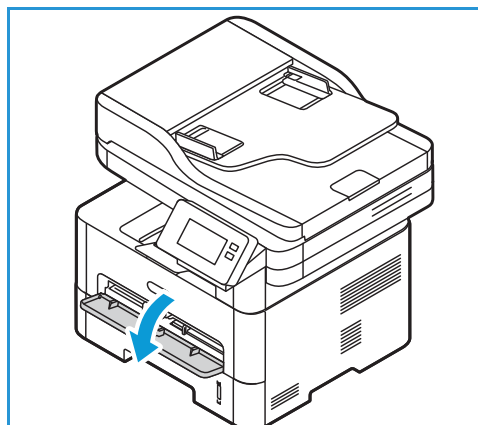
2. Load the print material between the width guides with the print side facing up.

   Note: Hold a transparency by the edge and avoid touching the print side.

3. Adjust the paper guide to the width of the print material.

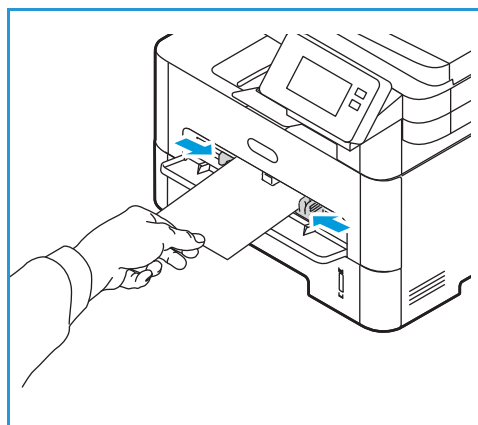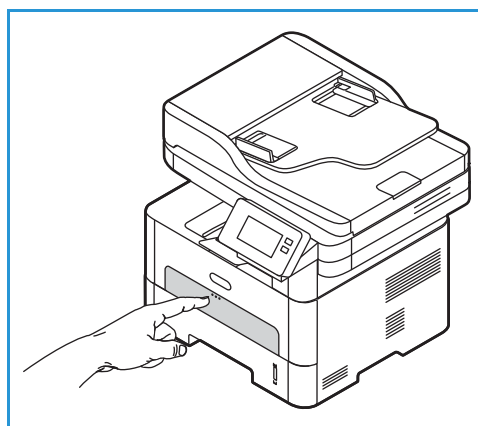   Note: If the media prints with curl, wrinkles, a crease, or black bold lines, open the rear cover and print again.

4. After loading paper, if prompted, verify the paper size and type settings on the screen. To keep the same settings, touch **No**. To change the settings, touch **Yes**, then adjust the settings:

   - To select a paper size, touch **Paper Size**, then select a size.
   - To select a paper type, touch the **Paper Type**, then select a paper type.
   - To enable or disable the tray confirmation screen, touch **Tray Confirmation**, then select an option.

   To save the settings, touch **Confirm**.

5. When printing from your computer, ensure you select the **Paper** option in the print driver to specify the correct paper size and type. For the source, you must select **Manual Feed Slot.** Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to Setting Paper Size and Type.

   Note: The settings made from the print driver on your computer override the settings on the control panel.
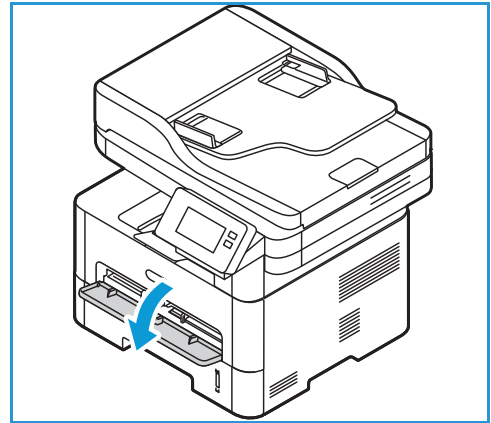
Envelope Mode

1. Press to open the manual feed slot, located on the front of the printer.

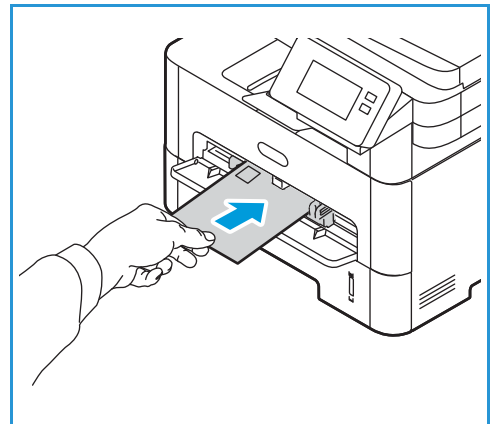2. Remove any curl on the envelope before loading it into the manual feed slot.

   Note: For more information on media specifications, refer to Supported Paper.

3. Load the envelope short edge feed and with the flap facing down as shown in the illustration.

4. Adjust the paper guide to the width of the print material.

   Note: If the media prints with curl, wrinkles, a crease, or black bold lines, open the rear cover and print again.

5. After loading paper, if prompted, verify the paper size and type settings on the screen. To keep the same settings, touch **No**. To change the settings, touch **Yes**, then adjust the settings:

   - To select an envelope size, touch **Paper Size**, then select a size.
   - To select a paper type, touch the **Paper Type**, then select a paper type.
   - To enable or disable the tray confirmation screen, touch **Tray Confirmation**, then select an option.

   To save the settings, touch **Confirm**.

6. When printing from your computer, ensure you select the **Paper** option in the print driver to specify the correct paper size and type. For the source, you must select **Manual Feed Slot.** Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to Setting Paper Size and Type.

   Note: The settings made from the print driver on your computer override the settings on the control panel.

Setting Paper Size and Type

After loading paper in the paper tray, set the paper size and type using the control panel. These settings will apply to Copy and Fax modes.

To change the paper tray settings on your computer, use Xerox Easy Printer Manager or Xerox® CentreWare® Internet Services. For details, refer to Changing Tray Settings at the Computer.

Alternatively, when printing, select the paper size and type in the application program you use on your computer. The settings made from the print driver on your computer override the settings on the control panel.

Changing Tray 1 Settings at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Device → Paper Trays**.

    Note: Use the scroll function to access all screens.

3. Touch **Tray 1**.
4. To select a paper size, touch **Paper Size**, then select a size.
5. To select a paper type, touch **Paper Type**, then select a paper type.
6. To enable or disable the tray confirmation screen, touch **Tray Confirmation**, then select an option.

If you want to use special sized paper, select a custom paper size in the print driver.

Changing the Manual Feed Slot Settings at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Device → Paper Trays**.

    Note: Use the scroll function to access all screens.

3. Touch **Manual Feed Slot**.
4. To select a paper size, touch **Paper Size**, then select a size.
5. To select a paper type, touch **Paper Type**, then select a paper type.
6. To enable or disable the tray confirmation screen, touch **Tray Confirmation,** then select an option.

Changing Tray Settings at the Computer

To change tray settings at your computer, use Xerox® CentreWare® Internet Services, or Xerox Easy Printer Manager.

Changing Tray Settings Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:
    *   To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

    Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

    *   To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Click **Properties → General Setup**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.
3. Click **Tray Settings**, then configure the tray mode and prompt settings:
    *   **Manual Feed Slot:**

        Select **Static** or **Bypass** mode.
        *   **Bypass mode**: This option ignores the tray attributes for printing a job. The print job will use the media in the tray.
        *   **Static mode**: This option designates a tray as available for all jobs that use the type of paper in the tray, and for print jobs that do not specify a tray.

        To display a message at the control panel to prompt users to change paper settings, click **Enable**.
    *   **Tray 1:** To display a message at the control panel to prompt users to change paper settings, click **Enable**.
4. Click **Apply**.
5. Click **Services → Printing → General.**
6. Scroll to the **Tray Menu** settings, then configure the paper size and type settings:
    *   **Tray 1**: Select a paper size and paper type from the drop-down menus.
    *   **Manual Feed Slot**: Select a paper size and paper type from the drop-down menus.
7. Click **Apply**.

Changing Tray Settings Using Xerox Easy Printer Manager

Note: Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to change tray settings, use Xerox® CentreWare® Internet Services or the printer control panel settings.

1. At your computer, open **Xerox Easy Printer Manager**.
2. Select the printer.
3. Click **Advanced Setting** or **Machine Settings.**
4. If using Windows, click **Device Settings**.

    Note: If your device is Ethernet or Wireless connected, device settings are configured using Xerox® CentreWare® Internet Services. Refer to Changing Tray Settings Using Xerox® CentreWare® Internet Services.

5. Select **Input Tray** and change the settings for each paper source:
    *   Set the **Tray 1** paper size and type.
    *   Set the **Manual Feed Slot** paper size and type.
6. If available, for **Tray Settings**, select the options required.
7. Click **Save**.

Media Output Locations

The device has two output locations:

- Output tray, face down, up to a maximum of 120 sheets of 20 lb (80 g/m²) paper.
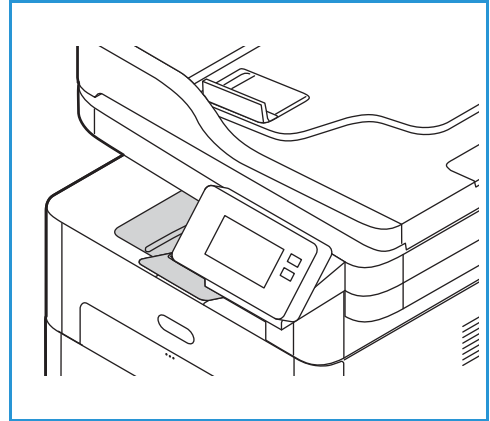
- Rear cover, face up, one sheet at a time.
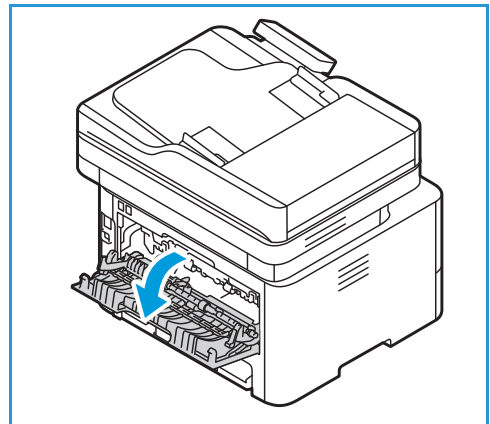
The device sends output to the output tray by default. If special media, such as envelopes, print out with wrinkles, curl, creases, or black bold lines, the rear cover should be used for the output. Open the rear cover and keep it open while printing one sheet at a time.

Note: The rear cover output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

Using the Output Tray

The output tray collects printed paper face down, in the order in which the sheets were printed. The output tray should be used for most jobs. When the output tray is full, a message displays on the control panel.

To use the output tray, make sure that the rear cover is closed.

Note:

- If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear cover.
- To reduce paper jams, do not open or close the rear cover while the printer is printing.

Using the Rear Cover

When using the rear cover, paper comes out of the device face up. Printing from the manual feed slot to the rear cover provides a straight paper path and might improve the output quality when printing on envelopes or special media. Whenever the rear cover is open, the output is delivered there.

Note: The rear cover output can only be used for simplex jobs. Duplex printing with the rear cover open causes paper jams.

⚠️ CAUTION: The fuser area inside the rear cover of your device becomes very hot when in use. Take care when you access this area.

Maintenance

7
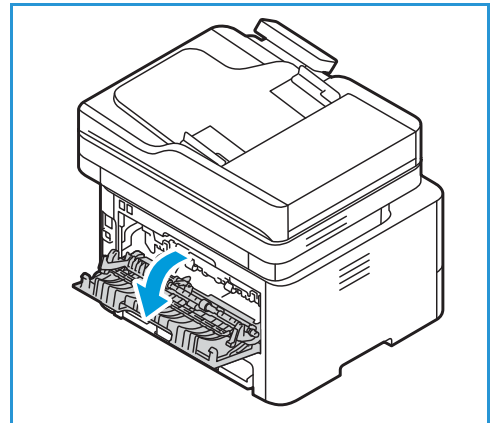
This chapter includes:

General Precautions

⚠ **CAUTION:** Do not expose the drum cartridge to direct sunlight or strong indoor fluorescent lighting. Do not touch or scratch the surface of the drum.

⚠ **CAUTION:** When cleaning your printer do not use organic or strong chemical solvents or aerosol cleaners. Do not pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation.

⚠ **WARNING:** Keep all cleaning materials out of the reach of children.

⚠ **WARNING:** Do not use pressurized spray cleaning aids on or in the printer. Some pressurized sprays contain explosive mixtures and are not suitable for use in electrical applications. Use of pressurized spray cleaners increases the risk of fire and explosion.

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

⚠ **WARNING:** Internal parts of the printer can be hot. Use caution when doors and covers are open.

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

Cleaning the Printer

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

⚠️ **WARNING:** Do not use pressurized air-spray cleaning aids on or in this equipment. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

Cleaning the Exterior

Cleaning the Document Glass and Constant Velocity Transport Glass

To ensure optimum print quality at all times, clean the glass areas of your printer regularly.

When you use the automatic document feeder, your documents pass over the scanner and Constant Velocity Transport (CVT) glass. Any dirt or marks on these pieces of glass may:

- Cause lines, streaks, smears and other spots on your copies or scanned images.
- Show through the document and appear on your scanned images.

To clean the glass areas of your printer:

1. Slightly dampen a soft, lint-free cloth with water.
2. Remove any paper or other media from the output tray.
3. Open the automatic document feeder.
4. Wipe the surfaces of the document glass and Constant Velocity Transport (CVT) glass until they are clean and dry.

   Note: For best results, to remove marks and streaks, use Xerox® Glass Cleaner.

5. Wipe the white underside of the automatic document feeder until it is clean and dry.
6. Close the automatic document feeder.
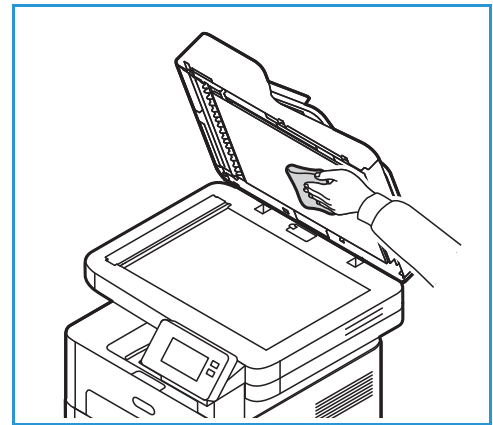
Cleaning the Automatic Document Feeder Rollers

Ensure that you clean the automatic document feeder rollers when you clean the scanner.

1. Open the top cover of the automatic document feeder.
2. With a clean, lint-free cloth that is moistened with water, wipe the feed rollers until they are clean.
3. Close the automatic document feeder top cover.
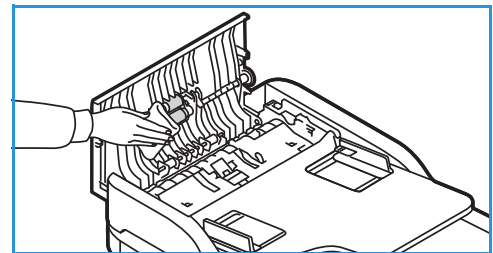
## Control Panel, Automatic Document Feeder, and Output Tray

Regular cleaning keeps the display, control panel, and other printer areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the control panel, including the display.
3. Wipe clean the automatic document feeder, output tray, paper tray, and other outside areas of your printer.
4. Remove any residue with a clean cloth or paper towel.

Cleaning the Interior

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

1. Power off the printer and unplug the power cord. Wait for the printer to cool down.
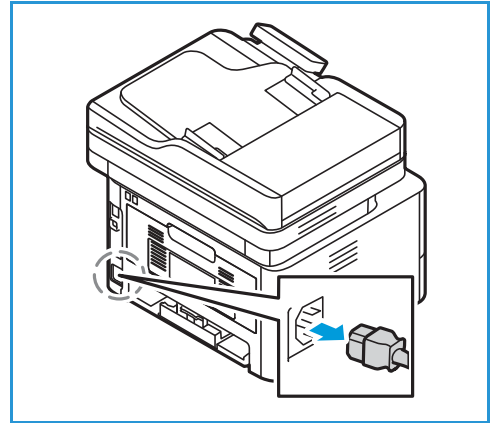
2. Open the front cover of the printer.
3. Pull the toner cartridge out and place it on a clean flat surface. Then remove the drum cartridge and place it on a clean flat surface.

⚠️ **CAUTION:**

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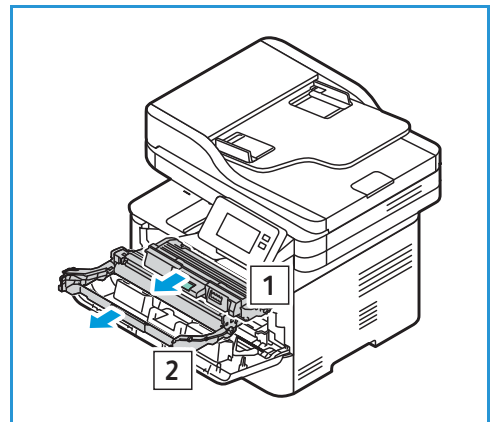

4. With a dry, lint-free cloth, wipe away any dust and spilled toner from the cartridge area inside the printer.

⚠️ **CAUTION:** While cleaning the inside of the printer, be careful not to damage any inside parts. Do not use solvents such as benzene or thinner to clean. Printing quality problems can occur and damage can be caused to the printer.
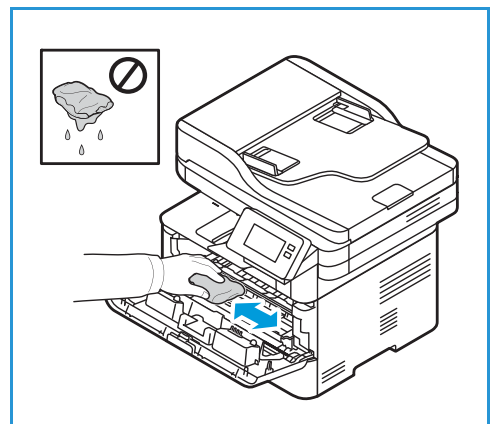
5. Re-install the drum cartridge and then the toner cartridge. Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until each locks into place

6. Close the front cover.
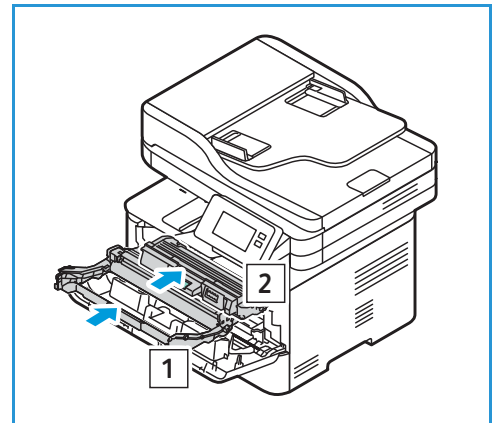
7. Plug in the power cord and power on the printer.
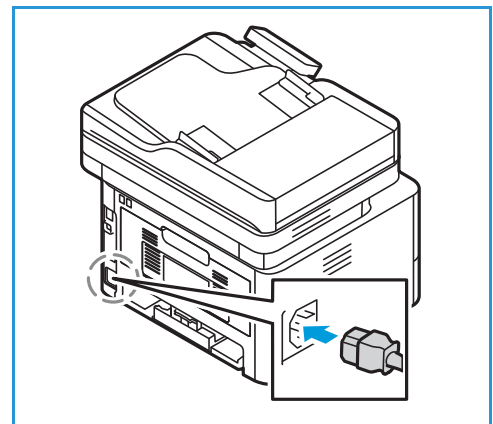
Supplies

Consumables

Consumables are printer supplies that get depleted during the operation of the printer. Consumable items for this printer include the following:

- Toner Cartridge
- Drum Cartridge

Install only new cartridges in your printer. If a used toner cartridge is installed, then the toner remaining amount displayed could be inaccurate. To ensure print quality, the toner cartridge has been designed to cease functioning at a predetermined point.

Each new consumable includes installation instructions.

Follow the guidelines below for storing and handling consumables:

- Always store cartridges unopened and inside their original package.
- Store the correct side up in a horizontal position (not standing on end).
- Do not store consumables in:
    - Temperatures greater than 40°C (104°F).
    - Humidity range less than 30 % and not greater than 80 %.
    - An environment with extreme changes in humidity or temperature.
    - Direct sunlight or room light.
    - Dusty places.
    - A vehicle for a long period of time.
    - An environment where corrosive gases are present.
    - An environment with salty air.
- Do not store consumables directly on the floor.

⚠ **CAUTION:** The toner and drum cartridges contain components that are sensitive to light, temperature, and humidity. Follow the recommendations provided to ensure the optimum performance, highest quality, and longest life from your new cartridge.

⚠ **CAUTION:** Use of toner other than genuine Xerox® Toner can affect print quality and printer reliability. Xerox® Toner is the only toner designed and manufactured under strict quality controls by Xerox for specific use with this printer.

Ordering Supplies

A warning appears on the control panel when supplies near their replacement time. Verify that you have replacements on hand. It is important to order these items when the messages first appear to avoid interruptions to your printing. An error message appears on the control panel when supplies must be replaced.

⚠ **CAUTION:** Use of non-Xerox supplies is not recommended. The Xerox Warranty or Service Agreement 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.

Xerox supplies for your printer can be ordered in several ways:

- Contact your local Xerox Representative or reseller. Provide your company name, product number and the printer serial number.

  For details about your printer model and serial number, print a Configuration Report. For instructions, refer to Printing Reports.

  Note: The printer serial number is located on the data label on the rear cover, and is printed on the System Configuration report. It is also displayed on the **Device → About → General** screen.

- Order supplies online at www.xerox.com/office/supplies.

  For information about the consumables available for your printer, and the remaining life of consumables, print a Supplies Usage Report. For instructions, refer to Printing Reports.

- Access the Xerox webpage from Xerox Easy Printer Manager:
  a. At your computer, open **Easy Printer Manager**.
  b. Select the printer for which you want to order supplies.
  c. Select the **Order Supplies** button.
  d. When another window pops up, select **Order Supplies**. When the Xerox webpage for ordering supplies appears, place your order.

- Access the Xerox webpage from Xerox® CentreWare® Internet Services:
  a. You can access Xerox® CentreWare® Internet Services from a Web browser or from a Macintosh print driver:
     - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

  Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

     - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
  b. Click **Support**.
  c. Click the link to go to the Xerox website to order supplies online, or use the Supplies contact details shown to place a telephone order.

Supply Status Information

You can check the status and percentage of life remaining for your printer supplies at the control panel, using Xerox® CentreWare® Internet Services, or using Xerox Easy Printer Manager. When printer supplies near their replacement time, warning alerts appear on the control panel. You can customize alerts and configure email alert notifications.

For information about configuring alert notifications, refer to Configuring Alert Notifications.

Checking Supplies Status at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Device → Supplies**.
   The device displays status information for each printer supply item.
3. To return to the home screen, press the **Home** button.

Printing Supplies Reports at the Control Panel

Supplies Usage Report

The Supplies Usage Report provides coverage information and part numbers for reordering supplies. The date a supply item was installed appears on the report.

1. At the printer control panel, press the **Home** button.
2. Touch **Device → Information Pages**.
3. Touch **Supplies Usage**, then touch **Print**.
4. To return to the home screen, press the **Home** button.

Checking the Supplies Status Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:
   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Select **Status**.
3. Select **Consumables**.
   Toner Cartridge and Drum Cartridge status information is displayed.

Checking the Supplies Status Using Xerox Easy Printer Manager

1. At your computer, open **Xerox Easy Printer Manager**.
2. Select the printer.
3. Select the **Home** page.

    Device status, Supplies information and Paper information is displayed.

Checking the Supplies Status Using the Macintosh Print Driver

1. At your computer, select **System Preferences** → **Printers & Scanners** → **Options & Supplies**.
2. Select **Supply Levels**.

    Supply level information is displayed.
3. To view additional supplies information, select **More Info…**.

Toner Cartridge

General Precautions

⚠️ **WARNING:**

*   When replacing the toner cartridge, be careful not to spill the toner. If any toner spills, avoid contact with clothes, skin, eyes, and mouth. Do not inhale the toner dust.
*   Keep toner cartridges out of the reach of children. If a child accidentally swallows toner, have the child spit out the toner, and rinse the mouth with water. Consult a physician immediately.
*   Use a damp cloth to wipe off spilled toner. Never use a vacuum cleaner to remove spills. Electric sparks inside the vacuum cleaner can cause a fire or explosion. If you spill a large volume of toner, contact your local Xerox representative.
*   Never throw a toner cartridge into an open flame. Remaining toner in the cartridge can catch fire and cause burn injuries or an explosion.

Redistributing Toner

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

*   White streaks on prints or light printing occurs.
*   The low toner status indicator appears if the Low Toner Alert feature was enabled in Xerox® CentreWare® Internet Services. An error message will also appear on the user interface.

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

Follow these steps to redistribute the toner in your cartridge and temporarily improve print quality.

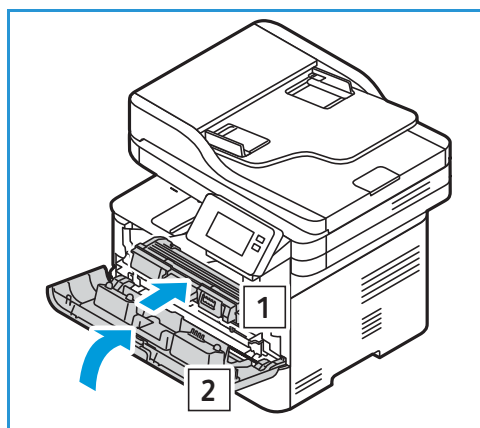1. Open the front cover.
2. Pull the toner cartridge out.
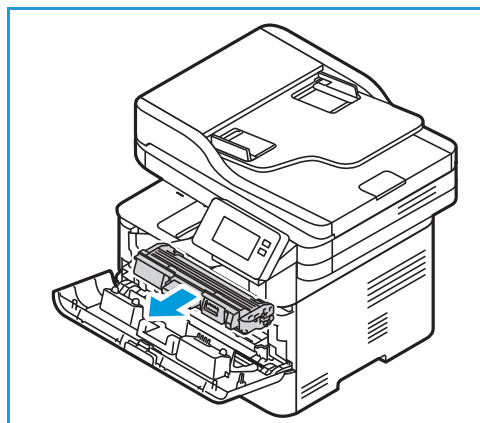
3. Slowly shake the cartridge five or six times to distribute the toner evenly inside the cartridge.

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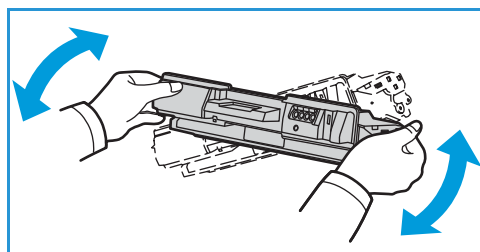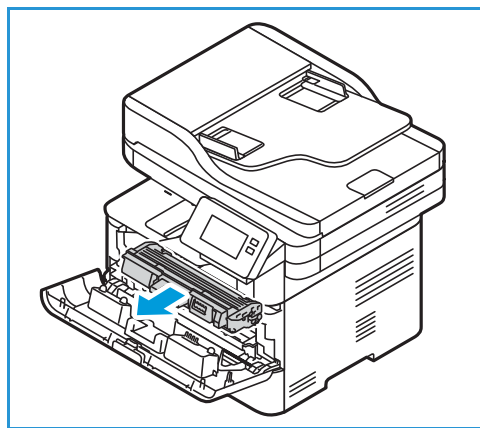

4. Re-install the toner cartridge by inserting it slowly into the printer.
5. Close the printer cover.

Replacing the Toner Cartridge

Replace the toner cartridge using the following instructions.

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

3. Remove the new toner cartridge from the packaging. Remove the protective materials from the cartridge as directed in the packaging labels.
4. Slowly shake the new cartridge five or six times to distribute the toner evenly inside the cartridge.

   Note: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.
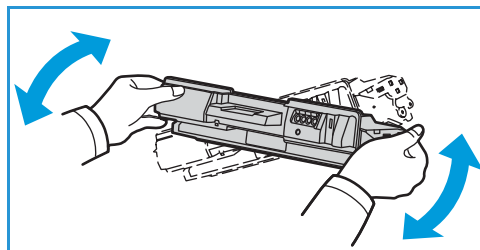
5. Hold the cartridge by the handle. Slowly insert the cartridge into the opening in the printer. Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until it locks into place.
6. Close the front cover. Make sure that the door is securely closed.
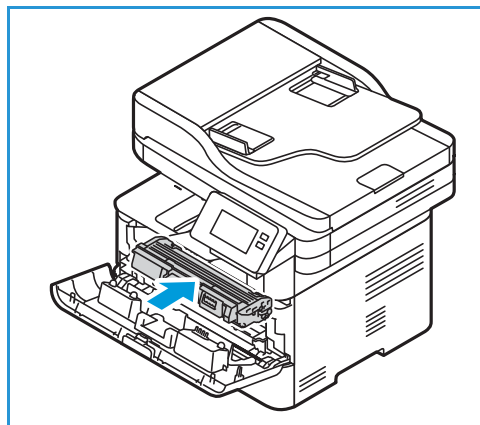
Drum Cartridge

## General Precautions

> ⚠️ **WARNING:**
>
> - Keep drum cartridges out of the reach of children.
> - Never throw a drum cartridge into an open flame.
> - Do not touch the surface of the photosensitive drum in the drum cartridge.
> - Do not expose the cartridge to unnecessary vibrations or shock.
> - Never manually rotate the drum in the drum cartridge, especially in the reverse direction; this can cause internal damage.
> - To prevent damage to the drum cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.

Replacing the Drum Cartridge

1. Open the front cover.
2. Pull the toner cartridge out and place it on a clean flat surface.
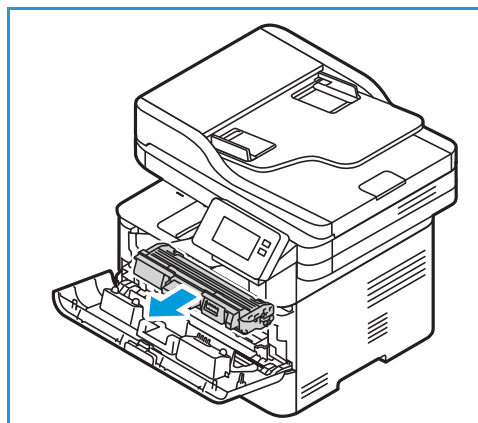
3. Pull the drum cartridge out slowly.
4. Remove the new drum cartridge from the packaging. Follow directions on the packaging to remove the tape and appropriate packaging pieces from the new cartridge. Use the handle on the cartridge to avoid touching sensitive parts that can be easily damaged.
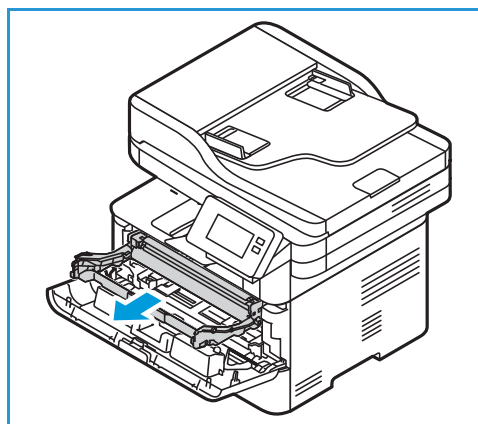
> ⚠️ **CAUTIONS:**
>
> - To prevent damage to the drum cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
> - Do not touch the green surface on the underside of the cartridge. Use the handle on the cartridge to avoid touching this area.

5. Hold the drum cartridge by the handle and insert it into the printer until it locks into place.
6. Re-install the toner cartridge.
7. Close the printer front cover.
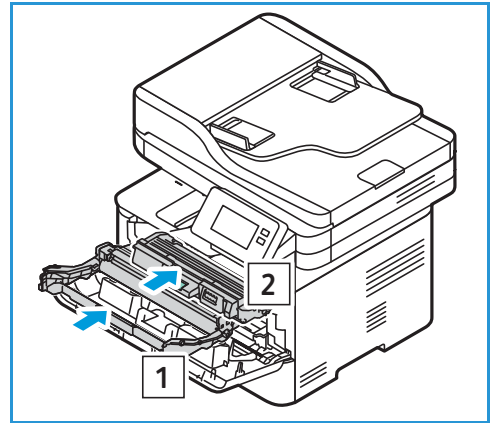
Recycling Supplies

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

Managing the Printer

Billing Meter Information

You can view billing meter information at the control panel or from Xerox® CentreWare® Internet Services. The billing meter displays the total number of impressions that the printer generated or printed during its lifetime. You cannot reset the counters. A page is counted as one side of a sheet of paper. For example, a sheet of paper that is printed on two sides counts as two impressions.

Note: If you provide regular billing information for your device, you can use SMart eSolutions to simplify the process. You can enable SMart eSolutions to send billing meter readings to Xerox automatically so that you do not have to collect the readings manually. For more information, refer to Configuring SMart eSolutions.

Viewing Billing Information Using the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Device → Billing Meters**.
   The printer serial number and number of impressions is shown.
3. To return to the home screen, press the **Home** button.

Viewing Billing Information Using Xerox® CentreWare® Internet Services

1. Access Xerox® CentreWare® Internet Services:
   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Select **Properties**.
3. Select **General Setup**.
4. Select **Billing & Counters**.
5. To view the printer serial number and total impressions, select **Billing Information**. To update the page, select the **Refresh** option.
6. To view the count for each type of device usage, select **Usage Counters**. To update the page, select the **Refresh** option.

Software Updates

Xerox is continually seeking to improve its products. A software revision may become available to improve the functionality of your printer. The Software Upgrade feature allows the customer to upgrade the printer software without needing a Customer Service Representative to be present.

The software can be upgraded over a network connection using Xerox® CentreWare® Internet Services.

Before starting please ensure that the following tasks have been performed:

- Any jobs in the printer queue must be allowed to complete or be deleted before initiating a software upgrade. The software upgrade procedure will prevent further jobs from being received until the upgrade has completed.
- Obtain the new software upgrade file for your printer from www.xerox.com/office/B215drivers. Select the correct upgrade file for your printer model. The upgrade file will have an extension of **.hd**. Download the upgrade file to a local or network drive. You will be able to delete the file after the upgrade procedure.
- TCP/IP and HTTP protocols must be enabled on the printer so that the printer Web browser can be accessed.

All configured network settings and installed options will be retained by the printer after the software upgrade process.

Updating the Software

1. Access Xerox® CentreWare® Internet Services:
    - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

    Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

    - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Select **Properties**.
3. Select **Maintenance**.
4. Select **Upgrade Management**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.
5. Select the **Upgrades** enable check box.
6. Select the **Firmware Upgrade**.
7. Select **Browse** or **Choose File**. Locate and select the software upgrade **.hd** file obtained earlier, then select **Open**.

8. Select **Install Software.**

    The firmware will now be verified and display information about processing the upgrade file.

9. Select **OK**.

    The upgrade should take less than 10 minutes unless there are network issues.

Once the printer has completed the upgrade it will reboot automatically. The configuration report will print (if enabled). Check the configuration report to verify that the software level has changed.

Moving the Printer

⚠ **WARNING:**

- To lift the printer, always use the hand holds on each side of the printer.
- When moving the printer, do not tilt or turn it upside down as the inside of the printer may become contaminated with toner, which can cause damage to the printer or adversely affect print quality.
- To prevent you from dropping the printer or injury, lift the printer firmly by gripping the recessed areas on both sides of the printer. Never lift the printer by gripping any other areas.

Follow these instructions when moving the printer:

1. Power off the printer, then disconnect the power cord and other cables from the back of the printer.

⚠ **WARNING:** To prevent electric shock, never touch the power plug with wet hands. When removing the power cord, ensure that you pull the plug and not the cord. Pulling the cord can damage it, which can lead to fire or electric shock.

2. Remove any paper or other media from the output tray. If the output tray extension is open, close it.
3. Remove any paper from the paper tray. Keep the paper wrapped and away from humidity and dirt.
4. Lift the printer firmly by gripping the recessed areas on both sides of the printer, then move it to the required location.

   Note:

   - When moving the printer, do not tilt it more than 10 degrees in any direction. Tilting the printer more than 10 degrees can cause toner spillage.
   - When moving the printer over a long distance, remove the drum cartridge and toner cartridge to prevent toner from spilling.

🔔 **CAUTION:** Failure to repackage the printer properly for shipment can result in damage not covered by the Xerox Warranty or Service Agreement The Xerox Warranty or Service Agreement do not cover damage to the printer caused by improper moving.

After moving the printer:

1. Reinstall any parts that you removed.
2. Reconnect the printer to the cables and power cord.
3. Plug in and power on the printer.

Troubleshooting

8

This chapter includes:

Troubleshooting Overview

This section provides information on what to do if a problem occurs with your printer. If a problem occurs, messages appear on the control panel display to indicate the error.

Problem Solving Procedure

Perform the following problem solving procedure:

1. Check the display message to see what kind of error has occurred.
2. If a paper jam has occurred, use the instructions provided on the control panel to clear the jam.

    For other types of errors, use the information provided in this chapter to resolve the problem.
3. If the problem cannot be resolved, power off and on, and try the job again.

If the problem persists, call for service. When you call for service, provide the service representative with the device serial number, IP address, and the contents of the display message.

For information about locating the printer serial number, refer to Locating the Serial Number.

General Troubleshooting

This section provides information on what to do if a problem occurs with your printer. If a problem occurs, messages appear on the control panel display to indicate the error.

Restarting the Printer

To restart the printer, refer to Power Options.

> Note: If restarting the printer does not resolve the problem, refer to Printer Fails to Power On and Printer Resets or Powers Off Frequently.

Printer Fails to Power On

Probable Causes	Solutions
The power switch is not switched on.	At the printer control panel, press the **Power On/Off** button. For details, refer to Powering On the Printer.
The power cord is not plugged into the outlet correctly.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer.
The printer requires a full reset.	Power off the printer, then unplug the power cord and wait 30 seconds. Plug the power cord into the outlet securely, then press the **Power On/Off** button.
Something is wrong with the outlet connected to the printer.	• Plug another electrical appliance into the outlet and check if it operates properly. • Try a different outlet.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications.

Printer Resets or Powers Off Frequently

Probable Causes	Solutions
The power cord is not plugged into the outlet correctly.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer.
A system error occurred.	Power off the printer, then power on again. If the error persists, contact a service representative.
The printer is connected to an un interruptible power supply.	Power off the printer, then connect the power cord to a suitable outlet.
The printer is connected to a power strip shared with other high-power devices.	Plug the printer directly into the outlet or into a power strip that is not shared with other high-power devices.

Document Prints from the Wrong Tray

Probable Causes	Solutions
An application and print driver have conflicting tray selections.	1. In the print driver, ensure that you have selected the correct tray. 2. Access the application from which you are printing, then go to the page setup or printer settings. 3. Set the paper source to match the tray selected in the print driver, or set the paper source to **Auto Select**.

Automatic 2-Sided Printing Problems

Probable Causes	Solutions
Unsupported or incorrect paper.	Ensure that you are using a supported paper size and weight for 2-sided printing. Do not use 2- sided printing for envelopes and labels.
Incorrect setting.	In the print driver, for Printer Settings, select **Print on Both Sides**. Note: The setting varies depending on the application from which you are printing.

Paper Tray Fails to Close

Probable Causes	Solutions
Debris or an object is blocking the paper tray.	Remove the debris or object that is blocking the paper tray.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower printing mode. For example, the printer is set to print on Heavy weight paper.	It takes more time to print on certain types of special paper. Ensure that the paper type is set properly in the print driver and at the printer control panel.
The printer is in power saver mode.	It takes time for printing to start when the printer is exiting power saver mode.
The way the printer was installed on the network.	Determine if a print spooler or a computer sharing the printer is buffering all print jobs, then spooling the jobs to the printer. Spooling can slow print speeds. To test the speed of the printer, print information pages, refer to Information Pages. If the page prints at the rated speed of the printer, check for a network or printer installation issue.
The job is complex.	Wait for the document to finish printing.
The print-quality mode in the print driver is set to High Resolution	In the print driver, change the print-quality mode to Standard.

Print Job Fails to Print

Probable Causes	Solutions
The printer has an error.	• To clear the error, power off the printer, then power it on again. • If the error persists, contact a service representative.
The printer is out of paper.	Load paper into the tray. For details, refer to Loading Paper.
The toner cartridge is empty.	Replace the empty toner cartridge. For details, refer to Replacing the Toner Cartridge.
The power cord is not plugged into the outlet correctly.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer.
The printer is busy.	• Determine if a previous print job is the problem. If necessary, delete the previous print job. • Load paper in the tray. • At the printer control panel, touch **Jobs**. If the print job is not in the Active Jobs or Completed Jobs list, check the Ethernet connection between the printer and computer. Power off the printer, then power it on again. • At the printer control panel, touch **Jobs**. If the print job is not in the Active Jobs or Completed Jobs list, check the USB connection between the printer and computer. Power off the printer, then power it on again.
The printer cable is disconnected.	• At the printer control panel, touch **Jobs**. If the print job is not in the Active Jobs or Completed Jobs list, check the Ethernet connection between the printer and computer. Power off the printer, then power it on again. • At the printer control panel, touch **Jobs**. If the print job is not in the Active Jobs or Completed Jobs list, check the USB connection between the printer and computer. Power off the printer, then power it on again.
The toner cartridge is empty.	Check supplies status, for details refer to Supply Status Information. If the toner cartridge is empty, open the front cover, then replace the toner cartridge. For instructions, refer to Replacing the Toner Cartridge.
The drum cartridge has reached end of life.	Check supplies status, for details refer to Supply Status Information. If the drum cartridge has reached end of life, open the front cover, then replace the drum cartridge. For instructions, refer to Replacing the Drum Cartridge.

Printer Makes Unusual Noises

Probable Causes	Solutions
There is an obstruction or debris inside the printer.	1. Power off the printer. 2. Remove the obstruction or debris. Note: If you cannot remove the obstruction or debris, contact a service representative

Condensation has Formed Inside the Printer

Moisture can condense inside a printer when the humidity is above 85 % or when a cold printer is in a warm room. Condensation can form in a printer after it has been sitting in a cold room that is heated quickly.

Probable Causes	Solutions
The printer has been sitting in a cold room.	• Before operating the printer, allow it to acclimate for several hours. • Allow the printer to operate for several hours at room temperature.
The relative humidity of the room is too high.	• Reduce the humidity in the room. • Move the printer to a location where the temperature and relative humidity are within the operating specifications. For details, refer to Environmental Specifications.

Paper Curl

If your printed output has more than 20 mm curl, or wrinkling occurs when printing envelopes, use the rear exit.

1. Open the rear cover.
2. Leave the rear cover open. Prints will be delivered face up.

   Note: The rear cover output can only be used for simplex jobs one sheet at a time. Do not leave rear cover open for duplex jobs.
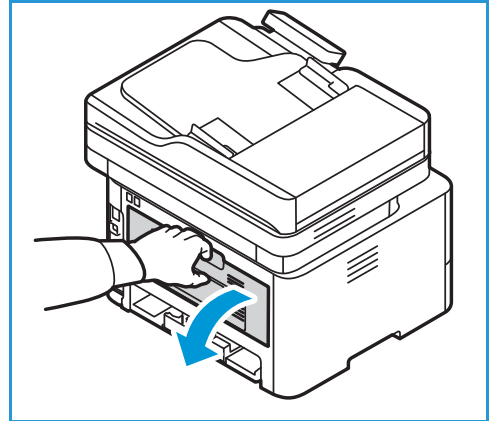
Paper Jams

Minimizing Paper Jams

The printer is designed to function with minimal paper jams using Xerox® supported paper. Other paper types can cause jams. If supported paper is jamming frequently in one area, clean that area of the paper path.

The following can cause paper jams:

- Selecting the incorrect paper type in the print driver.
- Using damaged, creased, damp or highly curly paper.
- Using unsupported paper.
- Loading paper incorrectly.
- Overfilling the tray.
- Adjusting the paper guides improperly.

Most paper jams can be prevented by following a simple set of rules:

- Use only supported paper. For details, refer to Supported Paper.
- Follow proper paper handling and loading techniques.
- Always use clean, undamaged paper.
- Avoid paper that is curled, torn, moist, creased, or folded.
- To separate the sheets before loading into the tray, fan the paper.
- Observe the paper tray fill line. Do not overfill the paper tray.
- After you insert paper in a tray, adjust the paper guides in the tray. A paper guide that is not properly adjusted can cause poor print quality, misfeeds, skewed prints, and printer damage.
- After you load paper in a tray, at the printer control panel, select the correct paper type and size.
- In the print driver, select the correct paper type and size for the print job.
- Store paper in a dry location.
- Use only Xerox® paper designed for the printer.

Avoid the following:

- Polyester-coated paper that is designed specially for ink jet printers.
- Removing paper from the tray while your printer is printing.
- Loading more than one type, size, or weight of paper in a tray at the same time.
- Allowing the output tray to overfill.
- Printing duplex output with the rear door open.

Locating Paper Jams

⚠️ **WARNING:** To avoid injury, never touch a labeled area on or near the heat roller in the fuser. If a sheet of paper is wrapped around the heat roller, do not try to remove it immediately. Power off the printer immediately, and wait 30 minutes for the fuser to cool. After the printer cools, try to remove the jammed paper. If the error persists, contact a service representative.

⚠️ **CAUTION:** Do not attempt to clear any paper jams using tools or instruments. Using tools or instruments can damage the printer permanently.

The following illustration shows where paper jams can occur:
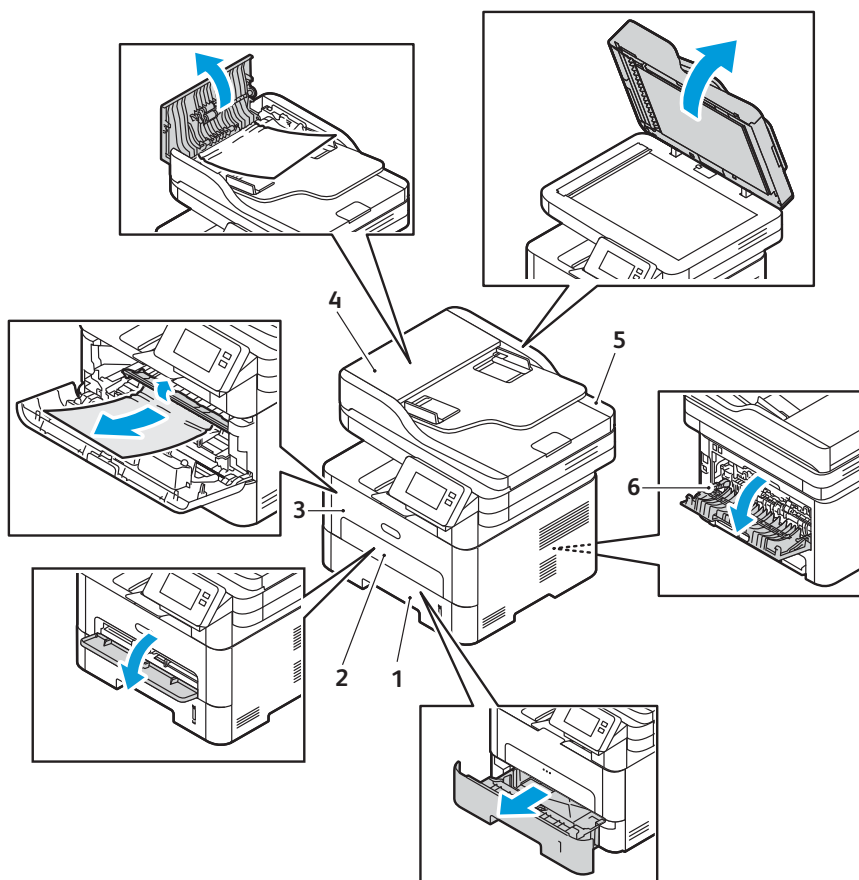
1. Paper Tray 1
2. Manual Feed Slot
3. Inside the Printer

4. Automatic Document Feeder
5. Document Glass
6. Duplex and Rear Exit Areas

Clearing Paper Jams

Clearing Paper Jams from the Automatic Document Feeder
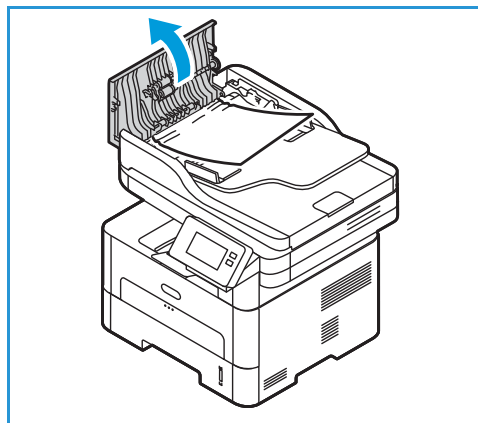
To resolve the error that appears on the control panel, clear all paper from the automatic document feeder areas.

Note: To prevent document jams, use the document glass for heavy weight, light weight, or mixed paper type originals.

1. Remove any remaining originals from the automatic document feeder.
2. Open the automatic document feeder cover.
3. Gently remove the jammed paper from the automatic document feeder. If you do not see paper in this area, go to the next step.

⚠ **CAUTION:** To avoid tearing the document, remove the jammed document slowly and gently.

4. Close the cover.

5. Lift the automatic document feeder and gently pull out any jammed original. Close the automatic document feeder.
6. Reload the originals into the automatic document feeder and touch **Start** to resume the job.
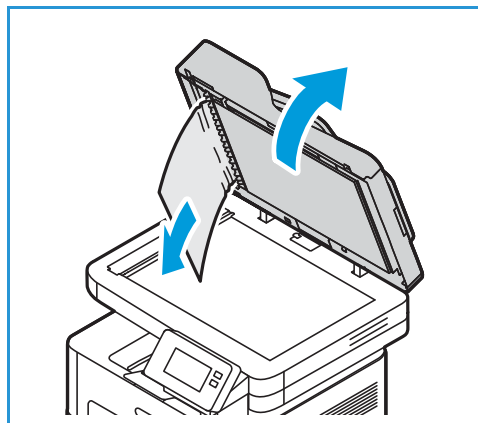
Clearing Paper Jams from Tray 1
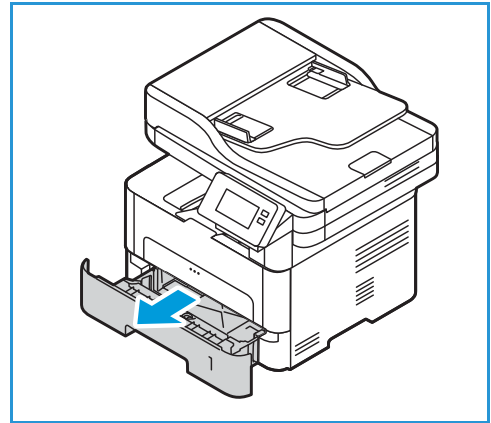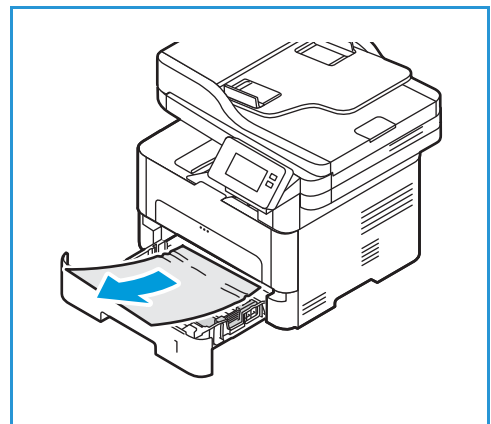
To resolve the error that appears on the control panel, clear all paper from the paper path.

Note: If you cannot clear the paper jam by following this procedure, refer to Clearing Paper Jams from Inside the Printer.

1. Pull out the paper tray.

2. Remove any jammed paper by gently pulling it straight out.

3. Release the two green latches positioned above where the paper tray sits.
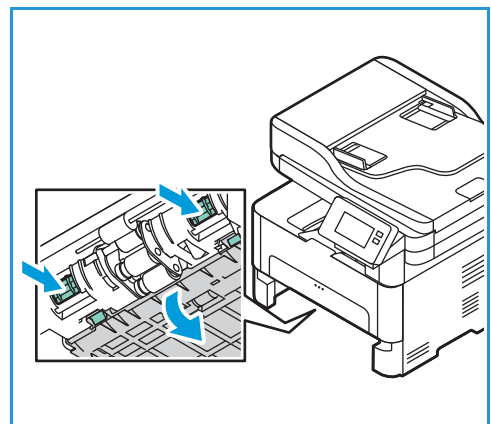
4. When the baffle drops down, remove any paper from that area of the paper path.
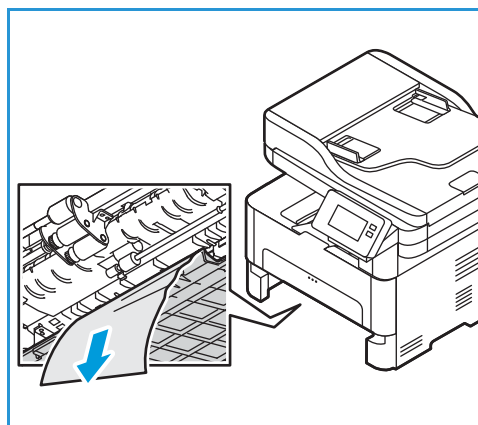
5. Push the baffle back up in place until the two latches click.

6. Ensure the paper is loaded correctly. Insert the tray back into the printer until it snaps into place. Printing automatically resumes.
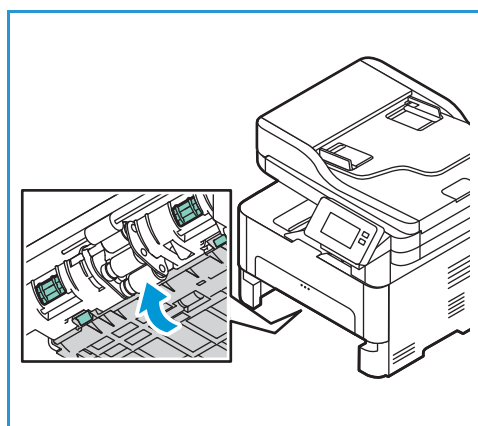
Clearing Paper Jams at the Manual Feed Slot

To resolve the error that appears on the control panel, clear all paper from the manual feed slot.

1. If the paper is not feeding properly, pull the paper out of the printer.
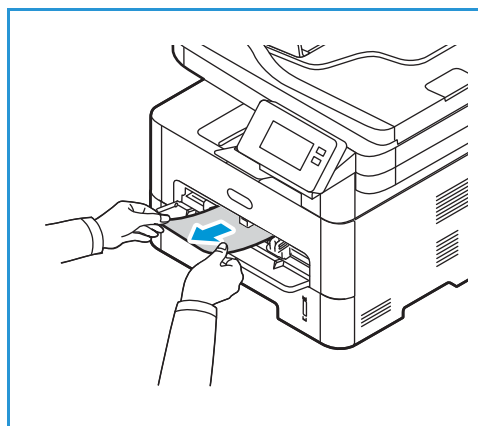
2. Close the manual feed slot cover.
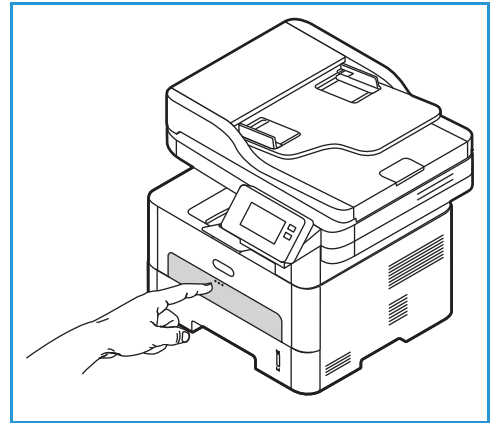
3. Open the printer front cover and then close it.
4. Re-load the paper in the manual feed slot to resume printing.
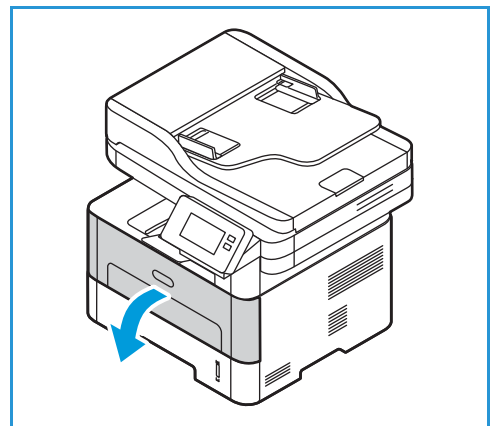
Clearing Paper Jams from Inside the Printer

To resolve the error that appears on the control panel, clear all paper from inside the printer.

⚠ **CAUTION:** Some areas of the printer are hot. Take care when removing paper from the printer.

1. Open the front cover. Pull the toner cartridge out.
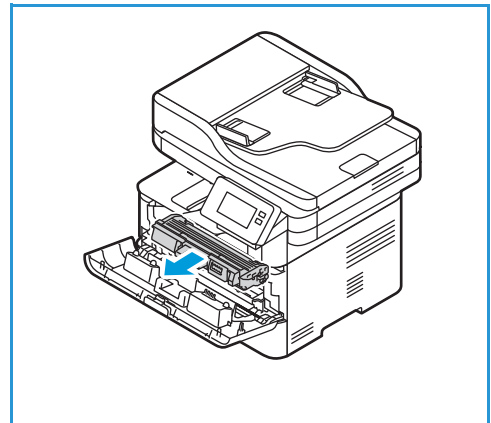
2. Remove the jammed paper by gently pulling it straight out.
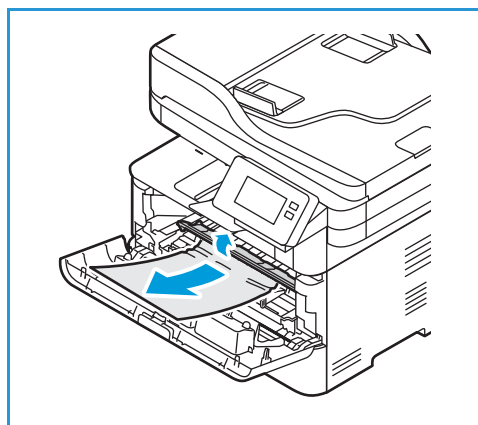
3. Re-install the toner cartridge by inserting it slowly into the printer.
4. Close the printer cover. Printing automatically resumes.
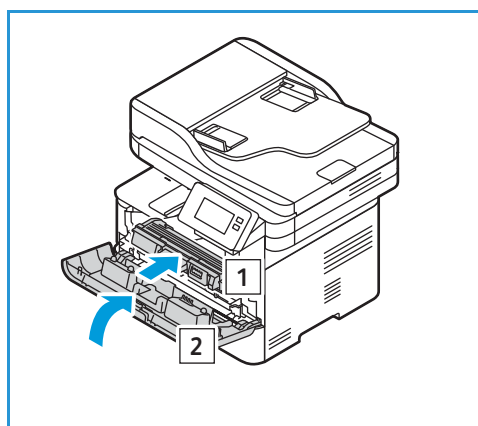
Clearing Paper Jams from the Duplex and Rear Exit Areas

To resolve the error that appears on the control panel, clear all paper from the duplex and rear exit areas.

1. Open the rear cover of the printer.
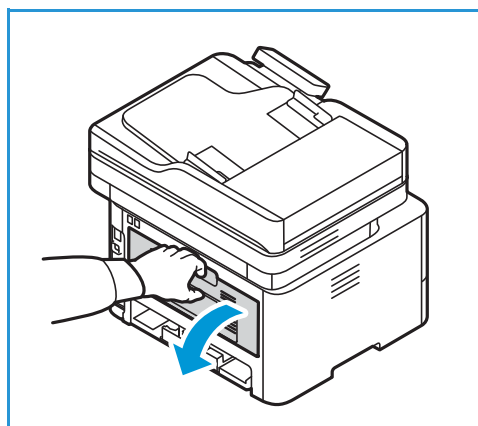
2. Press down and pull out the green latches and attached baffle on either side of opening.
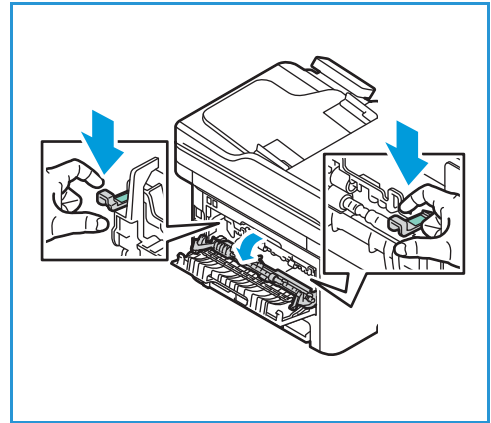
3. Remove any paper you see, working slowly so that you don't tear any pieces or damage printer parts.
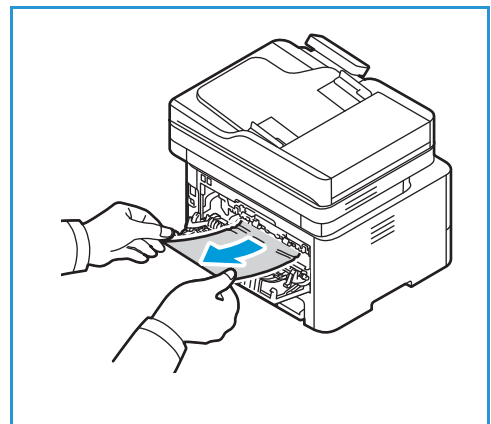
4. After removing the paper you see, pull the baffle up until the latches click into place.
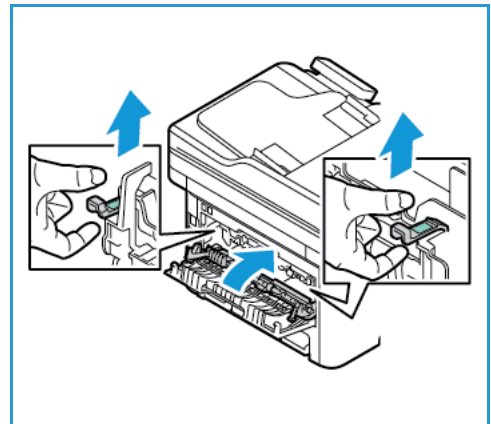
5. Close the rear cover. Printing will resume automatically.
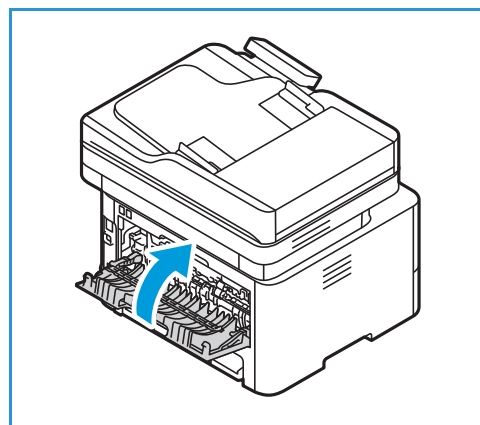
Troubleshooting Paper Jams

The following charts list some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, call for service.

Multiple Sheets Pulled Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper above the fill line.
The edges of the paper are not even.	Remove the paper, align the edges, then reload the paper in the tray.
The paper is moist from humidity.	Remove the paper from the tray, then replace it with new, dry paper.
Too much static electricity is present.	Load new paper into the printer.
Using unsupported paper.	Use only Xerox-approved paper. For details, refer to Supported Paper.

Paper Misfeeds

Probable Causes	Solutions
The originals keep jamming in the automatic document feeder.	If an original does not feed into the printer, the automatic document feeder rubber pad may need to be replaced. Contact a service representative.
The paper is not positioned correctly in the tray.	• Remove the misfed paper, then reposition it in the tray. • Adjust the paper guides in the tray to match the size of the paper.
The paper tray is too full.	Remove some of the paper. Do not load paper above the fill line.
The paper guides are not adjusted correctly to the paper size.	Adjust the paper guides in the tray to match the size of the paper.
The tray contains warped or wrinkled paper.	Remove the paper, smooth it out, then reload it. If the paper misfeeds, do not use that paper.
The paper is moist from humidity.	Remove the moist paper, then replace it with new, dry paper.
Using paper of the wrong size, thickness or type.	Use only Xerox-approved paper. For details, refer to Supported Paper.
Paper does not feed into the printer correctly.	• Remove any obstructions from inside the printer. • Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. • There is too much paper in the tray. Remove excess paper from the tray. • The paper is too thick. Use only paper that meets the specifications required by the printer. For details, refer to Supported Paper. • If you are printing on special media, use the manual feed slot.
Paper sticks together.	• Remove paper from the tray and flex or fan the paper. • Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight.
Transparencies stick together in the paper exit.	Use only transparencies specifically designed for laser printers. Remove each transparency as it exits from the printer.
Envelopes skew or fail to feed correctly.	• Ensure that the paper guides are against both sides of the envelopes. • Feed envelopes one at a time through the manual feed slot.

Printing Problems

If your printer is not printing correctly, refer to the following tables.

Symptoms	Causes	Solutions
The printer does not print.	The printer is not receiving power.	• Check the power cord connections. • Check the power switch and the power source.
	The printer is not selected as the default printer.	Select your printer as your default printer in Windows.
	Check the printer for the following: • The front door is not closed. Close the front door. • Paper is jammed. Clear the paper jam. Refer to Paper Jams. • No paper is loaded. Load paper. • The toner or drum cartridge is not installed. Install the toner or drum cartridge. If a system error occurs, contact your service representative.	
	The connection cable between the computer and the printer is not connected properly.	Disconnect the printer cable and reconnect it.
	The connection cable between the computer and the printer is defective.	If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different printer cable.
	The port setting is incorrect.	Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the printer is attached to the correct one.
	The printer may be configured incorrectly.	Check the print driver options to ensure that all of the print settings are correct.
	The print driver may be incorrectly installed.	Reinstall the printer software. Refer to Installing Printer Software.
	The printer is malfunctioning.	Check the display message on the control panel to see if the printer is indicating a system error. Contact a service representative.
A print job is extremely slow.	The job may be very complex.	Reduce the complexity of the page or try adjusting the print quality settings.
		After 100 consecutive prints the device print speed will slow down until the current job completes. The next job will return to rated speed.

Symptoms	Causes	Solutions
Half the page is blank.	The page orientation setting may be incorrect.	Change the page orientation in your application. See the print driver help screen.
	The paper size and the paper size settings do not match.	• Ensure that the paper size in the print driver settings matches the paper in the tray. • Ensure that the paper size in the print driver settings matches the paper selection in the software application settings you use.
The printer prints, but the text is wrong, garbled, or incomplete.	The printer cable is loose or defective.	• Disconnect the printer cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the printer to another computer that you know works and try a print job. • Try a new printer cable.
	The wrong print driver was selected.	Check the application's printer selection menu to ensure that your printer is selected.
	The software application is malfunctioning.	Try printing a job from another application.
	The operating system is malfunctioning.	Exit applications and reboot the computer. Switch the printer off and then on again.
Pages print, but they are blank.	The toner cartridge is defective or out of toner.	• Redistribute the toner. • If necessary, replace the toner cartridge.
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
The printer does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	Printing the PDF file as an image may enable the file to print. Switch on **Print As Image** from the Acrobat printing options. It will take longer to print when you print a PDF file as an image.
The print quality of photos is not good. Images are not clear.	The resolution of the photo is very low.	Reduce the photo size. If you increase the photo size in the software application, the resolution will be reduced.

Symptoms	Causes	Solutions
Before printing, the printer emits vapor near the output tray.	Using damp paper can cause vapor during printing.	• Load a new batch of paper. • To avoid the paper absorbing too much moisture, do not open packages of paper until required.
The printer does not print special- sized paper, such as billing paper.	Paper size and paper size setting do not match.	Set the correct paper size in the Custom Paper Size Settings in the Print Options. For more information, refer to Paper Tab.

Common PostScript Problems

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

Symptoms	Causes	Solutions
PostScript file cannot be printed.	The PostScript driver may not be installed correctly.	• Install the PostScript driver. Refer to Installing Printer Software. Print a configuration page and verify that the PS version is available for printing. • If the problem persists, contact a service representative.
"Limit Check Error" report prints.	The print job was too complex.	You might need to reduce the complexity of the page.
A PostScript error page prints.	The print job may not be PostScript.	Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the printer.

Common Windows Problems

Messages	Solutions
"File in Use" message appears during installation.	Exit all software applications. Remove all software from the printer's startup group, then restart Windows. Re-install the print driver, refer to Installing Printer Software.
"General Protection Fault", "Exception OE", "Spool 32", or "Illegal Operation" messages appear.	Close all other applications, reboot Windows and try printing again.
"Fail To Print", "A printer timeout error occurred" messages appear.	These messages may appear during printing. Wait until the printer finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.

Note: Refer to the Microsoft Windows User Guide supplied with your computer for further information on Windows error messages.

Common Linux Problems

Symptoms	Solutions
The printer does not print.	• Check if the print driver is installed on your system. • Make sure that your printer is displayed in the **Printers** list. If not, open the **Add new printer wizard** to set up your printer. • Check if the printer is started. Open the **Printers configuration** window and select your printer from the printer list. Look at the description in the **Selected printer** pane. If its status contains **Stopped**, press the **Start** button. Normal operation of the printer should be restored. The "stopped" status might be activated if problems in printing occurred. For instance, this could be an attempt to print a document when the port is being used by a scanning application. • Ensure the port is not busy. Since functional components of the printer (printer and scanner) share the same I/O interface (port), simultaneous access of different "consumer" applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the printer. The other "consumer" will encounter a "device busy" response. You should open the **Ports Configuration** window and select the port assigned to your printer. In the **Selected port** pane you can see if the port is occupied by some other application. If this is the case, you should either wait for completion of the current job or press the **Release port** button. • Check if your application has a special print option such as "-oraw". If "-oraw" is specified in the command line parameter, then remove it to print properly. For Gimp front-end, select the "print" -> "Setup printer" and edit command line parameters in the command item.
The printer does not print whole pages, and output is printed on half the page.	It is a known problem that occurs on version 8.51 or earlier of Ghostscript, 64-bit Linux OS.The problem is solved in AFPL Ghostscript v. 8.52 or above. Download the latest version of AFPL Ghostscript from *http://sourceforge.net/projects/ghostscript/* and install it to solve this problem.
Cannot scan via Gimp Front-end.	• Check if the Gimp Front-end has **Xsane: Device dialog**. on the **Acquire** menu. If not, you should install the Xsane plug-in for Gimp on the your computer. You can find the Xsane plug-in package for Gimp on the Linux distribution CD or the Gimp home page. For detailed information, refer to the 'Help for Linux' distribution CD or the Gimp Front-end application. • If you wish to use another kind of scan application, refer to the application's Help files.

Symptoms	Solutions
Error message "Cannot open port device file" displays when printing a document.	Avoid changing print job parameters while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks the port while printing, the abrupt termination of the driver keeps the port locked and unavailable for subsequent Print jobs. If this situation occurs, try to release the port by selecting **Release port** in **Port configuration** window.
The printer does not appear on the scanners list.	• Ensure your printer is attached to your computer, connected properly via the USB port, and is turned on. • Ensure the scanner driver for your printer is installed on your system. • Ensure the port is not busy. Since functional components of the printer (printer and scanner) share the same I/O interface (port), simultaneous access of different "consumer" applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the printer. The other "consumer" will encounter "device busy" response. This usually happens when starting a scan procedure. An appropriate message box appears. • To identify the source of the problem, open the **Ports configuration** and select the port assigned to your scanner, port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1, and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the **Selected port** pane, you can see if the port is occupied by another application. If this is the case, you should either wait for completion of the current job or press the **Release port** button.
The printer does not scan.	Ensure a document is loaded into the printer, ensure your printer is connected to the computer.

Note: Refer to the Linux User Guide supplied with your computer for further information on Linux error messages.

Common Macintosh Problems

Symptoms	Solutions
Xerox Easy Printer Manager does not operate correctly.	Xerox Easy Printer Manager supports Mac OS X 10.9 - macOS 10.14. For later macOS versions, to configure the device, use Xerox® CentreWare® Internet Services or the printer control panel settings. For details, refer to Accessing Administration and Configuration Settings.
The printer does not print PDF files correctly. Some parts of graphics, text, or illustrations are missing.	• Printing the PDF file as an image may enable the file to print. Switch on **Print As Image** from the Acrobat printing options. • It will take longer to print when you print a PDF file as an image.
The document has printed, but the print job has not disappeared from the spooler in Mac OS X10.3.2.	Update your MAC OS to OS X 10.9 or higher.
Some letters are not displayed normally during the cover page printing.	Mac OS cannot create the font during the cover page printing. The English alphabet and numbers are displayed normally on the cover page.

Note: Refer to the Macintosh User Guide supplied with your computer for further information on Macintosh error messages.

Print-Quality Problems

Your printer is designed to produce consistently high-quality prints. If you observe print-quality problems, use the information in this section to troubleshoot the problem. For more information, go to www.xerox.com/office/B215support

⚠️ **CAUTION:** The Xerox® Warranty or Service Agreement does not cover damage caused by using unsupported paper or specialty media.

Note: To ensure consistent print quality, the toner cartridge and drum cartridge are designed to cease functioning at a predetermined point.
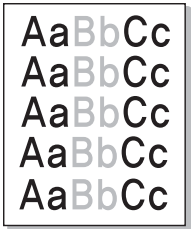
Controlling Print Quality

Various factors can affect the quality of the output of your printer. For consistent and optimum print quality, use paper designed for your printer, and set the paper type correctly. To maintain optimum print quality, follow the guidelines in this section.
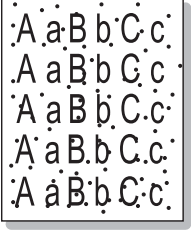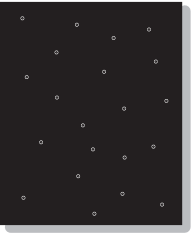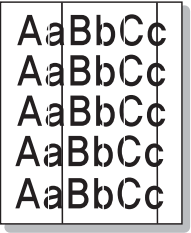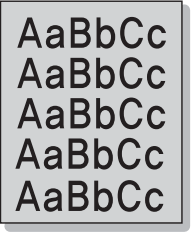
Temperature and humidity affect the quality of the printed output. The guaranteed range for optimal print quality is 10–50 °C (50–122 °F) and 30–80 % relative humidity.
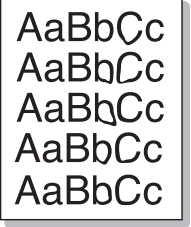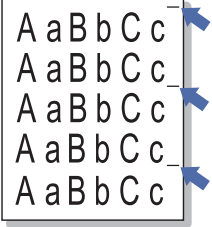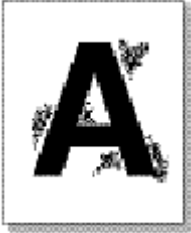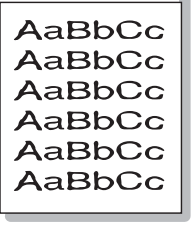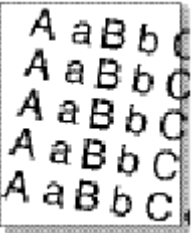
Solving Print-Quality Problems
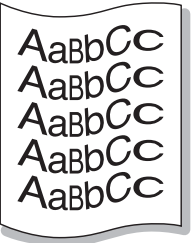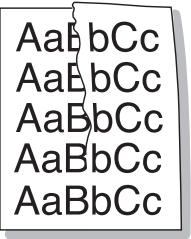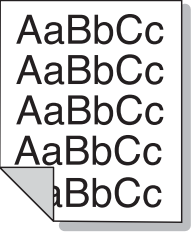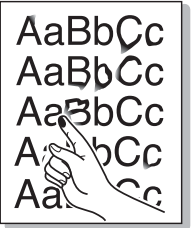
When the print quality is poor, select the closest symptom from the following table, then refer to the corresponding solution. If the print quality does not improve after completing the appropriate action, contact a service representative.
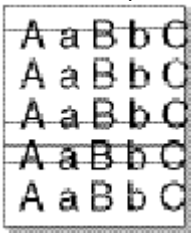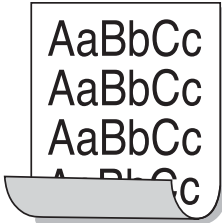
Note: To maintain print quality, when toner is low, a warning message appears on the control panel. When the toner cartridge is empty, the printer stops printing, and a warning message appears that prompts you to replace the toner cartridge. The printer stops printing until you install a new toner cartridge.

Symptoms	Solutions
Light or faded print AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• If a vertical white streak or faded area appears on the page, the toner supply is low. You may be able to temporarily extend the toner cartridge life. For details, refer to Redistributing Toner. If this does not improve the toner quality, install a new toner cartridge. • The paper may not meet paper specifications; for example, the paper may be too moist or rough. For details, refer to Supported Paper. • If the entire page is light, the print resolution setting is too low or the toner save mode is on. Adjust the print resolution and turn the Toner Save mode off. See the help screen of the print driver. • A combination of faded or smeared defects may indicate that the toner cartridge needs replacing. For details, refer to Replacing the Toner Cartridge.

Symptoms	Solutions
Toner specks	• The paper may not meet specifications; for example, the paper may be too moist or rough. For details, refer to Supported Paper. • The transfer roller may be dirty. Clean the inside of your printer, refer to Cleaning the Printer. • The paper path may need cleaning, refer to Cleaning the Printer.
Dropouts	If faded areas, generally rounded, occur randomly on the page: • A single sheet of paper may be defective. Try reprinting the job. • The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. For details, refer to Supported Paper. • The paper is damaged. The manufacturing processes can cause some areas to reject toner. Try a new ream or brand of paper. • Set the correct paper type option. For details, refer to Paper Tab. • If these steps do not correct the problem, contact a service representative.
White Spots	If white spots appear on the page: • The paper is too rough and dirt from the paper falls to the inner areas of the printer on to the transfer roller. Clean the inside of your printer, refer to Cleaning the Printer. • The paper path may need cleaning, refer to Cleaning the Printer.
Vertical lines	If black vertical streaks appear on the page, isolate the problem to copying, printing or scanning and perform the following: • If copying or scanning, check the CVT glass and document glass and if necessary clean using a lint-free cloth. For instructions, refer to Cleaning the Document Glass and Constant Velocity Transport Glass. • If copying or printing, the drum cartridge inside the printer has probably been scratched. Remove the drum cartridge and install a new one, refer to Replacing the Drum Cartridge.
Background	If the amount of background shading becomes unacceptable: • Change to a lighter weight paper. For details, refer to Supported Paper. • Check the environmental conditions: very dry conditions or a high level of humidity (higher than 80 % RH) can increase the amount of background shading. • Remove the old toner cartridge and install a new one, refer to Replacing the Toner Cartridge.

Symptoms	Solutions
Toner smear AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If toner smears on the page: • Clean the inside of the printer, refer to Cleaning the Printer. • Check the paper type and quality. For details, refer to Supported Paper. • Remove the toner cartridge and install a new one, refer to Replacing the Toner Cartridge.
Vertical repetitive defects A a B b C c A a B b C c A a B b C c A a B b C c A a B b C c	If marks repeatedly appear on the printed side of the page at even intervals: • The toner cartridge may be damaged. Run a few prints through the printer and if you still have the problem, remove the toner cartridge and install a new one. For details, refer Replacing the Toner Cartridge. • Parts of the printer may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages. • The fusing assembly may be damaged. Contact a service representative.
Background scatter A	Background scatter results from bits of toner randomly distributed on the printed page. • The paper may be too damp. Load a new batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. • If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. • If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or using the print driver options.
Misformed characters AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try different paper. For details, refer to Supported Paper. • If characters are improperly formed and producing a wavy effect, the scanner unit may need service. Contact a service representative.
Page skew A aBb A aBb A aBb A aBb A aBb C	• Ensure that the paper is loaded properly. • Check the paper type and quality. For details, refer to Supported Paper. • Ensure that the guides are not too tight or too loose against the paper stack, refer to Loading Paper.

Symptoms	Solutions
Curl or wave	• Ensure that the paper is loaded properly. • Check the paper type and quality. Both high temperature and humidity can cause paper curl. For details, refer to Supported Paper. • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray. • Change the printer option and try again. Go to **Printing Preferences**, click **Paper** tab, and set type to **Light weight**. • If job is simplex, leave the rear cover open. Prints will be delivered face up. Note: The rear cover output can only be used for simplex jobs one sheet at a time. Do not leave rear cover open for duplex jobs.
Wrinkles or creases	• Ensure that the paper is loaded properly. • Check the paper type and quality. For details, refer to Supported Paper. • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray.
Back of printouts are dirty	Check for leaking toner. Clean the inside of the printer, refer to Cleaning the Printer.
Solid Black pages	• The toner cartridge may not be installed properly. Remove the cartridge and reinsert it. • The toner cartridge may be defective. Remove the toner cartridge and install a new one. • The printer may require repair. Contact a service representative.
Loose toner	• Clean the inside of the printer. • Check the paper type and quality. For details, refer to Supported Paper. • Remove the toner cartridge and install a new one, refer to Replacing the Toner Cartridge. • The printer may require repair. Contact a service representative.

Symptoms	Solutions
Character Voids	Character voids are white areas within parts of characters that should be solid black: • If you are using transparencies, try another type of transparency. Because of the composition of transparencies, some character voids are normal. • You may be printing on the wrong surface of the paper. Remove the paper and turn it around. • The paper may not meet paper specifications.
Horizontal stripes	If horizontally aligned black lines, stripes, streaks or smears appear: • The toner cartridge may be installed improperly. Remove the cartridge and reinsert it. • The toner cartridge may be defective. Remove the toner cartridge and install a new one. For details, refer to Replacing the Toner Cartridge. • If the problem persists, the printer may require repair. Contact a service representative.
Curl	If the printed paper is curled or paper does not feed into the printer: • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray. • Change the printer option and try again. Go to **Printing Preferences**, click **Paper** tab, and set type to **Light weight**.
An unknown image repetitively appears on a few sheets or loose toner, light print, or contamination occurs.	• Your printer is probably being used at an altitude of 1,500 m (4,921 ft) or above. • The high altitude may affect the print quality, such as loose toner or light imaging. Change the altitude setting for your printer. For details, refer to Setting Altitude Adjustment.

Copy and Scan Problems

If the copy or scan quality is poor, refer to the following table.

Symptoms	Solutions
Copies are too light or too dark.	Use **Lighten/Darken** in the Copy service to lighten or darken the copies. For details, refer to Copy Options.
Smears, lines, marks, or spots appear on copies.	• If the defects are on the original, use **Background Suppression** in the Copy service to lighten the background of your copies. For details, refer to Copy Options. • If there are no defects on the original, clean the scanner unit. For details, refer to Cleaning the Printer. • If the defect occurs when using the automatic document feeder, clean the CVT glass using a lint-free cloth. For instructions, refer to Cleaning the Document Glass and Constant Velocity Transport Glass.
Copy image is skewed.	• Ensure that the original is face down on the document glass and not skewed. • Ensure that the original is face up in the automatic document feeder and just touching the guides. • Check that the copy paper is loaded correctly. • The transfer roller may be dirty. Clean the inside of your printer.
Blank copies.	Ensure that the original is face down on the document glass or face up in the automatic document feeder. If the problem continues, contact a service representative.
Image rubs off the copy easily.	• Replace the paper in the tray with paper from a new package. • In high humidity areas, do not leave paper in the printer for extended periods of time.
Frequent copy paper jams occur.	• Fan the stack of paper, then turn it over in the tray. Replace the paper in the tray with a fresh supply. Check and adjust the paper guides. • Ensure that the paper is the proper paper weight and type. • Check for copy paper or pieces of copy paper remaining in the printer after a paper jam has been cleared.
Toner cartridge produces fewer copies than expected before running out of toner.	• Your originals may contain pictures, solids, or heavy lines. For example, your originals may be forms, newsletters, books, or other documents that use more toner. • The automatic document feeder may be left open while copies are being made. • Power off the printer, and then power on.

Symptoms	Solutions
The scanner does not work.	• Make sure that you place the original to be scanned face down on the document glass, or face up in the automatic document feeder. • There may not be enough available memory to hold the document you want to scan. • Check that the scanner is configured correctly. • Check that the printer cable is connected properly. • Make sure that the printer cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable.
The unit scans very slowly.	• If the printer is printing received data, wait to scan your document after the received data has been printed. • Keep in mind that graphics are scanned more slowly than text.

Fax Problems

If your printer cannot send or receive faxes correctly, refer to the following tables.

Note: If your Xerox device cannot send and receive faxes, ensure that the printer is connected to an approved analog or digital telephone line.

Symptom	Solutions
No dial tone.	• Check that the phone line is properly connected. Connect phone line cord to the LINE jack at the rear of the printer to the wall jack that provides the phone line service. • Check that the phone socket on the wall is working by plugging in another phone.
The numbers stored in memory do not dial correctly.	• Make sure that the numbers are stored in memory correctly. To check, print a **Fax Phonebook** report. For details, refer to Information Pages. • Make sure that manually entered fax phone numbers have all the digits needed to correctly dial the fax machine location.
The original does not feed into the printer.	• Make sure that the paper is not wrinkled and you are inserting it correctly. • Check that the original is the right size, not too thick or thin. • Remove any staples and paper clips from the pages. • Make sure that the automatic document feeder is firmly closed. • The automatic document feeder rubber pad may need to be replaced. Contact a service representative.

Symptom	Solutions
Faxes are not received automatically.	- The receiving mode should be set to fax. - Incoming fax calls have two settings in fax setup: 1 - Immediately (answers incoming call) 2 - Off (does not answer) Check that fax defaults are set to Immediately for the auto answer feature. Refer to Incoming Fax Defaults. - Make sure that there is paper in the tray. - Check to see if the display shows any error message and follow the instructions to remedy the problem.
The printer does not send.	- Make sure that the original is loaded in the automatic document feeder or on the document glass. - Check the fax device to which you are sending your fax to see if it can receive your fax. - Try the job again later; the line may have a fault or be busy. - For fax receivers known to be busy, adjust the default fax settings to increase redial attempts when a busy is detected. For details, refer to Outgoing Fax Defaults.
The incoming fax has blank spaces or is of poor quality.	- The fax printer sending you the fax may be faulty. - A noisy phone line can cause line errors. - Check the print quality by printing an Information Page. For details, refer to Information Pages. - The toner cartridge may be empty. Replace the toner cartridge, For details, refer to Replacing the Toner Cartridge.
Some of the words on an incoming fax are stretched.	- The fax device sending the fax had a temporary document jam. - The fax device sending the fax had a document misfeed that caused the image to be distorted during scanning.
There are lines on the originals you sent.	- Check your scanner unit for contamination or debris and clean it. For details, refer to Cleaning the Printer. - Check the CVT glass and document glass and if necessary clean using a lint-free cloth. For instructions, refer to Cleaning the Document Glass and Constant Velocity Transport Glass.
The printer dials a number, but the connection with the other fax device fails.	- The other fax device may be powered off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and request that the problem is fixed. - Verify the fax number dialed is correct for the fax location and the recipient's fax device.
Faxes do not store in memory.	- There may not be enough memory space to store the fax. Delete or print faxes stored in memory, and then try to store the fax again. - Call for service.
Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top.	You may have chosen the wrong paper settings in the print options. For details, refer to Fax Settings.

Getting Help

Your printer includes utilities and resources to help you troubleshoot printing problems.

Viewing Warning Messages on the Control Panel

When a warning condition occurs, the printer alerts you of the problem. A message appears on the control panel. Warning alerts inform you about printer conditions, such as low supplies or low paper supply that require your attention. If more than one warning condition occurs, only one warning message appears on the control panel at a time.

Information about current errors and printer status can also be viewed using Xerox® CentreWare® Internet Services.

Viewing Current Errors on the Control Panel

When an error condition occurs, a message appears on the control panel to inform you of the problem. Error messages warn you about printer conditions that prevent the printer from printing or degrade printing performance. If more than one error occurs, only one is displayed on the control panel.

Viewing Alerts Using Xerox® CentreWare® Internet Services

When an error condition occurs, alert messages display in Xerox® CentreWare® Internet Services to inform you of the problem. Alerts warn you about printer conditions that prevent the printer from printing or degrade printing performance.

1. You can access Xerox® CentreWare® Internet Services from a Web browser or from a Macintosh print driver:
   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Click **Status → Alerts**.

   A list of active alerts and a description of the error is displayed.

Using the Integrated Troubleshooting Tools

To assist with troubleshooting, your printer has a set of Information Pages that you can print. These pages include configuration, font and error information.

Printing an Error Message Report Using the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Device → Information Pages**.
3. Touch **Error Messages**, then touch **Print**.
4. To return to the home screen, press the **Home** button.

Printing Reports Using Xerox® CentreWare® Internet Services

1. You can access Xerox® CentreWare® Internet Services from a Web browser or from a Macintosh print driver:
   - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

   - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.
2. Click **Properties → Services → Printing**.

   Note: If you are prompted to enter the Administrator account user name and password, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

   The following Report Options are shown:
   - Configuration Report
   - Supplies Usage Report
   - Postscript Font List
   - Fax Phone Book
   - PCL Font List
   - Print All Reports
3. To print a report, next to the report name, click **Print**.
4. Click **OK**.

Helpful Information Pages

To assist with troubleshooting, your printer has a set of Information Pages that you can print. These pages include configuration, font and error information. For more information, refer to Information Pages.

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Online Support Assistant

The Online Support Assistant provides instructions and troubleshooting help to solve your printer problems. For example, you can find solutions for print-quality problems, paper jams, and software installation issues.

To access the Online Support Assistant, go to www.xerox.com/office/B215support.

Locating the Serial Number

The printer's serial number is located on the data plate on the rear cover, and is printed on the System Configuration report. It is also displayed on the **Device → About → General** screen.

For more information about printing the Configuration report, refer to Printing a Configuration Report Using the Control Panel.

More Information

You can obtain more information about your printer from these sources:

Resource	Location
Installation Guide	Packaged with the printer and can be downloaded at www.xerox.com/office/B215docs
Other documentation for your printer	www.xerox.com/office/B215docs
Technical support information for your printer, including online technical support, Online Support Assistant and print driver downloads	www.xerox.com/office/B215support
Information Pages	Print reports from the control panel or using Xerox® CentreWare® Internet Services. For details, refer to Information Pages.
Order supplies for your printer	www.xerox.com/office/B215supplies
Local Sales and Support Center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Business Resource Center	www.xerox.com/office/businessresourcecenter

Security

9

This chapter describes how to configure the Security features for the device.

The following topics are mentioned in this chapter:

Xerox® CentreWare® Internet Services

Xerox® CentreWare® Internet Services is the administration and configuration software installed on the Embedded Web Server in the printer. Xerox® CentreWare® Internet Services software allows you to configure and administer the printer from a Web browser or a Macintosh print driver.

Xerox® CentreWare® Internet Services requires:

- A TCP/IP connection between the printer and the network in Windows, Macintosh or Linux environments.
- TCP/IP and HTTP enabled in the printer.
- A network-connected computer with a Web browser that supports JavaScript.

Many features in Xerox® CentreWare® Internet Services require an administrator user name and password. For security purposes, the default system administrator password is set to the unique device serial number of your printer. For network printers, when you first access Xerox® CentreWare® Internet Services after printer installation, the system prompts you to change the default system administrator password. Once the system administrator password is successfully set, you can access all features and functions in Xerox® CentreWare® Internet Services.

For information about changing the default password the first time you access Xerox® CentreWare® Internet Services, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

Note: The serial number is located on the data label at the rear of the printer.

Finding the IP Address of Your Printer

To install the print driver for a network-connected printer, it is often necessary to know the IP address of your printer. Also, the IP address is used to access the settings of your printer through Xerox® CentreWare® Internet Services.

You can view the IP address of your printer on the printer Home screen, in the About option, or on the System Configuration Report.

Viewing the IP Printer Address on the Control Panel

To view the IP address of the printer on the control panel:

1. At the printer control panel, press the **Home** button.
   The IP address is displayed on the screen.
2. To view the Network screen, touch **Device → About → Network**.
   Scroll to the IP address and record it from the display.
3. To return to the home screen, press the **Home** button.

To print a configuration report, refer to Printing a Configuration Report Using the Control Panel.

Accessing the Xerox® CentreWare® Internet Services Administrator Account

Many features in Xerox® CentreWare® Internet Services require an administrator user name and password. When updating Security options, you are prompted to enter the Administrator Account login details.

To access the Xerox® CentreWare® Internet Services Administrator Account:

1. Access Xerox® CentreWare® Internet Services:

    - To access Xerox® CentreWare® Internet Services from a Web browser, at your computer, open a Web browser, then in the address field, type the IP address of the printer. Press **Enter** or **Return**.

    Note: If you do not know the IP address of your printer, refer to Finding the IP Address of Your Printer.

    - To access Xerox® CentreWare® Internet Services from a Macintosh print driver, at your computer, select **System Preferences → Printers & Scanners → Options & Supplies**. Select **Show Print Webpage**.

    Note: If you are accessing Xerox® CentreWare® Internet Services for the first time after printer installation, you are prompted to change the Administrator Account password. For instructions, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

2. Click **Properties**, then configure the settings required.

    When you select an option which requires Administrator Account access, a security login window appears.

3. For User Name, enter **Admin**. For Password, enter the administrator account password that was set during initial access to Xerox® CentreWare® Internet Services. Click **OK**.

    You are now able to configure and save settings.

Changing the System Administrator Password

To prevent unauthorized changes to printer settings, ensure the Administrator Account password is changed regularly. Be sure to store the password in a secure location.

> Note: If you are accessing Xerox® CentreWare® Internet Services for the first time after printer installation, you are prompted to change the Administrator Account password. For instructions, refer to Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password.

1. In Xerox® CentreWare® Internet Services, click **Properties**.
2. Click **Maintenance**.
3. Click **Administrator Password**.
4. To change the Administrator Account password, enter a new password in the **Password** field.

   Passwords can contain between 4 and 32 characters and the following characters can be used:

   - Letters: a - z, A - Z
   - Numbers: 0 - 9
   - Special Characters: @ / . ' & + - # * , _ % ( ) !

5. To verify the password, enter the password again in the **Verify Password** field.
6. To save the new password, select the **Select to save a new password** check box.
7. Click **Save**.

Setting Access Rights

You can control access to services and features by setting up authentication and authorization. Personalization allows the printer to retrieve user information to customize features.

Authentication

Authentication is the process of confirming user identities. If you enable authentication, the printer compares the information that users provide to another source of information, such as an LDAP directory. If the information is valid, the users are considered authenticated.

There are several ways to authenticate a user:

- **Passcode**: This option enables a passcode. To access the printer, at the control panel, users type a passcode. The printer compares the passcode to the stored information.
- **Local Authentication**: The option enables local authentication. To prove their identity, users type their user name and password at the control panel or in Xerox® CentreWare® Internet Services. The printer compares the user credentials to the information stored in the user database. If you have a limited number of users, or do not have access to an authentication server, use this authentication method.
- **Network Authentication**: This option enables network authentication. To prove their identity, users type their user name and password at the control panel or in Xerox® CentreWare® Internet Services. The printer compares the user credentials to the information stored on an authentication server. Before configuring Network Authentication, ensure that the external network server to provide authentication is functional on your network. Refer to your manufacturer's documentation for instructions to complete this task.

  Note: The printer can use one of the following authentication server types:

  - Kerberos for UNIX, Linux, or Windows ADS
  - SMB for Windows ADS
  - LDAP

Setting the Login Method

1. In Xerox® CentreWare® Internet Services, click **Properties → Login / Permissions**.
2. Click **Login Methods**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To set the authentication method, select an option:
    *   **No Authentication**: This option allows unrestricted access to the printer.
    *   **Passcode**: This option creates the passcode for users to enter on the control panel. For **Create Passcode**, type a passcode.
    *   **Local Authentication**: This option stores user login information on the printer in the Device User Database. To configure the database, for Device User Database, click the **Pencil** icon.

    For information about configuring the **Device User Database**, refer to Device User Database.

    *   **Network Authentication**: This option stores user login information on an authentication server in the network. To configure the server connection, for Authentication Server, click the **Pencil** icon and enter the settings required for the authentication server.

    Note: If you select Local Authentication or Network Authentication, you can set the printer to retrieve user profile information from LDAP. To retrieve information from LDAP, for Personalize Touch UI, select **Retrieve Profile Information for Authenticated User from LDAP**. To configure the server connection, for LDAP Server, click the **Pencil** icon.

    For information about configuring the **Log Out Confirmation Screen**, refer to Configuring the Log Out Confirmation Screen.

Configuring the Log Out Confirmation Screen

1. In Xerox® CentreWare® Internet Services, click **Properties → Login / Permissions**.
2. Click **Login Methods**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To enable the log out confirmation screen, select **Show at Log Out**.
4. To show the log out confirmation screen after every job, select **Show After Every Job**.
5. To disable the log out confirmation screen, select **Don't Show**.

Setting Print Permissions

You can set print permissions for 2-sided printing.

1. In Xerox® CentreWare® Internet Services, click **Properties → Login / Permissions**.
2. Click **Print Permissions**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. For 2-Sided Printing Policy, for **Always Require 2-Sided Printing**, select **On** or **Off**.
4. Click **Save**.

Device User Database

The Device User Database stores user credential information for local authentication. When you configure local authentication, the printer checks the credentials that users provide against the information in the database. You can export the database for use on other printers.

Managing the Device User Database

1. In Xerox® CentreWare® Internet Services, click **Properties → Login / Permissions**.
2. Click **Device User Database**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.
3. Select an option:
   - **Add New**: Select this option to add users to the database. To add more than one user, click on the box next to **Add Another User**. Add the user information and password, then click **Save**.
   - **Import from file**: Select this option to import user information from a .csv file. Select a file to import, then click **Apply**.
   - **Export to File**: Select this option to export the Device User Database to a .csv file. Select a location to store the file.
4. To edit a user, for the user, click the **Pencil** icon. Edit the fields required, then click **Save**.
5. To delete a user, for the user, click the **X** icon. To confirm the deletion, click **OK**.

Secure HTTP

To establish a Secure HTTP (HTTPS) connection to the printer, you can use TLS to encrypt data sent over HTTP.

You can enable TLS encryption for the following features.

- Configuring the printer in Xerox® CentreWare® Internet Services
- Printing from Xerox® CentreWare® Internet Services
- Printing using IPP

    Note: TLS encryption is protocol-independent. You can choose to use, or not to use TLS for each protocol.

Before you begin:

- Ensure that DNS is enabled and configured.
- Ensure that the date and time configured on the printer is correct. The time that is set on the printer is used to set the start time for the Xerox Device Certificate. A Xerox Device Certificate is installed when you enable HTTP. After you enable HTTP, check the device certificate.

Enabling HTTPS

1. In Xerox® CentreWare® Internet Services, click **Properties → Connectivity**.
2. Click **Protocols**.
3. Click **HTTP.**

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

4. To enable the protocol, for Protocol, select **Enable**.
5. For **Keep Alive Timeout**, enter the time that the printer waits for a response from a connected user before it terminates the connection.
6. Change the Port Number as needed.
7. If a Machine Digital Certificate is configured, you can edit the following security fields.
    - For **HTTP Security Mode**, select an HTTPS security option.
    - To allow connections to the device using HTTPS only, select **Require HTTPS**.
    - To enable one or more versions, for TLSv 1.0, TLSv 1.1, and TLSv 1.2, select **Enable** as needed.
8. Click **Apply**, then click **OK**.

IP Filtering

You can prevent unauthorized network access by creating an IP Filter to block or allow data sent from particular IP addresses.

Note: Be careful not to filter the IP address of any device used to administer the printer.

Enabling IP Filtering

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **IP Filtering**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.
3. To enable IP filtering, select I**Pv4 Filtering Enabled**, **IPv6 Filtering Enabled**, or both.
4. To permit access to the device, type the IP Address and Port or Prefix as needed.
5. Click **Apply**.

IPSec

Internet Protocol Security (IPSec) is a group of protocols used to secure Internet Protocol (IP) communications. The IPSec feature authenticates and encrypts each IP data packet.

If you select IPSec, all printer traffic uses IPSec protocols, including:

- DHCP v4/v6 (TCP and UDP)
- DNS (TCP and UDP)
- FTP (TCP)
- HTTP (Scan Out, TCP port 80)
- HTTPS (Scan Out, TCP port 443)
- HTTPS (Web Server, TCP port 443)
- ICMP v4/v6

- IPP (TCP port 631)
- LPR Print (TCP port 515)
- Port 9100 Print (TCP port 9100)
- SMTP (TCP/UDP port 25)
- SNMP (TCP/UDP port 161)
- SNMP Traps (TCP/UDP port 162)
- WS-Discovery (UDP port 3702)

Configuring IPSec

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **IPSec**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.
3. To enable the protocol, for Protocol, select **Enabled**.

   Note: To enable IPSec, enable SSL and connect to device using HTTPS.
4. To remove IPSec connections, click **Flush All IPSec Connections**.
5. For **Shared Secret**, enter the shared key value.
6. For **Verify Shared Secret**, re-enter the shared key value.
7. To save the new shared key, select **Select to save new Shared Secret**.
8. Click **Apply**.

Security Certificates

A digital certificate is a file that contains data used to verify the identity of the client or server in a network transaction. A certificate also contains a public key used to create and verify digital signatures. One device proves its identity to another by presenting a certificate trusted by the other device. Or, the device can present a certificate signed by a trusted third party and a digital signature proving its ownership of the certificate.

A digital certificate includes the following data:

- Information about the owner of the certificate
- The certificate serial number and expiration date
- The name and digital signature of the certificate authority (CA) that issued the certificate
- A public key
- A purpose defining how the certificate and public key can be used

Creating a Machine Digital Certificate

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **Machine Digital Certificate**.

   Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.
3. Click **Create New Certificate,** then select an option:
   - Self Signed Certificate
   - Certificate Signing Request (CSR)
4. Click **Continue**.
5. For the selected certificate type, complete the fields.
6. Click **Apply**.

Installing a Trusted Certificate Authority Certificate

If the printer uses the Xerox® Device Certificate, and a user attempts to access the printer using Xerox® CentreWare® Internet Services, an error message can appear in their Web browser. To avoid error messages, install a Trusted Certificate Authority (CA) Certificate in the Web browsers of all users.

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **Trusted Certificate Authorities**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To add a certificate, click **Add**.
    a. Click **Browse** or **Choose File**, navigate to the signed certificate in .pem or PKCS#12 format, then click **Open** or **Choose File**.
    b. Click **Apply**, then click **OK**.
4. For Installed Certificates, perform the following steps.
    *   To delete a certificate, select the certificate, then click **Delete**.
    *   To delete all certificates, click **Reset**.

Concealing or Showing Job Names

You can conceal job names from displaying on the control panel, and in the Active Jobs and Completed Jobs lists in Xerox® CentreWare® Internet Services.

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **Conceal Job Names**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. Select an option:
    *   **Show All Job Names**: This option allows job names to appear on the control panel and in the Active Jobs and Completed Jobs lists.
    *   **Conceal All Job Names**: This option prevents all job names from appearing on the control panel and in the Active Jobs and Completed Jobs lists.

4. Click **Apply**.

802.1x

802.1x is an Institute for Electrical and Electronics Engineers (IEEE) standard that defines a method for port-based network access control or authentication. In an 802.1x secured network, the printer must be authenticated by a central authority, typically a RADIUS server, before it can access the physical network.

Before you begin:

- Ensure that your 802.1x authentication server and authentication switch are available on the network.
- Determine the supported authentication method.
- Create a user name and password on your authentication server.

   Note: This procedure causes the printer to restart and be unavailable over the network for several minutes.

Configuring 802.1x

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **802.1x**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.
3. For 802.1x, select **Enabled.**
4. For Authentication Method, select an option:
    - EAP-MD5
    - PEAP
    - EAP-MSCHAPv2
    - EAP-TLS
5. If you select **EAP-MD5**, **EAP-MSCHAPv2** or **PEAP**, the **Credentials** option appears. Enter the required details in the Username and Password fields.
6. To upload a root certificate:, do the following steps.
    a. For **Upload Root Certificate**, to locate and select the file, click **Browse** or **Choose File**.
    b. Click **Upload**.
7. To upload a client certificate, do the following steps.
    a. To locate and select the Client Certificate, for **Upload Client Certificate**, click **Browse** or **Choose File**.
    b. To assign a private password, for **Private Key Password**, type a password.
    c. Click **Upload**.

8. Click **Apply**.

Displaying or Hiding Network Settings

You can show or hide the IPv4 address or host name of the printer on the control panel touch screen.

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **Display Network Settings**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To show network information, select **Show IPv4 Address** or **Show Host Name**. To hide network information, select **Hide Network Information**.
4. Click **Apply**.

System Timeout

You can specify how long the printer waits to log out an inactive user.

Setting System Timeout Values

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **System Timeout**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.
3. For **Local User Interface System Timer**, enter the time that the printer waits before it resets settings to the default options and logs out inactive users from the Local User Interface.
4. For **Web System Timer**, type the amount of time the system waits before it resets settings to the default options and logs out inactive users from the Web User Interface.
5. Click **Apply**.

USB Port Security

You can prevent unauthorized access to the printer through USB ports by disabling the ports.

Note: If USB ports are disabled, you cannot update the software or print from a USB Flash drive.

Enabling or Disabling USB Ports

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **USB Port Security**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To enable a port, for the port, select the check box.
4. To disable a port, for the port, clear the check box.
5. Click **Apply**.

Restricting Access to the Web User Interface

You can lock the Web User Interface for the device. When the Web User Interface is locked, all areas of the Web User Interface are inaccessible until users logs in. When the Web User Interface is unlocked, users can access all areas of the Web User Interface, except for areas that require administrator login.

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **Security Settings**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To restrict access to the Web User Interface, for **Lock WebUI**, select the check box. To allow access to the Web interface, clear the check box.
4. Click **Apply**.

Software Verification Test

You can test the printer software to confirm that it is operating correctly. The test checks software files to confirm that they are not corrupt. If the printer software appears to function improperly, a Xerox representative can ask you to perform this test.

1. In Xerox® CentreWare® Internet Services, click **Properties → Security**.
2. Click **Software Verification Test**.

    Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to Accessing the Xerox® CentreWare® Internet Services Administrator Account.

3. To begin the test, click **Start Test**.
4. To interrupt and cancel the test, click **Cancel**.
5. A message displays to indicate the results of the test. Click **Close**.

    Note:

    - You can continue to use the device while the test is running.
    - If the test fails, the software files are corrupt. It is recommended that you reinstall the software. For help, contact a Xerox representative.

Specifications

A

This chapter includes:

Printer Specifications

Standard Configuration

Feature	Specification
Standard Functions	Print, Copy, Scan, Email, Fax, USB Automatic 2-Sided Printing
Hardware Configuration	600 mHz Processor 256 MB Memory Automatic Document Feeder Main Paper Tray, Manual Feed Slot Touch Screen User Interface
Connectivity	Wired network Wireless Direct Connect USB
Access	From the front
Print Speed	• Up to 31 ppm on Letter (215 x 279 mm) • Up to 30 ppm on A4 (210 x 297 mm)
2-Sided Print Speed	Up to 15 images per minute on Letter (215 x 279 mm) and A4 (210 x 297 mm)
First Print Out Time	As fast as 8.5 seconds from Ready status
Warm Up Time	Less than 32 seconds from Sleep mode

Physical Specifications

Weights and Dimensions

Item	Specification
Width	15.8 inches (401 mm)
Depth	15.6 inches (397 mm)
Height	14.4 inches (365 mm)
Weight	25.24 lb (11.45 kg)

Clearance Requirements
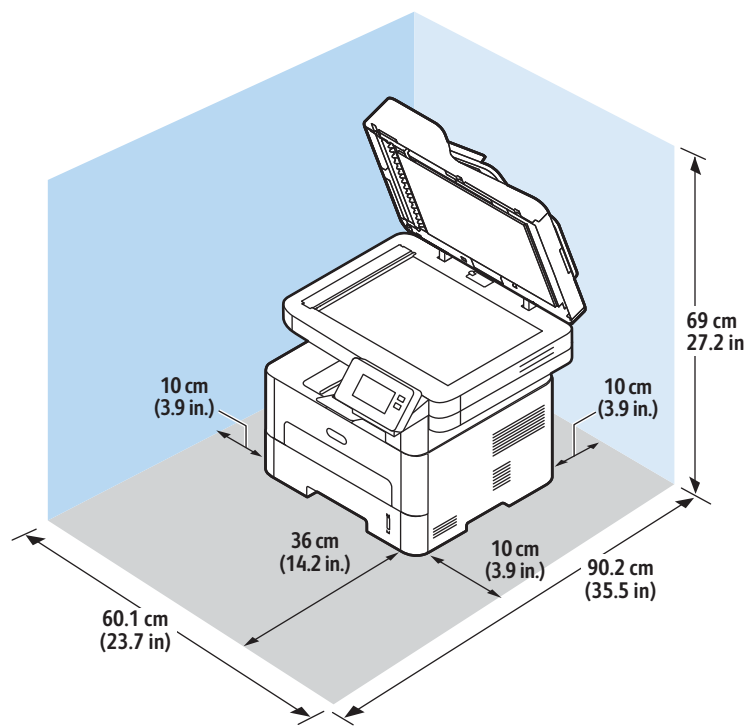
Media Specifications

Main Paper Tray 1

Feature	Specification
Capacity	250 sheets 20 lb (80 g/m²) paper
Media Types	Plain, Heavy weight, Light weight, Recycled, Cardstock, Bond, Archive
Media Weights	16 - 43 lb (60 to 163 g/m²)
Media Sizes	A4, A5, A6, Letter, Legal, Executive, Folio, Oficio, ISO B5, JIS B5

Manual Feed Slot

Feature	Specification
Capacity	1 sheet
Media Types	Plain, Heavy weight, Light weight, Cotton, Colored, Pre-Printed, Recycled, Transparency, Label, Cardstock, Bond, Archive, Thicker, Envelope
Media Weights	16 - 58 lb (60 to 220 g/m²)
Media Size Range	Standard Sizes: • A4, A5, Letter, Legal, Executive, Folio, Oficio, ISO B5, JIS B5, A6, • Envelope Monarch, Com-10, DL, C5, C6, Postcard 4 x 6 Custom Sizes: • Minimum Size: 3 x 5 inch (76 x 127 mm) • Maximum Size: 8.5 x 14 inch (216 x 356 mm)

Duplex Unit

Feature	Specification
Media Weights	16 - 32 lb (60 to 120 g/m²)
Media Sizes	A4, Letter, Oficio, Folio, Legal
Media Types	Plain Paper, Light weight, Heavy weight, Recycled

Automatic Document Feeder

Feature	Specification
Capacity	Up to 40 sheets 20 lb (80 g/m²)
Paper Weights	16 - 28 lb (60 to 105 g/m²)
Paper Sizes	• Width: 5.8 - 8.5 inches (148 - 216 mm) • Length: 5.8 - 14.0 inches (148 - 356 mm)
Automatic Document Feeder Speed	• A4 and Letter: Up to 20 mono images per minute • A4 and Letter: Up to 6 color images per minute

Media Output

Feature	Specification
Output Tray Capacity	120 sheets of 20 lb (80 g/m²) face down
Rear Cover Capacity	1 sheet face up

Feature Specifications

Print Features

Feature	Specification
Speed	• 1-Sided Letter: 31 ppm • 1-Sided A4: 30 ppm • 2-Sided Letter: 15 ppm • 2-Sided A4: 15 ppm
Maximum Print Area	8.5 x 14 inches US Legal (216 mm x 356 mm)
Maximum Print Resolution	• True: 600 x 600 dpi • Effective Output: up to 1200 x 1200 dpi
Toner Cartridge Average Yields	• Standard Toner Cartridge: 1500 standard prints Note: Not available in all regions. • High Toner Cartridge: 3000 standard prints • Starter Toner Cartridge: 1500 standard prints for 220V devices and 1000 standard prints for 110V devices
Standard Printer Memory	256 MB
Compatibility	Windows PC / MAC / Linux
PDL / PCL	PCL5e, PCL6, Postscript 3

Fax Features

Feature	Specification
Fax Transmission Speed	33.6 Kbps
Telephone Line Type	Standard public analogue switched telephone line or equivalent PSTN, PABX
Communication Standard	ITU-T, G3, ECM
Maximum Resolution Capability	300 x 300 dpi
Effective Scanning Width	8.5 inches (216 mm)
Maximum Print Width	8.5 inches (216 mm)
Connection Approvals	• EU/EEA: certified to TBR21 • USA: approved to FCC Pt 68 • Canada: approved to DOC CS-03 • Other countries: certified to national PTT standards

Copy Features

Feature	Specification
First Copy Out Time	In Standby Mode: • Automatic Document Feeder: Less than 15 seconds • Document Glass: Less than 14 seconds In Power Save Mode: 42 seconds
Zoom Range	25% to 400%
Maximum Resolution	• Automatic Document Feeder: Up to 600 x 600 dpi • Document Glass: Up to 1200 x 1200 dpi
Multi Copy	1 - 99
Copy Speeds	Single Original, Multiple Copies: • 31 cpm Letter • 30 cpm A4 Multiple Original, Single Copy: • 21 cpm Letter • 20 cpm A4

Scan Features

Feature	Specification
Maximum Document Width	8.5 inches (216 mm)
Effective Scan Width	8.2 inches (208 mm)
Maximum Resolution	• Optical: Up to 600 x 600 dpi mono, up to 300 x 300 dpi color and grayscale. • Enhanced: Up to 4800 x 4800 dpi mono, up to 2400 x 2400 dpi color and grayscale.
Scan to PC via USB or network connection	Yes
Scan Speeds	• Black and White: Scan up to 20 images per minute for A4 and Letter • Color: Scan up to 6 images per minute for A4 and Letter
Scan Send Modes	Black and White, Grayscale, and Color
Grayscale	256 levels
Compatibility	TWAIN Standard, WIA Standard

Network Environment

Item	Specifications
Network interface	• Ethernet 10/100 Base-TX Wired LAN • 802.11b/g/n Wireless LAN
Print from USB	Yes
Apple Airprint®	Yes
Google Cloud Print®	Yes
Network operating system	• Windows® 7 - 10 • Windows® Server 2008, 2008 R2, 2012, 2012 R2, 2016, 2019 • Various Linux OS • Mac OS X 10.9 - macOS 10.15
Network protocols	• TCP/IPv4, TPC/IPv6 • DHCP, BOOTP • DNS, WINS, DDNS, Bonjour, SLP, UPnP • Standard TCP/IP Printing (RAW), LPR, IPP, WSD • SNMPv1/v2c/v3, HTTP, IPSec
Xerox Easy Printer Manager	• Windows® 7 - 10 • Windows® Server 2008, 2008 R2, 2012, 2012 R2, 2016, 2019 • Mac OS X 10.9 - macOS 10.14

System Requirements

Operating System	CPU	RAM	Free HDD Space
Windows Server® 2008 (32/64 bit)	Intel® Pentium® IV 1 GHz (Pentium IV 2 GHz)	512 MB (2 GB)	10 GB
Windows® 7 - 10 (32/64 bit)	Intel® Pentium® IV 1 GHz 32-bit or 64-bit processor or higher	1 GB (2 GB)	16 GB
	• Support for DirectX® 9 graphics with 128 MB memory (to enable the Aero theme). • DVD-R/W Drive		
Windows® Server 2008, 2008 R2, 2012, 2012 R2, 2016, 2019 (64 bit)	Intel® Pentium® IV 1 GHz (x86) or 1.4 GHz (x64) processors (2 GHz or faster)	512 MB (2 GB)	10 GB
Note: • Internet Explorer 6.0 or higher is the minimum requirement for all Windows operating systems. • Users who have administrator rights can install the software. • Windows Terminal Services is compatible with your machine.			
Mac OS X 10.9 - macOS 10.15	Intel® processors	2 GB	4 GB
Linux • Fedora 15 - 26 • OpenSuSE® 11.2, 11.4, 12.1, 12.2, 12.3, 13.1, 13.2, 42.1, 15.2 • Ubuntu 11.10, 12.04, 12.10, 13.04, 13.10, 14.04, 14.10, 15.04, 15.10, 16.04, 16.10, 17.04, 17.10, 18.04, 18.10 • Debian 6, 7, 8, 9 • Redhat® Enterprise Linux 5, 6, 7 • SuSE Linux Enterprise Desktop 10, 11, 12 • Mint 15, 16, 17, 17.1	Pentium IV 2.4GHz (Intel Core™2)	512 MB (1 GB)	1 GB (2 GB)

Electrical Specifications

Feature	Specification
Frequency	50/60 Hz
Electrical Voltage	110 - 127 VAC & 220 - 240 VAC
Average Power Consumption	• Power Save mode: 1.1 Watts • Stand By mode: Less than 50 Watts • Sleep mode: 1.4 Wh • Ready mode: 55 Wh • Average Operation - Continuous Printing: less than 500 Wh

Environmental Specifications

Feature	Specification
Operating Temperature (printer and consumables)	10 - 50 °C (50 - 122 °F)
Relative Humidity	Optimal humidity range: 30 - 80 % Note: Under extreme environmental conditions, such as 10 °C and 90 % relative humidity, issues can occur due to condensation.
Elevation	For optimum performance, use the printer at elevations below 3100 M (10,170 ft.).

Regulatory Information

B

This appendix contains:

Basic Regulations

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

United States FCC Regulations

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

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

Changes or modifications to this equipment not approved by Xerox can void the authority of the user to operate this equipment.

Note: To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada

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

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

European Union

The CE mark applied to this printer symbolizes a declaration of conformity by Xerox with the following applicable Directives of the European Union as of April 16, 2014: Radio Equipment Directive 2014/53/EU.

Hereby, Xerox declares that the radio equipment model B215 is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity is available at the following Internet address: www.xerox.com/environment_europe.

This printer, if used properly in accordance with the instructions, is not dangerous for the consumer or the environment.

⚠ **WARNING:**

- Changes or modifications to this equipment not specifically approved by the Xerox Corporation can void the user's authority to operate this equipment.
- External radiation from Industrial, Scientific, and Medical (ISM) equipment can interfere with the operation of this Xerox device. If external radiation from ISM equipment interferes with this device, contact your Xerox representative for assistance.
- This is a Class A digital device. In a domestic environment, this printer can cause radio frequency interference, in which case the user can be required to take adequate measures.
- To ensure compliance with European Union regulations, use shielded interface cables.

European Union Lot 4 Imaging Equipment Agreement Environmental Information

Environmental Information Providing Environmental Solutions and Reducing Cost

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute
- Standard color format products with a maximum speed less than 51 A4 images per minute

Environmental Benefits of Duplex Printing

Most Xerox devices have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work. However, should you require simplex/1-sided printing, you may change the print settings in the print driver.

Paper Types

This device can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN 12281 or a similar quality standard. Lighter weight paper (60 g/m^2), which contains less raw material and thus save resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

ENERGY STAR - European Union Information

The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found at the following Web site: www.energystar.gov.

The Xerox B215 Multifunction Printer is ENERGY STAR® qualified under the Energy STAR Program Requirements for Imaging Equipment.

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

For additional information on energy or other related topics, go to www.xerox.com/environment or www.xerox.com/environment_europe.

Power Consumption and Activation Time

The amount of electricity that a device consumes depends on the way the device is used. This device is designed and configured to enable you to reduce your electricity usage.

Power Saver modes are enabled on your device to reduce energy consumption. After the last print, the device transitions to Ready mode. In this mode, the device can print again immediately. If the device is not used for a specified period, the device transitions to Low Power mode, then to Sleep mode. In these modes, to enable reduced-power consumption, only essential functions remain active.

The device takes longer to produce the first print after it exits the Power Saver modes than it takes to print in Ready mode. This delay is the result of the system waking up and is typical of most imaging devices on the market.You can set a longer activation time or completely deactivate the Power Saver mode. This device can take longer to switch to a lower energy level.

To change the Power Saver settings, refer to Power Management Settings.

> Note: Changing the default Power Saver activation times can result in an overall higher energy consumption of the device. Before you turn off Power Saver modes or set a long activation time, consider the increase in device power consumption.

To learn more about Xerox participation in sustainability initiatives, go to:
www.xerox.com/environment

Eco Certified to Office Machines CCD-035

This product is certified to EcoLogo standard for office machines, meeting all requirements for reduced environmental impact. As part of achieving certification, Xerox Corporation has proven this product meets the EcoLogo criteria for energy efficiency. Certified copier, printer, multifunctional device, and fax products must also meet criteria such as reduced chemical emissions and demonstrate compatibility with recycled supplies. EcoLogo was established in 1988 to help consumers find products and services with reduced environmental impacts. EcoLogo is a voluntary, multiattribute, and lifecycle-based environmental certification. This certification indicates that a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.

Germany

Germany - Blue Angel

RAL, the German Institute for Quality Assurance and Labeling, has awarded this device the Blue Angel Environmental Label. This label distinguishes it as a device that satisfies Blue Angel criteria for environmental acceptability in terms of device design, manufacture, and operation.

For more information, go to: www.blauer-engel.de.

Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Larmemission

Maschinenlärminformatians-Verordnung3 . GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Importeur

Xerox GmbH
Hellersbergstraße 2-4

41460 Neuss

Deutschland

Turkey RoHS Regulation

In compliance with Article 7 (d). We hereby certify:

"It is compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur."

Eurasian Economic Community Certification

EAC Russia, Belarus, and Kazakhstan are working to establish a common customs union, the Eurasian Economic Community, or EurAsEC. The Eurasian Economic Community members anticipate sharing a common regulatory scheme and common EurAsEC certification mark, the EAC Mark.

Regulatory information for 2.4 Ghz Wireless LAN Module

This product contains a 2.4 Ghz Wireless LAN radio transmitter module which complies with the requirements specified in FCC Part 15, Industry Canada RSS-210 and European Council Directive 2014/53/EU.

Operation of this device is subject to the following two conditions:

1. This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
2. Changes or modifications to this device not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Ozone Release

This printer produces ozone during normal operation. The amount of ozone produced is dependent on print volume. Ozone is heavier than air and is not produced in amounts large enough to harm anyone. Install the printer in a well-ventilated room.

For more information in the United States and Canada, go to www.xerox.com/environment. In other markets, please contact your local Xerox representative or go to www.xerox.com/environment_europe.

Copy Regulations

United States

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

1. Obligations or Securities of the United States Government, such as:
   - Certificates of Indebtedness
   - National Bank Currency
   - Coupons from Bonds
   - Federal Reserve Bank Notes
   - Silver Certificates
   - Gold Certificates
   - United States Bonds
   - Treasury Notes
   - Federal Reserve Notes
   - Fractional Notes
   - Certificates of Deposit
   - Paper Money
   - Bonds and Obligations of certain agencies of the government, such as FHA, etc.
   - Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
   - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
   - Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
   - Postal Money Orders.
   - Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.
   - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
   - Adjusted Compensation Certificates for Veterans of the World Wars.
2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the fair use or library reproduction rights provisions of the copyright law.

   Further information about these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.

5. Passports. Foreign Passports may be photographed.
6. Immigration papers.
7. Draft Registration Cards.
8. Selective Service Induction papers that bear any of the following registrant information:
    *   Earnings or Income
    *   Court Record
    *   Physical or Mental Condition
    *   Dependency Status
    *   Previous Military Service

    Exception: United States military discharge certificates may be photographed.
9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (Unless photograph is ordered by the head of such department or bureau.)

    Reproducing the following is also prohibited in certain states:
    *   Automobile Licenses
    *   Drivers' Licenses
    *   Automobile Certificates of Title

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

For more information about these provisions contact the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

Canada

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

*   Current bank notes or current paper money.
*   Obligations or securities of a government or bank.
*   Exchequer bill paper or revenue paper.
*   The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
*   Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
*   Marks, brands, seals, wrappers, or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
*   Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.

10. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.

11. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

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

Other Countries

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

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

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

Fax Regulations

United States

Fax Send Header Requirements

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

Data Coupler Information

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

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

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

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

To order the correct service from the local telephone company, you may also have to quote the codes listed below:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y

⚠ **CAUTION:** Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

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

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

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

Only a Xerox Service Representative or an authorized Xerox Service provider is authorized to make repairs to the printer. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This device must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

Your office could have specially wired alarm equipment connected to the telephone line. Make sure that the installation of this Xerox® equipment does not disable your alarm equipment.

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

Canada

This product meets the applicable Industry Canada technical specifications.

A representative designated by the supplier should coordinate repairs to certified equipment. Repairs or alterations made by the user to this device, or device malfunctions, could cause the telecommunications company to request you to disconnect the equipment.

For user protection, make sure that the printer is properly grounded. The electrical ground connections of the power utility, telephone lines, and internal metallic water pipe systems, if present, must be connected together. This precaution could be vital in rural areas.

⚠ **WARNING:** Do not attempt to make such connections yourself. Contact the appropriate electric inspection authority, or electrician, to make the ground connection.

The REN assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface could consist of any combination of devices. The only limitation to the number of devices is the requirement that the sum of the RENs of the devices does not exceed 5. For the Canadian REN value, see the label on the equipment.

Canada CS-03 Issue 9

This product has been tested to and is compliant with CS–03 issue 9.

European Union

Radio Equipment & Telecommunications Terminal Equipment Directive

This device has been designed to work with the national public switched telephone networks and compatible PBX devices of the following countries:

Pan-European Analog PSTN and Compatible PBX Certifications		
Austria	Greece	Netherlands
Belgium	Hungary	Norway
Bulgaria	Iceland	Poland
Cyprus	Ireland	Portugal
Czech Republic	Italy	Romania
Denmark	Latvia	Slovakia
Estonia	Liechtenstein	Slovenia
Finland	Lithuania	Spain
France	Luxembourg	Sweden
Germany	Malta	United Kingdom

If you have problems with your product, contact your local Xerox representative. This product can be configured to be compatible with other country networks. Before reconnecting the device to a network in another country, contact your Xerox representative for assistance.

Note:

- Although this product can use either loop disconnect (pulse) or DTMF tone signaling, Xerox recommends that you use DTMF signaling. DTMF signaling provides reliable and faster call setup.
- Modification of this product, or connection to external control software or control apparatus not authorized by Xerox, invalidates its certification.

New Zealand

1. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, it does not provide any sort of warranty, and it does not imply that any Telepermitted product is compatible with all Telecom network services. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model.

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

2. Immediately disconnect this equipment should it become physically damaged, then arrange for its disposal or repair.

3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.

4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

5. Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle, or noise, and cause a false answer condition. If you encounter such problems, do not contact the Telecom Faults Service.

6. DTMF tone dialing is the preferred method because it is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.

⚠️ **WARNING:** No '111' or other calls can be made from this device during a mains power failure.

7. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

8. Some parameters required for compliance with Telecom Telepermit requirements are dependent on the equipment (computer) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom Specifications:

    For repeat calls to the same number:

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

    For automatic calls to different numbers:

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

9. For correct operation, total of the RENs of all devices connected to a single line at any time should not exceed five.

Safety Certification

This device is certified by the following agencies using the following safety standards.

Agency	Standard
Underwriters Laboratories Inc. (US/Canada)	UL 60950-1, 2nd Edition, 2014-10-14 CAN/CSA C22.2 No. 60950-1-07, 2nd Edition, 2014-10
Underwriters Laboratories Inc. (Europe)	IEC 60950-1:2005 + A1:2009 + A2:2013 EN 60950-1:2006 + A11:2009 + A1:2010 + A12:2011 + A2:2013

Material Safety Data

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

- North America: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe

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

Recycling and Disposal

C

This appendix contains:

All Countries

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

North America

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

European Union

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

Domestic/Household Environment

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

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste. Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information. In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment

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

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures. Prior to disposal, please contact your local reseller or Xerox representative for end of life take-back information.

Collection and Disposal of Equipment and Batteries

These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste. For proper treatment, recovery, and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling. For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service, or the point of sale where you purchased the items. Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

Business Users in the European Union

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

Disposal Outside of the European Union

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

Battery Symbol Note

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

Battery Removal

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

Other Countries

Please contact your local waste management authority to request disposal guidance.