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Xerox® WorkCentre® 6515 Multifunction Printer User Guide

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Safety

This chapter contains:

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- [Electrical Safety](#) 15
- [Operational Safety](#)..... 17
- [Maintenance Safety](#)..... 19
- [Printer Symbols](#)..... 20
- [Environmental, Health and Safety Contact Information](#) 23

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 for each 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.

Safety

- Do not place objects on the power cord.
- Do not plug or unplug the power cord while the power switch is in the On position.
- 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.

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 trays when 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 copy 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.

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.

Safety

- 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 [Elevation](#).

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, toner cartridges, drum cartridges, or waste cartridges 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.



WARNING:

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

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.






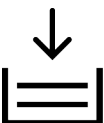








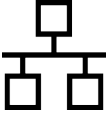





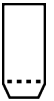





WARNING: Do not use aerosol cleaners. Aerosol cleaners can cause explosions or fires when used on electromechanical equipment.

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
	<p>Warning:</p> <p>Indicates a hazard which, if not avoided, could result in death or serious injury.</p>
	<p>Hot Warning:</p> <p>Hot surface on or in the printer. Use caution to avoid personal injury.</p>
	<p>Caution:</p> <p>Indicates a mandatory action to take in order to avoid damage to the property.</p>
	<p>Caution:</p> <p>To avoid damage to the property, be careful not to spill toner when handling the waste cartridge.</p>
	<p>Do not touch the part or area of the printer.</p>
	<p>Do not expose the drum cartridges to direct sunlight.</p>
	<p>Do not burn the toner cartridges.</p>
	<p>Do not burn the waste cartridge.</p>
	<p>Do not burn the drum cartridges.</p>
	<p>Do not use paper attached with staples or any other form of binding clip.</p>

Symbol	Description
	Do not use folded, creased, curled, or wrinkled paper.
	Do not use inkjet paper.
	Do not use transparencies or overhead projector sheets.
	Do not reload paper previously printed on or used.
	Do not copy money, revenue stamps, or postage stamps.
	Add paper or media.
	Paper Jam
	Lock
	Unlock
	Document
	Paper
	WLAN Wireless Local Area Network

Symbol	Description
	LAN Local Area Network
	USB Universal Serial Bus
	Telephone Line
	Modem Line
	Postcard
	Load envelopes in the tray with the flaps closed and facing up.
	Load envelopes in the tray with the flaps open and facing up.
	NFC Area
	Data Transmission
	Home Button
	Power/Wake Button
	Paper-Feeding Direction Indicator

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.

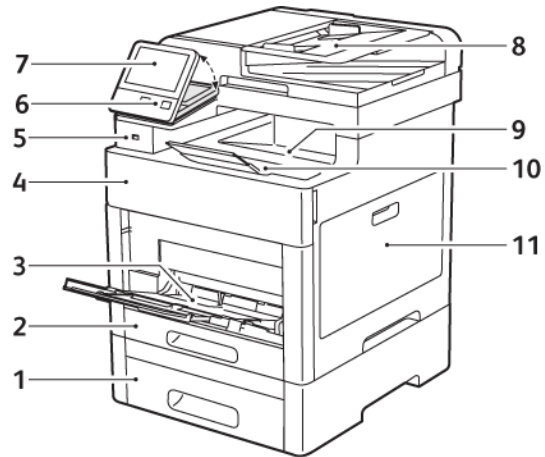
Features

This chapter contains:

- [Parts of the Printer](#) 26
- [Power Saver](#) 32
- [Information Pages](#) 33
- [Administrative Features](#)..... 34
- [More Information](#) 38

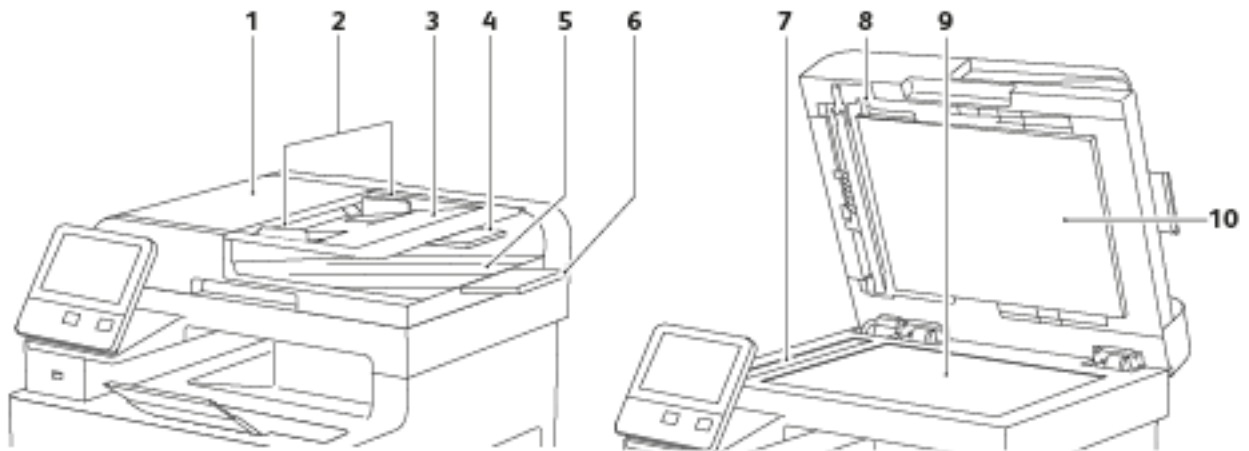
Parts of the Printer

Front View



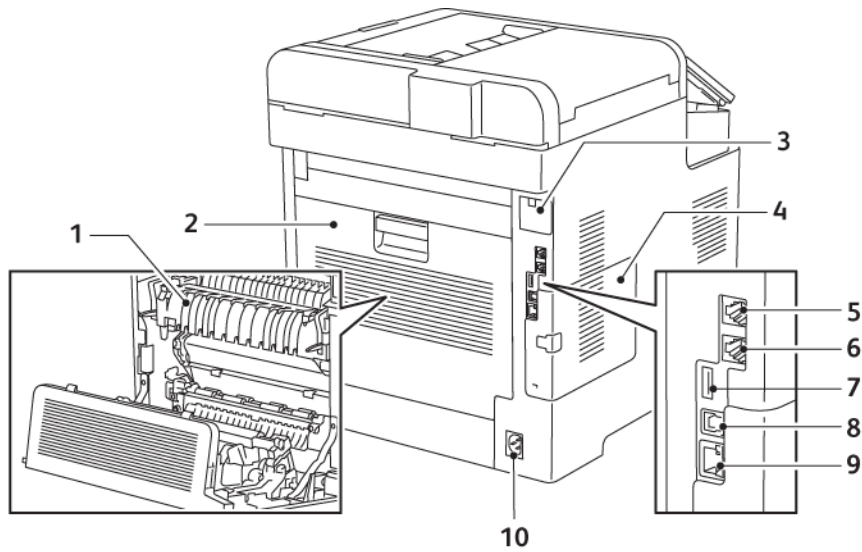
- | | |
|--------------------------------------|--------------------------------------------------------|
| 1. Tray 2, Optional 550-Sheet Feeder | 7. Touch Screen Display |
| 2. Tray 1 | 8. Single-Pass Duplex Automatic Document Feeder (DADF) |
| 3. Bypass Tray | 9. Output Tray |
| 4. Front Door | 10. Output Tray Extension |
| 5. USB Memory Port | 11. Right-Side Door |
| 6. Power/Wake Button | |

Duplex Automatic Document Feeder



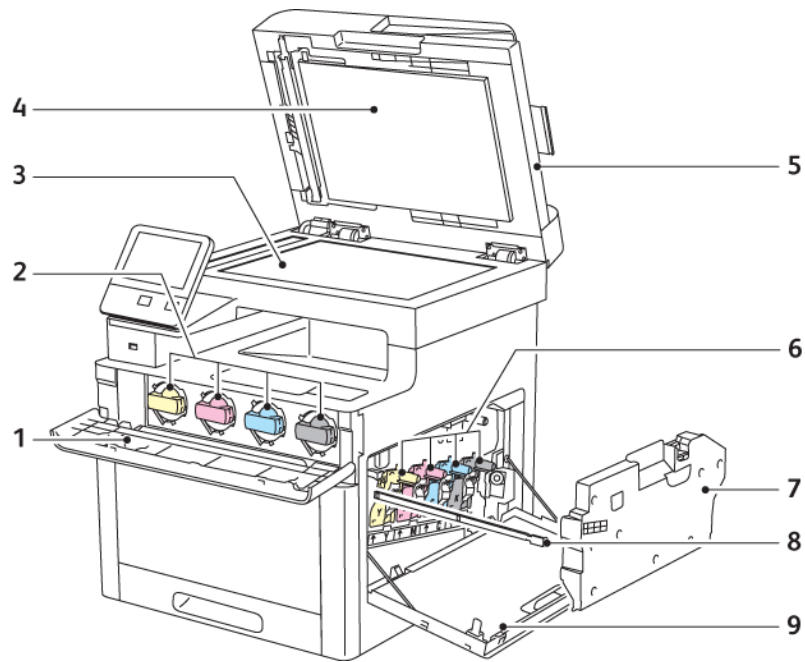
1. Document Feeder Cover
2. Document Guides
3. Document Feeder Tray
4. Document Feeder Tray Extension
5. Document Output Tray
6. Document Output Tray Extension
7. CVT Glass
8. Second-Side Scanning Access Cover Lever
9. Document Glass
10. Document Cover

Rear View



- | | |
|----------------------------------------|------------------------|
| 1. Fuser | 6. Fax Line Connector |
| 2. Rear Door | 7. USB Port, Type A |
| 3. Wireless Network Adapter Port Cover | 8. USB Port, Type B |
| 4. Left-Side Cover | 9. Ethernet Connection |
| 5. Phone Connector | 10. Power Connector |

Internal Parts

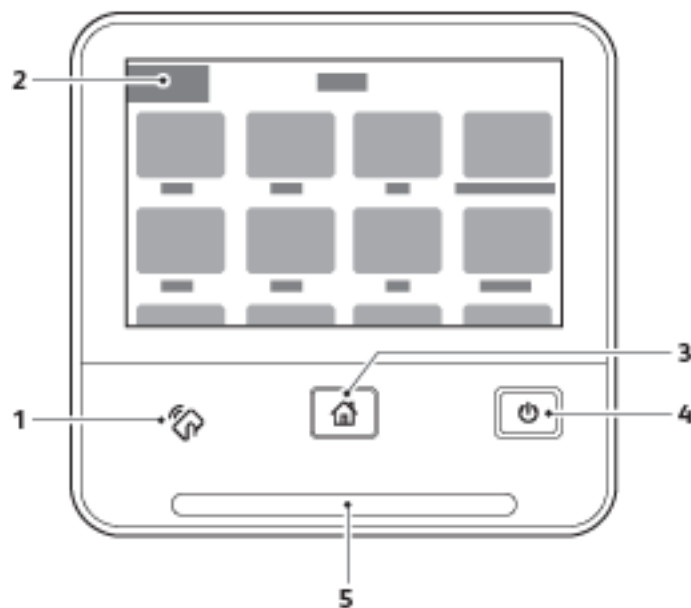


- | | |
|--------------------------------------------------------|--------------------|
| 1. Front Door | 6. Drum Cartridges |
| 2. Toner Cartridges | 7. Waste Cartridge |
| 3. Document Glass | 8. Cleaning Rod |
| 4. Document Cover | 9. Right-Side Door |
| 5. Single-Pass Duplex Automatic Document Feeder (DADF) | |

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 print, copy, and scan features.
- Provides access to reference materials.
- Provides access to Tools and Setup menus.
- Prompts you to load paper, replace supplies, and clear jams.
- Displays errors and warnings.
- Provides the Power/Wake button used for turning on or turning off the printer. This button also supports the power-saver modes, and blinks to indicate the power status of the printer.



Item	Name	Description
1	NFC Area	Near Field Communication (NFC), is a technology that enables devices to communicate when they are within 10 cm (4 in.) of each other. Use the NFC area to obtain a network interface or to establish a TCP/IP connection between your device and the printer.
2	Touch Screen Display	The screen displays information and provides access to printer functions.
3	Home Button	This button provides access to the Home menu for access to printer features, such as copy, scan, and fax.

Item	Name	Description
4	Power/Wake	<p>This button serves several power-related functions.</p> <ul style="list-style-type: none"> • When the printer is off, this button turns on the printer. • When the printer is on, pressing this button displays a menu on the control panel. From this menu, you can choose to enter Sleep mode, restart, or power off the printer. • When the printer is on, but in a low-power or Sleep mode, pressing this button wakes the printer. • When the printer is on, holding this button for 10-seconds turns off the printer. <p>This button also blinks to indicate the power status of the printer.</p> <ul style="list-style-type: none"> • When the light blinks slow, the printer is in Low Power or Sleep mode. • When the light blinks fast, the printer is powering down, or exiting a low-power mode.
5	Status LED	<p>This light blinks blue or amber to indicate printer status.</p> <p>Blue</p> <ul style="list-style-type: none"> • Blinks-blue once to acknowledge a successful Authentication request. • Blinks slow-blue once for a Copy or Print job initiated at the control panel. • Blinks slow-blue twice for Fax or Print job received from the network. • Blinks fast-blue while the printer is powering up, or to signal detection of a Wi-Fi Direct connection request, such as AirPrint™. <p>Amber</p> <ul style="list-style-type: none"> • Blinks amber to indicate an error condition or warning that requires your attention. For example, an out of toner condition, a paper jam, or out of paper for the current job. • It also blinks amber to indicate a system error, which typically is associated with an error code.

Power Saver

You can set the time the printer spends idle in ready mode before the printer transitions to a lower power level. For details, refer to [Configuring Power Saver Using the Embedded Web Server](#).

There are two levels of power-saver mode.

- **Low Power Timeout:** The printer shifts from Ready mode to Low Power mode to reduce standby power consumption.
- **Sleep Timeout:** The printer shifts from Low Power mode to Sleep mode for a greater reduction in power consumption.



Note: Increasing the default Power Saver activation times can result in an overall higher energy consumption of the printer.

Exiting Sleep Mode

The printer exits Low Power mode or Sleep mode automatically when it receives data from a connected device.

To exit Low Power mode or Sleep mode manually, at the control panel, press the **Power/Wake** button.

Information Pages

Your printer has a printable set of information pages. These include configuration and font information, demonstration pages, and more.

Printing Information Pages

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

Configuration Report

The Configuration Report provides product information including installed options, network settings, port setup, tray information, and more.

Printing the Configuration Report

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**About**→**Information Pages**.
3. Touch **Configuration Report**.
4. To return to the Home screen, press the **Home** button.

Configuring Printing of the Startup Page at Power On

The Startup Page provides basic printer configuration information, such as printer name, serial number, fonts, firmware, and Ethernet versions. When this feature is on, the Startup Page prints each time you power on your printer. If you do not want the Startup Page to print, you can disable the feature.

To configure the Startup page:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. Click **System**.
3. Click **Defaults and Policies**→**Startup Page**.
 - a. To print the Startup Page at power-on, click **Auto Print**.
 - b. To disable printing the Startup Page at power-on, click **Do Not Auto Print**.
4. Click **OK**.

Administrative Features

The Embedded Web Server

The Embedded Web Server is the administration and configuration software that is installed in the printer. It allows you to configure and administer the printer from a Web browser.

The Embedded Web Server requires:

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

Accessing the Embedded Web Server

At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.

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 the Embedded Web Server. You can view the IP address of your printer on the control panel or on the Configuration Report.



Note: To view the TCP/IP address on the control panel, wait until the printer has been on for 2 minutes. If the TCP/IP address is 0.0.0.0, or begins with 169, it indicates a network connectivity issue. However, if Wi-Fi is set as the primary Ethernet connection, 0.0.0.0 is displayed as the IP address for the printer.

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**.
3. Record the IP address from the display.
4. To return to the Home screen, press the **Home** button.

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**→**About**→**Information Pages**.

3. Touch **Configuration Report**.

The IP address appears in the Connectivity section of the Configuration Report for IPv4 or IPv6.

4. To return to the Home screen, press the **Home** button.

Certificates for the Embedded Web Server

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

Note:

- The Embedded Web Server 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 [Managing Certificates](#).

Downloading the Configuration Report from the Embedded Web Server

From the Embedded Web Server, you can download and save a copy of the Configuration Report to your computer hard drive. Use Configuration Reports from multiple devices to compare software versions, configurations, and compliance information.

To download a copy of the Configuration Report from the Embedded Web Server:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.

 **Note:** For details about obtaining the IP address of your printer, refer to [Finding the IP Address of Your Printer](#).


2. To download the Configuration Report scroll to the bottom of the page, then, in the Quick Links section, click **Download Configuration Report**.

 **Note:** If this feature does not appear, log in as a system administrator.

The document is saved automatically as an XML file in the default download location on your computer hard drive. To open the Configuration Report, use an XML viewer.


Using the Remote Control Panel Feature

The Remote Control Panel feature in the Embedded Web Server allows you to access the printer control panel remotely from a Web browser.


 **Note:** To access the Remote Control Panel, enable the feature. For details, contact your system administrator, or refer to [Remote Control Panel](#).

To access the Remote Control Panel feature:


1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.

 **Note:** For details about obtaining the IP address of your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Quick Links area, click **Remote Control Panel**.

 **Note:** If the Remote Control Panel option is not displayed or fails to load, contact your system administrator.

3. To restrict other users from accessing the device control panel when you are connected remotely to the device, click the **Lock Device Control Panel** option.

 **Note:** If a local user attempts to access the control panel while the device control panel is locked, the control panel does not respond. A message appears on the control panel, confirming that the control panel is locked and the device is being controlled remotely.

4. To enable remote access to the device control panel, click **Request Session**. The remote control panel sends a request to the local control panel.
 - If the local control panel is inactive, the remote control panel session is activated automatically.
 - If a local user is active on the device, a Remote Session Request message appears on the local control panel. The local user chooses to accept or deny the request. If the request is accepted, the remote control panel session is activated. If the request is denied, a Request Denied message appears in the Embedded Web Server.

 **Note:** If the system administrator requests a remote session, if the request is denied, an option to override the local session is displayed.

Accessing the Printer

The system administrator can set access rights on the printer to ensure that unauthorized users cannot access the printer. If the system administrator configures authentication and authorization, users require a login and a password to access some or all of the features of the printer.

Logging In

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

Logging In at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Log In**.

3. Type the User Name using the keypad, then touch **Enter**.
4. If prompted, enter the password, then touch **Enter**.



Note: For more information on logging in as system administrator, refer to [Logging In as the Administrator at the Control Panel](#).

5. Touch **OK**.



Note: To access each password-protected service, enter the User Name and password.

Billing Meters/Usage Counters

The Usage Counter menu shows the total number of impressions. You cannot reset the counters, which track the total number of pages printed for the life of the printer. A page is one side of a sheet of paper that can be printed on one or two sides. A sheet printed on two sides counts as two impressions.

To view the Usage Counters at the control panel:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Billing/Usage**.
3. To view more details, touch **Usage Counters** and select an option.
4. After viewing the usage readings, to return to the Home screen, press the **Home** button.

To view the Usage Counters using the Embedded Web Server:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. To view the Billing/Usage counters, in the Embedded Web Server, click **Home**.
3. To view more details, for Billing/Usage, click **Details**.
 - To view Billing Meter details, click **Billing Meters**.
 - To view Usage Counter details, click **Usage Counters**.
4. To return to the previous window, click **Close**.

More Information

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

Resource	Location
<i>Installation Guide</i>	Packaged with the printer.
Other documentation for your printer	www.xerox.com/office/WC6515docs
Recommended Media List	United States: www.xerox.com/rmlna European Union: www.xerox.com/rmleu
Technical support information for your printer; including online technical support, Online Support Assistant, and print driver downloads.	www.xerox.com/office/WC6515support
Information Pages	Print from the control panel. For details, refer to Information Pages .
Order supplies for your printer	www.xerox.com/office/WC6515supplies
Local sales and Technical Customer Support	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Xerox® Direct online store	www.direct.xerox.com/

Installation and Setup

This chapter contains:

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For reference:

- *Installation Guide* packaged with your printer
- Online Support Assistant at www.xerox.com/office/WC6515docs

Installation and Setup Overview

Before you print, ensure that your computer and the printer are plugged in, powered on, and connected. Configure the initial settings of the printer, then install the print driver software and utilities on your computer.

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. Xerox recommends an Ethernet connection because it is typically faster than a USB connection, and it provides access to the Embedded Web Server.

For more information, refer to [Connecting the Printer](#).

Selecting a Location for the Printer

1. Select a dust-free area with temperatures from 5–32°C (41–90°F), and relative humidity 15–85 %.

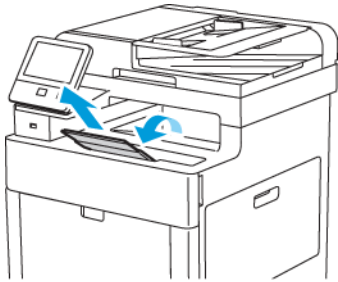


Note: Sudden temperature fluctuations can affect print quality. Rapid heating of a cold room can cause condensation inside the printer, directly interfering with image transfer.

2. Place the printer on a level, solid, non-vibrating surface with adequate strength for the weight of the printer. The printer must be horizontal with all four feet in solid contact with the surface. To find the weight for your printer configuration, refer to [Physical Specifications](#). Select a location with adequate clearance to access supplies and to provide proper ventilation. To find the clearance requirements for your printer, refer to [Clearance Requirements](#).
3. After positioning the printer, you are ready to connect it to the power source and computer or network.

Opening the Output Tray Extension

1. To provide better support for your prints, open the Output Tray Extension.




2. To print on longer paper, open the Output Tray Extension, then pull out the upper section until it stops.

Connecting the Printer

Selecting a Connection Method

You can connect the printer to your computer using a USB cable, Ethernet cable, or wireless connection. The method that you select depends on how your computer is connected to the network. A USB connection is a direct connection and is the easiest to set up. An Ethernet connection is used to connect to a network. If you are using a network connection, it is important to understand how your computer is connected to the network.

 **Note:** Hardware and cabling requirements vary for the different connection methods. Routers, network hubs, network switches, modems, Ethernet cables, and USB cables are not included with your printer and must be purchased separately.

USB

If you connect the printer to one computer and do not have a network, use a USB connection. A USB connection offers fast data speeds, but typically not as fast as a network connection.

 **Note:** To access the Embedded Web Server, a network connection is required.

Network

If your computer is connected to an office network or home network, use an Ethernet cable to connect the printer to the network. You cannot connect the printer directly to the computer via Ethernet. A connection through a router or network switch is required. An Ethernet network can be used for one or more computers and supports many printers and systems simultaneously. An Ethernet connection is typically faster than USB and allows you direct access to the settings of the printer using the Embedded Web Server.

Wireless Network

If your environment includes a wireless router or wireless access point, you can connect the printer to the network with a wireless connection. A wireless network connection provides the same access and services as a wired connection. A wireless network connection is typically faster than USB and allows direct access to the settings of the printer using the Embedded Web Server.

Telephone

To send and receive faxes, the multifunction printer must be connected to a dedicated telephone line.

Connecting to a Computer Using USB

To connect using USB, you need one of these operating systems: Windows Vista, Windows 7, Windows 8.1, Windows 10, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, or Macintosh OS X version 10.9 or later.

To connect the printer to the computer using a USB cable:

1. Connect the **B** end of a standard A/B USB 2.0 or USB 3.0 cable to the USB Port on the back of the printer.
2. Connect the **A** end of the USB cable to the USB port on the computer.

3. If the Windows Found New Hardware Wizard appears, cancel it.
4. Install the print driver.

Connecting to a Wired Network

1. Ensure that the printer is powered off.
2. Attach a Category 5 or better Ethernet cable from the printer to the network or router socket. Use an Ethernet switch or router, and two or more Ethernet cables. Connect the computer to the switch or router with one cable, then connect the printer to the switch or router with the second cable. Connect to any port on the switch or router except the uplink port.
3. Attach the power cord, then plug in the printer and turn it on.
4. Set the network IP printer address, or set up the printer for automatic printer IP detection.

Connecting to a Wireless Network

A wireless local area network (WLAN) provides the means to connect 2 or more devices in a 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, the wireless router must be configured with a service set identifier (SSID) and any necessary credentials.



Note: Wireless networking is available only on printers with the optional Wireless Network Adapter installed.

Configuring the Printer for a Wireless Network



Note: Before you configure wireless network settings, install the Xerox® Wireless Network Adapter Kit.

If you purchased and installed a Wireless Network Adapter Kit, you can connect the device to a wireless network. If the device is connected to a wired network, you can configure wireless networking at the device, or use the Embedded Web Server.



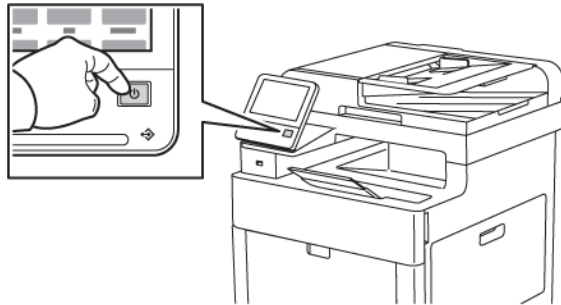
Note: After the Wireless Network Adapter is installed, remove it only as necessary. For information on removing the adapter, refer to [Removing the Wireless Network Adapter](#).

Installing the Wireless Network Adapter

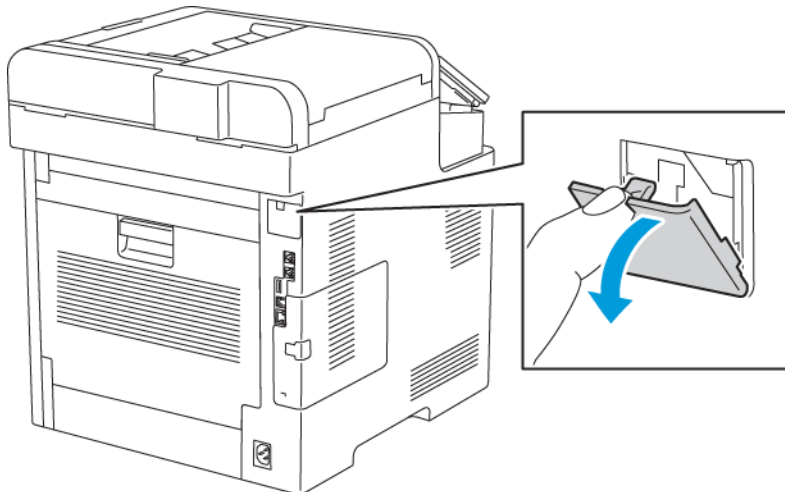
The optional wireless network adapter plugs in to the back of the control board. After the adapter is installed, and wireless networking is enabled and configured, the adapter is able to connect to a wireless network.

To install the Wireless Network Adapter:

1. Power off the printer.




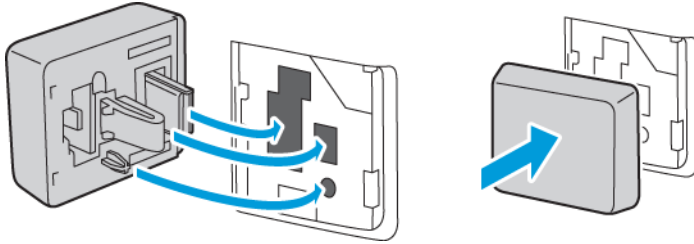
2. To remove the Wireless Network Adapter Port Cover, press down on the latch, then pull the cover away from the printer.



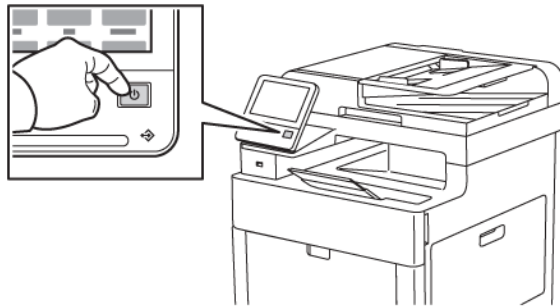
3. Remove the packaging from the Wireless Network Adapter.

4. To install the Wireless Network Adapter, follow the procedure defined on the instruction sheet provided with the Wireless Network Adapter.

 **Note:** Pulling on the adapter can damage it. Once installed, remove the adapter only as needed, and according to the Wireless Network Adapter removal instructions. For details, refer to [Removing the Wireless Network Adapter](#).



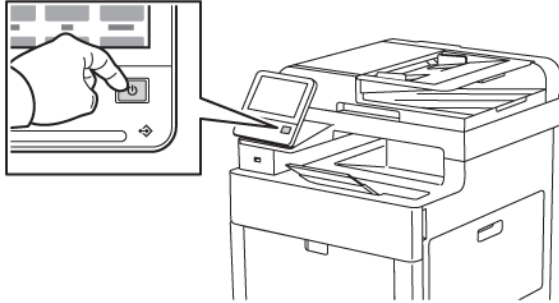
5. Power on the printer.



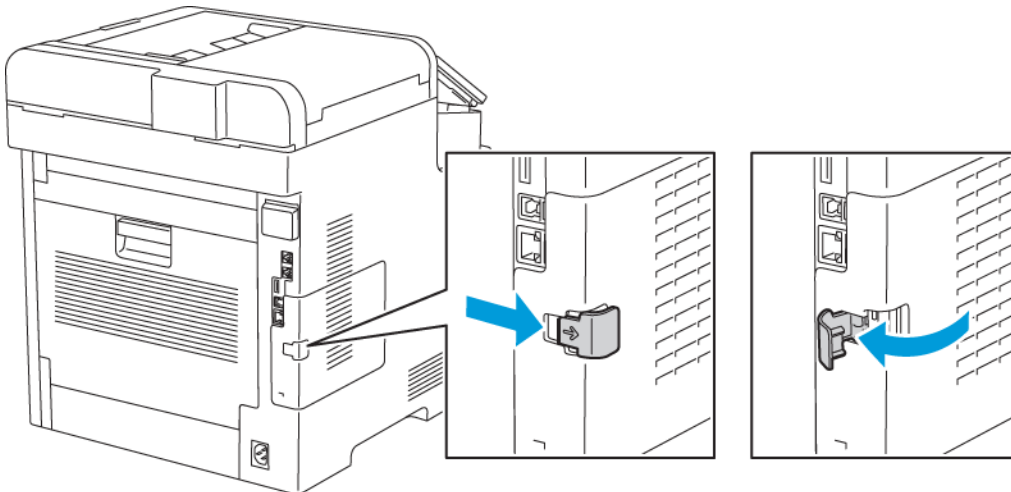
6. Configure the Wi-Fi Settings.

Removing the Wireless Network Adapter

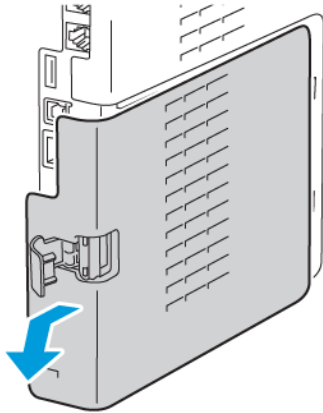
1. Power off the printer.



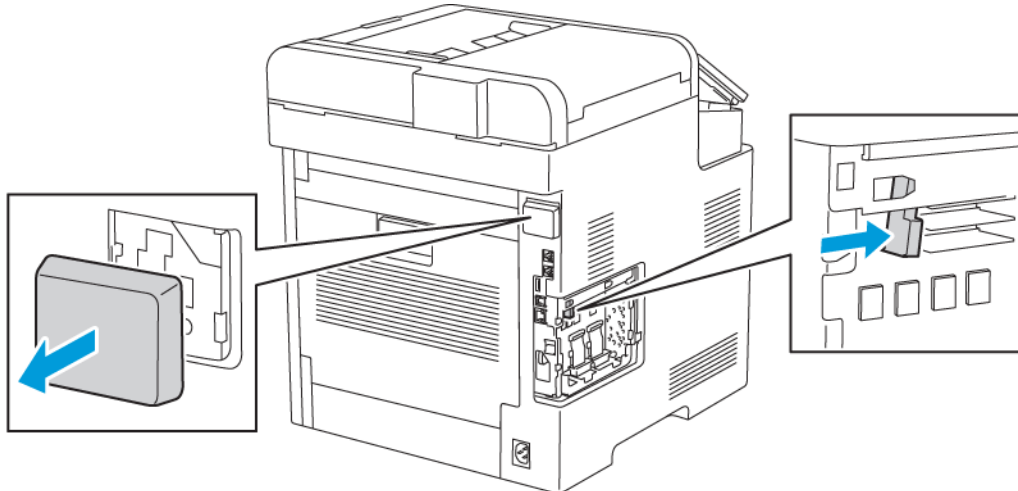
2. To unlatch the left-side cover, slide the handle away from the printer, then swing the handle toward the rear of the printer.



3. To remove the cover, slide it toward the back, then away from the printer.



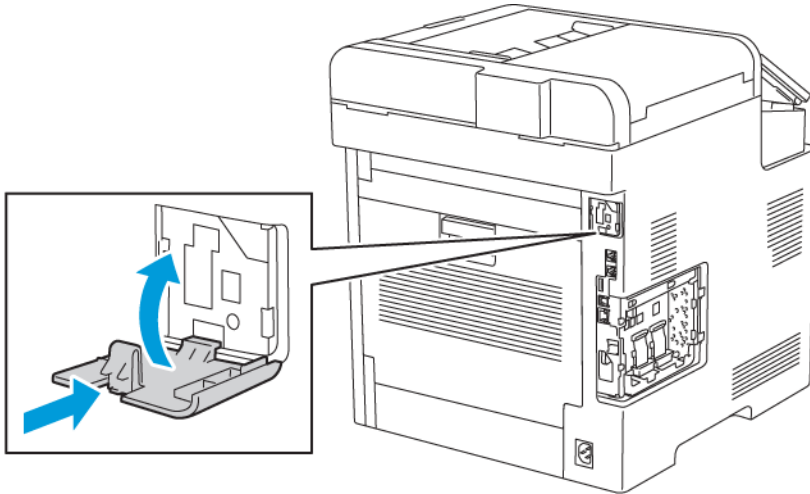
4. Reach into the printer and push the release lever toward the front of the printer. Hold the release lever in this position and gently pull the Wireless Network Adapter away from the printer.



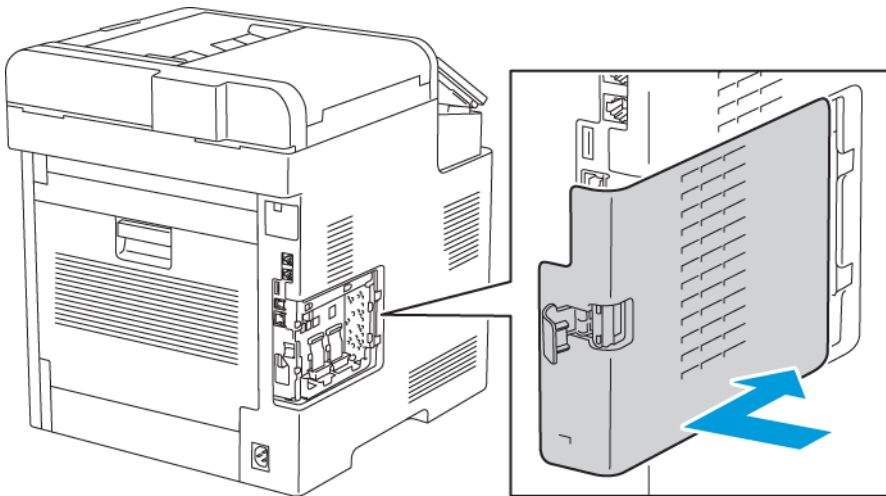
 **Note:** Do not use force to pull on the Wireless Network Adapter. If the latch is released properly, the adapter pulls out easily. Pulling on a secured adapter can damage it.

Installation and Setup

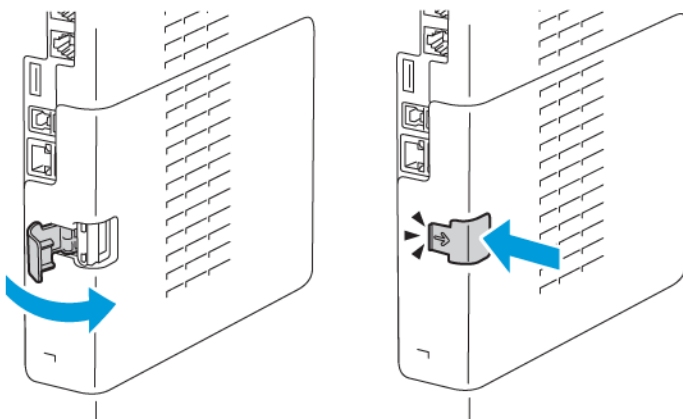
5. To reinstall the Wireless Network Adapter Port Cover, insert the bottom tab into the small slot. Gently press the port cover against the back of the printer until it latches into place.



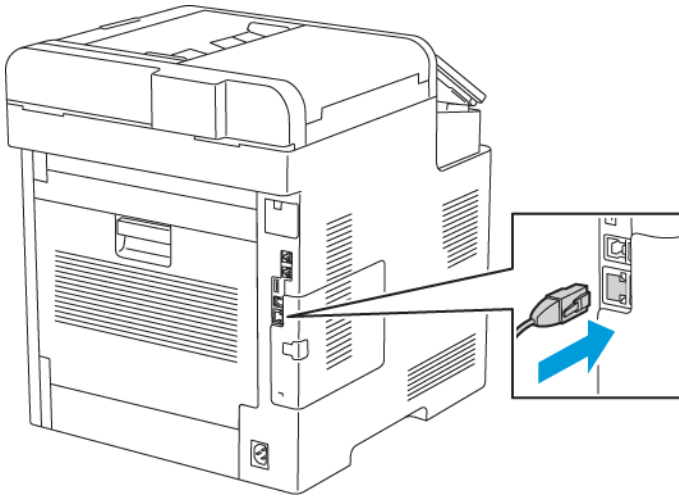
6. Place the left-side cover into place, then slide it toward the front of the printer.



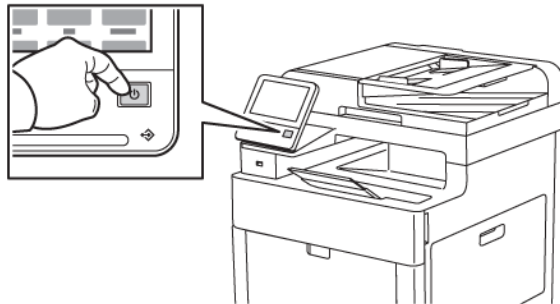
7. To latch the cover, swing the handle toward the front of the printer, then push the handle in until it clicks into the locked position.



8. Connect the printer to your computer with a USB cable or to a network using an Ethernet cable.



9. Power on the printer.



Resetting Wireless Settings

If the printer was previously installed in a wireless network environment, it could retain setup and configuration information. To prevent the printer from attempting to connect to the previous network, reset the wireless settings.

To reset the wireless settings:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Connectivity**→**Wi-Fi**.
3. Touch the network selection that you want to reset.
4. Touch **Forget This Network**.
5. At the prompt, touch **Forget & Reboot**.

Connecting to a Network with a Wi-Fi Protected Setup



Wi-Fi Protected Setup (WPS) is a network standard for setting up a wireless network. The WPS protocols enable you to set up devices in a secure wireless network without having wireless networking experience. With a WPS-certified router, you can use tools in the router and the printer to connect the printer to the network. To use the tools, ensure that the wireless router is configured properly and is compliant with the WPS.

- Push Button Connection (PBC) is the easiest way to connect the printer to a wireless network. It automatically connects when you push a button on the router and on the printer. After the router and printer exchange information, the printer accepts the security and configuration information from the router and connects to the network. The PBC is a moderately secure way to connect the printer to the network. You do not need to enter any information to make the network connection.
- PIN (Personal Identification Number) automatically connects the printer to a wireless router using a common PIN. The printer generates and prints a PIN for use in the setup process. When you enter the PIN into the router, the router broadcasts network information using the PIN. When both devices recognize the PIN, the router provides the security and configuration information to the printer, which uses it to connect to the network.

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, obtain the router setup and configuration information, such as name and passphrase. For assistance, contact your system administrator.

To connect to a wireless network manually:

1. Log in as administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
2. Touch **Device**→**Connectivity**→**Wi-Fi**.
3. To enable the Wi-Fi feature, touch the enable toggle button.
4. To connect automatically to an existing Wi-Fi network:
 - a. In the list of available Wi-Fi networks, touch the required network.
 **Note:** If the required Wi-Fi network is not listed, or if the required network uses WPS, configure the connection manually. For details, refer to step 6.
 - b. If needed, to log in to the network, type the password.
 - c. To select a Wi-Fi frequency band, touch **Wi-Fi Band**, then select an option.
 **Note:** The Wi-Fi frequency band is set to AUTO by default.
 - d. Touch **OK**.
5. To connect manually to a Wi-Fi Network:
 - a. Touch **Manual Setup**.
 - b. In the first field, type a name for the Wi-Fi network, then touch **Enter**.
 - c. Touch **Network Type**, then select an option.
 - d. Touch **Security**, then select an option.

- e. Touch **Wi-Fi Protected Setup (WPS)**, then select an option.



Note: For a WPS setup with a Push Button Connection (PBC), select **PBC**.

- f. Touch **OK**.
6. To activate your Wi-Fi connection setting changes, press the **Home** button.
7. At the prompt, touch **Restart Now**.
8. After the printer restarts, wait 2 minutes. To get the network information that includes the IP address, print a Configuration Report. For more information, refer to [Printing the Configuration Report](#).

Configuring the Primary Network at the Control Panel

You can set the primary network connection type at the device control panel.



Note:

- A Primary Network setup is required only if the optional Wi-Fi network connection kit is installed and enabled.
- By default, without a Wi-Fi network connection, the primary network is set to Ethernet. When the kit is installed and enabled, the device acquires two network connections. One network connection is primary, and the other network connection is secondary.
- The following features are available only over the primary network connection:
 - IPsec
 - SMTP
 - SNTF
 - WSD scan
 - Scan to SFTP, Scan to SMB, Scan to Email
 - LDAP
 - UPnP discovery
 - ThinPrint
 - EIP Web Service
- If you remove the Wi-Fi network connection module, the primary network connection is set to Ethernet.

To configure the Primary Network at the control panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to [Accessing the Control Panel as a System Administrator](#).
3. Touch **Device** → **Connectivity** → **Primary Network**.
4. Select the appropriate network connection type for the device.
5. To apply the changes and restart the device, at the prompt, touch **Restart Now**.

Configuring the Primary Network From the Embedded Web Server


You can set the primary network connection type in the Embedded Web Server.

 **Note:**

- A Primary Network setup in the Embedded Web Server is possible only if the optional Wi-Fi connection kit is installed and enabled.
 - By default, without a Wi-Fi connection, the primary network is set to Ethernet. When the kit is installed and enabled, the device acquires two network connections. One network connection is primary, and the other network connection is secondary.
 - The following features are available only over the primary network connection:
 - IPsec
 - SMTP
 - SNTF
 - WSD scan
 - Scan to SFTP, Scan to SMB, Scan to Email
 - LDAP
 - UPnP discovery
 - ThinPrint
 - EIP Web Service
 - If you remove the Wi-Fi connection module, the primary network connection is set to Ethernet.
1. In the Embedded Web Server, log in as a system administrator, then click **Connectivity**.
 2. In the Connections area, click **Ethernet**.
 3. In the Common area, click **Edit**.
 4. Click **Primary Network**, then select the appropriate network connection type for the device.
 5. Click **OK**.
 6. To activate your changes, at the prompt, click **Restart Now**.

Connecting to 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. Wi-Fi Direct is disabled by default. For details, refer to [Connecting with Wi-Fi Direct from Your Mobile Device](#).

 **Note:** Wireless networking is available only on printers with the optional Wireless Network Adapter installed.

Connecting with Wi-Fi Direct from Your Mobile Device

To connect with Wi-Fi Direct, follow the directions provided with your mobile device.

Connecting to a Telephone Line

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

1. Ensure that the printer is powered off.
2. Connect a standard RJ11 cable, No. 26 American Wire Gauge (AWG) or larger, to the Line port on the back of the printer.
3. Connect the other end of the RJ11 cable to an operating telephone line.
4. Power on the printer.
5. Enable and configure the Fax functions.

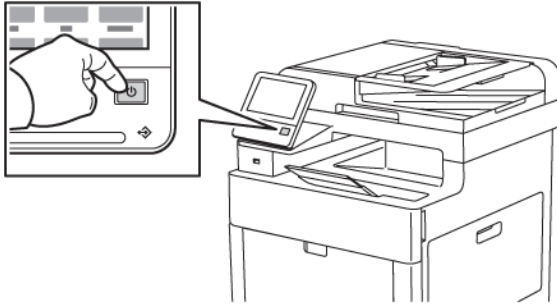
For reference:

[Configuring Fax Defaults and Settings.](#)

Powering the Printer On and Off

The printer has a single multifunction button on the control panel. The Power/Wake button restarts, powers up, or powers down the printer. This button also enters and exits low-power mode, and flashes when the printer is in power-saver mode.

To power on the printer, or to exit Low-Power mode or Sleep mode, press the **Power/Wake** button.



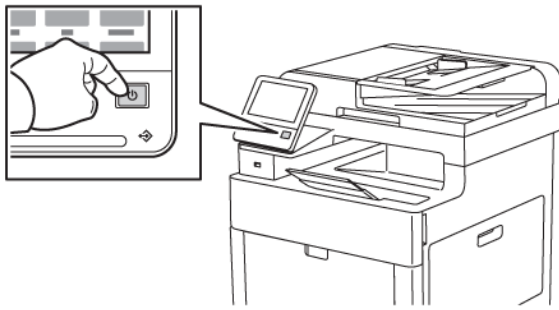
Note:

- The Power/Wake button is the only power switch on the printer.
- The printer exits Low-Power mode or Sleep mode automatically when it receives data from a connected device.


- When in Low-Power mode, or Sleep mode, the touch screen is turned off and unresponsive. To wake the printer manually, press the Power/Wake button.

To restart, place the printer in Sleep Mode, or power off the printer:

1. At the printer control panel, press the **Power/Wake** button.




2. Select an option.
 - To restart the printer, touch **Restart**. At the prompt, touch **Restart**.
 - To place the printer in Sleep Mode, touch **Sleep**.
In Sleep Mode, the touch screen is powered off and the Power/Wake button flashes.
 - To power off the printer, touch **Power Off**.
3. If the printer does not respond to a single press of the Power/Wake button, press and hold the button for 5 seconds. A message appears that requests you to wait for the printer to power off.
After 10 seconds, the touch screen goes dark and the Power/Wake button flashes until the printer has completed the power off process.

 **Caution:** Do not plug or unplug the power cord when the printer is powered on.

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.

 **Note:** You can change these settings at any time.

Configuring Network Settings

About TCP/IP and IP Addresses

Computers and printers primarily use TCP/IP protocols to communicate over an Ethernet network. Generally, Macintosh computers use either TCP/IP or the Bonjour protocol to communicate with a network printer. For Macintosh OS X systems, TCP/IP is preferred. Unlike TCP/IP, however, Bonjour does not require printers or computers to have IP addresses.

With TCP/IP protocols, each printer and computer must have 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, refer to the documentation for your router for information on IP addressing.

Assigning the Printer IP Address

By default, the printer is configured to acquire an IP address from the network server using DHCP. Network addresses assigned by DHCP are temporary, however. After a specified time, the network can assign a new IP address to the printer. If the print driver is configured to use a specific IP address that changes periodically, you can experience connectivity issues. To avoid problems, or if your network administrator requires a static IP address for the printer, you can assign the IP address to the printer.

You can view the IP address of your printer on the control panel or on the Configuration Report. For details, refer to [Finding the IP Address of Your Printer](#).

Assigning the IP Address Automatically

1. At the printer control panel, press the **Home** button.
2. Touch **Device** → **Connectivity** → **Ethernet** → **IPv4**.
3. To enable IPv4, touch the **Enable IPv4** toggle button.
4. To allow your DHCP server to assign an IP address to the printer, touch **DHCP**, then touch **OK**.



Note: For best results on most networks, enable **DHCP**. This option enables Dynamic DNS Registration.

5. To save the settings, touch **OK**.
6. Press the **Home** button.
7. For the settings to take effect, at the prompt, touch **Restart Now**.
8. Two minutes after the printer restarts, verify that the printer has obtained a valid IP Address. For details, refer to [Finding the IP Address of Your Printer](#).

Configuring AirPrint

AirPrint is a software feature that allows you to print from wired or wireless Apple iOS-based mobile devices and Mac OS-based devices without the need to install a print driver. AirPrint-enabled printers allow you to print or fax directly from a Mac, an iPhone, iPad, or iPod touch. You can use AirPrint to print from a wired device or a wireless device without using a print driver.



Note:

- Not all applications support AirPrint.
 - Wireless devices must join the same wireless network as the printer.
 - For AirPrint to function, both IPP and Bonjour® (mDNS) protocols must be enabled.
 - 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.
 - The Mac OS device must be Mac OS 10.7 or later.
 - 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.
1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, click **Home** → **Connectivity**.



Note: If this feature does not appear, log in as a system administrator.

3. For Mobile Printing, click **AirPrint**.
4. To enable AirPrint click the **Enable** toggle button.



Note: AirPrint® is enabled by default when IPP and Bonjour®(mDNS) are both enabled.

- To change the printer name, in the Name field, enter a new name.
 - To enter a location for the printer, in the Location field, enter the location of the printer.
 - To enter a physical location or address for the printer, in the Geo-Location field, enter the geographic latitude and longitude coordinates in decimal form. For example, use coordinates such as 45.325026, -122.766831 for a location.
5. Click **OK**.
 6. To activate your changes, at the prompt, click **Restart Now**.

Configuring Google Cloud Print

Google Cloud Print allows you to print documents that are stored in the cloud without using a print driver.

Before you begin:

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

To configure Google Cloud Print:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, click **Home—Connectivity**.
3. For Mobile Printing, click **Google Cloud Print**.
4. To enable Google Cloud Print, click the **Enable** toggle button.
5. Click **OK**.
6. Restart the printer, then wait 2 minutes for the printer to connect.
7. Refresh your Web browser, then for Mobile Printing, click **Google Cloud Print**.
8. Click **Printer Registration**.
9. Click **Register**.

A printer registration page prints.

10. To register the printer, in your Web browser, type the URL provided, or use your mobile phone to scan the barcode.

After the printer is registered, a confirmation status window appears.

11. To access the Google Cloud Print feature, in your Google account, click **Manage Your Printer**.



Note: The default printer name appears in this format: Model name (MAC address).

Configuring General Setup Using the Control Panel

Accessing Information About the Printer Using the Control Panel

To view information about the printer:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**About**.
3. To return to the Home screen, press the **Home** button.
4. At the printer control panel, press the **Home** button.
5. Touch **Device**→**About**→**Information Pages**.
6. To print a specific information page, touch the desired report.
7. To return to the Home screen, press the **Home** button.

To print information about the printer:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**About**→**Information Pages**.
3. To print a specific information page, touch the desired report.
4. To return to the Home screen, press the **Home** button.

Displaying or Hiding Installed Apps

1. At the printer control panel, press the **Home** button.
2. Touch **Customize**.
3. To display an installed App that is hidden initially:
 - a. Touch the plus (+) icon.
 - b. Touch the App that you want to appear on the control panel.
 - c. Touch **Done**.
4. To hide an installed App:
 - a. For the desired App, touch **X**.
 - b. Touch **Done**.
5. Verify that only the desired Apps appear on the Home screen.

Customizing or Personalizing the Feature List

To customize the Features list for an app:

1. At the printer control panel, press the **Home** button.
2. Touch the app required.
3. Scroll to the bottom, then touch **Customize**.
4. Touch **Feature List**.



Note: For logged-in administrators, a window appears that asks you to confirm if the changes are for a Guest or for you.

5. Touch the particular option.
 - To hide a feature, for the required feature, touch the **Eye** icon. To signify that the feature is hidden, the Eye icon appears with a line across it.
 - To show a feature, for the required feature, touch the **Eye** icon. To signify a feature is visible, the Eye icon appears with no line across it.
6. To reorder the menu features, touch and drag the features into the appropriate order.
7. To save the current configuration, touch **Done**.

Configuring Fax Defaults and Settings

It is unlawful to send a message from a fax machine without the proper Fax Send Header information. The following information must appear on the first transmitted page, or in the top or bottom margin of each transmitted page:

- Identity of the business or individual sending the fax
- Telephone number of the sending machine
- Date and time of the transmission

The first time that the printer is powered on, the Installation Wizard runs. The Installation Wizard process guides you through initial configuration of the printer and includes configuration of Fax settings and defaults.

There are four areas to configure in Fax Settings:

- Fax Line Settings
- Incoming Defaults
- Transmission Defaults
- Fax Reports

For proper fax operation, before you use the fax, configure all of the settings. You can change the settings using the control panel or the Embedded Web Server.



Note: If your printer is connected to your computer through an Ethernet connection, to configure the fax settings, use the Embedded Web Server.

Installing the Software

Before installing driver software, verify that the printer is plugged in, powered on, connected correctly, and has a valid IP address. The IP address usually appears in the upper, right corner of the control panel. If you cannot find the IP address, see [Finding the IP Address of Your Printer](#).

 **Note:**

If the *Software and Documentation* disc is not available, download the latest drivers from www.xerox.com/office/WC6515drivers.

Operating System Requirements

- Windows Vista, Windows 7, Windows 8.1, Windows Server 2008, Windows 10, Windows Server 2008 R2, and Windows Server 2012.
- Macintosh OS X version 10.9 and later.
- UNIX and Linux: Your printer supports connection to various UNIX platforms through the network interface.


Installing the Print Drivers for a Windows Network Printer

1. Insert the *Software and Documentation* disc into the appropriate drive on your computer. If the installer does not start automatically, navigate to the drive, and double-click the **Setup.exe** installer file.

 **Note:**

If the *Software and Documentation* disc is not available, download the latest drivers from www.xerox.com/office/WC6515drivers.

2. Select your printer model.
3. Click **Install Drivers**.
4. Select **Install Print Driver**, **Install Scan Driver**, or **Install Print and Scan Drivers**.
5. At the License Agreement, click **I Agree**.
6. From the list of discovered printers, select your printer.

 **Note:** When installing drivers for a network printer, if your printer does not appear in the list, click the **IP Address or DNS Name** button. In the IP Address or DNS Name field, type the IP address of your printer, then click **Search** to locate and select your printer. If you do not know the IP address of the printer, refer to [Finding the IP Address of Your Printer](#).

7. Click **Next**.
8. If needed, you can name your printer by typing a name in the **Queue Name** field.
9. If installing a print driver, make a print driver selection.
10. If installing a scan driver, make a scan driver selection.
11. Click **Install**.

12. If needed, set the printer as the default printer.



Note: Before selecting **Share Printer**, contact your system administrator.

13. To complete the installation, click **Finish**, then click **Close**.

Installing the Print Drivers for a Windows USB Printer

1. Insert the Software and Documentation disc into the appropriate drive on your computer.
If the installer does not start automatically, navigate to the drive, and double-click the **Setup.exe** installer file.
2. Click **Install Software**.
3. At the License Agreement, select **I Agree**, then click **Next**.
4. To install the printer support software, select **Software**, then click **Next**.
5. In the Software and Documentation window, clear the check box for any undesired options.
6. Click **Next**.
7. To complete the installation, click **Finish**.

Installing the Drivers and Utilities for Macintosh OS X

1. Insert the Software and Documentation disc into the appropriate drive on your computer.
2. Open Xerox® Print Drivers 3.xx.x.dmg/.pkg as needed for your printer.
3. To run Xerox® Print Drivers 3.xx.x.dmg/.pkg, double-click the appropriate file name.
4. When prompted, click **Continue**.
5. To accept the license agreement, click **I Agree**.
6. To accept the current installation location, click **Install**, or select another location for the installation files, then click **Install**.
7. If prompted, enter your password, then click **OK**.
8. From the list of discovered printers, select your printer, then click **Next**.
9. If your printer does not appear in the list of discovered printers:
 - a. Click the **Network Printer Icon**.
 - b. Type the IP address of your printer, then click **Continue**.
 - c. Select your printer in the list of discovered printers, then click **Continue**.
10. If your printer was not detected, verify that the printer is on and that the Ethernet or USB cable is connected properly.
11. To accept the print queue message, click **OK**.
12. Select or clear the **Set Printer as Default** and **Print a Test Page** check boxes.
13. Click **Continue**, then click **Close**.

Adding the Printer

For networking, set up your printer using Bonjour (Rendezvous), or connect using the IP address of your printer for an LPD/LPR connection. For a non-network printer, create a desktop USB connection.

To add the printer using Bonjour:

1. From the computer Applications folder or from the dock, open **System Preferences**.
2. Click **Printers & Scanners**.
The list of printers appears on the left of the window.
3. Under the list of printers, click the **Plus** button (+).
4. At the top of the window, click the **Default** icon.
5. Select your printer from the list, then click **Add**.



Note: If your printer was not detected, verify that the printer is on and that the Ethernet cable is connected properly.

To add the printer by specifying the IP address:

1. From the computer Applications folder or from the dock, open **System Preferences**.
2. Click **Printers & Scanners**.
The list of printers appears on the left of the window.
3. Under the list of printers, click the **Plus** button (+).
4. Click **IP**.
5. From the Protocol drop-down menu, select the protocol.
6. In the Address field, enter the IP address of the printer.
7. In the Name field, enter a name for the printer.
8. From the Print Using drop-down list, choose **Select a driver to use**.
9. From the printer software list, select the print driver for your printer model.
10. Click **Add**.

For reference:

Online Support Assistant at: www.xerox.com/office/WC6515support

Installing Scan Drivers for Macintosh

1. Insert the *Software and Documentation disc* into your computer.
2. Double-click the disc icon on your desktop to view the **.dmg** file for your printer.
3. Open the **Scan Installer.dmg** file, then navigate to the appropriate installer file for your operating system.
4. Open the **Scan Installer** package file.
5. Click **Continue** to acknowledge the warning and introductory messages.
6. To accept the license agreement, click **Continue**, then click **Agree**.

7. To accept the current installation location, click **Install**, or select another location for the installation files, then click **Install**.
8. Enter your password, then click **OK**.
9. Select your printer in the list of discovered printers, then click **Continue**.
10. Click **Continue Installation**.
11. To restart, click **Log Out**.


Installing LAN Fax Drivers for Macintosh

1. Insert the *Software and Documentation disc* into your computer.
2. Double-click the disc icon on your desktop to view the **.dmg** file for your printer.
3. Open the **LAN Fax Installer.dmg** file, then navigate to the appropriate installer file for your operating system.
4. Open the **LAN Fax** Installer package file.
5. Click **Continue** to acknowledge the warning and introductory messages.
6. To accept the license agreement, click **Continue**, then click **Agree**.
7. To accept the current installation location, click **Install**, or select another location for the installation files, then click **Install**.
8. Enter your password, then click **OK**.
9. Select your printer in the list of discovered printers, then click **Continue**.
10. Click **Continue Installation**.
11. To finish, click **Close**.
12. To register your printer and software, complete the registration form.

Adding a LAN Fax Printer for Macintosh

After installing the LAN fax driver on a Macintosh computer, use Bonjour to set up your printer. You can also add the printer using the IP Address of the printer for an LDP/LPR connection. For non-network printers, create a desktop USB connection.

To add the printer using Bonjour:

1. From the computer Applications folder or from the dock, open **System Preferences**.
 2. Click **Printers & Scanners**.
The list of printers appears on the left of the window.
 3. Under the list of printers, click the plus button (+).
 4. At the top of the window, click the **Default** icon.
 5. Select your printer from the list, then click **Add**.
-  **Note:** If the printer is not detected, ensure that the printer is on and that the cable is connected properly.
6. In the Print Using drop-down list, choose **Select Printer Software**.

7. In the printer software list, select the appropriate Xerox® LAN fax driver model, then click **OK**.
8. Click **Add**.
9. From the computer Applications folder or from the dock, open **System Preferences**.
10. Click **Printers & Scanners**.
The list of printers appears on the left of the window.
11. Under the list of printers, click the plus button (+).
12. Click **IP**.
13. From the Protocol drop-down menu, select the **Protocol**.
14. In the **Address** field, enter the IP address of the printer.
15. In the **Name** field, enter the name of the printer.
16. In the Print Using drop-down list, choose **Select Printer Software**.
17. In the printer software list, select the appropriate Xerox® LAN fax driver model, then click **OK**.
18. Click **Add**.

To add the printer by specifying the IP address:

1. From the computer Applications folder or from the dock, open **System Preferences**.
2. Click **Printers & Scanners**.
The list of printers appears on the left of the window.
3. Under the list of printers, click the plus button (+).
4. Click **IP**.
5. From the Protocol drop-down menu, select the **Protocol**.
6. In the **Address** field, enter the IP address of the printer.
7. In the **Name** field, enter the name of the printer.
8. In the Print Using drop-down list, choose **Select Printer Software**.
9. In the printer software list, select the appropriate Xerox® LAN fax driver model, then click **OK**.
10. Click **Add**.

Installing Drivers and Utilities for UNIX and Linux

For more information on installing print drivers and utilities for UNIX and Linux, refer to [UNIX and Linux Printing](#).

Installing the Printer as a Web Service on Devices

Web Services on Devices (WSD) allow a client to discover and access a remote device and its associated services across a network. WSD supports device discovery, control, and use.

To install a WSD printer using the Add Device Wizard:

1. At your computer, click **Start**, then select **Devices and Printers**.
2. To launch the Add Device Wizard, click **Add a Device**.

3. In the list of available devices, select the one you want to use, then click **Next**.



Note: If the printer you want to use does not appear in the list, click the **Cancel** button. Add the WSD printer manually using the Add Printer Wizard.

4. Click **Close**.

To install a WSD printer using the Add Printer Wizard:

1. At your computer, click **Start**, then select **Devices and Printers**.
2. To launch the Add Printer Wizard, click **Add a Printer**.
3. Click **Add a network, wireless, or Bluetooth printer**.
4. In the list of available devices, select the one you want to use, then click **Next**.
5. If the printer you want to use does not appear in the list, click **The printer that I want is not listed**.
6. Select **Add a printer using a TCP/IP address or hostname**, then click **Next**.
7. From the Device type field, select **Web Services Device**.
8. Enter the printer IP address in the Hostname or IP address field, then click **Next**.
9. Click **Close**.

Paper and Media

This chapter contains:

- Supported Paper 70
- Loading Paper 75
- Printing on Special Paper 85

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.

Recommended Media

A list of paper and media recommended for your printer is available at:

- www.xerox.com/rmlna Recommended Media List (United States)
- www.xerox.com/rmleu Recommended Media List (Europe)

Ordering Paper

To order paper or other media, contact your local reseller or visit www.xerox.com/office/WC6515supplies.


General Paper Loading Guidelines

- Do not overfill the paper trays. Do not load paper above the maximum fill line in the tray.
- 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.
- Do not print on label media after a label has been removed from a sheet.
- Use only paper envelopes. Print envelopes 1-sided only.

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 cutouts or perforations
- Stapled paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media
- Transparencies

-  **Caution:** The Xerox Warranty, Service Agreement, or Xerox Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Xerox Total Satisfaction Guarantee is available in the United States and Canada. 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.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture.
- 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 Paper Types and Weights

Trays	Paper Types	Weights
All Trays	Recycled	60–80 g/m ²
	Custom	60–90 g/m ²
	Bond Hole-Punched Letterhead Plain Pre-Printed	75–105 g/m ²
	Lightweight Cardstock Lightweight Glossy Cardstock	106–176 g/m ²
	Cardstock Glossy Cardstock	177–220 g/m ²
	Tray 1 and Bypass Tray	Envelope Labels

Supported Standard Paper Sizes

Tray	European Standard Sizes	North American Standard Sizes
Tray 1 and Bypass Tray	A6 (105 x 148 mm, 4.1 x 5.8 in.) A5 (148 x 210 mm, 5.8 x 8.3 in.) A4 (210 x 297 mm, 8.3 x 11.7 in.) 215 x 315 mm, 8.5 x 12.4 in. DL Envelope (110 x 220 mm, 4.33 x 8.66 in.) C6 Envelope (114 x 162 mm, 4.5 x 6.38 in.)	Postcard (102 x 152 mm, 4 x 6 in.) 127 x 178 mm, 5 x 7 in. Statement (140 x 216 mm, 5.5 x 8.5 in.) Executive (184 x 267 mm, 7.25 x 10.5 in.) 203 x 254 mm, 8 x 10 in. Letter (216 x 279 mm, 8.5 x 11 in.) Folio (216 x 330 mm, 8.5 x 13 in.) Legal (216 x 356 mm, 8.5 x 14 in.) Monarch Envelope (98 x 190 mm, 3.9 x 7.5 in.) No. 10 envelope (241 x 105 mm, 4.1 x 9.5 in.)
Tray 2	A5 (148 x 210 mm, 5.8 x 8.3 in.) A4 (210 x 297 mm, 8.3 x 11.7 in.)	Executive (184 x 267 mm, 7.25 x 10.5 in.) Letter (216 x 279 mm, 8.5 x 11 in.) Folio (216 x 330 mm, 8.5 x 13 in.) Legal (216 x 356 mm, 8.5 x 14 in.)

Supported Paper Types and Weights for Automatic 2-Sided Printing

Paper Type	Weight
Recycled	60–80 g/m ²
Custom	60–90 g/m ²

Paper Type	Weight
Bond Hole-Punched Letterhead Plain Pre-Printed	75–105 g/m ²
Lightweight Cardstock Lightweight Glossy Cardstock	106–176 g/m ²

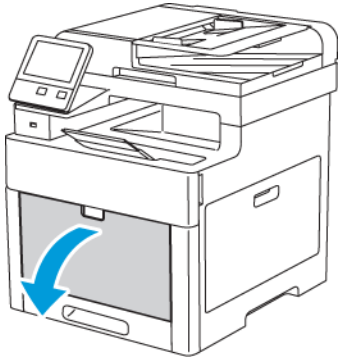
Supported Custom Paper Sizes

Tray Number	Paper Sizes
Tray 1	Minimum: 76 x 148 mm (3 x 5.8 in.) Maximum: 216 x 356 mm (8.5 x 14 in.)
Tray 2	Minimum: 76 x 191 mm (3 x 7.5 in.) Maximum: 216 x 356 mm (8.5 x 14 in.)
Bypass Tray	Minimum: 76 x 127 mm (3 x 5 in.) Maximum: 216 x 356 mm (8.5 x 14 in.)
2-Sided Printing, DN model only	Minimum: 140 x 210 mm (5.5 x 8.3 in.) Maximum: 216 x 356 mm (8.5 x 14 in.)

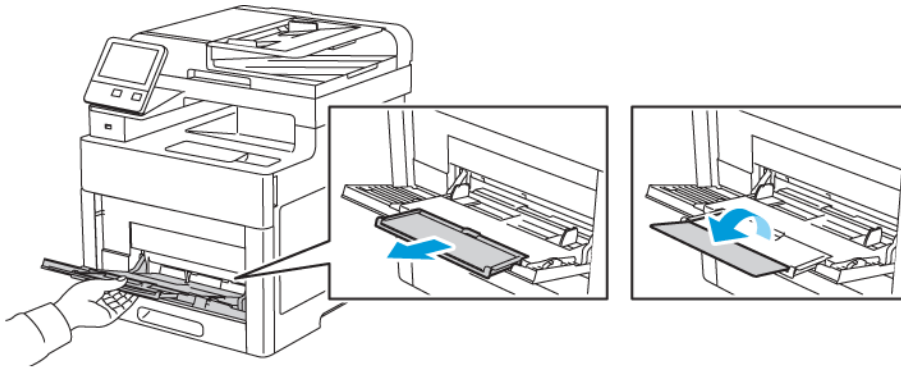
Loading Paper

Loading Paper in the Bypass Tray

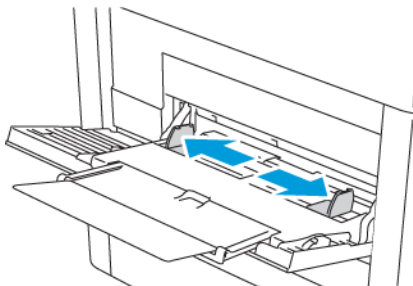
1. Open the bypass tray. If the bypass tray is loaded with paper already, remove any paper that is a different size or type.



2. Pull out the extension tray for larger sizes.




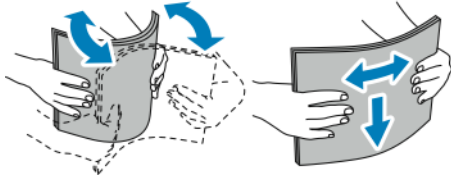
3. Move the width guides to the edges of the tray.



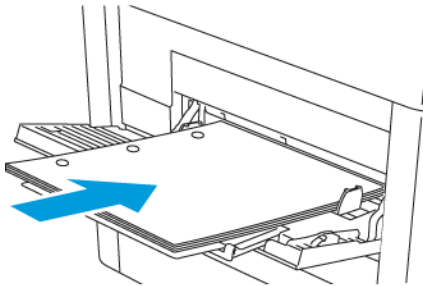
Paper and Media

- Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.

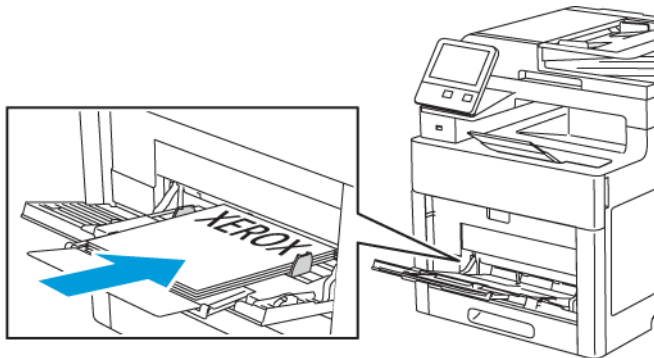
 **Note:** To avoid jams and misfeeds, do not remove paper from its packaging until you are ready to use it.




- Load the paper in the tray. Load hole-punched paper with the holes to the left.

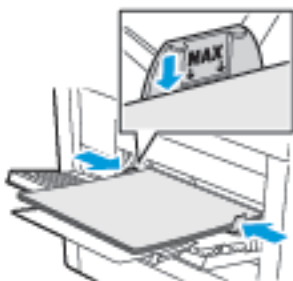


- For 1-sided printing, load letterhead or pre-printed paper face up with the top edge going into the printer.

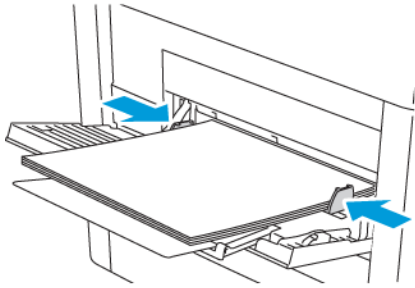


- For 2-sided printing, load letterhead and pre-printed paper face down with the top edge going into the printer.

 **Note:** Do not load paper above the maximum fill line. Overfilling can cause paper jams.



6. Adjust the width guides until they touch the edges of the paper.



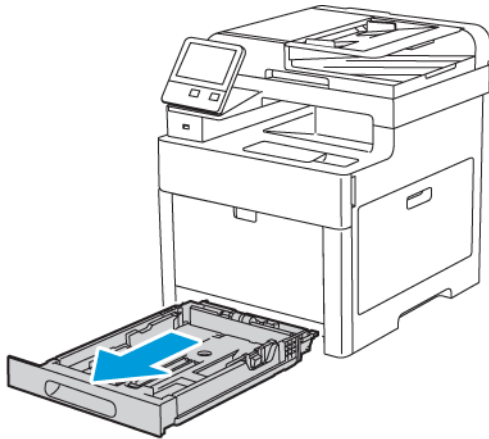
7. If the Tray Mode is set to Fully Adjustable, the printer prompts you to set the paper type and size.
 - a. If the paper size and type are correct, touch **OK**.
 - b. If the paper size or type are incorrect, change the settings.
 - To select a sheet size, touch the current size setting, then from the list, select the size.
 - To select a paper type, touch the current paper type, then from the list, select the type.
 - To save the settings, touch **OK**.
8. If no prompt appears when paper is loaded, set the paper type and size.
 - a. At the printer control panel, press the **Home** button.
 - b. Touch **Device**→**Paper Trays**.
 - c. To open the Bypass Tray menu, touch the **Bypass Tray** icon. It is displayed in the top position, before the numbered trays.
 - d. To select a paper or envelope size, touch the current size setting, then from the list, select a size.
 - e. To select a paper type, touch the current paper type, then from the list, select a paper type.
 - f. To save the setting, touch **OK**.
9. To return to the Home screen, press the **Home** button.

Configuring Trays 1 or 2 for the Paper Length

You can adjust the lengths of trays 1 and 2 to accommodate A4/Letter and Legal paper sizes. In the Legal length settings, the trays protrude from the front of the printer.

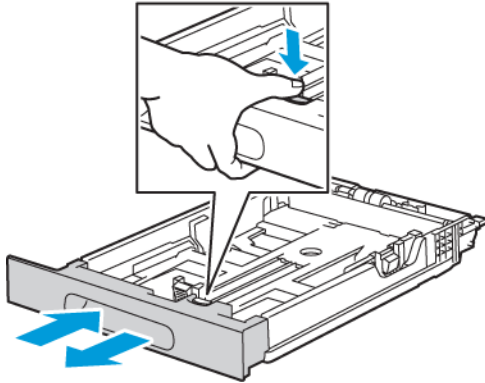
To change Trays 1 and 2 to match the paper length:

1. Remove all paper from the tray.
2. To remove the tray from the printer, pull out the tray until it stops, lift the front of the tray slightly, then pull it out.



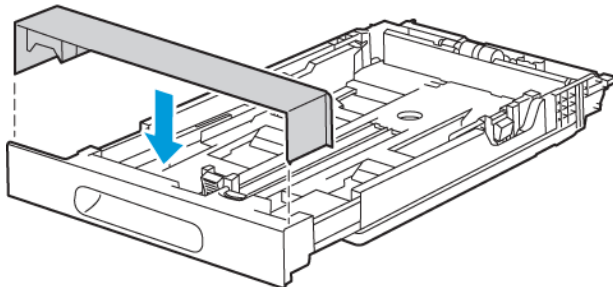
3. Set Up the Tray.


- To compress the tray for shorter paper, hold the back of the tray with one hand. With the other hand, press the release latch at the front of the tray, then push the ends inward until they latch.



- To extend the tray for longer paper, hold the back of the tray with one hand. With the other hand, press the release latch at the front of the tray and pull the ends outward until they latch.

To protect the paper when the tray is extended, place the paper cover over the extended section of the paper tray.



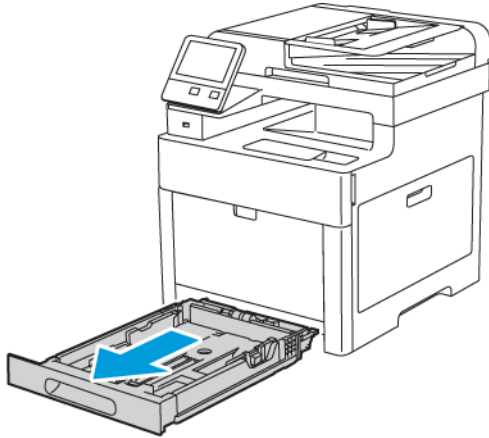
-  **Note:** If the tray is extended for legal-size paper, the tray protrudes when it is inserted into the printer.



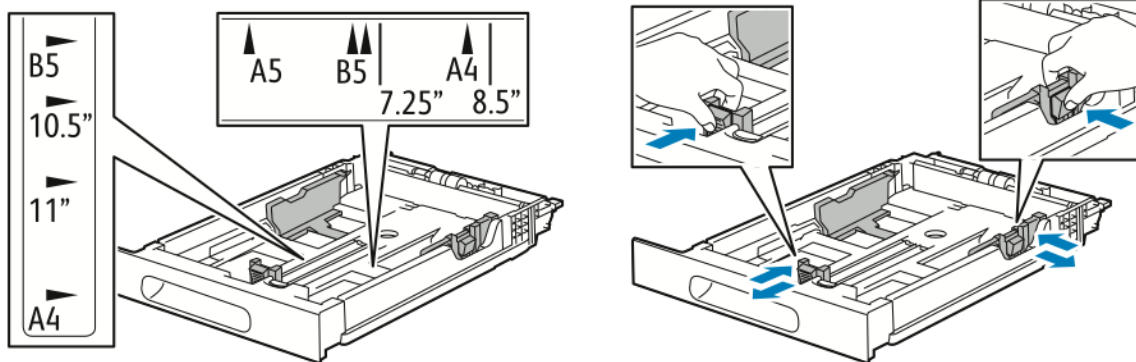
- ### 4. Load paper into the tray before inserting it back into the printer. For details, refer to [Loading Paper in Trays 1 and 2](#).

Loading Paper in Trays 1 and 2

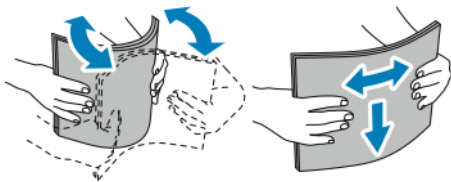
1. To remove the tray from the printer, pull out the tray until it stops, lift the front of the tray slightly, then pull it out.




2. Adjust the paper length and width guides to fit the paper size.

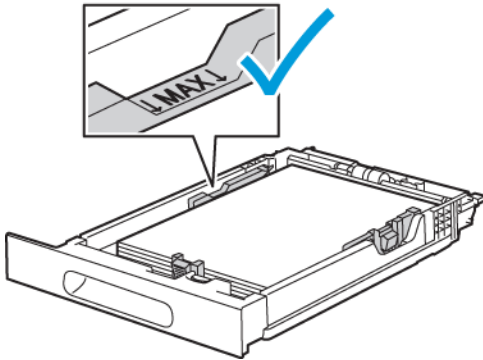


3. Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.

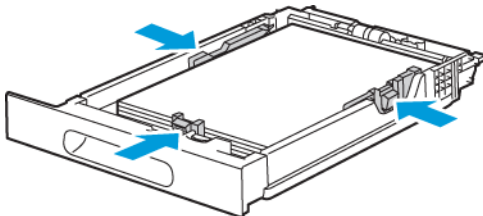


4. Load paper into the tray with the print side face up.
 - Load hole punched paper with the holes to the left.
 - For 1-sided printing, load letterhead face up with the top of the paper toward the back of the tray.
 - For 2-sided printing, load letterhead face down with the top of the paper toward the back of the tray.

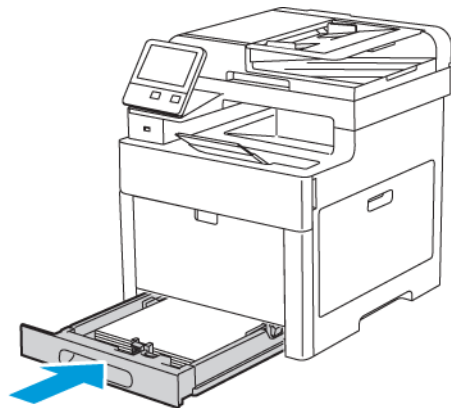
 **Note:** Do not load paper above the maximum fill line. Overfilling can cause paper jams.



5. Adjust the paper length and width guides until they touch the edges of the paper.



6. Slide the tray back into the printer.

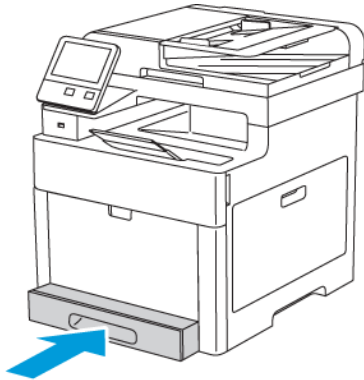


7. Push the tray in all the way.



Note:

- If the tray does not go all the way in, ensure that the paper lift at the back of the tray is locked down.
- To avoid paper jams, do not remove the paper cover while printing is in progress.
- If the tray is extended for legal size paper, the tray protrudes when it is inserted into the printer.



8. If the control panel prompts you, verify the size and type on the screen. If you are not prompted, change the paper settings.
 - a. At the printer control panel, press the **Home** button.
 - b. Touch **Device**→**Paper Trays**.
 - c. In the Paper Trays menu, touch the desired tray.
 - d. To configure the printer to prompt you to set the paper type and size when paper is loaded, touch **Tray Mode**, then touch **Fully Adjustable**.
 - e. To dedicate the tray for a paper size, type, or color, touch **Tray Mode**, then touch **Dedicated**.
 - To select a paper or envelope size, touch the current size setting, then from the list, select the size.
 - To select a paper type, touch the current paper type, then from the list, select the paper type.
 - To select a paper color, touch the current paper color, then from the list, select the paper color.
 - f. To save the setting, touch **OK**.
9. To return to the Home screen, press the **Home** button.

Setting the Tray Mode

Tray mode determines if you are prompted to confirm or modify paper settings when you load paper in the tray. Tray mode also defines how the printer behaves when a paper conflict or mismatch occurs.

To configure the Bypass Tray Mode:

1. At the printer control panel, press the **Home** button.
2. Touch the **Device**→**Paper Trays**.
3. Touch the **Bypass Tray** icon. It is displayed in the top position, before the numbered trays.
4. Touch **Tray Mode**.
5. Touch the desired mode:
 - **Fully Adjustable** prompts you to confirm or modify paper tray settings when paper is loaded in the Bypass Tray.
 - **Bypass** prompts you to confirm or modify paper tray settings when paper is loaded in the Bypass Tray. It also sets the Bypass Tray as the default tray for all print jobs without a specified tray.
6. To save the setting, touch **OK**.
7. To return to the Home screen, press the **Home** button.
8. At the printer control panel, press the **Home** button.
9. Touch the **Device**→**Paper Trays**.
10. Touch the desired tray.
11. Touch **Tray Mode**.
12. Touch the desired mode:
 - **Fully Adjustable** prompts you to confirm or modify paper tray settings when paper is loaded in a Tray.
 - **Dedicated** uses the current paper size and type settings and does not prompt you to confirm or modify the settings. Use this setting to use a tray for printing on a specific paper type and size, such as letter-size or hole-punched paper.
13. To save the setting, touch **OK**.
14. To return to the Home screen, press the **Home** button.

To configure the Tray 1 and 2 Tray Mode:

1. At the printer control panel, press the **Home** button.
2. Touch the **Device**→**Paper Trays**.
3. Touch the desired tray.
4. Touch **Tray Mode**.
5. Touch the desired mode:
 - **Fully Adjustable** prompts you to confirm or modify paper tray settings when paper is loaded in a Tray.
 - **Dedicated** uses the current paper size and type settings and does not prompt you to confirm or modify the settings. Use this setting to use a tray for printing on a specific paper type and size, such as letter-size or hole-punched paper.

Paper and Media

6. To save the setting, touch **OK**.
7. To return to the Home screen, press the **Home** button.

Printing on Special Paper

To order paper or other media, contact your local reseller or visit www.xerox.com/office/WC6515supplies.

For reference:

- www.xerox.com/rmlna Recommended Media List (United States)
- www.xerox.com/rmleu Recommended Media List (Europe)

Envelopes

You can print envelopes from Tray 1 or the Bypass Tray.

Guidelines for Printing Envelopes

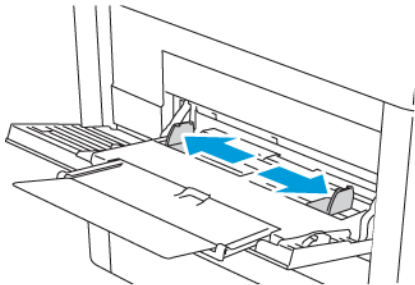
- Use only paper envelopes.
- Do not use envelopes with windows or metal clasps.
- Print quality depends on the quality and construction of the envelopes. If you do not get the desired results, try another envelope brand.
- Maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid excess moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Remove air bubbles from the envelopes before loading them into the tray by setting a heavy book on top of the envelopes.
- In the print driver software, select Envelope as the paper type.
- Do not use padded envelopes. Use envelopes that lie flat on a surface.
- Do not use envelopes with heat-activated glue.
- Do not use envelopes with press-and-seal flaps.

Loading Envelopes in the Bypass Tray

1. Open the bypass tray.

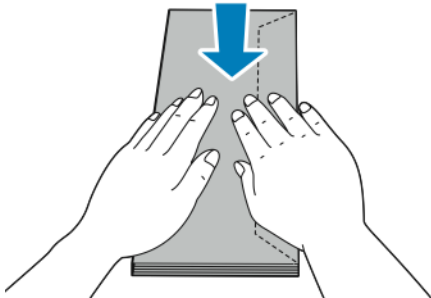


2. Move the width guides to the edges of the tray.

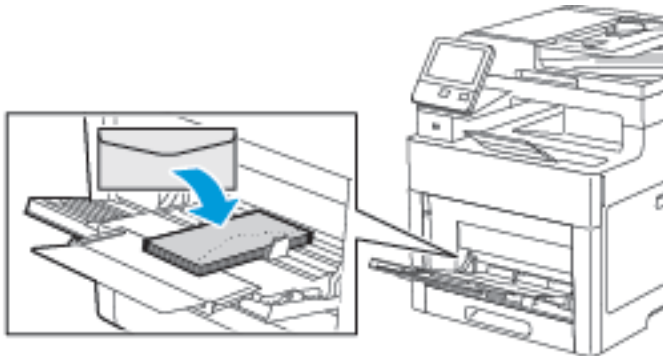


Note:

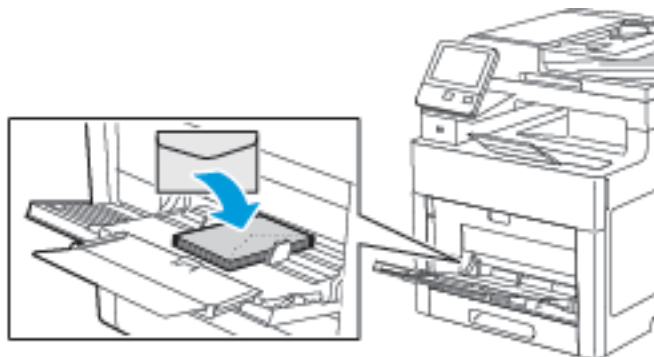
- Do not load more than five envelopes in the Bypass Tray.
- If you do not load envelopes in the bypass tray right after they have been removed from the packaging, they can bulge. To avoid jams, flatten the envelopes.



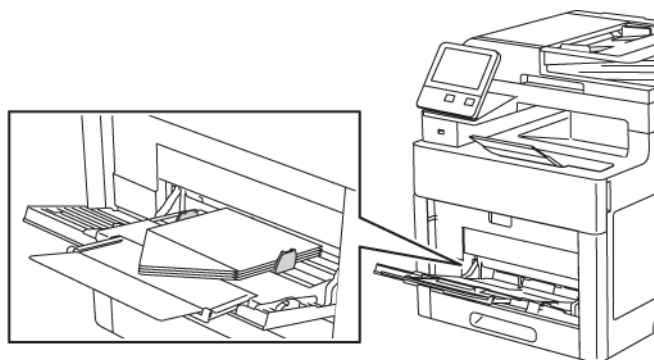
3. To load the envelopes, select an option:
 - For Number 10 envelopes, load the envelopes with the short edge going into the printer first, flaps down, and flaps to the right.



- For Monarch or DL envelopes, do one of the following. If the envelopes wrinkle, try another option.
 - Load Envelopes with the short edge going into the printer first, flaps down, and flaps to the right.

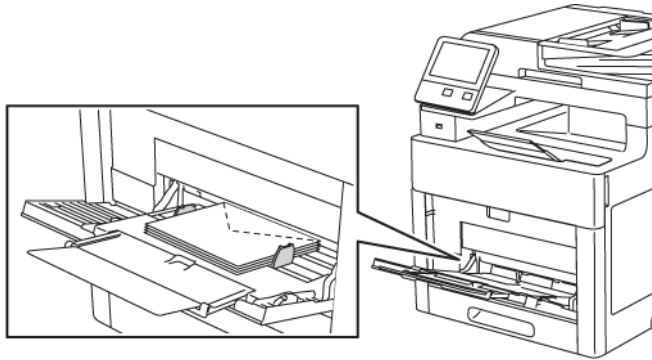


- Load Envelopes with the print side up, flaps open and down, and the bottom of the envelope going into the printer first.

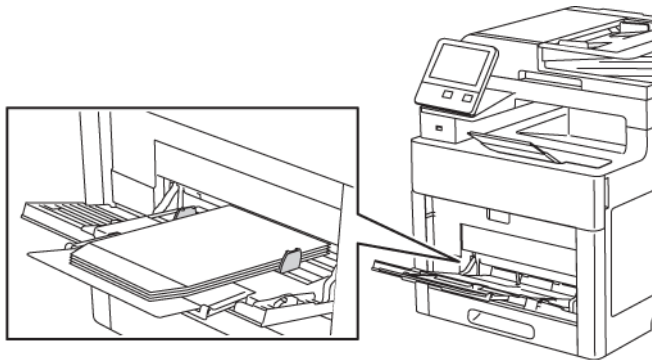


Paper and Media

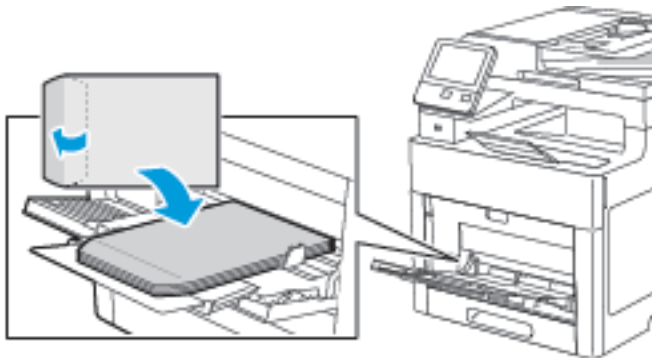
- Load Envelopes with the print side up, flaps closed and down, and flaps going into the printer first.




- For C5 envelopes, do one of the following. If the envelopes wrinkle, try another option.
 - Load Envelopes with the print side up, flaps open and down, and the bottom of the envelope going into the printer first.



- Load Envelopes with the print side up, flaps closed and down, and going into the printer first.



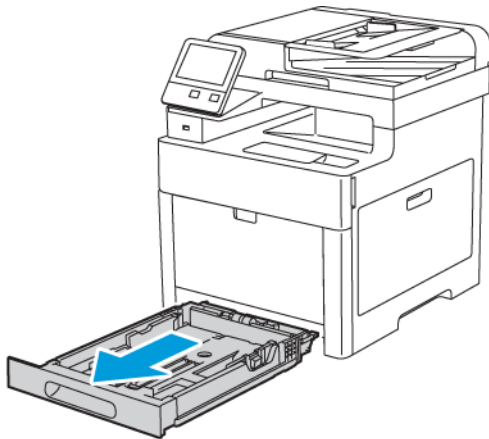
 **Note:** When you load envelopes with the flaps open, in the print driver, select **Portrait**, **Landscape**, or **Rotated Landscape**, as needed, to have them print correctly. In the print driver, use Rotate Image 180 Degrees to flip the image, if needed.

4. If the Tray Mode is set to Fully Adjustable, the printer prompts you to set the paper type and size.
 - a. If the paper size and type are correct, touch **OK**.

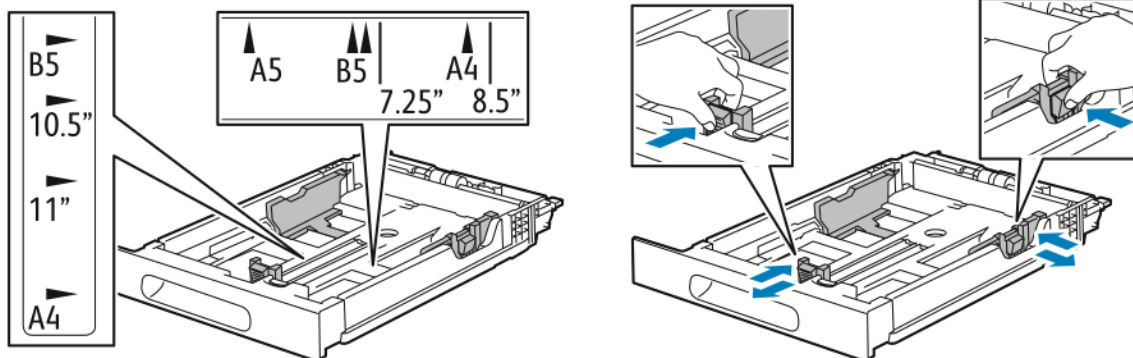
- b. If the paper size or type are incorrect, change the settings.
 - To select a sheet size, touch the current size setting, then from the list, select the size.
 - To select a paper type, touch the current paper type, then from the list, select the type.
 - To save the settings, touch **OK**.
5. If no prompt appears when paper is loaded, set the paper type and size.
 - a. At the printer control panel, press the **Home** button.
 - b. Touch **Device**→**Paper Trays**.
 - c. To open the Bypass Tray menu, touch the **Bypass Tray** icon. It is displayed in the top position, before the numbered trays.
 - d. To select a paper or envelope size, touch the current size setting, then from the list, select a size.
 - e. To select a paper type, touch the current paper type, then from the list, select a paper type.
 - f. To save the setting, touch **OK**.
6. To return to the Home screen, press the **Home** button.

Loading Envelopes in Tray 1


1. To remove the tray from the printer, pull out the tray until it stops, lift the front of the tray slightly, then pull it out.



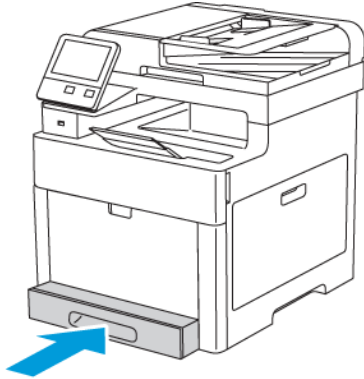
2. Adjust the paper length and width guides as illustrated.



3. Load envelopes in the trays with the flaps closed, flap-side down, and the short edge leading into the printer.

 **Note:** Do not load more than 20 envelopes.

4. Slide the tray back into the printer.



5. Push the tray in all the way.
6. If the control panel prompts you, verify the size and type on the screen. If you are not prompted, change the paper settings.
 - a. At the printer control panel, press the **Home** button.
 - b. Touch **Device**→**Paper Trays**.
 - c. In the Paper Trays menu, touch the desired tray.
 - d. To configure the printer to prompt you to set the paper type and size when paper is loaded, touch **Tray Mode**, then touch **Fully Adjustable**.
 - e. To dedicate the tray for a paper size, type, or color, touch **Tray Mode**, then touch **Dedicated**.
 - f. To save the setting, touch **OK**.
7. To return to the Home screen, press the **Home** button.

Labels

You can print labels from the Bypass Tray or Tray 1.

Guidelines for Printing Labels

- Use labels designed for laser printing.
- Do not use vinyl labels.
- Do not feed a sheet of labels through the printer more than once.
- Do not use dry gum labels.
- Print only on one side of the sheet of labels. Use full-sheet labels only.
- Store unused labels flat in their original packaging. Leave the label sheets inside the original packaging until ready to use. Return any unused label sheets to the original packaging and reseal it.

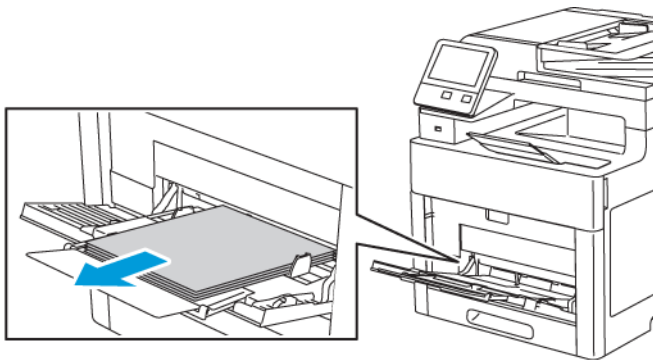
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing labels in extreme conditions can cause print-quality problems or cause labels to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.
- In the print driver software, select Label as the paper type.
- Before loading labels, remove all other paper from the tray.

 **WARNING:**

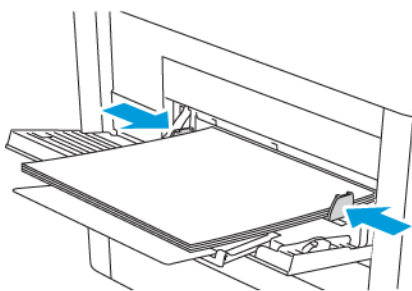
Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet. It could damage the printer.

Loading Labels in the Bypass Tray

1. Remove all paper from the tray.



2. Load Labels in the bypass tray, face up, with the top edge of the page feeding into the printer first.
3. Adjust the width guides until they touch the edges of the paper.



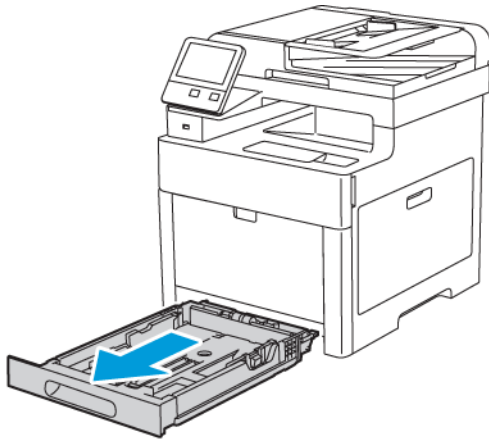
4. If the Tray Mode is set to Fully Adjustable, the printer prompts you to set the paper type and size.
 - a. If the paper size and type are correct, touch **OK**.
 - b. If the paper size or type are incorrect, change the settings.
 - To select a sheet size, touch the current size setting, then from the list, select the size.
 - To select a paper type, touch the current paper type, then from the list, select the type.
 - To save the settings, touch **OK**.

Paper and Media

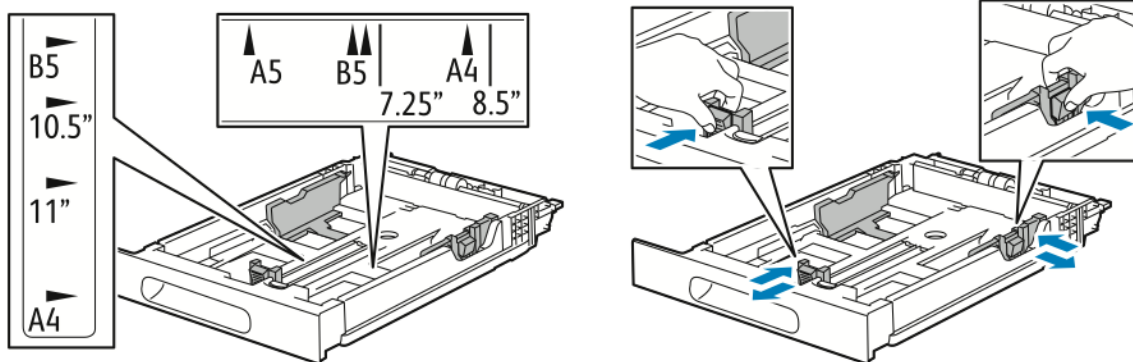
5. If no prompt appears when paper is loaded, set the paper type and size.
 - a. At the printer control panel, press the **Home** button.
 - b. Touch **Device**→**Paper Trays**.
 - c. To open the Bypass Tray menu, touch the **Bypass Tray** icon. It is displayed in the top position, before the numbered trays.
 - d. To select a paper or envelope size, touch the current size setting, then from the list, select a size.
 - e. To select a paper type, touch the current paper type, then from the list, select a paper type.
 - f. To save the setting, touch **OK**.
6. To return to the Home screen, press the **Home** button.

Loading Labels in Tray 1


1. To remove the tray from the printer, pull out the tray until it stops, lift the front of the tray slightly, then pull it out.

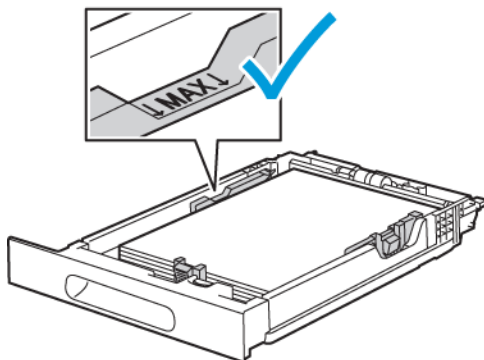


2. Adjust the paper length and width guides as illustrated.

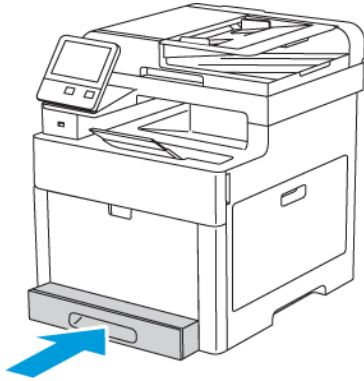


3. Load labels in the tray, face up.

 **Note:** Do not load paper above the maximum fill line. Overfilling can cause paper jams.



- Slide the tray back into the printer.



- Push the tray in all the way.
- If the control panel prompts you, verify the size and type on the screen. If not, change the paper settings.
 - At the printer control panel, press the **Home** button.
 - Touch **Device** → **Paper Trays**.
 - In the Paper Trays menu, touch the desired tray.
 - To configure the printer to prompt you to set the paper type and size when paper is loaded, touch **Tray Mode**, then touch **Fully Adjustable**.
 - To dedicate the tray for a paper size, type, or color, touch **Tray Mode**, then touch **Dedicated**.
 - To select a paper or envelope size, touch the current size setting, then from the list, select the size.
 - To select a paper type, touch the current paper type, then from the list, select the paper type.
 - To select a paper color, touch the current paper color, then from the list, select the paper color.
 - To save the setting, touch **OK**.
- To return to the Home screen, press the **Home** button.

Glossy Cardstock

You can print Cardstock and Glossy Cardstock up to 220 g/m² from any tray. For 2-Sided printing on cardstock, refer to [Supported Paper Types and Weights for Automatic 2-Sided Printing](#).

Guidelines for Printing on Glossy Cardstock

- Do not open sealed packages of glossy cardstock until you are ready to load paper into the printer.
- Leave glossy cardstock in the original wrapper, and leave the packages in the shipping carton until ready to use.
- Remove all other paper from the tray before loading glossy cardstock.

- Load only the amount of glossy cardstock you are planning to use. When you are finished printing, remove the cardstock from the paper tray. Replace unused cardstock in the original wrapper and seal.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy cardstock to curl and jam in the printer.
- In the print driver software, select the glossy cardstock type, or select the tray loaded with the required paper.

Printing

This chapter contains:

- [Printing Overview](#) 98
- [Selecting Printing Options](#) 99
- [Printing From a USB Flash Drive](#) 105
- [Printing Features](#) 106
- [Using Custom Paper Sizes](#) 117
- [@PrintByXerox](#) 119

Printing Overview

Before printing, your computer and the printer must be plugged in, turned on, and connected. Ensure that you have the correct print driver software installed on your computer. For details, refer to [Installing the Software](#).

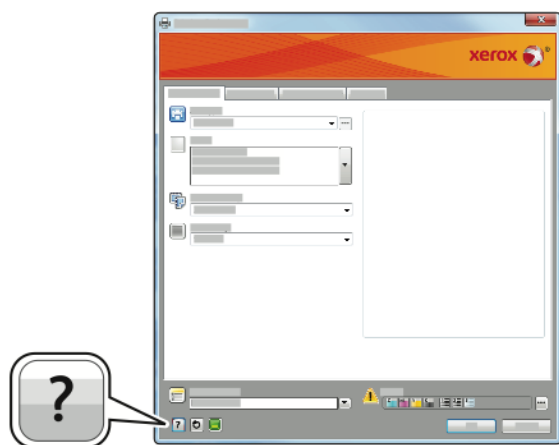
1. Select the appropriate paper.
2. Load paper in the appropriate tray. On the printer control panel, specify the size, color, and type.
3. Access the print settings in your software application. For most software applications, press **CTRL+P** for Windows, or **CMD+P** for Macintosh.
4. Select your printer.
5. Access the print driver settings by selecting **Properties** or **Preferences** for Windows, or **Xerox Features** for Macintosh. The title of the button can vary depending on your application.
6. Modify the print driver settings as necessary, then click **OK**.
7. Click **Print** to send the job to the printer.

Selecting Printing Options

Printing options, also called print driver software options, are specified as Printing preferences in Windows and Xerox® Features in Macintosh. Printing options include settings for 2-sided printing, page layout, and print quality. Printing options that are set from Printing preferences within the Devices and Printers window become the default setting. Printing options that are set from within the software application are temporary. The application and the computer do not save the settings after the application is closed.

Print Driver Help

Xerox® print driver software Help information is available from the Printing Preferences window. Click the **Help** button (?) in the bottom, left corner of the Printing Preferences window to see the Help.



Information about Printing Preferences appears in the Help window. From there, you can select by topic or use the search field to enter the topic or function for which you need information.

Windows Printing Options

Selecting Printing Options for an Individual Job for Windows

To use special printing options for a particular job, you can change the Printing Preferences before sending the job to the printer.

1. With the document open in your software application, access the print settings. For most software applications, click **File**→**Print** or press **CTRL+P**.
2. Select your printer and click the **Properties** or **Preferences** button to open the Printing Preferences window. The title of the button can vary depending on your application.
3. Click a tab in the Printing Preferences window, then make selections.
4. To save and close the Printing Preferences window, click **OK**.
5. To send the job to the printer, click **Print**.

Setting Default Printing Options for Windows

When you print from any software application, the printer uses the print job settings specified in the Printing Preferences window. You can specify your most common printing options and save them so that you do not have to change them every time you print.

For example, if you want to print on both sides of the paper for most jobs, specify 2-sided printing in Printing Preferences.

To select default printing options:

1. Navigate to the list of printers on your computer:
 - For Windows Vista, click **Start**→**Control Panel**→**Hardware and Sound**→**Printers**.
 - For Windows Server 2008 and later, click **Start**→**Settings**→**Printers**.
 - For Windows 7, click **Start**→**Devices and Printers**.
 - For Windows 8, right-click the Start Menu, then click **Control Panel**→**Devices and Printers**.
 - For Windows 10, right-click the Start Menu, then click **Start**→**Control Panel**→**Devices and Printers**.



Note: If you are using a custom Start Menu application, it can change the navigation path to your list of printers.

2. In the list, right-click the icon for your printer and click **Printing Preferences**.
3. In the Printing Preferences window, click a tab, select the options, then click **OK** to save.



Note: For more information about Windows print driver options, click the Help button (?) in the Printing Preferences window.

Selecting Printing Defaults in Windows for a Shared Network Printer

1. Navigate to the list of printers on your computer:
 - For Windows Vista, click **Start**→**Control Panel**→**Hardware and Sound**→**Printers**.
 - For Windows Server 2008 and later, click **Start**→**Settings**→**Printers**.
 - For Windows 7, click **Start**→**Devices and Printers**.
 - For Windows 8, click **Control Panel**→**Devices and Printers**.
 - For Windows 10, click **Start**→**Control Panel**→**Devices and Printers**.



Note: If the Control Panel icon does not appear on the desktop, right-click on the desktop, then select **Personalize**→**Control Panel Home**→**Devices and Printers**.

2. In the Printers folder, right-click the name of your print driver and select **Printer properties**.
3. In the printer Properties dialog box, click the **Advanced** tab.
4. On the Advanced tab, click **Printing Defaults**.
5. Make your selections on the print driver tabs as needed, then click **Apply**.
6. To save the settings, click **OK**.

Saving a Set of Commonly Used Printing Options for Windows

You can define and save a set of options, so that you can apply them to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**→**Print**.
2. To open the Printing Preferences window, select your printer, then click **Properties** or **Preferences**.
3. In the Printing Properties window, click the tabs, then select the desired settings
4. In the Printing Properties window, click **Saved Settings**, then click **Save As**.
5. To save the set of options in the Saved Settings list, type a name for the set of printing options, then click **OK**.

Macintosh Printing Options

Selecting Printing Options for Macintosh

To use specific printing options, change the settings before sending the job to the printer.

1. With the document open in your application, click **File**→**Print**.
2. Select your printer.
3. In the Print Options menu, select **Xerox Features**.



Note: To see all printing options, click **Show Details**.

4. Select any other required printing options from the lists.
5. To send the job to the printer, click **Print**.

Saving a Set of Commonly Used Printing Options for Macintosh

You can define and save a set of options, so that you can apply them to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**→**Print**.
2. Select your printer from the Printers list.
3. Select the desired printing options from the drop-down lists in the Print dialog box.
4. Click **Presets**→**Save As**.
5. Type a name for the printing options, then click **OK** to save the set of options in the Presets list.
6. To print using these options, select the name from the Presets list.

UNIX and Linux Printing

The Xerox® Print Driver package provides tools for you to manage printers connected in UNIX and Linux environments.

The Xerox® print drivers provide a GUI-based (Graphical User Interface) driver dialog for printer feature selections. You can select print drivers based on your operating system.

Xerox® Printer Manager

Xerox® Printer Manager is an application that allows you to manage and print to multiple printers in UNIX and Linux environments.

Xerox® Printer Manager allows you to:

- Configure and check the status of network connected printers.
- Set up a printer on your network and monitor the operation of the printer once installed.
- Perform maintenance checks and view supplies status at any time.
- Provide a common look and feel across the many different suppliers of UNIX and Linux operating systems.


Installing the Xerox® Printer Manager

Before you begin:

Ensure that you have root or superuser privileges to install Xerox® Printer Manager.

To install the Xerox® Printer Manager:


1. Download the appropriate package for your operating system. To locate print drivers for your printer, go to www.xerox.com/office/drivers.
2. On the print driver website, navigate to your printer model.
3. For your printer model, click **Drivers & Downloads**.
4. From the Operating System menu, select your operating system.
5. To identify the print driver for your printer model, review the list of available print drivers.
6. To select the print driver for your printer model and operating system, click its name.
7. To begin the download, read the End User License Agreement, then click **Accept**.
8. To install the Xerox® Print Driver package:

 **Note:** For additional information on each driver, click **Description**.

1. To select the print driver for your printer model and operating system, click its name.
2. To begin the download, read the End User License Agreement, then click **Accept**.

The file automatically downloads to the default location for your computer file downloads.

1. To install the Xerox® Print Driver package:
 - a. Open the package with your OS package manager.
 - b. To install using a command-line utility, change to the directory where you downloaded the file. To run the installer, type the appropriate command-line utility for your operating system. For example:

 **Note:** Most installations create a Xerox directory in /opt/Xerox/prtsys. For additional information about utilities included in the OS package manager, refer to the manual included with the package. For example, man xeroxprtmgr.

Launching Xerox® Printer Manager

To launch Xerox® Printer Manager, do one of the following tasks.

- For UNIX, log in as root. From a terminal window, type `xosdprtmgr`, then press **Enter** or **Return**.
- For Linux, type `sudo xeroxprtmgr`, then press **Enter** or **Return**.

Printing with xeroxprint

Xerox has its own print command. You can use the following command:

```
xeroxprint -d<Some_Queue→ -o[Options] <Somefile
```

Printing from a Linux Workstation

To print from a Linux workstation, install either a Xerox® print driver for Linux or a CUPS (Common UNIX Printing System) print driver. You do not need both drivers.

Xerox recommends that you install one of the full-featured custom print drivers for Linux. To locate drivers for your printer, go to www.xerox.com/office/drivers.

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.

Installing the PPD File on the Workstation

1. If available, download the Xerox® PPD for CUPS (Common UNIX Printing System) from the Drivers and Downloads page on the Xerox Support website.
2. Copy the PPD file into the CUPS `ppd/Xerox` folder on your workstation. If you are unsure of the location of the folder, use the Find command to locate the PPD files.
3. Follow the instructions that are included with the PPD file.

Adding the Printer

1. Verify that the CUPS (Common UNIX Printing System) daemon is running.
2. Open a Web browser and type `http://localhost:631/admin`, then click **Enter** or **Return**.
3. For User ID, type `root`. For password, type the root password.
4. Click **Add Printer**, then follow the onscreen prompts to add the printer to the CUPS printer list.

Printing with CUPS (Common UNIX Printing System)

CUPS supports the use of both the System V (`lp`) and Berkeley (`lpr`) printing commands.

1. To print to a specific printer in System V, type `lp -dprinter filename`, then click **Enter**.
2. To print to a specific printer in Berkeley, type `lpr -Pprinter filename`, then click **Enter**.

Mobile Printing Options

This printer can print from iOS and Android mobile devices. For more information, refer to [Configuring Google Cloud Print](#).

Printing with Wi-Fi Direct

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

For details, refer to [Connecting with Wi-Fi Direct from Your Mobile Device](#).

For details on using Wi-Fi Direct, refer to the documentation provided with your mobile device.

 **Note:** Depending on which mobile device you are using, the printing procedure varies.

Printing with AirPrint

You can print directly from your iPhone, iPad, iPod touch, or Mac using AirPrint®. To enable AirPrint® for your printer, refer to [Configuring AirPrint](#). To use AirPrint®, ensure that your mobile device is connected to the same wireless network as the printer.

To print with AirPrint®:

1. Open the email, photograph, website page, or document that you want to print.
2. Tap the **Action** icon.
3. Tap **Print**.
4. Select your printer, then set the printer options.
5. Tap **Print**.

Printing from a MOPRIA-Enabled Mobile Device

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:**

- MOPRIA™ and all of its required protocols are enabled by default.
- 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.
- The name and location of your printer appears in a list of MOPRIA™-enabled printers on connected devices.

To print using MOPRIA™, follow the directions provided with your mobile device.


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:** Only USB Flash drives formatted to the typical FAT32 file system are supported.

Printing From a USB Flash Drive


1. Insert the USB Flash Drive into the USB memory port on the printer.
2. At the USB Drive detection screen, touch **Print from USB**.

 **Note:** If this feature does not appear, enable the feature or contact the system administrator.

3. Add files to the Document Source Table.
 - To print a group of print-ready files, for the USB drive or folder, touch the **Select All** icon. Verify that your files are selected.
 - To print a specific file, browse to that file, then touch the file name or icon.
4. Touch **OK**.
5. Confirm that the desired documents appear. If not, touch **Add Document**, select the additional documents, then touch **OK**.
6. Select the paper supply, quantity, and 2-sided printing options.
7. Touch **Print**.
8. When you are finished, remove the USB Flash drive.

Printing from a USB Flash Drive that is Already Inserted in the Printer

1. If the USB Flash drive is already in the USB memory port, press the **Home** button.
2. Touch **USB**.
3. Touch **Print from USB**.

 **Note:** If this feature does not appear, enable the feature or contact the system administrator.

4. Add files to the Document Source Table.
 - To print a group of print-ready files, for the USB drive or folder, touch the **Select All** icon. Verify that your files are selected.
 - To print a specific file, browse to that file, then touch the file name or icon.
5. Touch **OK**.
6. Confirm that the required files are listed.
 - To select more files, touch **Add Document**, then touch **OK**.
 - To remove a file name from the list, touch the file name, then touch **Remove**.
7. Select the paper supply, quantity, output color, and 2-sided printing options.
8. Touch **Print**.

Printing Features

Managing Jobs

From the Jobs window in the Embedded Web Server, you can view a list of active and completed print jobs.

From the control panel Jobs menu, you can view lists of active jobs, secure jobs, or completed jobs. You can pause, delete, print, or view job progress or job details for a selected job. When you send a secure print job, the job is held until you release it by typing a passcode at the control panel. For details, refer to [Printing Special Job Types](#).

To pause the print job with the option to delete it:

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**, then touch the name of the desired print job.
3. Do one of the following:
 - To pause the print job, touch **Pause**. To resume the print job, touch **Resume**.
 - To delete the print job, touch **Delete**. At the prompt, touch **Delete**.



Note: If you do not make a selection within 60 seconds, the job automatically resumes.

4. To return to the Home screen, press the **Home** button.

To view, print, or delete jobs:

1. At the printer control panel, press the **Home** button.
2. To view a list of active and completed jobs, touch **Jobs**.
3. To view a list of specific job types, touch an option.
 - To view Saved Jobs, touch **Saved Jobs**. To print the job, touch the job, enter the quantity, then touch **OK**. To delete the job, touch the Trash icon, then touch **Delete**.
 - To view Personal jobs, touch **Personal & Secure Jobs**. To print the jobs, touch the folder, then touch **Print All**, or **Delete All**.
 - For Secure Jobs, touch **Personal & Secure Jobs**. Touch the folder, enter the passcode number, then touch **OK**. To print a Secure Job, touch the job. To print or delete all the jobs in the folder, touch **Print All**, or **Delete All**.
4. To view details about a job, touch the job.
5. To return to the Home screen, press the **Home** button.



Note:

- The system administrator can restrict users from deleting jobs. If a system administrator has restricted job deletion, you can view the jobs, but not delete them.
- Only the user that sent the job or the system administrator can delete a Secure Print job.

Printing Special Job Types

Special job types allow you to send a print job from your computer, then print it from the printer control panel. To select special job types from the print driver, select **Printing Options** → **Job Type**.

Saved Jobs

Saved Jobs are documents sent to the printer and, unless deleted, are stored there for future use. Any user can print or delete a Saved Job.

To print a Saved Job, refer to [Printing a Saved Job](#).

Printing a Saved Job

1. In your software application, access the print settings. For most software applications, press **CTRL+P** for Windows or **CMD+P** for Macintosh.
2. Select your printer, then open the print driver.
 - For Windows, click **Printer Properties**. Depending on your application, the title of the button can vary.
 - For Macintosh, in the Print window, click **Print Options**, then select **Xerox Features**.
3. For Job Type, select **Saved Job**.
4. Type a job name or select a name from the list, then click **OK**.
5. Select any other required printing options.
 - For Windows, click **OK**, then click **Print**.
 - For Macintosh, click **Print**.

Releasing a Saved Job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. To view Saved Jobs, touch **Saved Jobs**.
4. To print a Saved Job, touch the job name, enter the quantity, then touch **OK**.
5. To delete the document after printing, for that job, touch the **Trash** icon, then at the prompt, touch **Delete**.
6. To return to the Home screen, press the **Home** button.

Secure Print

Use Secure Print to print sensitive or confidential information. After you send the job, it is held at the printer until you enter your passcode at the printer control panel.

To print a Secure Print job, refer to [Printing a Secure Print Job](#).

Printing a Secure Print Job

1. In your software application, access the print settings. For most software applications, press **CTRL+P** for Windows or **CMD+P** for Macintosh.
2. Select your printer, then open the print driver.
 - For Windows, click **Printer Properties**. Depending on your application, the title of the button varies.
 - For Macintosh, in the Print window, click **Preview**, then select **Xerox Features**.
3. For Job Type, select **Secure Print**.

Printing

4. Type the passcode, confirm the passcode, then click **OK**.
5. Select any other required printing options.
 - For Windows, click **OK**, then click **Print**.
 - For Macintosh, click **Print**.

Releasing a Secure Print job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. To view Secure Print jobs, touch **Personal & Secure Jobs**.
4. Touch your folder.
5. Enter the passcode number, then touch **OK**.
6. Select an option:
 - To print a Secure Print job, touch the job.
 - To print all the jobs in the folder, touch **Print All**.
 - To delete a Secure Print job, touch the **Trash** icon. At the prompt, touch **Delete**.
 - To delete all the jobs in the folder, touch **Delete All**.



Note: After a Secure Print job is printed, it is deleted automatically.

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

Personal Print

Personal Print allows you to store a document in the printer, then print it from the control panel.



Note: The Personal Print feature is only available on a Windows computer printing to a network printer.

Personal Print is a type of saved job with these features:

- A Personal Print job appears in a folder named after the user ID associated with the print job.
- A Personal Print job does not use a passcode.
- Any user can print or delete a Personal Print job.
- You can print all jobs in the list at once, delete an individual job, or delete all jobs in the list.
- After a Personal Print job is printed, it is deleted automatically.

To print a Personal Print job, refer to [Printing a Personal Print Job](#).

Printing a Personal Print Job

1. In your software application, access the print settings. For most software applications, click **File**→**Print** or for Windows, press **CTRL+P**.
2. Select your printer, then click **Printer Properties**. Depending on your application, the title of the button varies.
3. For Job Type, select **Personal Print**.
4. Select any other required printing options, then click **OK**.
5. To send the job to the printer, click **Print**.

Releasing a Personal Print Job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**.
3. To view Personal Print jobs, touch **Personal & Secure Jobs**.
4. Touch your folder.
5. If prompted for a passcode, touch **Skip**.



Note: When your folder contains Secure Print jobs and Personal Print jobs, the passcode prompt appears.

6. Select an option.
 - To print a Personal Print job, touch the job.
 - To print all the jobs in the folder, touch **Print All**.
 - To delete all the jobs in the folder, touch **Delete All**.
7. To return to the Home screen, press the **Home** button.

Sample Set

The Sample Set job type prints one copy of a multiple-copy print job before printing the remaining copies. After reviewing the sample set, you can either print the remaining copies or delete them at the printer control panel.

Sample Set is a type of saved job with these features:

- A Sample Set job appears in a folder named after the user ID associated with the print job.
- A Sample Set job does not use a passcode.
- Any user can print or delete a Sample Set job.
- A Sample Set prints one copy of a job to allow you to proofread the job before printing any remaining copies.

After a Sample Set job is printed, it is deleted automatically.


To print a Sample Set, refer to [Printing a Sample Set](#).

Printing a Sample Set

1. In your software application, access the print settings. For most software applications, press **CTRL +P** for Windows or **CMD+P** for Macintosh.
2. Select your printer, then open the print driver.
 - For Windows, click **Printer Properties**. Depending on your application, the title of the button varies.
 - For Macintosh, in the Print window, click **Preview**, then select **Xerox Features**.
3. For Job Type, select **Sample Set**.
4. Select any other required printing options.
 - For Windows, click **OK**, then click **Print**.
 - For Macintosh, click **Print**.

Releasing a Sample Set

1. At the printer control panel, press the **Home** button.
2. To view available jobs, touch **Jobs**.
3. Touch the Sample Set job.

 **Note:** The Sample Set file description shows the job as Held for Future Printing, and shows the number of remaining copies of the job.

4. Select an option.
 - To print the remaining copies of the job, touch **Release**.
 - To delete the remaining copies of the job, touch **Delete**.
5. To return to the Home screen, press the **Home** button.

Printing on Both Sides of the Paper

Printing a 2-Sided Document

If your printer supports Automatic 2-Sided Printing, the options are specified in the print driver. The print driver uses the settings for portrait or landscape orientation from the application for printing the document.

 **Note:** Ensure that the paper size and weight are supported. For more information, refer to [Supported Paper Types and Weights for Automatic 2-Sided Printing](#).

2-Sided Page Layout Options


You can specify the page layout for 2-sided printing, which determines how the printed pages turn. These settings override the application page orientation settings.

- **1-Sided Print:** 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 Print:** 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 orientation, respectively:



- **2-Sided Print, Flip on Short Edge:** This option 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, respectively:



 **Note:** 2-Sided Printing is part of the Earth Smart settings.

To change your default print driver settings, refer to [Setting Default Printing Options for Windows](#).

Orientation

To select the default orientation:

1. In the print driver, on the Document Options tab, click the **Orientation** tab.
2. Select an option:
 - **Portrait:** Orients the paper so that the text and images print across the short dimension of the paper.



- **Landscape:** Orients the paper so that the text and images print across the long dimension of the paper.



- **Rotated Landscape:** Orients the paper so that the content is rotated 180 degrees and with the long bottom side up.



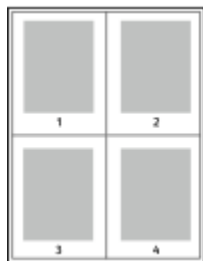
3. Click **OK**.

Selecting Paper Options for Printing

There are two ways to select the paper for your print job. You can let the printer select which paper to use based on the document size, paper type, and paper color you specify. You can also select a specific tray loaded with the desired paper.

Printing Multiple Pages to a Single Sheet

When printing a multiple-page document, you can print more than one page on a single sheet of paper. Print 1, 2, 4, 6, 9, or 16 pages per side by selecting Pages Per Sheet on the Page Layout tab. Page Layout is on the Document Options tab.



Printing Booklets

With 2-sided printing, you can print a document in the form of a small booklet. You can create booklets from any paper size that is supported for 2-sided printing.

The print driver automatically reduces each page image and prints four page images per sheet of

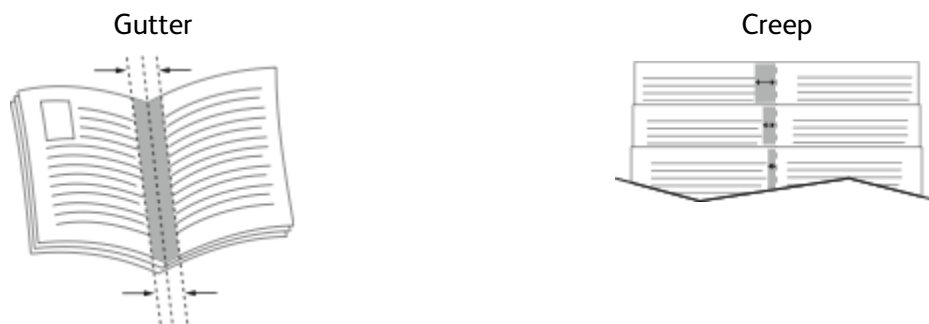
Printing

paper, two page images on each side. The pages are printed in the correct order so that you can fold and staple the pages to create the booklet.

- For Windows, Booklet Layout is on the Page Layout tab. Page Layout is on the Document Options tab.
- For Macintosh, in the Print window, in Xerox Features, Booklet Layout is on the Paper/Output list.

When you print booklets using the Windows PostScript or Macintosh driver, you can specify the gutter and creep.

- **Gutter:** Specifies the horizontal distance in points between the page images. A point is 0.35 mm (1/72 in.).
- **Creep:** Specifies how much the page images shift outward in tenths of a point. Shifting compensates for the thickness of the folded paper, which can cause the page images to shift outward slightly when folded. You can select a value from zero to 1 point.



Print Quality

Print-quality modes:

- Standard print-quality mode: 600 x 600 dpi
- Enhanced print-quality mode: 1200 x 1200 dpi

Image Options

Image options controls the way the printer uses color to produce your document. The Windows PostScript and the Macintosh drivers provide the widest range of color controls and corrections on the Image Options tab.

To convert all color in the document to black and white or shades of gray, select **Xerox Black and White**.

The printer provides the following color correction options:

- **Xerox Automatic Color:** This option applies the best color correction to text, graphics, and images. Xerox recommends this setting.
- **Vivid RGB:** This setting produces brighter and more saturated colors using red, green, and blue color.
- **Commercial:** This option applies color for printing on a commercial printing press.

Printing Watermarks

A watermark is special purpose text that can be printed across one or more pages. For example, you can add a word like Copy, Draft, or Confidential as a watermark instead of stamping it on a document before distribution.

To print a watermark:

1. In the print driver, click the **Document Options** tab.
2. Click the **Watermarks** tab.
3. From the Watermark menu, select the watermark. You can choose from preset watermarks, or create a customized watermark. You can also manage watermarks from this menu.
4. Under **Text**, select an option:
 - **Text:** Enter the text in the field, then specify the font.
 - **Time Stamp:** Specify the date and time options, then specify the font.
 - **Picture:** To locate the picture, click the Browse icon.
5. Specify the scaling angle and position of the watermark.
 - Select the scaling option that specifies the size of the picture in relation to the original image. Use the arrows to scale the image in increments of 1 %.
 - To define the angle of the image on the page, specify the position option or to rotate the image left or right by increments of 1, use the arrows.
 - To define the location of the image on the page, specify the position option, or to move the image in each direction in increments of 1, use the arrows.
6. Under **Layering**, select how to print the watermark.
 - **Print in Background** prints the watermark behind the text and graphics in the document.
 - **Blend:** This option combines the watermark with the text and graphics in the document. A blended watermark is translucent, so you can see both the watermark and the document content.
 - **Print in Foreground** prints the watermark over the text and graphics in the document.
7. Click **Pages**, then select the pages to print the watermark:
 - **Print on All Pages** prints the watermark on all pages of your document.
 - **Print on Page 1 Only** prints the watermark only on the first page of the document.
8. If you select a picture as a watermark, specify the lightness settings for the image.
9. Click **OK**.

Scaling

Scaling reduces or enlarges the original document to match the selected output paper size.

- For Windows, the scale options are on the Printing Options tab, in the Paper field.
- For Macintosh, the scale options are in the Print window. To view more printing options, click **Show Details**.

The following scaling options are available:

- **Automatically Scale** scales the document to fit the selected Output Paper Size. The scaling amount appears in the percentage box below the sample image.
- **No Scaling** does not change the size of the page image printed on the output paper, and 100 % appears in the percentage box. If the original size is larger than the output size, the page image is

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cropped. If the original size is smaller than the output size, extra space appears around the page image.

- **Manually Scale** scales the document by the amount entered in the percentage box below the preview image.

Lightness

The Lightness feature allows you to adjust the overall lightness or darkness of the text and images in your printed job.

1. To adjust the lightness, on the Image Options tab, move the slider to the right to lighten or to the left to darken your print job.
2. Click **OK** or **Apply**.

Contrast

You can use the Contrast feature to adjust the variation between light and dark areas of the print job.

1. To adjust the contrast, move the slider to the right to reduce the contrast or to the left to increase the contrast.
2. Click **OK** or **Apply**.

Printing Mirror Images

If the PostScript driver is installed, you can print pages as a mirror image. Images mirror left to right when printed.

Selecting Job Completion Notification for Windows

You can select to be notified when your job finishes printing. A message appears on your computer screen with the name of the job and the name of the printer where it was printed.



Note: This feature is only available on a Windows computer printing to a network printer.

To select job completion notification from the Advanced tab:

1. Click **Notifications**.
2. Click **Notify for Completed Jobs**, then select an option.
 - **Enabled:** This option turns on notifications.
 - **Disabled:** This option turns off the Notification feature.
3. Click **OK**.

Using Special Pages

The Special Pages options control how covers, inserts, and exception pages are added to your printed document.

For details on accessing the Properties window, refer to [Printing Overview](#).

Printing Cover Pages

A cover page is the first or last page of a document. You can select paper sources for the cover pages that are different from the source used for the body of a document. For example, you can use your company letterhead for the first page of a document. You can also use heavyweight paper for the first and last pages of a report. You can use any applicable paper tray as the source for printing cover pages.

Select one of these options for printing cover pages:

- **No Covers:** This option does not print cover pages. No cover pages are added to the document.
- **Front Only:** This option prints the first page on paper from the specified tray.
- **Back Only:** This option prints the back page on paper from the specified tray.
- **Front and Back: Same** prints the front and back cover pages from the same tray.
- **Front and Back: Different** prints the front and back cover pages from different trays.

After making a selection for printing the cover pages, you can select the paper for the front and back covers by size, color, or type. You can also use blank or pre-printed paper, and you can print side one, side two, or both sides of the cover pages.

Printing Insert Pages

You can add blank or pre-printed insert pages before page one of each document or after designated pages within a document. Adding an insert after designated pages within a document separates sections, or acts as a marker or placeholder. Ensure that you specify the paper to use for the insert pages.

- **Insert Options** provides the options to place an insert After Page X, where X is the specified page, or Before Page 1.
- **Insert Quantity** specifies the number of pages to insert at each location.
- **Pages:** Specifies the page or range of pages that use the exception page characteristics. Separate individual pages or page ranges with commas. Specify pages within a range with a hyphen. For example, to specify pages 1, 6, 9, 10, and 11, type **1,6,9-11**.
- **Paper:** Displays the default size, color, and type of paper selected in Use Job Settings.
- **Job Setting:** Displays the attributes of the paper for the remainder of the job.

Printing Exception Pages

Exception pages have different settings from the rest of the pages in the job. You can specify differences such as page size, page type, and page color. You can also change the side of the paper on which to print as your job requires. A print job can contain multiple exceptions.

For example, your print job contains 30 pages. You want five pages to print on only one side of a special paper, and the remainder of the pages printed 2-sided on regular paper. You can use exception pages to print the job.

In the Add Exceptions window, you can set the characteristics of the exception pages and select the alternate paper source:

Printing

- **Pages:** Specifies the page or range of pages that use the exception page characteristics. Separate individual pages or page ranges with commas. Specify pages within a range with a hyphen. For example, to specify pages 1, 6, 9, 10, and 11, type 1, 6, 9-11.
- **Paper:** Displays the default size, color, and type of paper selected in Use Job Settings.
- **2-Sided Printing** allows you to select 2-sided printing options. Click the **Down** arrow to select an option:
 - **1-Sided Print** prints the exception pages on one side only.
 - **2-Sided Print** prints the exception pages on both sides of the paper and flips the pages on the long edge. The job then can be bound on the long edge of the pages.
 - **2-Sided Print, Flip on Short Edge** prints the exception pages on both sides of the paper and flips the pages on the short edge. The job then can be bound on the short edge of the pages.
 - **Use Job Setting** prints the job using the attributes shown in the Job Settings box.
- **Job Setting:** Displays the attributes of the paper for the remainder of the job.




Note: Some combinations of 2-sided printing with certain paper types and sizes can produce unexpected results.

Using Custom Paper Sizes


You can print on custom paper sizes that are within the minimum and maximum size range supported by the printer. For more information, refer to [Supported Custom Paper Sizes](#).

Printing on Custom Paper Sizes

 **Note:** Before printing on a custom paper size, use the Custom Paper Sizes feature in Printer Properties to define the custom size. For more information, refer to [Defining a Custom Paper Size at the Control Panel](#).

Printing on Custom Paper Size Using Windows

1. Load the custom-size paper in the tray.
2. In the application, click **File**→**Print** and select your printer.
3. In the Print dialog box, click **Properties**.
4. On the Paper/Output tab, use the **Paper Size** drop-down list to select the desired custom size.

 **Note:** If you are printing on custom size paper, define the custom size in the printer properties before printing.

5. From the Paper Type drop-down list, select the paper type.
6. Select any other desired options, then click **OK**.
7. In the Print dialog box, click **OK** to start printing.

Printing on Custom Paper Size Using Macintosh

1. Load the custom-size paper. For details, refer to [Loading Paper](#).
2. In the application, click **Page Setup**.
3. From the Paper Size drop-down list, select the custom paper size.
4. Click **OK**.
5. In the application, click **Print**.
6. Click **OK**.

Defining Custom Paper Sizes

To print custom paper sizes, define the custom width and length of the paper in the print driver software and on the printer control panel. When setting the paper size, ensure that you specify the same size as the paper in the tray. Setting the wrong size paper can cause a printer error. Print driver settings override control panel settings when you print using the print driver software on your computer.

Creating and Saving Custom Paper Sizes in the Print Driver

You can print custom-size paper from any paper tray. Custom-size paper settings are saved in the print driver and are available for you to select in all your applications.

For detail on supported paper sizes for each tray, refer to [Supported Custom Paper Sizes](#).

To create and save custom sizes for Windows:

1. In the print driver, click the **Printing Options** tab.
2. For Paper, click the arrow, then select **Other Size**→**Advanced Paper Size**→**Output Paper Size**→**New**.
3. In the New Custom Paper Size window, enter the height and width of the new size.
4. To specify the units of measurement, at the bottom of the window, click the **Measurements** button, then select **Inches** or **Millimeters**.
5. To save, in the Name field, type a title for the new size, then click **OK**.

To create and save custom sizes for Macintosh:

1. In the application, click **File**→**Page Setup**.
2. Click **Paper Sizes**, then select **Manage Paper Sizes**.
3. To add a size, in the Manage Paper Sizes window, click the **Plus** sign (+).
4. Double-click **Untitled** at the top of the window, then type a name for the new custom size.
5. Enter the height and width of the new custom size.
6. Click the arrow to the right of the Non-Printable Area field and select the printer from the list. Or set the top, bottom, right, and left margins for User Defined margins.
7. To save the settings, click **OK**.

Defining a Custom Paper Size at the Control Panel

You can print custom-size paper from any paper tray. Custom-size paper settings are saved in the print driver and are available for you to select in all your applications.

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Paper Trays**.
3. Touch the desired tray for your custom-size paper.
4. Touch the current paper size setting, then from the list, touch **Custom**.
5. In the Custom Paper Size screen, enter the height and width of the new paper size.
6. To save the setting, touch **OK**.
7. To return to the Home screen, press the **Home** button.

@PrintByXerox

@PrintByXerox Overview



You can use the Xerox® @PrintByXerox App to print email attachments and documents sent to your printer from mobile devices.

When your Xerox device is connected to the Internet, the @PrintByXerox App works with the Xerox® Workplace Cloud for simple email-based printing.



Note: The @PrintByXerox App and Xerox® Workplace Cloud software require specific licenses, configuration settings, and minimum system specifications. For details, refer to the Xerox® @PrintByXerox App Quick Start Guide available at www.xerox.com/XeroxAppGallery.

Printing with the @PrintByXerox App

1. Send an email with an attachment containing a supported file type to Print@printbyxerox.com.
First-time users receive a response email with a user ID and password.
2. At the Xerox device control panel, press the **Home** button.
3. Touch **@PrintByXerox**.
4. Enter your email address, then touch **Save**.
5. On the Enter password screen, use the onscreen keyboard to enter your password, then touch **Save**.
6. Select the documents that you want to print.
7. Touch **Print Settings**, then touch **OK**.
8. Touch **Print**.
 - The Submitting Jobs to Print message and conversion state appears.
 - When the documents begin to print, a green check mark appears.

Printing

6

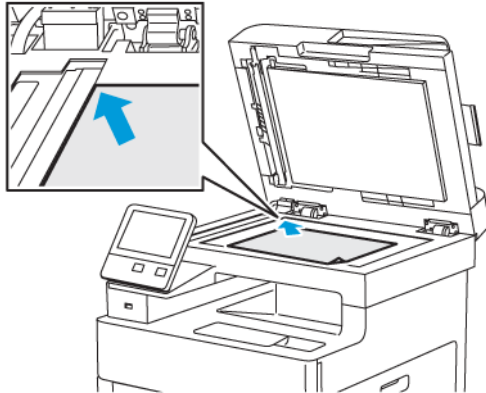
Copying

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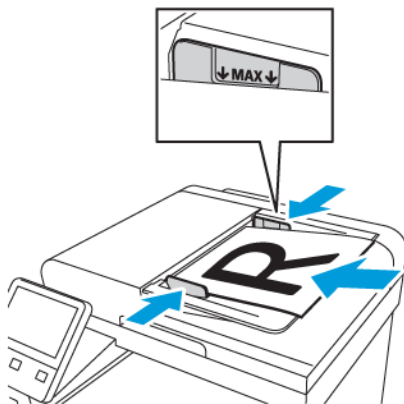
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Making Copies

1. At the printer control panel, press the **Home** button.
2. To clear previous App settings, touch **Reset**.
3. Load your original documents either onto the document glass or into the document feeder:
 - Use the document glass for single pages or paper that cannot be fed using the single-pass duplex automatic document feeder. Lift the single-pass duplex automatic document feeder, then place the original document face down in the upper-left corner of the document glass.



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



4. Touch **Copy**.

- To enter the number of copies, use the keypad on the touch screen.



Note: To correct the number of copies entered, touch the **X** button, then enter the required quantity.

- Change the copy settings as needed. For details, refer to [Copy Settings](#).
- Touch **Start**. If you placed original documents in the document feeder, scanning continues until the document feeder is empty.
- If you are scanning from the document glass, when prompted, do one of the following:
 - If there are no more documents to scan, touch **Done**.
 - If you have another page to scan, place the next original on the document glass, then touch **Add Page**.
 - To cancel the job, touch **Cancel Job**, then to delete the job, at the prompt, touch **Delete**.



Note: To pause the job printing, touch **Pause**. To continue the job, touch **Add Page** or to end the job, touch **Done**.

- To return to the Home screen, press the **Home** button.

Single-Pass Duplex Automatic Document Feeder Guidelines

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

- Width: 139.7–216 mm (5.5–8.5 in.)
- Length: 139.7–356 mm (5.5–14 in.)
- Weight: 60–125 g/m²

Follow these guidelines when loading original documents into the duplex 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 duplex automatic document feeder.
- Adjust the paper guides so that they fit against the original documents.
- Insert paper in the duplex automatic document feeder only when ink on the paper is dry.
- Do not load original documents above the MAX fill line.

Document Glass Guidelines

The document glass accommodates original sizes up to 216 x 356 mm (8.5 x 14 in.). To copy or scan certain types of original documents, use the document glass rather than the duplex automatic document feeder.

Use the document glass for these document types:

- Paper with paper clips or staples attached
- Paper with wrinkles, curls, folds, tears, or notches
- Coated or carbonless paper or items other than paper, such as cloth or metal
- Envelopes
- Books

Copy Settings

You can adjust the settings for your copy job, specify characteristics of the original documents, and customize the output.

You can also modify the default settings for many options. For details, refer to [Modifying the Default Copy Settings](#).

Selecting Color or Black and White Copies

If the original document contains color, you can create copies in full color or in black and white.

 **Note:** This setting returns to its default after the copy job is complete. To modify the default setting, refer to [Modifying the Default Copy Settings](#).

To select color or black and white copying:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Output Color**.
4. Select an option:
 - **Auto Detect:** The device detects the color content in the original document. If the original is a color document, the printer makes copies in full color. If the original is a black-and-white document, the printer makes copies in black only.
 - **Color:** This option copies in full color output using all four printing colors, cyan, magenta, yellow, and black.
 - **Black & White:** Produces copies in black and white only. Colors in the original are converted to shades of gray.

Setting 2-Sided Copying

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **2-Sided**.
4. Touch one of the following:
 - 1 - 1 Sided
 - 1 - 2 Sided
 - 2 - 2 Sided
 - 2 - 1 Sided
5. To rotate the image on side 2 by 180 degrees, touch **More**, then touch **Rotate Side 2**.
6. Touch **OK**.

Selecting a Paper Tray

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

3. Touch **Paper Supply**.
4. Touch a selection.

Collating Copies

You can collate multiple-page copy jobs automatically. For example, when making three 1-sided copies of a six-page document, the copies are printed in this order:

1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6

Uncollated copies print in the following order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

To select a collating option:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. To select collated output, touch the **Collated** toggle button.

Reducing or Enlarging the Image

You can reduce the image to as little as 25 % of its original size or enlarge it as much as 400 %.

To reduce or enlarge the copied image:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Reduce/Enlarge**, then select an option.
 - To have the device select the best ratio to reduce or enlarge the original image automatically, touch **Auto %**. When selected, the printer scales the original image based on the size settings of the selected paper tray.
 - To set the copy size in increments of 1 %, touch the **+** or **-** buttons to set the percentage. The default setting is 100 %.
4. Touch **OK**.

Specifying the Original Document Type

To specify the type of the original document:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Original Type**.
4. Select one of the following:
 - **Auto**: Use this option to allow the printer to determine the original document type.
 - **Text**: Use this setting for black and white or colored text.
 - **Text & Photo**
 - **Printed**: Use this setting for documents with text and photographs printed on paper.
 - **Photocopied**: Use this setting for photocopied documents that include text and photographs.

Copying

- **Photograph:** Use this setting for documents that include photographs and text on photographic paper.
 - **Photo**
 - **Photograph:** Use this setting for original photographs on photographic paper.
 - **Printed:** Use this setting for photographs printed on magazine paper.
 - **Photocopied:** Use this setting for photocopied photographs.
 - **Map:** Use this setting to enhance faint backgrounds and fine details on maps.
5. Touch **OK**.

Making the Image Lighter or Darker

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Lighten/Darken**.
4. To adjust the lightness, move the slider to the right to lighten or to the left to darken your print job.

Specifying the Size of the Original Document

To scan the correct area of the original, specify the original size.

To specify the original document size:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Original Size**.
4. On the Original Size screen, select an option:
 - **Auto Detect:** The printer determines the size of the original document, based on the size settings of the selected paper tray.
 - **Mixed Size Originals:** This option allows you to scan standard-size original documents of varying sizes. To determine which original sizes can be mixed in the same job, refer to the information on the screen.
 - **Custom/Presets:** The Custom option allows you to specify the height and width of the area to scan. The Preset options specify the area to scan when it matches a standard paper size.
5. Touch **OK**.

Specifying the Orientation of the Original Document

Use the Original Orientation option to specify the layout of the original documents that you desire the printer to scan. The device uses the information to determine the required rotation on the output.

To specify the original orientation:

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

3. Touch **Original Orientation**.
4. Touch **Portrait** or **Landscape**.



Note: If you are using the document glass, the orientation of the original document is as seen before turning it over.

Advanced Copy Settings

Saving Copy Presets

Use this feature to save a particular combination of copy settings for future copy jobs. You can save the settings with a name and retrieve them for later use.

To save the current copy settings:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Select the copy job settings.
4. Scroll to the bottom and touch **Save**.
5. Touch **Save as New Preset**.
6. Touch **Enter Preset Name**, and using the keypad, enter the preset name.
7. Touch **Next**.
8. Select an icon that best suits the preset being created.
9. Touch **Done**.



Note:

- The preset is stored within the Preset feature.
- To delete a saved preset, refer to [Customizing the Copy App](#).

Modifying the Default Copy Settings

The printer uses the default copy settings on all copy jobs unless you change the settings.

To modify the default copy settings:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch the options you want to change.
4. Scroll to the bottom and touch **Save**.
5. Touch **Save Defaults**. The existing default settings are overridden with the new ones selected.
6. Touch **Save**.

Retrieving a Copy Preset

To retrieve a saved preset:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Touch **Preset**.
4. From the list of stored presets, touch the desired preset.

5. The preset settings appear on the screen and are ready for use.



Note: Before you scan the original documents, you can change the settings, as needed.

6. Touch **Start**.

Customizing the Copy App

Customization enables you to modify the features available, delete a saved preset, or remove customized settings applied to an App.

To customize the available features:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Scroll to the bottom, then touch **Customize**.
4. Touch **Feature List**. For logged-in users, a window appears asking you to confirm that the changes are for a guest or for you.
5. Touch the required option.
6. To hide a Copy App feature, follow the instructions that appear on the screen.

To delete a saved preset:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Scroll to the bottom, then touch **Customize**.
4. Touch **Presets**.
5. Touch the **Trash** icon that corresponds with the preset that you want to delete.
6. At the prompt, touch **Delete**.
7. Touch **Done**.

To remove the current Copy App customization settings:

1. At the printer control panel, press the **Home** button.
2. Touch **Copy**.
3. Scroll to the bottom, then touch **Customize**.
4. Touch **Remove App Customization**.
5. At the prompt, touch **OK**.

Scanning

This chapter contains:

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- Document Loading Guidelines..... 133
- Scanning to a USB Flash Drive 134
- Scanning to a User Home Folder 135
- Scanning to an Email Address 136
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Scanning Overview

The Scanning feature provides several methods for scanning and storing an original document. If the printer is connected to a network, you can select a destination for the scanned image at the printer. You can also scan documents using a physical connection to a single computer.

The printer supports the following scanning functions:

- Scan original documents to an email address.
- Scan original documents to a USB Flash drive.
- Scan original documents to your home folder.
- Scan original documents to a computer using Web Services for Devices (WSD).
- Scan original documents to a shared network location using Server Message Block (SMB) and FTP transfer protocols.
- Import scanned images into applications using TWAIN and WIA scanning drivers.

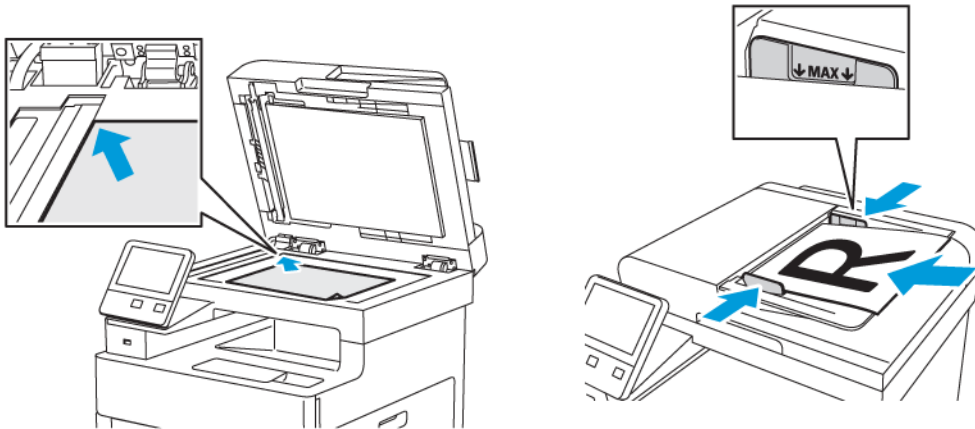
Document Loading Guidelines

To scan or fax original documents, use the document glass or the duplex automatic document feeder.

- For details on using the document glass, refer to [Document Glass Guidelines](#).
- For details on using the duplex automatic document feeder, refer to [Single-Pass Duplex Automatic Document Feeder Guidelines](#).

Loading Documents for Scanning

Position the original document as shown.



Document Glass

Lift the document feeder cover, then place the original document face down in the upper-left corner of the document glass.

Single-Pass Duplex Automatic Document Feeder

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

Scanning to a USB Flash 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.

To scan to a USB Flash drive:

1. Load the original document on the document glass or in the duplex automatic document feeder.
2. At the printer control panel, press the **Home** button.
3. Insert your USB Flash drive into the USB memory port on the front of the printer.
4. At the USB Drive has been detected screen, touch **Scan to USB**.



Note: If this feature does not appear, enable the feature or contact the system administrator.

5. 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 **OK**.
6. To save the scanned document as a specific file name, touch the attachment file name, enter a new name using the touch screen keypad, then touch **Enter**.
7. To save the scanned document as a specific file format, touch the attachment file format, then select the desired format.
8. Adjust scanning features as needed.
9. To begin the scan, press **Scan**.

The printer scans your images to the folder that you specified.

10. If you are scanning from the document glass, when prompted, to finish, touch **Done** or to scan another page, touch **Add Page**.



Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

11. When scanning completes, a message appears that notifies you that it is safe to remove the USB Flash drive.



Note: Do not remove the USB Flash drive until prompted. If you remove the Flash drive before the transfer is complete, the file can become unusable and other files on the drive can be damaged.

12. To return to the Home screen, press the **Home** button.

Scanning to a User Home Folder


Scan to Home allows you to scan documents that are saved to a home directory on an external server. The home directory is distinct for each authenticated user. The directory path is established through LDAP.

Before You Begin


To scan to the home folder defined in an LDAP directory, first ensure that the home folder locations are defined for each user.

If you want to scan to a shared folder on the network, create a shared folder on your network with read and write access privileges.

Scanning to a Home Folder

 **Note:** If LDAP Network Authentication is configured, the Home button appears as an option that you can select on the Scan To screen.

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the printer control panel, press the **Home** button.
3. To log in to the printer, touch **Log In**.
4. Enter your user name, then touch **Next**.
5. Enter your password, then touch **OK**.
6. To scan to a home folder, select an option:
 - Touch **Scan To** on the Scan To screen, touch **Home**.
 - Touch **My Folder**.
7. To save the scanned document as a specific file name, touch the attachment file name, enter a new name using the touch screen keypad, then touch **Enter**.
8. To save the scanned document as a specific file format, touch the attachment file format, then select the desired format.
9. Adjust scanning options as needed.
10. To begin the scan, press **Scan**.

 **Note:** If you are scanning a document from the automatic document feeder, a prompt does not appear.


If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.

11. To return to the Home screen, press the **Home** button.

Scanning to an Email Address

Before you scan to an email address, ensure that you configure the printer with the email server information. For details, refer to [Setting Up Scanning to an Email Address](#).

To scan an image and send it to an email address:

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the control panel, touch the **Home** button.
3. Touch **Scan To**.
4. Enter recipients:
 - To enter the email address manually, touch **Email**, enter an email address, then touch **Enter**.
 - To select a contact or group from the Address Book, touch the **Address Book** icon. Touch **Favorites** or **Contacts**, then select a recipient.
5. To save the scanned document as a specific file name, touch the attachment file name, enter a new name using the touch screen keypad, then touch **Enter**.
6. To save the scanned document as a specific file format, touch the attachment file format, then select the desired format.
7. Adjust scanning options as needed.
8. To change the subject line, from Email Features, touch **Subject**, enter a new subject line using the touch screen keypad, then touch **Enter**.
9. To change the email body message, from Email Features, touch **Message**, enter a new message, then touch **OK**.
10. To begin the scan, touch **Send**.
11. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.
 **Note:** If you are scanning a document from the automatic document feeder, a prompt does not appear.
12. To return to the Home screen, press the **Home** button.

Scan to Desktop

Before you begin:

- Before scanning, ensure that your computer and the printer are plugged in, powered on, and connected to an active network.
- On your computer, ensure that you have the correct print driver software installed. For details, refer to [Installing the Software](#).
- On your computer, ensure that the printer is installed using WSD. For details, refer to [Installing the Software](#).
- On your printer, ensure that WSD is enabled. Enable the feature or contact the system administrator.

To use the Scan to Desktop feature:

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the printer control panel, press the **Home** button.
3. Touch **Scan to Desktop**.
4. To select a destination, touch the computer address.
5. To begin the scan, press **Scan**.

The Windows Fax and Scan application opens on your PC desktop. The image file of your scan is saved to the Scanned Documents folder.

6. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.



Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

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

Scanning to an FTP or SFTP Server

To scan an image and send it to an FTP or SFTP server:

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the control panel, press the **Home** button.
3. Touch **Scan To**.
4. Touch **FTP** or **SFTP**, then enter the server address.
5. If prompted, enter a valid user name and password, then touch **Enter**.
6. Select a folder location for your scanned document, then touch **OK**.
7. To save the scanned document as a specific file name, touch the attachment file name. Enter a new name using the touch screen keypad, then touch **Enter**.
8. To save the scanned document as a specific file format, touch the attachment file format, then select the required format.
9. Adjust scanning options as needed.
10. To begin the scan, touch **Scan**.
The printer scans your images to the folder that you specified.
11. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.



Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

12. To return to the Home screen, press the **Home** button.

Scanning to a Shared Folder on a Network Computer

Before you can use the printer as a scanner on a network do these steps:

- Create a shared folder on your computer hard drive.
- Access the Embedded Web Server, then create an address that points the scanner to the computer.

Sharing a Folder on a Windows Computer

1. Open Windows Explorer.
2. Right-click the folder you want to share, then select **Properties**.
3. Click the **Sharing** tab, then click **Advanced Sharing**.
4. Select **Share this folder**.
5. Click **Permissions**.
6. Select the **Everyone** group, then verify that all permissions are enabled.
7. Click **OK**.



Note: Remember the Share name for later use.

8. Click **OK** again.
9. Click **Close**.

Sharing a Folder in Macintosh OS X Version 10.7 and Later

1. From the Apple menu, select **System Preferences**.
2. From the Internet & Wireless menu, select **Sharing**.
3. From the Service menu, select **File Sharing**.
4. Under Shared Folders, click the **Plus** icon (+).
5. Browse to the folder that you want to share on the network, then click **Add**.
6. To modify access rights for your folder, select the folder. The groups activate.
7. From the Users list, click **Everyone**, then use the arrows to select **Read & Write**.
8. Click **Options**.
9. To share the folder, select **Share files and folders using SMB**.
10. To share the folder with specific users, next to the user name, select **On**.
11. Click **Done**.
12. Close the System Preferences window.



Note: When you open a shared folder, a Shared Folder banner appears in the Finder for the folder and subfolders.

Adding an SMB Folder as an Address Book Entry from the Embedded Web Server

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. Click **Address Book**, then click **Add Contact**.
3. For Network (SMB), click the plus icon (+), then enter the following information:
 - **Nickname:** Enter the name that you want to appear in the Address Book.
 - **Type:** Select the network connection type.
 - **IP Address:** Port: Enter the IP address of your computer, then enter the default port number.
 - **Share:** Enter a name for the directory or folder. For example, to save scanned files to a shared folder named scans, type scans.
 - **Document Path:** Enter the path of the folder on the SMB server. For example, to save the scanned files to a folder named colorskans inside the scans folder, type colorskans.
 - **Login Name:** Enter your computer user name.
 - **Password:** Enter your computer login password.
 - **Retype Password:** Enter your login password again.
4. To save your network information, click **OK**.
5. To save your contact, click **OK**.

Adding a Folder as an Address Book Entry Using the Control Panel

1. At the printer control panel, touch the **Home** button.
2. Touch **Address Book**.
3. Touch the **Plus** icon (+), then select **Add Contact**.
4. Enter the name to appear in the address book.
5. Touch **Add (SMB)**, then navigate to the desired folder.




Note: Login credentials are required for computers on secured networks.

6. To save changes, touch **OK**.

Scanning to a Shared Folder on a Networked Computer

1. Load the original document on the document glass or into the duplex automatic document feeder.
2. At the printer control panel, press the **Home** button.
3. Touch **Scan To**.
4. Touch **Contacts**.
5. From the Contacts list, select the shared folder.

6. To save the scanned document as a specific file name, touch the attachment file name, enter a new name using the touch screen keypad, then touch **Enter**.
7. To save the scanned document as a specific file format, touch the attachment file format, then select the needed format.
8. Adjust scanning options as needed.
9. To begin the scan, press **Scan**.
10. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.
 -  **Note:** If you are scanning a document from the automatic document feeder, a prompt does not appear.
11. To return to the Home screen, press the **Home** button.

Scanning Images into an Application on a Connected Computer

You can import images directly from the scanner into a folder on your computer. With a Macintosh® computer and some Windows applications, you can import the images directly into an application.

Scanning an Image into an Application

 **Note:** Some Windows applications, including Office 2007, do not support this feature.

1. Load the original document on the document glass or in the duplex automatic document feeder.
2. At your computer, open the application into which you want to scan the image.
3. In the application, select the menu item to acquire the image.
4. From the Paper Source menu in Windows, or from the Scan From menu on a Macintosh® computer, select one of the following:
 - For the Document Glass, select **Flatbed**.
 - For the Duplex Automatic Document Feeder, select **Document Feeder**.
5. Specify other scan driver settings as needed.
6. To begin the scan, click **Scan**.

The printer scans the document and places the image in your application.

Example of Scanning an Image in Microsoft Windows

The following procedure provides an example of how to scan an image using a TWAIN scan driver in a Microsoft Windows environment.

1. At the printer, load the original document on the document glass or in the automatic document feeder.
2. At your computer, click **Start** → **Programs** → **Microsoft Office** → **Microsoft Office Tools** → **Microsoft Clip Organizer** or **OneNote**.
3. Click **File** → **Add Clips to Organizer** → **From Scanner or Camera**.
4. Click **Device** → **TWAIN Driver**.
5. Click **Custom Insert**.
6. For Scan Mode, select an option.
 - **Preview/Scan Multiples:** This mode configures the printer to allow you to preview and rearrange scanned images. You can also specify to include single scans or multiple scans in the same session.
 - **Transfer Directly to App:** This option bypasses the preview and sends the scanned images directly to the application.
7. To select a size for the scanned image, click **Original Size**, then select a size.

8. To select the sides to scan from the original, click **Side to Scan**, then select an option.
 - **1 Sided Scan**: This setting scans only one side of the original document or image and produces 1-sided output files.
 - **2 Sided Scan**: This setting scans both sides of the original document or image.
 - **2 Sided Scan, Rotate Side 2**: This setting scans both sides of the original document or image, and rotates the second side by 180 degrees.
9. To select the resolution to scan the image, click **Resolution**, then select an option.
10. To adjust the scan color, click **Output Color**, then select an option.
 - **Automatically Detect**: This option detects the color content in the original image. If the original image is color, the printer scans in full color. If the original image is a black and white document, the printer scans in black only.
 - **Black and White**: This setting scans in black and white only.
 - **Color**: This setting scans in full color.
 - **Grayscale**: This setting detects, then scans various shades of gray.
11. To adjust the scan, click Scan Adjustments.
12. Select a Scan Preset.
13. Click **Scan**.

The scan resolution depends on how you plan to use the scanned image. Scan resolution affects both the size and image quality of the scanned image file. Higher scan resolution produces better image quality and a larger file size.

1. To adjust the scan color, click **Output Color**, then select an option.
 - **Automatically Detect**: This option detects the color content in the original image. If the original image is color, the printer scans in full color. If the original image is a black and white document, the printer scans in black only.
 - **Black and White**: This setting scans in black and white only.
 - **Color**: This setting scans in full color.
 - **Grayscale**: This setting detects, then scans various shades of gray.
2. To adjust the scan, click Scan Adjustments.
3. Select a Scan Preset.
4. Click **Scan**.

Scanning Using the Windows Web Services on Devices Application

Before you begin:

- On your computer, ensure that the printer is installed using WSD and is available for use on the network. For details, refer to [Installing the Software](#).
 - On your printer, ensure that WSD is enabled. For details, refer to [Enabling WSD Scan Services](#).
1. Load the original document on the document glass or in the duplex automatic document feeder.
 2. On your computer, select the **Windows Fax and Scan** application, then click **Run**.
 3. Click **New Scan**.
 4. To choose the device, click **Change**. From the list, select your device.

Scanning

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* subfolder.

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.

Scanning to a Desktop Computer Using a USB Cable Connection

You can import images from the scanner into a folder on your computer using a USB cable connection, through your scanning software application.

To scan documents to your computer using a USB cable connection, ensure that your system meets the following requirements:


- Your computer is connected to the printer using an A to B USB cable.
- A suitable scanning application is installed on your computer.
- Suitable scan drivers are installed on your computer:
 - TWAIN/WIA for Windows users
 - ICA for Macintosh users
- A compatible operating system is installed. The following operating systems are supported:
 - Windows 7 or later
 - Mac OS 10.8.x or later

 **Note:** For details about meeting these requirements, contact your system administrator.

To scan a document to your desktop computer using a USB cable connection:


1. Load the original document on the document glass or in the duplex automatic document feeder.
2. At your computer, open the application where you want to scan the image.
3. 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.
4. From the scanning source menu, select an option:
 - For the document glass, select **Flatbed**.
 - For the duplex automatic document feeder, select **Document Feeder**.
5. Select other scan driver settings as needed.
6. 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.

7. To resize the frame, select the corner points, then move them.
8. 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.


Previewing and Building Jobs

Use the Preview option to view and check scanned images, or to build jobs that contain more than 50 original documents.

If you are using the Preview option to build a job, divide your job into segments of 50 or fewer pages. After all the segments are scanned and previewed, the job is processed and sent as a single job.

 **Note:** If the Preview option is hidden from view, refer to [Displaying or Hiding Installed Apps](#).

1. At the printer control panel, press the **Home** button.
2. To clear previous app settings, touch **Reset**.
3. Load your original documents.
 - Use the document glass for single pages or for paper that cannot be fed using the duplex automatic document feeder. Lift the automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
 - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the automatic document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the documents.
 - For jobs containing more than 50 original documents, divide the documents into segments of 50 or fewer pages. Load segment one into the duplex automatic document feeder.

 **Note:** If you are scanning multiple segments, use the same input area for each segment. Scan all segments using the document glass, or scan all segments using the automatic document feeder.

4. Touch the app required.
5. Select the job settings.
6. Touch **Preview**.
7. If you are scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.
8. To start scanning, touch **Preview**.

The original documents are scanned, then preview images are displayed on the screen.
9. Scroll through and check the preview images. To change the view orientation, touch **Rotate**. Do one of the following.
 - To scan more original documents, continue scanning your original documents using the same input area. After scanning, scroll to the end of the preview images, then touch the **Plus** icon (+). Continue this procedure until you have scanned all the original documents.
 - To process the job and send the scanned images, touch **Send**.
 - To discard the job, touch **X**, then touch **Delete and Close**.
10. To return to the Home screen, press the **Home** button.

Faxing


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Fax Overview

You can send a fax in one of three ways:

- **Fax**, or embedded fax, scans the document and sends it directly to a fax machine.
- **Server Fax** scans the document and sends it to a fax server, which transmits the document to a fax machine.
- **LAN Fax** sends the current print job as a fax. For details, refer to the print driver software.

 **Note:** Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or print driver type.

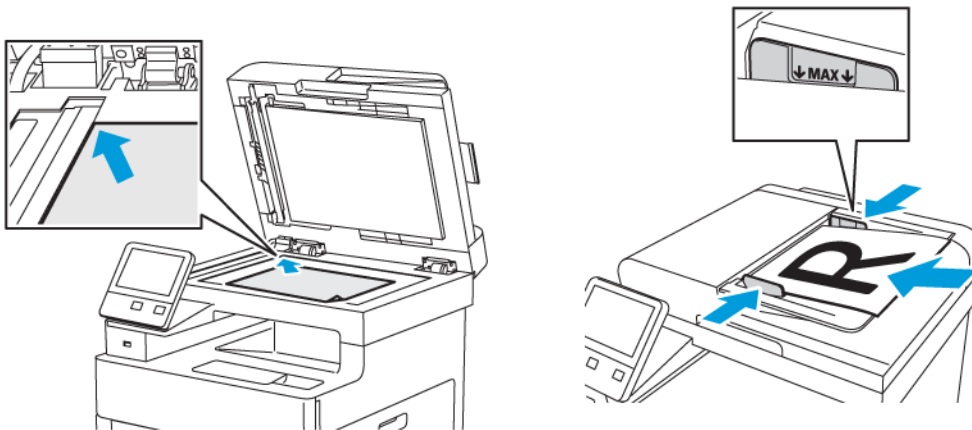
Document Loading Guidelines

To scan or fax original documents, use the document glass or the duplex automatic document feeder.

- For details on using the document glass, refer to [Document Glass Guidelines](#).
- For details on using the duplex automatic document feeder, refer to [Single-Pass Duplex Automatic Document Feeder Guidelines](#).

Loading Documents for Faxing

Position the original document as shown.



Document Glass


Lift the feeder cover, then place the original document face down in the upper-left corner of the document glass.

Single-Pass Duplex Automatic Document Feeder

Insert original documents face up with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.

Fax

When you send a fax from the printer control panel, the document is scanned and transmitted to a fax machine using a dedicated telephone line. To use the Embedded Fax feature, ensure that your printer has access to a functioning telephone line with a telephone number assigned to it.

 **Note:** Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or print driver type.

Configuring the Printer for Faxing

Before you use the fax, you must configure the Fax Settings to make it compatible with your local connection and regulations. The Fax Settings include optional features you can use to configure the printer for faxing.

For details on Fax Settings and Fax Default Settings, refer to [Configuring Fax Defaults and Settings](#).

Phone Line Compatibility


The fax function works best with an analog phone line. Voice-Over Internet Protocols (VOIPs) such as FIOS and DSL are not supported.

Sending a Fax from the Printer

1. At the printer control panel, press the **Home** button, then touch **Fax**.
2. Enter a recipient fax number manually, or select an individual or group from the fax address book.
 - To enter a fax number manually using the touch keypad, touch **Enter Fax Number**. Type the number, then press **Enter**.

 **Note:** To insert a pause as needed, touch the **Special Characters** icon, then touch **Dial Pause**. To enter longer pauses, touch **Dial Pause** multiple times.

- To add a number from the fax address book, touch the **Address Book** icon. Touch **Favorites** or **Contacts**, then select the contact.
3. Adjust fax settings as needed.
 - To adjust brightness, touch **Lighten/Darken**, then adjust as needed. Darken light original images such as pencil images, and lighten dark images such as halftone images from newspapers or magazines.
 - To scan both sides of your original document, touch **2-Sided Scanning**, then touch **2-Sided**.
 4. Touch **Send**.
 5. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.

 **Note:** If you are scanning a document from the automatic document feeder, a prompt does not appear.

6. To return to the Home screen, press the **Home** button.

 **Note:** You can configure the printer to print a Confirmation Report after it transmits a fax. For details, refer to [Configuring Fax Defaults and Settings](#).

Using Presets to Send a Fax From the Printer

You can use Presets to retrieve settings and recipient names for frequently used fax jobs. You can set access to these features for all users or for administrators only. Preset settings are not available until a preset has been created and stored on the device.

Presets are not visible until the feature is enabled.

To enable presets:

1. At the printer control panel, press the **Home** button, then touch **Fax**.
2. Touch **Customize**.



Note: To display the menu without entering a fax number, at the top of the screen, touch **Fax**.

3. Touch **Feature List**.
4. To make presets visible, touch the **Eye** icon for Preset.
5. Touch **Done**.
6. To return to the Home screen, press the **Home** button.

To create fax presets:

1. At the printer control panel, press the **Home** button, then touch **Fax**.
2. Add recipients as needed for the selected fax job.
3. Adjust settings as needed for the selected fax job.
4. Touch **Save**.
5. Select **Save as New Preset**.
6. Enter the name of the new preset, then touch **Next**.
7. Choose an icon for the new preset, then touch **Done**.
8. To return to the Home screen, press the **Home** button.

To use presets:

1. At the printer control panel, press the **Home** button, then touch **Fax**.
2. To use a preset, on the fax screen, touch **Preset**.
3. Select a saved preset.
4. Touch **Send**.
5. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.



Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

6. To return to the Home screen, press the **Home** button.

Sending a Delayed Fax

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.

Before you use this feature, set the printer to the current time. For details, refer to [Setting the Date and Time](#).

To specify the time to send your fax:

1. At the printer control panel, press the **Home** button, then touch **Fax**.
2. Add fax recipients and adjust fax settings as needed. For details, refer to [Sending a Fax from the Printer](#).
3. Touch **Delay Send**.
4. To set the Delay Send time, from the Delay Send screen, touch **Specific Time**. Specify the time for the printer to send the fax, then touch **OK**.
5. Touch **Send**.

The fax is scanned and saved, then sent at the time you specified.

6. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.



Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

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

Sending a Cover Sheet with a Fax

You can send a cover sheet with your fax. The cover sheet lists recipient information from the fax address book, and sender information from the Company Name Fax Line setting.

To send a cover sheet with a fax:

1. At the printer control panel, press the **Home** button, then touch **Fax**.
2. Add fax recipient names and adjust fax settings, as needed. For details, refer to [Sending a Fax from the Printer](#).
3. Touch **Cover Sheet**.
4. On the Cover Sheet screen, touch **Add Cover Sheet**.
5. To add predefined comments in the For or To fields on a cover sheet, touch **Blank Comment**.



Note: Use a predefined comment, or create another comment. For details, refer to [Adding a Predefined Comment](#).

A list of predefined comments appears.

6. Select a comment, then touch **OK**.
7. Touch **Send**.

Faxing

8. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.



Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

9. To return to the Home screen, press the **Home** button.

Adding a Predefined Comment

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Apps**→**Fax**.
3. To enter a predefined comment:
 - a. Touch **Cover Sheet Comments**.
A list of saved comments appears.
 - b. Select a **Not in Use** comment.
 - c. Use the touch screen keypad to enter your comment.
 - d. To save your comment, touch **OK**.
4. To return to the Home screen, press the **Home** button.

Polling a Remote Fax Machine

Fax Polling allows the printer to retrieve a fax stored on another fax machine that supports fax polling.

To retrieve a fax from another fax machine:

1. At the printer control panel, press the **Home** button, then touch **Fax**.






Note:

- To display the menu without entering a fax number, at the top of the screen, touch **Fax**.
 - Features can be shown or hidden in a menu. If Polling is hidden in the fax menu, change the Fax App settings. For details, refer to [Configuring Fax App Settings at the Control Panel](#).
2. To toggle Polling from Off to On, touch the **Polling** toggle button.
 3. Enter the fax number of the fax machine that you want to poll.
 - To enter a fax number manually, using the touch screen keypad, touch **Enter Fax Number**.
 - To add a number from the fax address book, touch the **Address Book** icon. Touch **Favorites** or **Contacts**, then select a contact.
 4. Touch **Retrieve**.
 5. To return to the Home screen, press the **Home** button.

Sending a Fax Manually

You can use the Manual Send feature to enable the fax modem speaker temporarily. This feature is helpful to dial international numbers, or to use phone systems that require you to wait for a specific audio tone.

To send a fax manually:

1. At the printer control panel, press the **Home** button, then touch **Fax**.
2. To toggle Manual Send from Off to On, touch the **Manual Send** toggle button.
 **Note:** To display the menu without entering a fax number, at the top of the screen, touch **Fax**.
3. Modify fax settings as needed.
4. Touch **Dial**.
5. To enter a fax number, use the touch screen keypad.
 **Note:** To insert a pause as needed, touch the **Special Characters** icon, then touch **Dial Pause**. To enter longer pauses, touch **Dial Pause** multiple times.
6. To send the fax, touch **Scan**.
7. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.
 **Note:** If you are scanning a document from the automatic document feeder, a prompt does not appear.
8. To return to the Home screen, press the **Home** button.

Printing a Fax Activity Report

1. At the printer control panel, press the **Home** button.
2. Touch **Device** → **Apps** → **Fax**.
3. Touch **Activity Report**.
4. To return to the Home screen, press the **Home** button.


Server Fax


Server fax allows you to send a fax over a network to a fax server. The fax server sends the fax to a fax machine over a phone line.

Before you can send a server fax, configure a fax filing repository or filing location. The fax server retrieves the documents from the filing location, then transmits the files over the telephone network. You can print a confirmation report.

Sending a Server Fax

To send a server fax:

1. At the printer control panel, press the **Home** button.
2. To clear previous app settings, touch **Reset**.
3. Load your original documents.
 - Use the document glass for single pages or paper that cannot be fed using the single-pass duplex automatic document feeder. Lift the automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
 - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples or paper clips from the pages. Insert the original documents face up in the automatic document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the original documents.
4. Touch **Server Fax**.
5. Enter recipients:
 - To enter a recipient fax number, use the touch screen keypad, then touch **Enter**.
 -  **Note:** To insert a pause as needed, touch the **Special Characters** icon, then touch **Dial Pause**. To enter longer pauses, touch **Dial Pause** multiple times.
 - To select a contact or group from the Address Book, touch the **Address Book** icon. Touch **Favorites** or **Contacts**, then select a recipient.

For details about using the Address Book and managing and creating Favorites, refer to [Editing the Address Book](#).
6. If scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.
7. Adjust server fax settings as needed.
8. Touch **Send**.
9. If you are scanning from the document glass, when prompted, do one of the following:
 - To complete the job and return to the Server Fax App, touch **Done**.
 - To scan another page, load a new original document on the document glass, then touch **Add Page**.
 - To delete the scan and return to the Server Fax App, touch **Cancel**, then touch **Delete**.
 -  **Note:** If you are scanning a document from the automatic document feeder, a prompt does not appear.
10. To return to the Home screen, press the **Home** button.

Sending a Delayed Server Fax

You can set a time in the future for the printer to send your server fax job. You can delay the send of your server fax job for up to 24 hours.

Before you use this feature, set the printer to the current time. For details, refer to [Setting the Date and Time](#).

To specify the time to send your server fax:

1. At the printer control panel, press the **Home** button.
2. Touch **Server Fax**.
3. To add a recipient fax number, use the touch screen keypad. To add a contact from the Address Book, touch the **Address Book** icon.
4. Load original documents into the printer, then adjust the settings as needed.
5. Touch **Delay Send**.
6. Touch **Specific Time**. Set the numbers to the correct time, then touch **OK**.
7. Touch **Send**. The server fax is scanned, saved, then sent at the time that you specified.
8. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**.




Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

9. To return to the Home screen, press the **Home** button.


Previewing and Building Jobs

Use the Preview option to view and check scanned images, or to build jobs that contain more than 50 original documents.

If you are using the Preview option to build a job, divide your job into segments of 50 or fewer pages. After all the segments are scanned and previewed, the job is processed and sent as a single job.

 **Note:** If the Preview option is hidden from view, refer to [Displaying or Hiding Installed Apps](#).

1. At the printer control panel, press the **Home** button.
2. To clear previous app settings, touch **Reset**.
3. Load your original documents.
 - Use the document glass for single pages or for paper that cannot be fed using the duplex automatic document feeder. Lift the automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
 - For single, multiple, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the automatic document feeder, with the top of the page entering the feeder first. Adjust the paper guides so that they fit against the documents.
 - For jobs containing more than 50 original documents, divide the documents into segments of 50 or fewer pages. Load segment one into the duplex automatic document feeder.

 **Note:** If you are scanning multiple segments, use the same input area for each segment. Scan all segments using the document glass, or scan all segments using the automatic document feeder.

4. Touch the app required.
5. Select the job settings.
6. Touch **Preview**.
7. If you are scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.
8. To start scanning, touch **Preview**.

The original documents are scanned, then preview images are displayed on the screen.
9. Scroll through and check the preview images. To change the view orientation, touch **Rotate**. Do one of the following.
 - To scan more original documents, continue scanning your original documents using the same input area. After scanning, scroll to the end of the preview images, then touch the **Plus** icon (+). Continue this procedure until you have scanned all the original documents.
 - To process the job and send the scanned images, touch **Send**.
 - To discard the job, touch **X**, then touch **Delete and Close**.
10. To return to the Home screen, press the **Home** button.

Sending a Fax From Your Computer

You can send a fax to the printer from an application on your computer.

Sending a Fax From Windows Applications

You can use the print driver to send a fax from Windows applications.

You can use the fax window to enter recipients, create a cover page with notes, and set options. You can send a confirmation sheet, set the send speed, resolution, send time, and dialing options.

To send a fax from Windows applications:

1. With the desired document or graphic image open in your application, open the Print dialog box. For most software applications, click **File**→**Print** or press **CTRL+P**.
2. Select your printer.
3. To open the print driver dialog box, click **Printer Properties**.
4. On the Printing Options tab, from the Job Type list, select **Fax**.
5. In the Fax window, do one or more of the following:
 - Click the **Add Recipient** button, type the recipient name and fax number, add other information, then click **OK**. Add new recipients as needed.
 - Click the **Add From Phonebook** button. In the Add From Phonebook window, click the arrow, then select a phonebook from the list. Select names from the list, or to search for a recipient, type a name, then click the search icon. To add a name to the Fax Recipients list, select the name, then click the **Down Arrow**. When you are finished, click **OK**. To add more names, repeat this procedure.
6. To include a cover sheet, click **Cover Sheet**.
7. From the Cover Sheet Options menu, select **Print a Cover Sheet**. Enter the details as needed, then click **OK**.
8. On the Options tab, select the options for the fax, then click **OK**.
9. Click **Print**.
10. In the Printer Properties window, click **OK**.
11. In the Print window, click **OK**.

Sending a Fax From Macintosh Applications

You can use the fax driver to send a fax from many Macintosh applications. To install the fax driver, refer to [Installing the Software](#).

To send a fax from Macintosh applications:

1. From your software application, access the print settings. For most software applications, press **CMD+P**.
2. Select your LAN fax printer from the list.
3. To access the fax driver settings, select **Fax Setting**. The title of the button can vary depending on your application.
4. Modify fax settings as needed. For more information, click the **Help (?)** button.

Faxing

5. Click **Print**.
6. Do one or more of the following:
 - Enter the recipient name and fax number, then click **Add**.
 - Click **Look Up Address Book**, select recipients from the local Address Book, then click **Add**.
 - Click **Look Up Device Address Book**, select recipients, then click **Add**.
7. Click **OK**.
8. To delay sending the fax, select **Delayed Send**, then enter the time that you want the fax sent.
9. Click **Start Sending**.

Printing a Secure Fax

When the Fax Secure Receive option is enabled, all faxes that the device receives are held in the Jobs list until you enter a passcode. After you enter the passcode, the faxes are released and printed.



Note: Before you can receive a Secure Fax, ensure that the Secure Fax Receive feature is enabled. For details, refer to [Configuring the Fax Settings at the Control Panel](#).

To print a secure fax:

1. At the printer control panel, press the **Home** button, then touch **Jobs**.
2. Touch **Personal & Secure Jobs**.
3. Touch your assigned private folder.
4. Enter your passcode, then touch **OK**.
5. Select a job to print, or touch **Print All**.
6. To return to the Home screen, press the **Home** button.

Editing the Address Book

You can create and save contact information for individual contacts or groups. You can manage address book contacts at the control panel, or in the Embedded Web Server.

Adding or Editing Fax Contacts in the Address Book at the Control Panel

To add contacts:

1. At the printer control panel, press the **Home** button.
2. Touch **Address Book**.
3. Touch the **Plus** icon (+), then select **Add Contact**.
4. To enter a name, touch the **Enter First Name**, **Enter Last Name**, or **Enter Company** field, then to move to the next field, touch **Next**. When finished, touch **Enter**.
5. To add a fax number, touch **Add Fax**, enter a fax number, then touch **OK**.
6. To save the contact, touch **OK**.
7. To return to the Home screen, press the **Home** button.

To edit contacts:

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 **Edit**.
4. To change contact information, touch the information that you want to update, edit as needed, then touch **OK**.
5. To save your contact changes, touch **OK**.
6. To return to the Home screen, press the **Home** button.

Adding or Editing Groups in the Address Book at the Control Panel

To add groups:

1. At the printer control panel, press the **Home** button, then touch **Address Book**.
2. Touch the **Plus** icon (+), then select **Add Group**.
3. Select the group type.
4. To enter a group name, touch **Enter Group Name**, then enter a name using the touch screen keypad. Touch **Enter**.
5. To add group members, touch **Add Member**.
6. To add a contact name, from the Favorites or Contacts menu, select a contact.
7. To add more group members, touch **Add Member**, then select a contact.

8. To save the group, touch **OK**.
9. To return to the Home screen, press the **Home** button.

To edit groups:

1. At the printer control panel, press the **Home** button.
2. Touch **Address Book**.
3. From the address book, select a group, then touch **Edit**.
4. To add group members, touch **Add Member**.
5. To add a contact, from the Favorites or Contacts menu, select a contact.
6. To add more group members, touch **Add Member**, then select a contact.
7. To remove group members, for each contact, touch the **Trash** icon. At the prompt, touch **Delete**.
8. To save the changes, touch **OK**.
9. To return to the Home screen, press the **Home** button.

Adding or Editing Fax Contacts in the Address Book in the Embedded Web Server

To add contacts:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. Click **Add Contact**.
4. To enter a name, click the **First Name**, **Last Name**, or **Company** field, then enter the details.
5. To add an email address, in the Email field, enter an email address.
6. To add a fax number, for Fax, click the **Plus** icon (+), then enter a number.
7. To save the contact, click **OK**.

To edit contacts:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. From the Address Book, select a contact.
4. To edit contact information, perform the following steps.
 - a. Click the contact name or contact information, then edit as needed.
 - b. To clear contact information, for the specific contact information, click the **Trash** icon.
 - c. To save the changes, click **OK**.
5. To remove the selected contact from the Address Book, click **Delete**. At the prompt, click **Delete**.

Adding or Editing Groups in the Address Book in the Embedded Web Server

To add groups:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. Click **Add Group**.
4. For **Enter Group Name**, enter a name for the group.
5. From the menu, select the group type.
6. To add group members, for Members, click the **Plus** icon (+).
7. To add contacts to the group, in the Add Members window, for each contact, select the check box. When you are finished, click **OK**.
8. To save the group, click **OK**.

To edit groups:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. Within the address book, select a group.
4. To add group members:
 - a. For Members, click the **Plus** icon (+).
 - b. In the Add Members window, select the check box for each required member.
 - c. To save the changes, click **OK**.
5. To remove group members:
 - a. For the required member, click the **Trash** icon.
 - b. At the prompt, click **Delete**.
 - c. Repeat the previous two steps for each member.
 - d. To save the changes, click **OK**.
6. To remove the selected group from the Address Book, click **Delete**. At the prompt, click **Delete**.

Creating and Managing Favorites

You can mark contacts as Favorites. A star next to a contact in the list indicates a Favorite. You can mark a favorite as a Global Favorite for all services or as a Favorite for email, fax, or scan-to destinations.

Creating and Managing Favorites at the Control Panel

1. At the printer control panel, press the **Home** button, then touch **Address Book**.
2. Select a contact, then touch **Edit**.

3. To make the contact a Global Favorite, for the contact name, touch the **Star** icon.
4. To mark a contact as a Favorite for email, fax, or a scan-to destination:
 - a. For each desired feature, touch the **Star** icon.
 - b. To save changes, touch **OK**.
5. To clear a contact marked as a Favorite:
 - a. To remove the contact as a Global Favorite, for the contact name, touch the **Star** icon.
 - b. To remove the contact from the Favorite list for a selected feature, for the selected feature, touch the **Star** icon.
 - c. To save changes, touch **OK**.
6. To return to the Home screen, press the **Home** button.

Creating and Managing Favorites in the Embedded Web Server

1. In the Embedded Web Server, click **Address Book**.
2. Select a contact.
3. To make the contact a Global Favorite, click the Global Favorite **Star** icon.
4. To mark a contact as a Favorite for email, fax, or a scan-to destination, for each feature, click the **Star** icon.
5. To remove a contact marked as a Favorite, for Global Favorite or the selected feature, touch the **Star** icon. The contact is removed from the Global Favorite list, or the Favorite list for the selected feature.
6. To save changes, click **OK**.

Maintenance

This chapter contains:


- [Cleaning the Printer](#) 166
- [Adjustments and Maintenance Procedures](#)..... 177
- [Ordering Supplies](#)..... 182
- [Moving the Printer](#) 185

Cleaning the Printer

Cleaning the Exterior

Clean the exterior of the printer once a month.

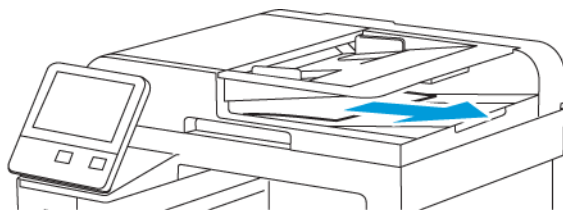
- Wipe the paper tray, output tray, control panel, and other parts with a damp, soft cloth.
- After cleaning, wipe with a dry, soft cloth.
- For stubborn stains, apply a small amount of mild detergent to the cloth and gently wipe the stain off.

 **Caution:** Do not spray detergent directly on the printer. Liquid detergent could enter the printer through a gap and cause problems. Never use cleaning agents other than water or mild detergent.

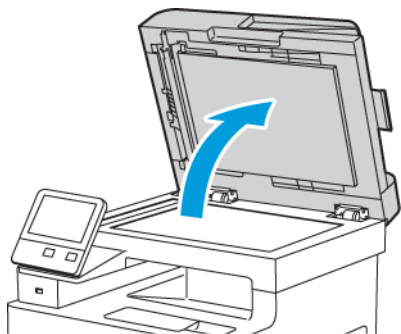
Cleaning the Scanner

Clean the scanner about once a month, when anything is spilled on it, or when debris or dust collect on any of the surfaces. Keep the feed rollers clean to ensure the best possible copies and scans.


1. Remove any paper from the Document Feeder Tray, and the Document Output Tray.

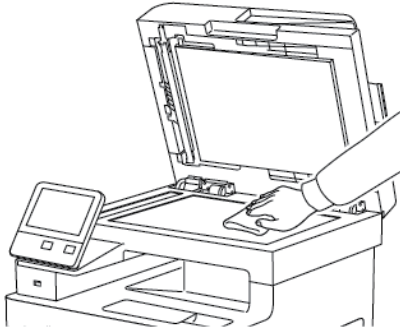


2. Open the Document Cover.



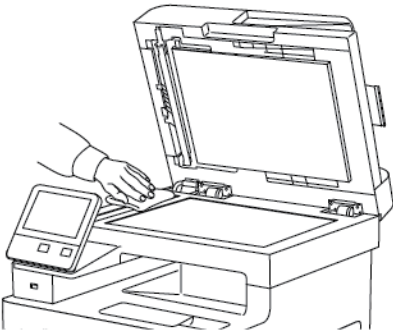
3. Slightly dampen a soft, lint-free cloth with water.
4. Clean the document glass.

 **Note:** For best results, use Xerox® Glass Cleaner to remove marks and streaks.

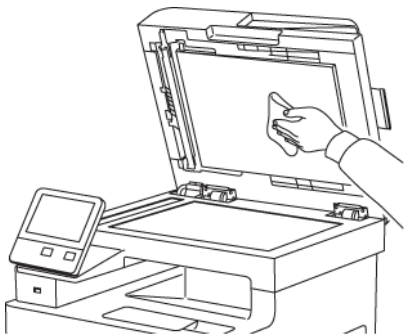


5. Clean the CVT glass.

 **Note:** For best results, use Xerox® Glass Cleaner to remove marks and streaks.

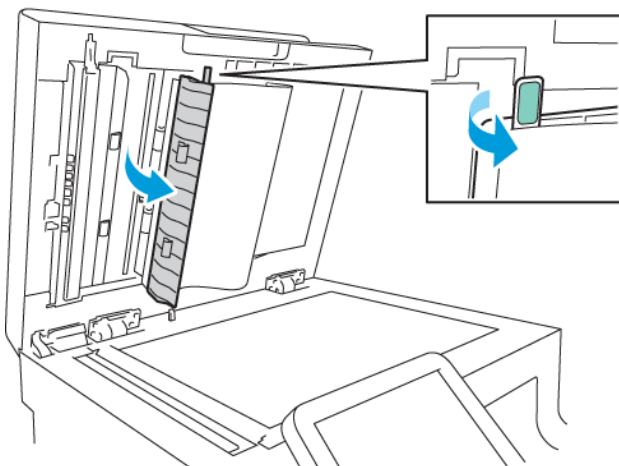


6. Wipe the white underside of the document cover until it is clean and dry.




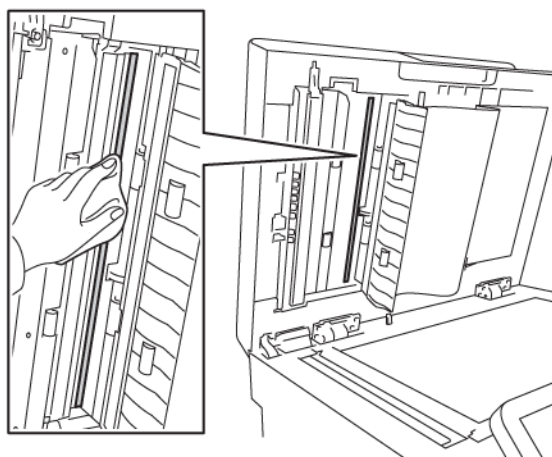
Maintenance

7. To access the second-side scanning lens assembly, lower the Second-Side Scanning Access Cover.

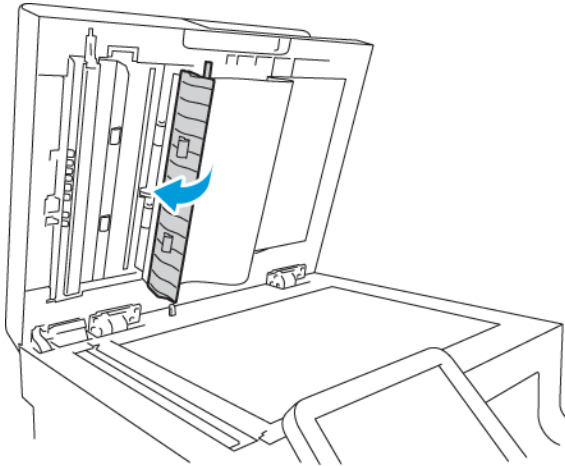


8. Using a soft cloth moistened with water, wipe the mirrored glass, the white-plastic strip, and the rollers. If dirt is difficult to remove, moisten a soft cloth with a small amount of neutral detergent, then wipe the printer parts dry with a soft cloth.

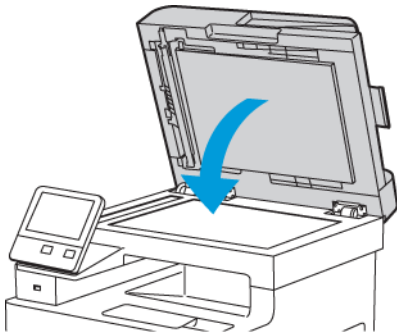
 **Note:** To prevent damage to the film around the glass, do not press heavily on the mirrored glass.



9. Close the Second-Side Scanning Access Cover.

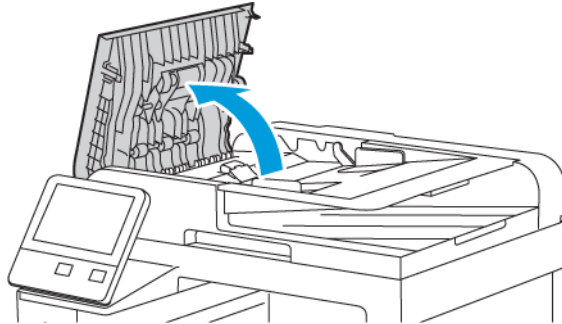


10. Close the Document Cover.




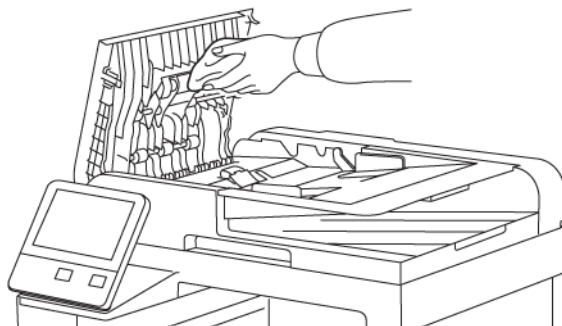
Cleaning the Feed Rollers on the Duplex Automatic Document Feeder

1. Open the Top Cover.



2. Wipe the feed rollers with a dry, soft, lint-free cloth until they are clean.

 **Note:** If the feed rollers get stained with toner or debris, they can cause stains on the documents. To remove the stains, use a soft lint-free cloth dampened with a neutral detergent or water.



3. Close the Top Cover.

Cleaning the Interior

WARNING:

- Never touch a labeled area on or near the heat roller in the fuser. You can get burned. 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 40 minutes for the fuser to cool. Try to remove the jam after the printer has cooled.
- If you spill any toner in the printer, remove the toner using a moist cloth. Never use a vacuum cleaner to remove spilled toner. Sparks inside the vacuum cleaner can cause a fire or explosion.


To prevent stains inside the printer that can deteriorate print quality, clean the interior of the printer regularly. Clean the printer interior whenever you replace the drum cartridge.

After clearing paper jams or replacing a toner cartridge, inspect the inside of the printer before closing the printer covers and doors.

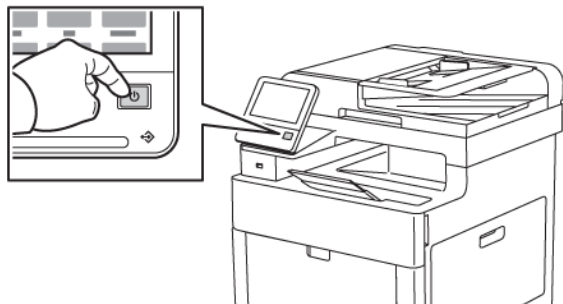
- Remove any remaining pieces of paper or debris. For more information, refer to [Clearing Paper Jams](#).
- Remove any dust with a dry, lint-free clean cloth.

Cleaning the LED Lenses

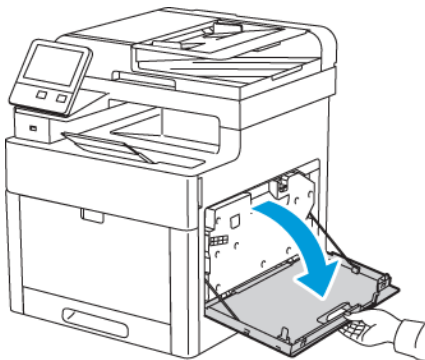
If prints have voids or light streaks through one or more colors, use the following instructions to clean the LED lenses.

 **WARNING:** If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool water, not hot, to rinse off the toner. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

1. Power off the printer.

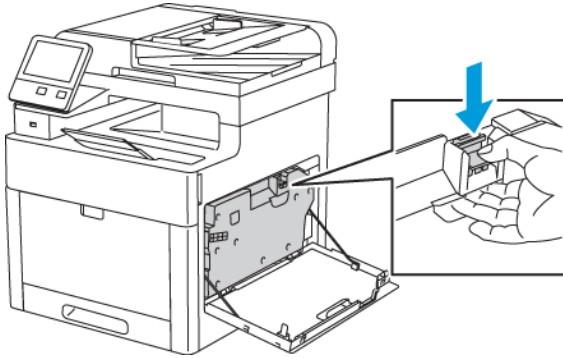


2. Open the right-side door.



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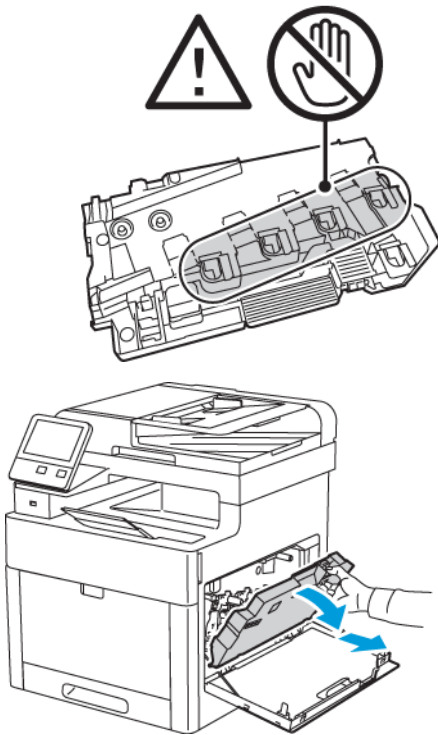
3. To unlock the waste cartridge, pinch the latch.




4. To remove the waste cartridge, lower the top of the cartridge, then lift it away from the printer. To prevent toner spills, keep the openings facing up.

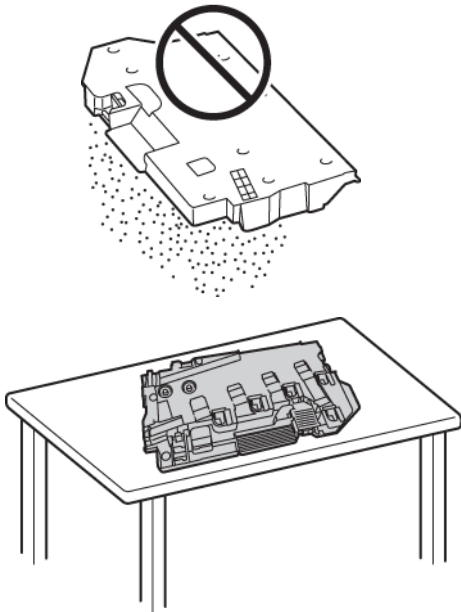
 **Note:**

- Be careful not to spill toner when handling the waste cartridge.
- After removing the waste cartridge, do not touch the area shown in the illustration.

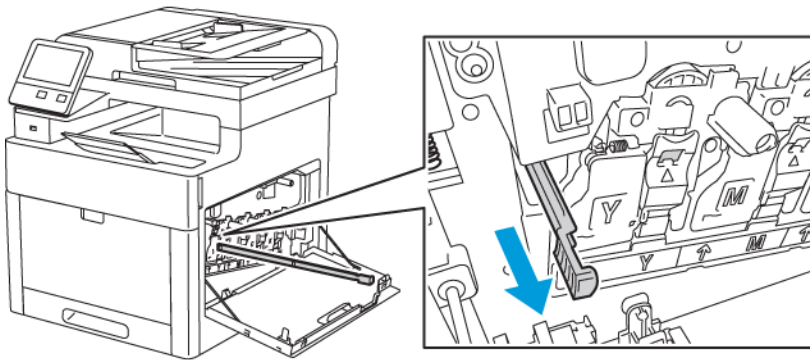


5. Place the removed waste cartridge on a level surface, with the openings facing up.

 **Note:** To avoid toner spills or malfunction, do not lay the waste cartridge on its side, or with the openings facing down.

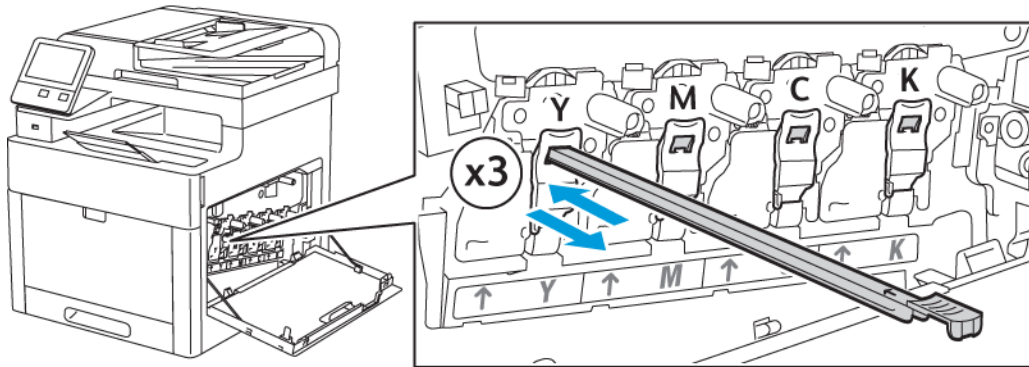


6. Remove the cleaning rod from inside the printer.

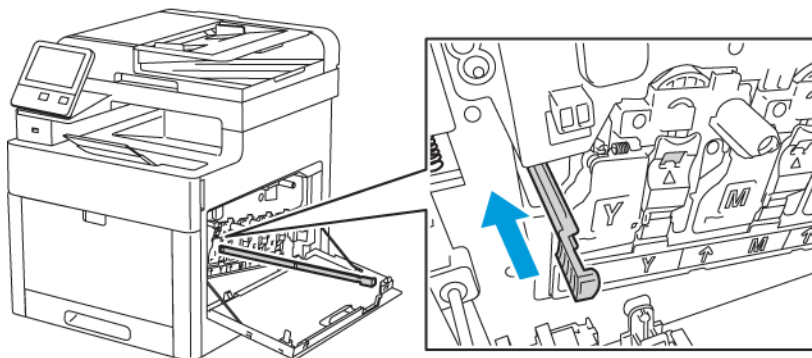


Maintenance

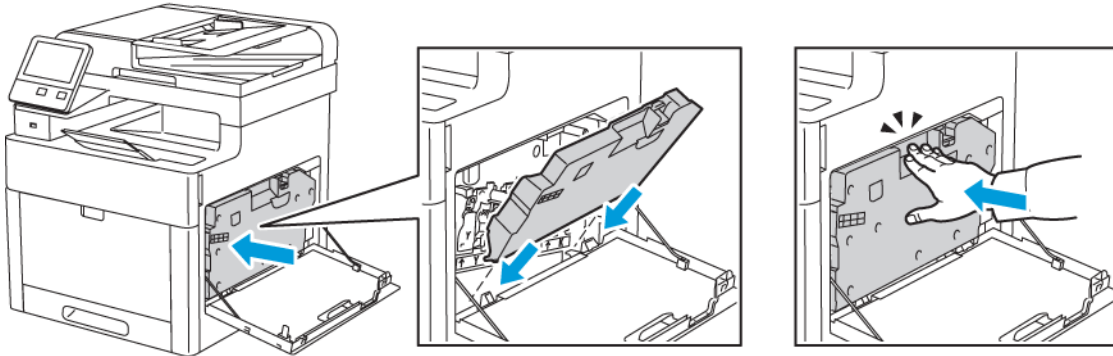
7. Insert the cleaning rod into one of the four cleaning holes until it stops, then pull out the rod. Repeat this two more times.



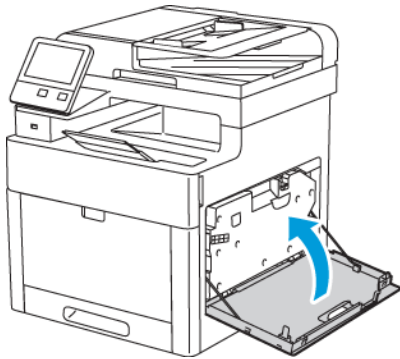
8. Repeat the procedure for the holes in the other three slots.
9. Return the cleaning rod to its original location.



10. To reinsert the waste cartridge, lower the bottom of the cartridge into position. To lock the cartridge into place, push the top forward until the latch clicks into place.



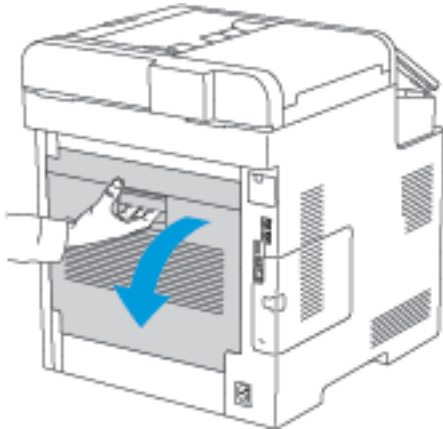
11. Close the right-side door.



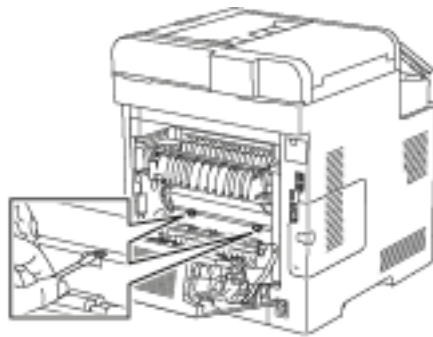
Cleaning the Color Density Sensors

If the print or color density is too light, missing, or the background is foggy, clean the color density sensors.

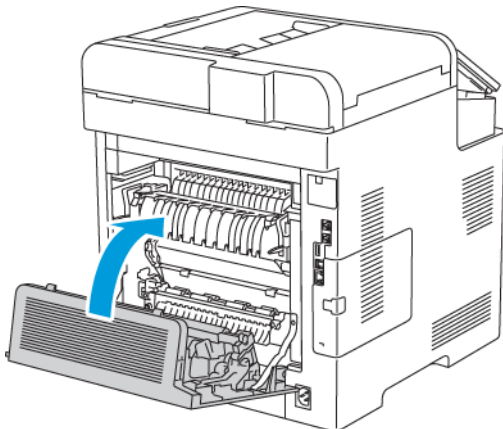
1. Power off the printer. For details, refer to [Powering the Printer On and Off](#).
2. Lift the rear door release and pull open the door.



3. Use a dry cotton swab to clean the color density sensors.



4. Close the rear door.



Adjustments and Maintenance Procedures

Color Registration

The printer automatically adjusts the color registration when automatic adjustment is turned on. You can also adjust color registration manually any time the printer is idle. You must adjust the color registration any time the printer is moved. If you are having printing problems, adjust the color registration.

Performing a Color Registration Adjustment

A color-registration adjustment occurs every time a new toner cartridge is installed. You can run this adjustment at other times as needed.

To perform a color-registration adjustment:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Support**→**Color Registration**.
3. To perform an Automatic Color Registration adjustment, touch **Start**.
4. At the successfully completed prompt, touch **Close**.
5. To exit the menu, touch **X**.
6. To return to the Home screen, press the **Home** button.

Color Calibration

Use Color Calibration to adjust colors that appear incorrect, or for composite grays that look neutral.

To perform a Color Calibration:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Support**→**Color Calibration**.
3. To select a screen to use for your calibration, touch **Screen Type**, then select an option.
 - To optimize color tones for copy jobs, touch **Copy Job**.
 - To optimize color tones for Standard print-quality print jobs, touch **Print Job 1**.
 - To optimize color tones for Enhanced print-quality print jobs, touch **Print Job 2**.
4. To select a target job type for your calibration, touch **Target**, then select the type of output you want calibrated.
 - To optimize color only for copy jobs, touch **Copy Jobs Only**.
 - To optimize color only for print jobs, touch **Print Jobs Only**.
 - To optimize color for both copy and print jobs, touch **Copy & Print Jobs**.
 - If no adjustment is desired, touch **None**.
5. To select the source paper tray, touch **Paper Supply**, then touch the desired tray.
6. To begin the color calibration, touch **Start**. Follow the onscreen instructions.
7. When finished, touch **Close**.
8. To exit the menu, touch **X**.
9. To return to the Home screen, press the **Home** button.

Scan Color Consistency

Use the Scan Color Consistency procedure to adjust scanned colors that appear incorrect, or for composite grays that look neutral. This procedure prints a Calibration Chart that you load into the automatic document feeder. The printer scans that page and uses the scanned values to complete the adjustments.

To perform the Scan Color Consistency procedure:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Support**→**Color Scan Consistency**.
3. To select the desired procedure, touch **Calibration Type**, then select a procedure.
 - To perform the Scan Color Consistency procedure, touch **Print Calibration Chart**. Follow the onscreen instructions.
 - To restore the color scan settings to the previous settings, touch **Restore Previous Settings**. Follow the onscreen instructions.
 - To reset the color scan settings to factory-default values, touch **Reset to Factory Defaults**. Follow the onscreen instructions.
4. When finished, touch **Close**.
5. To exit the menu, touch **X**.
6. When finished, to return to the Home screen, press the **Home** button.


Adjusting Paper Registration

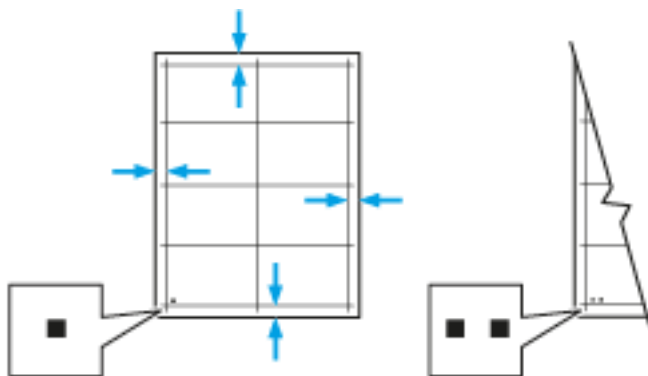
Use Adjust Paper Registration to adjust the placement of the printed image on the page. The adjustment allows you to place the top, bottom, left, and right margins exactly where you want. You can specify the image position on both the front and back sides of the paper, for each installed paper tray.

Verifying Paper Registration

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Touch **Device**→**Support**→**Image Position**.
4. Select the source paper tray for the registration print.
 - a. Touch **Paper Supply**.
 - b. Touch the desired tray.
5. If your printer has automatic 2-sided printing, select the sides that you want to optimize.
 - To select a sample registration page for adjusting side 1, touch **Adjusted Side**, then touch **Side 1**.
 - To select a sample registration page for adjusting both sides, touch **Adjusted Side**, then touch **Side 2**.
6. Specify the consecutive number of sample pages to print.
 - a. Touch **Print Settings**.
 - b. To increase or decrease the number of sample pages, for Quantity, touch Plus (+) or Minus (-), then touch **OK**.

7. To print the sample pages, touch **Print Sample**.
8. When printing is completed, touch **Close**.
9. On the sample pages, for Side 1, use a ruler to measure the distance of the printed image from the top, bottom, left, and right edges.

 **Note:** For identification, a single dot is printed on Side 1, and two dots are printed on Side 2.



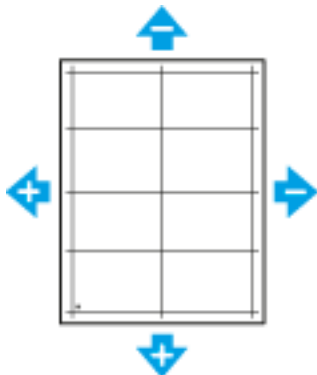
10. For Side 2, measure the distance of the printed image from the top, bottom, left, and right edges.
11. If the image is centered, no adjustment is required. If not centered, adjust the paper registration. For details, refer to [Adjusting Paper Registration](#).

Performing a Paper Registration Adjustment

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Touch **Device**→**Support**→**Image Position**.
4. To adjust registration, select the source paper tray.
 - a. Touch **Paper Supply**.
 - b. Touch the desired tray.
5. Using the chart printed in Verifying Paper Registration, select the side for registration.
 - a. For adjusting Side 1, touch **Adjusted Side**, then touch **Side 1**.
 - b. For adjusting Side 2, touch **Adjusted Side**, then touch **Side 2**.
6. To adjust the registration, touch **Lead/Side Registration**.
 - a. To adjust the side-to-side registration, for **Side Registration**, touch Plus (+) or Minus (-).

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- b. To adjust the top-to-bottom registration, for **Lead Registration**, touch Plus (+) or Minus (-).
For reference, position the chart so that Side-1 or Side-2 dots are at the bottom of the page.
 - For Lead Registration, a positive value shifts the image down the page.
 - For Side Registration, a positive value shifts the image to the left.



7. To save your settings, touch **OK**.
8. As needed, repeat steps 4 through 6 to enter additional values.
9. Print another sample page, then repeat the process until you complete the registration corrections.
10. To return to the Home screen, press the **Home** button.

Transfer Voltage Adjustment

Use Transfer Voltage Adjustment to specify the bias transfer roller voltage for printing on the selected paper type. If the printed image is too light, increase the voltage for the paper you are using. If the printed image is mottled or blotchy-looking, decrease the voltage for the paper you are using.

To adjust the transfer voltage:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Support**→**Transfer Voltage Adjustment**.
3. To select the paper type for the adjustment, touch **Paper Type**, then touch the required paper type.
4. To adjust the transfer voltage, for **Voltage Level**, touch the Plus icon (+) or the Minus icon (-).
5. Touch **Adjust**.
6. To exit the menu, touch **X**.
7. To return to the Home screen, press the **Home** button.

Adjusting the Fuser

Use Adjust Fuser for optimum print quality across a wide range of paper types. If the toner on a print is smeared or can be rubbed off the paper, increase the temperature for the paper you are using. If the toner is blistered or mottled, decrease the temperature for the paper you are using.

To adjust the fuser:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Support**→**Fuser Temperature Adjustment**.
3. To select the paper type, touch **Paper Type**, then touch the name of the paper type in the list.
4. To increase or decrease the fusing temperature, touch the arrow buttons, then touch **Adjust**.
5. To adjust the Fuser for another paper type, select it from the list, then repeat steps 3 and 4.
6. To exit the menu, touch **X**.
7. To return to the Home screen, press the **Home** button.

Adjusting the Altitude

Use Adjust Altitude to adjust the altitude to match that of the location where the printer is installed. If the altitude setting is incorrect, it can cause print-quality problems.

To adjust the altitude:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Support**→**Altitude Adjustment**.
3. Touch the altitude of the location of the printer, then touch **OK**.
4. To return to the Home screen, press the **Home** button.

Performing a Developer and Transfer Roller Cleaning Procedure

When a printer sits idle for an extended time, visible background toner can potentially appear on prints. Use the Developer and Transfer Roller Cleaning procedure to reduce background toner on prints.

To perform a Developer and Transfer Roller Cleaning procedure:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Support**→**Developer & Transfer Roller Cleaning**.
3. To perform a Developer and Transfer Roller Cleaning procedure, touch **Start**.
4. At the successfully completed prompt, touch **Close**.
5. To exit the menu, touch **X**.
6. To return to the Home screen, press the **Home** button.


Ordering Supplies

Consumables

Consumables are printer supplies that are depleted during the operation of the printer. Consumable supplies for this printer are the Genuine Xerox® Toner Cartridges in cyan, magenta, yellow, and black.


 **Note:**

- Each consumable includes installation instructions.
- 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 was designed to cease functioning at a predetermined point.

 **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.

Routine Maintenance Items

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

 **Note:** Each routine maintenance item includes installation instructions.


Routine maintenance items for this printer include the following:

- Cyan, Magenta, Yellow, and Black Drum Cartridges
- Waste Cartridge

When to Order 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.

Order supplies from your local reseller or go to www.xerox.com/office/WC6515supplies.

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

Viewing Printer Supply Status

You can check the status and percentage of life remaining for your printer supplies at the control panel or from the Embedded Web Server.

To view printer supply status in the Embedded Web Server:

1. At your computer, open a Web browser. In the the address field, type the IP address of the printer, then press **Enter** or **Return**.

 **Note:** For details, refer to [Finding the IP Address of Your Printer](#).

2. To view the percentage of life remaining for toners, click **Home**.
3. To view details, for Supplies, click **Details**.
4. At the printer control panel, press the **Home** button.
5. Touch **Device**→**Supplies**.
6. To view additional details for an item, touch the item.
7. To exit the menu, touch **X**.
8. To return to the Home screen, press the **Home** button.

To view printer supply status at the control panel:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Supplies**.
3. To view additional details for an item, touch the item.
4. To exit the menu, touch **X**.
5. To return to the Home screen, press the **Home** button.

Toner Cartridges

General Precautions




WARNING:

- When replacing a 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.

Replacing a Toner Cartridge

A message appears on the control panel when a toner cartridge must be replaced.

 **Note:** Each toner cartridge includes installation instructions.

Printer Status Message	Cause and Solution
Reorder Toner	The toner cartridge is low. Order a new toner cartridge.
Out of Toner	The toner cartridge is empty. Replace the toner cartridge with a new one.

Recycling Supplies

For more information on the Xerox® supplies recycling program, go to www.xerox.com/gwa.

Checking Meter Readings

You can use Meter Readings to view impression count details for the printer. The current counts for color, black and white, and combined total impressions appear. Meter Readings track the total number of images and pages that are printed for the life of the printer. You cannot reset Meter Readings. For details, refer to [Checking Meter Readings](#).

Moving the Printer

**WARNING:**

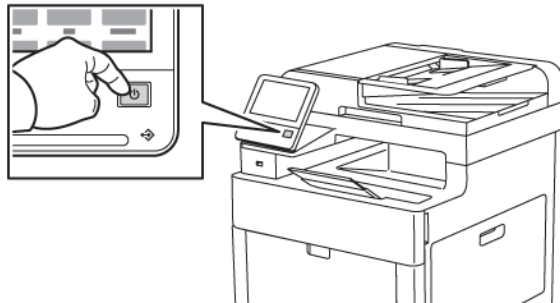
- To lift the printer, always use at least two people to grasp the hand holds on each side of the printer.
- To prevent you from dropping the printer or injury, lift the printer firmly by gripping the recessed areas on both sides of the printer. Never lift the printer by gripping any other areas.
- If optional 550-Sheet Feeders are installed, uninstall them before you move the printer. If the optional 550-Sheet Feeders are not fixed to the printer securely, they can fall to the ground and cause injury.

Follow these instructions when moving the printer:

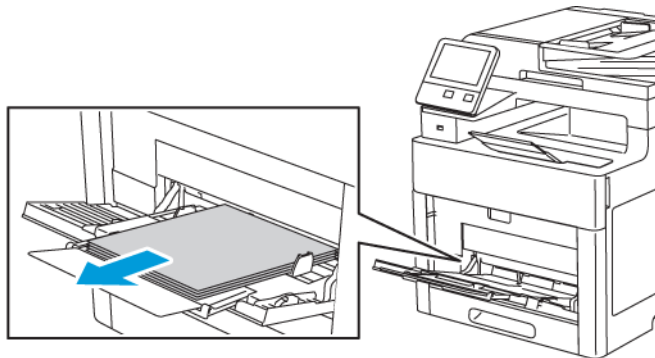
1. Power off the printer, then disconnect the power cord and other cables from the back of the printer.



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 from the Bypass Tray.

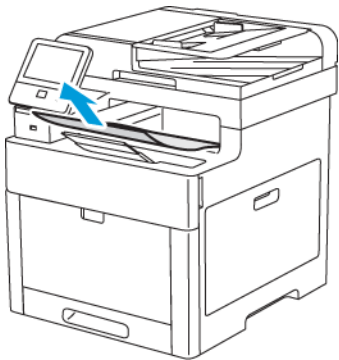


Maintenance

3. Close the Bypass Tray.



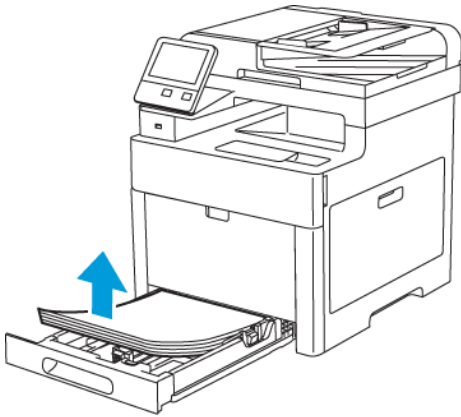
4. Remove any paper or other media from the output tray.



5. If the output tray extension is extended, close it.



6. Remove any paper from Tray 1, then close the tray.



7. Keep the paper wrapped and away from humidity and dirt.
8. If the optional 550-Sheet Feeder is installed, unlock, then uninstall it before you move the printer.



9. Lift and carry the printer as shown in the illustration.



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.
- Repack the printer and its options using the original packing material and boxes or a Xerox Repackaging Kit.



Caution: Failure to repackage the printer properly for shipment can result in damage not covered by the Xerox® Warranty, Service Agreement, or Total Satisfaction Guarantee. The Xerox® Warranty, Service Agreement, or Total Satisfaction Guarantee do not cover damage to the printer caused by improper moving.



10. Reinstall any parts that you removed.
11. Reconnect the printer to the cables and power cord.
12. Plug in and power on the printer.

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

This chapter contains:

- [General Troubleshooting](#) 190
- [Paper Jams](#) 195
- [Getting Help](#) 221

General Troubleshooting

This section contains procedures to help you locate and resolve problems. Resolve some problems by simply restarting the printer.

Printer Does Not Power On

Probable Causes	Solutions
The power switch is not turned on.	At the printer control panel, press the Power/Wake button. For details, refer to Powering the Printer On and Off .
The power cord is not plugged into the outlet correctly.	Power off the printer, and plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	<ul style="list-style-type: none"> 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 the Electrical Specifications .

 **Caution:** Plug the three-wire cord with grounding prong directly into a grounded AC outlet.

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. Print the Error History Report. If the error persists, contact your Xerox representative.
The printer is connected to an uninterruptible 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 devices.

Printer Does Not Print


Probable Causes	Solutions
The printer is in Power Saver mode.	On the control panel, press the Power/Wake button.
The printer has an error.	If the Status LED is blinking amber, follow the instructions on the control panel to clear the error. If the error persists, contact your Xerox representative.
The printer is out of paper.	Load paper into the tray.
The incorrect paper is loaded for the print job.	Load the correct paper in the appropriate tray. At the printer control panel, specify the correct paper size, type and color.
The paper settings for the print job do not match any paper loaded in the paper trays at the printer.	From the print driver, select a paper tray containing the correct paper.
A toner cartridge is empty.	Replace the empty toner cartridge.
No control panel indicators are lighted.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer. If the error persists, contact your Xerox representative.
The printer is busy.	<ul style="list-style-type: none"> • If the Status LED is flashing blue, a previous print job could be the problem. <ol style="list-style-type: none"> 1 In the print driver, use the Printer Properties to delete all print jobs in the print queue. 2 At the control panel, touch Jobs, then delete all pending print jobs. • Load the paper in the tray. • If the Status LED does not flash once after you send a print job, check the connection between the printer and the computer. Power off the printer, then power on the printer.
The printer cable is disconnected.	If the Status LED does not flash once after you send a print job, check the connection between the printer and the computer.

Probable Causes	Solutions
There is a network-connectivity issue.	<p>If the printer is connected to a network:</p> <ol style="list-style-type: none"> 1 Verify that the Ethernet cable is connected to the printer. 2 On the printer Ethernet connector, verify that the green LED is On. If the green LED is not lighted, reseal both ends of the Ethernet cable. 3 Examine the TCP/IP address in the Communication section of the Configuration Report. For more information, refer to Printing the Configuration Report. 4 If the TCP/IP address is 0.0.0.0, the printer needs more time to acquire an IP address from the DHCP server. Wait 2 minutes, then print the Configuration Report again. 5 If the TCP/IP address is unchanged, or begins with 169, contact your network administrator.
There is a wireless network setup or connectivity issue.	Verify that the Wireless Network Adapter is installed and properly configured. For more information, refer to Connecting to a Wireless Network .

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower printing mode. For example, the printer could be set to print on Heavyweight paper.	It takes more time to print on certain types of special paper. Ensure that the paper type is set properly in the driver and at the printer control panel. For details, refer to Print Speed .
The printer is in Power Saver mode.	It takes time for printing to start when the printer is coming out of Power Saver mode.
The way the printer was installed on the network could be an issue.	Determine if a print spooler or a computer sharing the printer is buffering all print jobs and then spooling them to the printer. Spooling can slow print speeds. To test the speed of the printer, print some information pages such as the Demo Page. If the page prints at the rated speed of the printer, there could be a network or printer installation issue. For more help, contact the system administrator.
The job is complex.	Wait. No action needed.
The print-quality mode in the print driver is set to Enhanced.	Change the print-quality mode in the print driver to Standard.

Document Prints from Wrong Tray

Probable Causes	Solutions
<p>Application and print driver have conflicting tray selections.</p>	<ol style="list-style-type: none"> 1 Check the tray selected in the print driver. 2 Access the page setup or printer settings of the application from which you are printing. 3 Set the paper source to match the tray selected in the print driver or set the paper source to Automatically Select. 4 Check that you have the latest print driver installed. For details, go to www.xerox.com/office/WC6515support. <p> Note: To have the print driver select the tray, set the tray used as the paper source to Auto Selection Enabled.</p>

Automatic 2-Sided Printing Problems

Probable Causes	Solutions
<p>Unsupported or incorrect paper.</p>	<p>Ensure that you are using a supported paper size and weight for 2-sided printing. Envelopes, cardstock, and labels cannot be used for 2-sided printing. For more information, refer to Supported Paper Types and Weights for Automatic 2-Sided Printing.</p>
<p>Your printer model is not configured with automatic 2-sided printing.</p>	<p>Ensure that your printer supports automatic 2-sided printing. For more information, refer to Printer Configurations and Options.</p>
<p>Incorrect setting.</p>	<p>In the print driver Printing Options tab, select 2-Sided Print.</p>

Printer is Making Unusual Noises

Probable Causes	Solutions
<p>There is an obstruction or debris inside the printer.</p>	<p>Power off the printer, then remove the obstruction or debris. If you cannot remove the obstruction, contact your Xerox representative.</p>

Paper Tray Will Not Close

Probable Causes	Solutions
The paper tray does not fully close.	<ul style="list-style-type: none"> • If the tray is extended for legal-size paper, the tray protrudes when it is inserted into the printer. For more information, refer to Configuring Trays 1 or 2 for the Paper Length. • Some debris or an object is blocking the tray. • The tray is blocked by the table or shelf on which it is located. • If the paper lift plate at the back of the tray is not locked down, replace the tray.

Condensation has Formed Inside the Printer

Moisture can condense inside a printer where the humidity is above 85 % or when a cold printer is located 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.	Allow the printer to operate for several hours at room temperature.
The relative humidity of the room is too high.	<ul style="list-style-type: none"> • Reduce the humidity in the room. • Move the printer to a location where the temperature and relative humidity are within the operating specifications.

Paper Jams

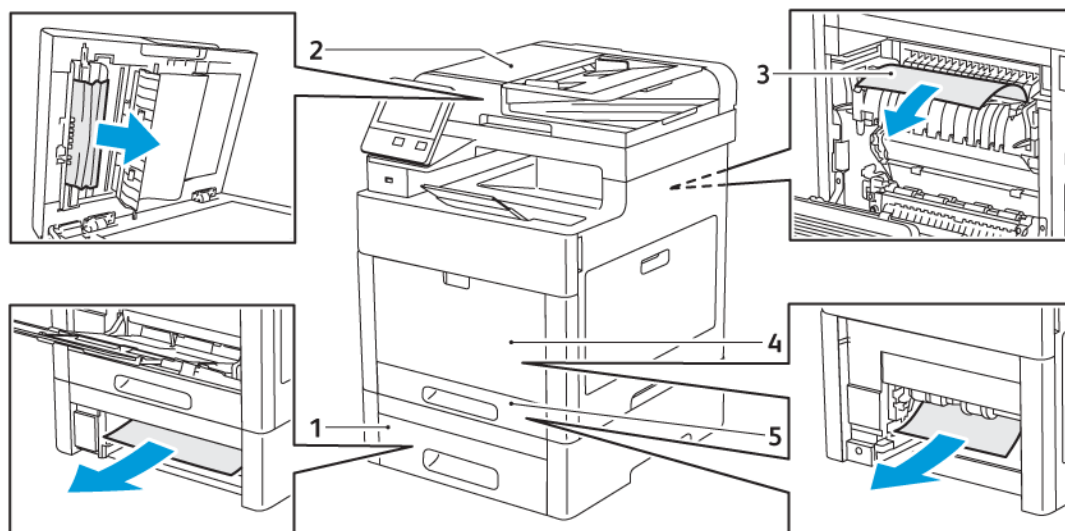
Locating Paper Jams

⚠ WARNING: Never touch a labeled area on or near the heat roller in the fuser. You can get burned. If a sheet of paper is wrapped around the heat roller, do not try to remove it immediately. Switch off the printer immediately and wait 40 minutes for the fuser to cool. Try to remove the jam after the printer has cooled. If the error persists, contact your Xerox representative.

⚠ WARNING:

Do not attempt to clear any paper jams using tools or instruments, which can damage the printer permanently.

The following illustration shows where paper jams can occur along the paper path:



- | | |
|-------------------------------------------------|----------------|
| 1. Tray 2 | 4. Bypass Tray |
| 2. Single-Pass Duplex Automatic Document Feeder | 5. Tray 1 |
| 3. Fuser | |

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.

Troubleshooting

The following can cause paper jams:

- Selecting the incorrect paper type in the print driver
- Using damaged paper
- Using unsupported paper
- Loading paper incorrectly
- Overfilling the tray
- Adjusting the paper guides improperly

Most jams can be prevented by following a simple set of rules:

- Use only supported paper. For more information, 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.
- Do not load paper above the maximum fill line.
- After loading paper in the trays, adjust the paper guides in all trays. A guide that is not properly adjusted can cause poor print quality, misfeeds, skewed prints, and printer damage.
- After loading paper in the trays, at the control panel, select the correct paper type and size.
- Before printing, select the correct paper type and size in the print driver.
- Store paper in a dry location.

The following can cause paper jams:

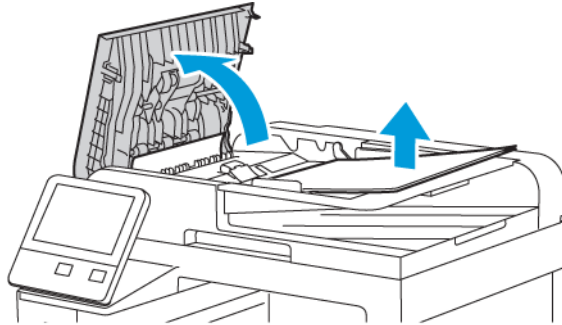
- Polyester-coated paper that is designed especially for inkjet printers
- Paper that is folded, wrinkled, or excessively curled
- Loading more than one type, size, or weight of paper in a tray at the same time
- Loading paper above the maximum fill line in the paper tray
- Allowing the output tray to become overfilled

For a detailed list of supported paper, refer to [Supported Paper](#).

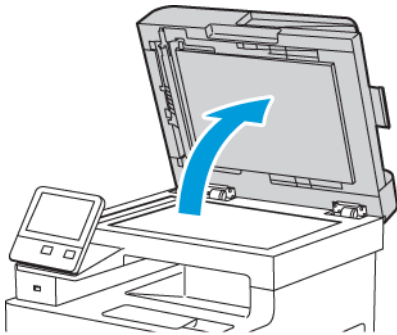
Clearing Paper Jams

Clearing Paper Jams from the Duplex Automatic Document Feeder

1. Open the Top Cover and remove any paper.

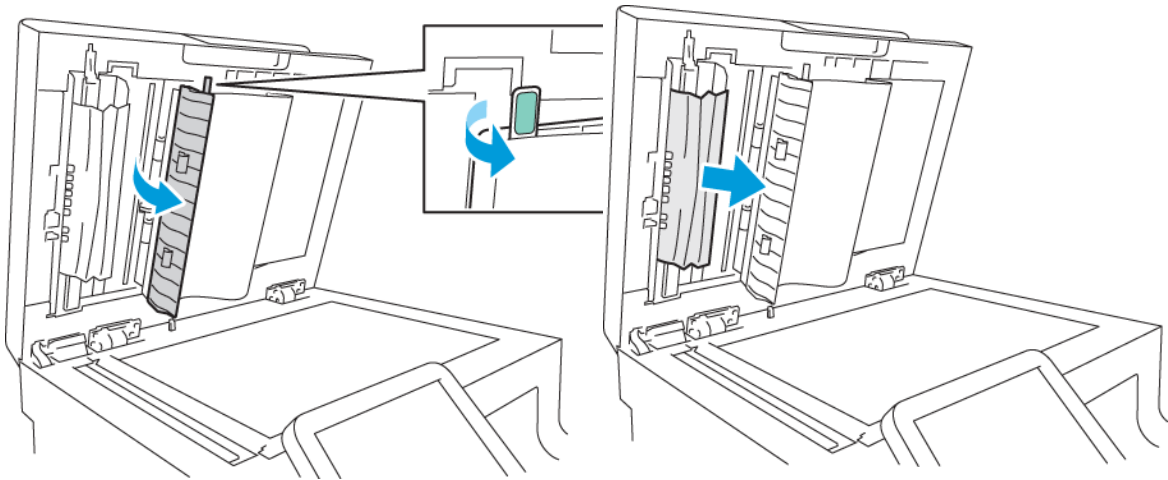


2. If paper is jammed in the Single-Pass Duplex Automatic Document Feeder, open the Document Cover.

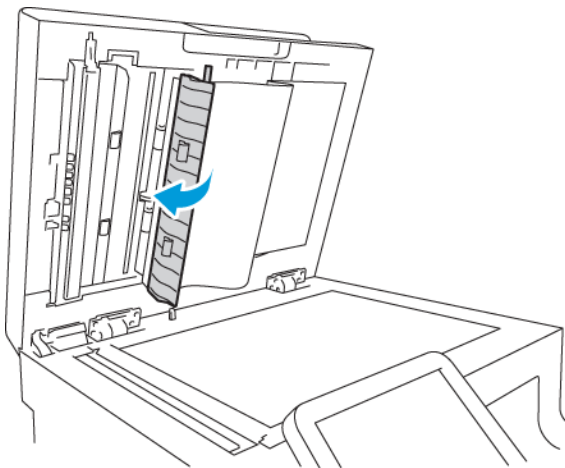


Troubleshooting

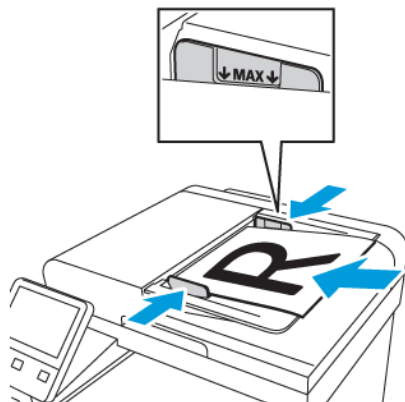
3. To access the jammed paper, open the Second-Side Scanning Access Cover, then remove any jammed paper.



4. Close the Second-Side Scanning Access Cover.



5. Close the Document Cover, then reload the document in the Single-Pass Duplex Automatic Document Feeder.



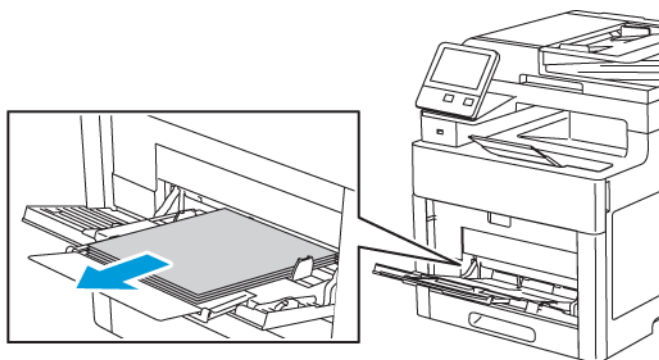
To prevent paper jams:

- Do not load original documents above the MAX fill line.
- Adjust the paper guides so that they fit against the original documents.
- Use only supported paper. For details, refer to [Single-Pass Duplex Automatic Document Feeder Guidelines](#).

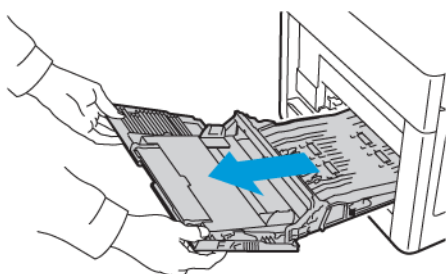
Clearing Paper Jams from the Bypass Tray

To resolve the error displayed on the control panel, you must clear all paper from the paper path.

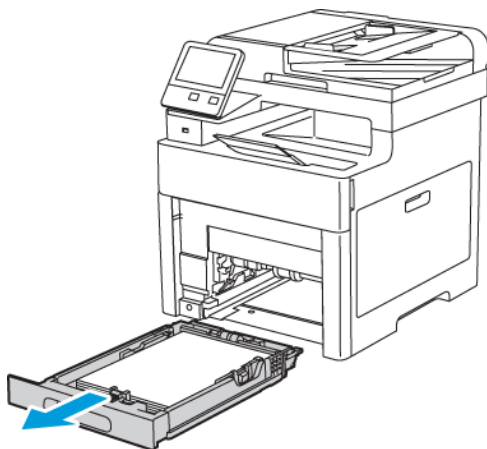
1. Remove any paper from the Bypass Tray.



2. Grasp both sides of the Bypass Tray, then pull it straight out of the printer.



3. Remove Tray 1 from the printer.



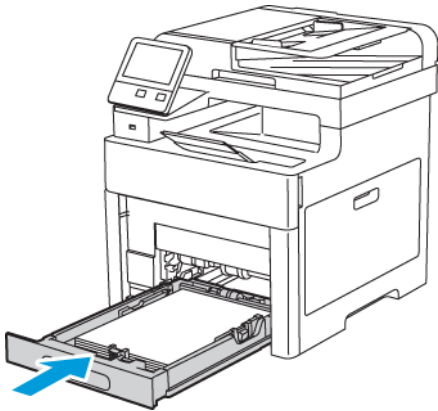
4. Remove the jammed paper.

Troubleshooting

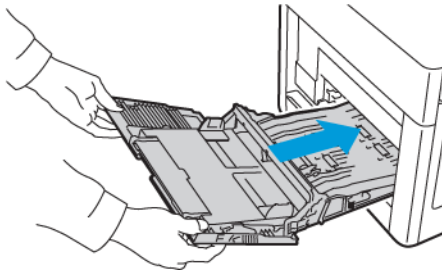
5. Insert Tray 1 into the printer, then push it all the way in.



Note: If the tray is extended for legal-size paper, the tray protrudes when it is inserted into the printer.



6. Insert the Bypass Tray completely into the printer.

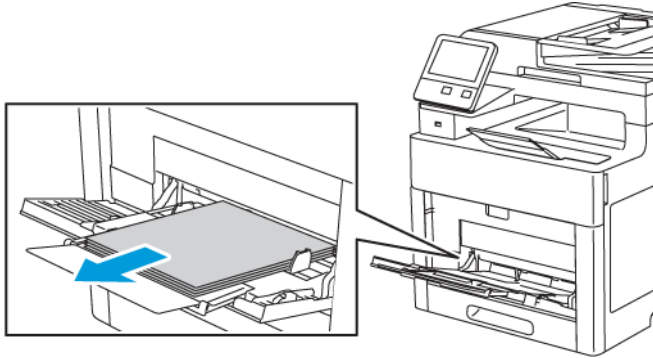


7. If the Tray Mode is set to Fully Adjustable, the printer prompts you to set the paper type and size.
 - a. If the paper size and type are correct, touch **OK**.
 - b. If the paper size or type are incorrect, change the settings.
 - To select a sheet size, touch the current size setting, then from the list, select the size.
 - To select a paper type, touch the current paper type, then from the list, select the type.
 - To save the settings, touch **OK**.
8. If no prompt appears when paper is loaded, set the paper type and size.
 - a. At the printer control panel, press the **Home** button.
 - b. Touch **Device** → **Paper Trays**.
 - c. To open the Bypass Tray menu, touch the **Bypass Tray** icon. It is displayed in the top position, before the numbered trays.
 - d. To select a paper or envelope size, touch the current size setting, then from the list, select a size.
 - e. To select a paper type, touch the current paper type, then from the list, select a paper type.
 - f. To save the setting, touch **OK**.
 - g. To return to the Home screen, press the **Home** button.

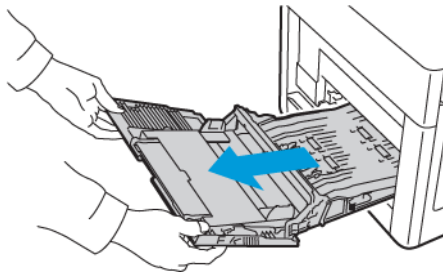
Clearing Paper Jams from the Tray 1 Area

To resolve the error displayed on the control panel, you must clear all paper from the paper path.

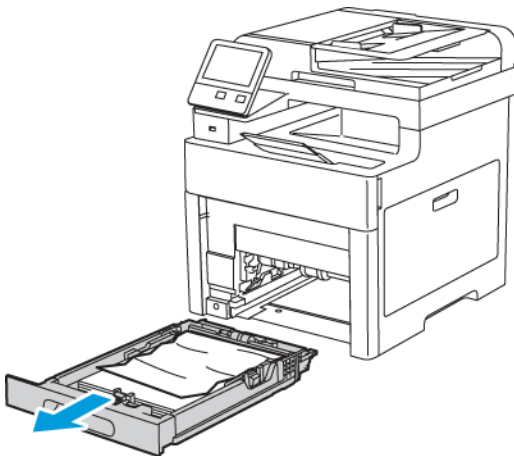
1. Remove any paper from the Bypass Tray.



2. Grasp both sides of the Bypass Tray, then pull it straight out of the printer.

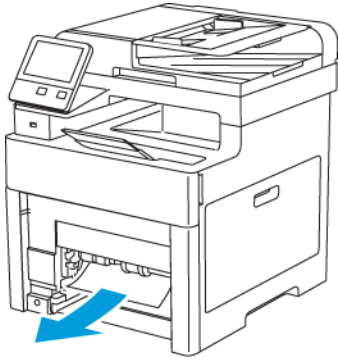


3. Remove Tray 1 from the printer.



Troubleshooting

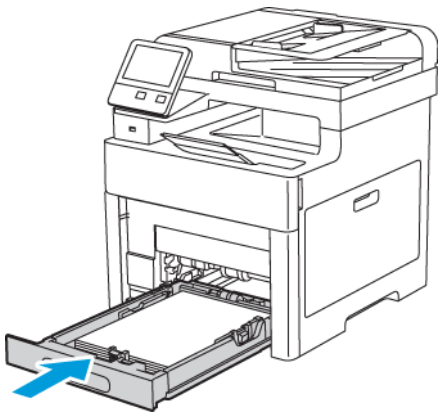
4. Remove any crumpled paper from the tray and any remaining paper jammed in the printer.



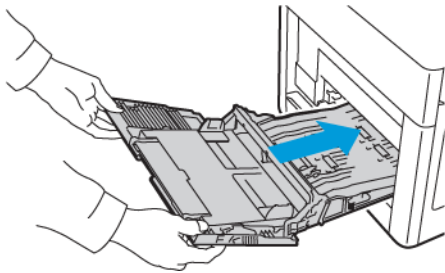
5. Insert Tray 1 into the printer, then push it all the way in.



Note: If the tray is extended for legal-size paper, the tray protrudes when it is inserted into the printer.



6. Insert the Bypass Tray completely into the printer.



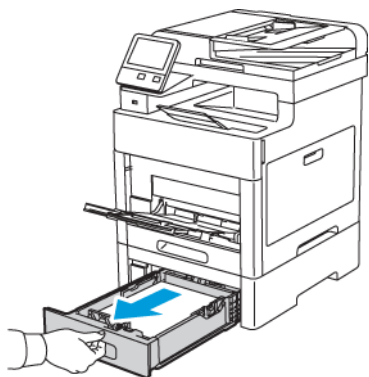
7. If the control panel prompts you, verify the size and type on the screen. If you are not prompted, change the paper settings.
 - a. At the printer control panel, press the **Home** button.
 - b. Touch **Device** → **Paper Trays**.
 - c. In the Paper Trays menu, touch the desired tray.
 - d. To configure the printer to prompt you to set the paper type and size when paper is loaded, touch **Tray Mode**, then touch **Fully Adjustable**.

- e. To dedicate the tray for a paper size, type, or color, touch **Tray Mode**, then touch **Dedicated**.
 - To select a paper or envelope size, touch the current size setting, then from the list, select the size.
 - To select a paper type, touch the current paper type, then from the list, select the paper type.
 - To select a paper color, touch the current paper color, then from the list, select the paper color.
- f. To save the setting, touch **OK**.
- g. To return to the Home screen, press the **Home** button.

Clearing Paper Jams from the Tray 2 Area

To resolve the error displayed on the control panel, you must clear all paper from the paper path.

1. Pull out Tray 2 until it stops.



2. To remove the tray, lift the front of it slightly, then pull it out of the printer.

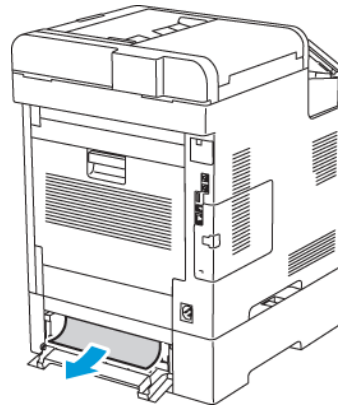
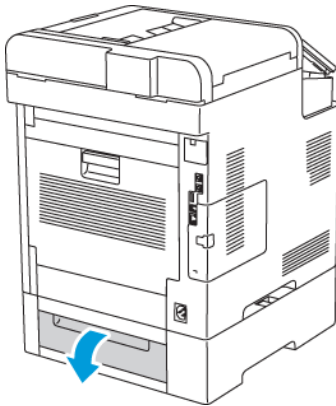


Troubleshooting

3. Remove any crumpled paper from the tray and any remaining paper jammed at the front of the printer.



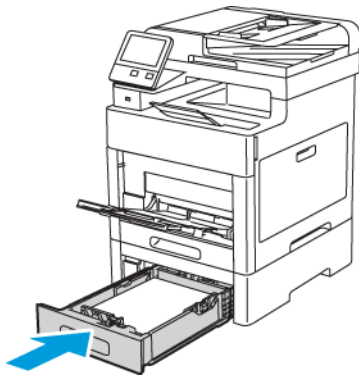
4. At the back of the printer, open the Tray 2 Door, then remove any paper jammed at the back of the printer.



5. Insert Tray 2 into the printer, then push it all the way in.



Note: If the tray is extended for legal-size paper, the tray protrudes when it is inserted into the printer.



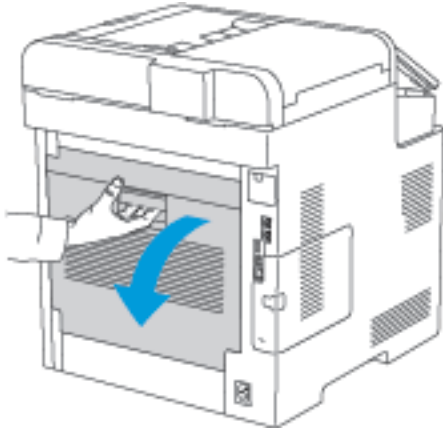
6. If the control panel prompts you, verify the size and type on the screen. If you are not prompted, change the paper settings.
 - a. At the printer control panel, press the **Home** button.

- b. Touch **Device**→**Paper Trays**.
 - c. In the Paper Trays menu, touch the desired tray.
 - d. To configure the printer to prompt you to set the paper type and size when paper is loaded, touch **Tray Mode**, then touch **Fully Adjustable**.
 - e. To dedicate the tray for a paper size, type, or color, touch **Tray Mode**, then touch **Dedicated**.
 - To select a paper or envelope size, touch the current size setting, then from the list, select the size.
 - To select a paper type, touch the current paper type, then from the list, select the paper type.
 - To select a paper color, touch the current paper color, then from the list, select the paper color.
 - f. To save the setting, touch **OK**.
7. To return to the Home screen, press the **Home** button.

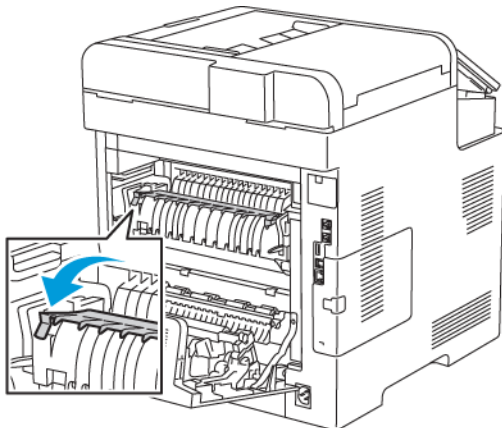
Clearing Paper Jams from the Fuser Area

To resolve the error displayed on the control panel, clear all paper from the paper path.

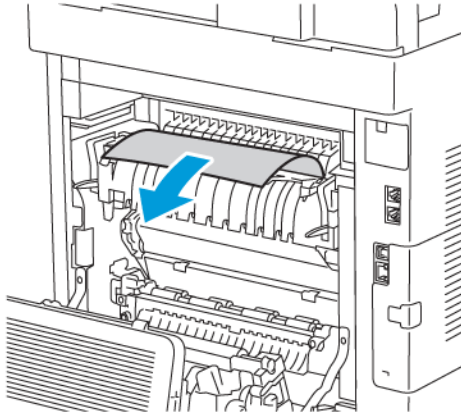
1. Lift the rear door release and pull open the door.



2. To open the paper guide on the top of the fuser, lift the paper guide tab.

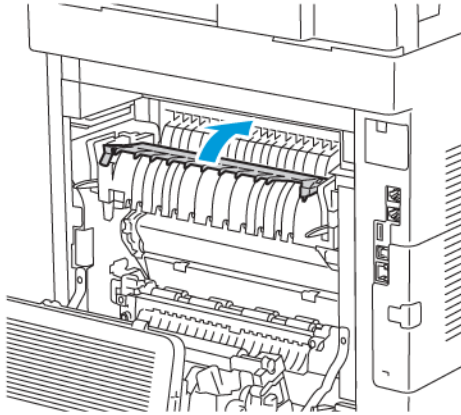


3. Remove any jammed paper from the back of the printer.

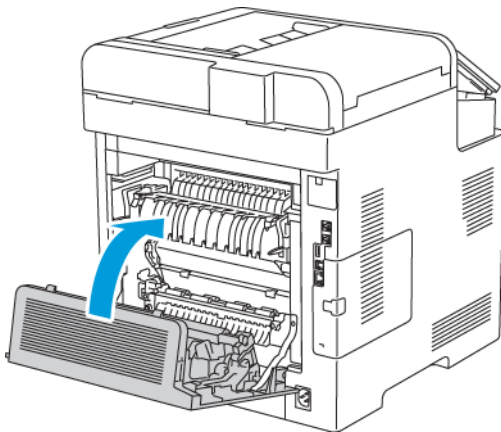


Troubleshooting

4. Close the paper guide on the fuser.



5. Close the rear door.



Troubleshooting Paper Jams

Multiple Sheets Pulled Together


Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past fill line.
The edges of the paper are not even.	Remove the paper, align the edges, and then reload it.

Probable Causes	Solutions
The paper is moist from humidity.	Remove the paper from the tray, and replace it with new dry paper.
Too much static electricity is present.	Try a new ream of paper.
Using unsupported paper.	Use only Xerox®-approved paper. For details, refer to Supported Paper .
Humidity is too high for coated paper.	Feed paper one sheet at a time.
The feed rollers are dirty.	Clean the feed rollers. For details, refer to Cleaning the Printer .
Tray is loaded with mixed paper.	Load the tray with only one type and size of paper.


Paper Misfeeds

Probable Causes	Solutions
The paper is not correctly positioned in the tray.	<ul style="list-style-type: none"> Remove the misfed paper and reposition it properly 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 past the fill line.
The paper guides are not correctly adjusted 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, and reload it. If it still misfeeds, do not use that paper.
The paper is moist from humidity.	Remove the moist paper and 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 .
The feed rollers are dirty.	Clean the feed rollers. For details, refer to Cleaning the Printer .

Label and Envelope Misfeeds

Probable Causes	Solutions
The label sheet is facing the wrong way in the tray.	<ul style="list-style-type: none"> Load label sheets according to the instructions from the manufacturer. Load labels in the tray, face up. For more information, refer to Labels.
Labels are missing, curled, or pulled away from the backing sheet.	Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet.
Envelopes are loaded incorrectly.	<p>You can print envelopes from the Bypass Tray or Tray 1.</p> <p>For more information, refer to Envelopes.</p>
Envelopes are wrinkling.	<ul style="list-style-type: none"> The heat and pressure of the laser printing process can cause wrinkling. Use supported envelopes. For more information, refer to Guidelines for Printing Envelopes. <p> Note: When you load envelopes long-edge feed, ensure that you specify landscape orientation in the print driver.</p>

Paper Jam Message Stays On

 **Note:** Check for, and remove, torn pieces of paper in the paper path.

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the paper path and make sure that you have removed all of the jammed paper.
One of the printer doors is open.	Check the doors on the printer. Close any door that is open.

Jams During Automatic 2-Sided Printing

Probable Causes	Solutions
Using paper of the wrong size, thickness, or type.	Use paper of the correct size, thickness, or type. For more information, refer to Supported Paper Types and Weights for Automatic 2-Sided Printing .
Paper is loaded in the wrong tray.	Ensure that paper is loaded into the correct tray. For more information, refer to Supported Paper .
Tray is loaded with mixed paper.	Load the tray with only one type and size of paper.

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/WC6515support.



Caution: The Xerox Warranty, Service Agreement, or Xerox Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Xerox Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Contact your local Xerox representative for details.



Note:

- To ensure consistent print quality, the toner, print, and drum cartridges for many devices are designed to cease functioning at a predetermined point.
- Grayscale images printed with the composite black setting increment the color pages counter, because color consumables are used. Composite black is the default setting on most printers.

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 correctly set the Print-Quality Mode and Color Adjustments. Follow the guidelines in this section to maintain optimum print quality from your printer.

Temperature and humidity affect the quality of the printed output. The range for optimal print quality is 15–28°C (59–82°F) and 20–70% relative humidity. However, print quality can be affected when operating near the limits for both temperature and humidity.

Paper and Media

Your printer is designed to use various paper and other media types. Follow the guidelines in this section for the best print quality and to avoid jams:

- Use only Xerox-approved paper. For more information, refer to [Supported Paper](#).
- Use only dry, undamaged paper.



Caution: 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 is photocopied
 - Paper that is folded or wrinkled
 - Paper with cutouts or perforations
 - Stapled paper
 - Envelopes with windows, metal clasps, side seams, or adhesives with release strips
 - Padded envelopes
 - Plastic media
 - Transparencies
- Ensure that the paper type selected in your print driver matches the paper type on which you are printing.
 - If you have the same size paper loaded in more than one tray, ensure that the proper tray is selected in the print driver.
 - Store your paper and other media properly for optimum print quality. For more information, refer to [Paper Storage Guidelines](#).

Solving Print-Quality Problems


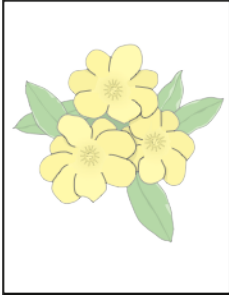
When the print quality is poor, select the closest symptom from the following table and refer to the corresponding solution to correct the problem. You can also print a Demo Page to more precisely determine the print-quality problem. For details, refer to [Information Pages](#).

If the print quality does not improve after performing the appropriate action, contact your Xerox representative.

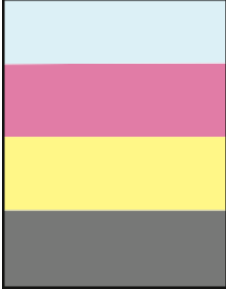
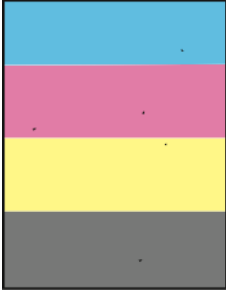
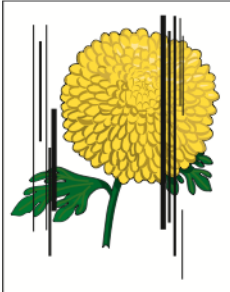


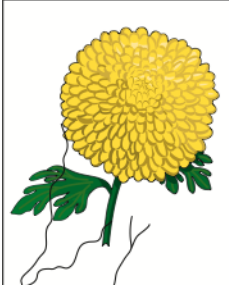
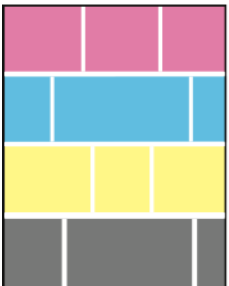
Note:

- To enhance print quality, toner cartridges for many models of equipment have been designed to cease functioning at a predetermined point.
- Grayscale images printed with the composite black setting increment the color-pages counter, because color consumables are used. Composite black is the default setting on most printers.

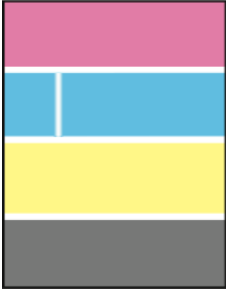


Symptom	Probable Causes	Solutions
<ul style="list-style-type: none"> Page Margins Are Inconsistent. The image is not centered on the page or the margins are not consistent. 	<p>A paper registration adjustment is needed.</p>	<p>Use the paper registration procedure to adjust the image position on the page. For details, refer to Adjusting Paper Registration.</p>
<p>Faded printouts with multiple colors faded.</p> 	<p>The toner cartridges are not Xerox® toner cartridges.</p>	<p>Verify that the toner cartridges meet specifications, and replace them if necessary.</p>
	<p>The paper being used is outside the recommended specification range.</p>	<p>Replace the paper with a recommended size and type, and confirm that your control panel and print driver settings are correct. For details, refer to Supported Paper.</p>
	<p>The paper type is heavier or thicker than the paper type selection.</p>	<ul style="list-style-type: none"> Ensure that the proper paper is loaded in the paper tray. Choose a heavier paper type at the control panel and in the print driver. Use a lighter paper or paper type.
	<p>The bias transfer voltage is not properly adjusted for the paper type.</p>	<p>Verify that the paper types set in the control panel and the print driver match the paper loaded in the tray.</p>
	<p>The settings in the application or print driver are incorrect.</p>	<p>Print the Demo Page. For details, refer to Printing Information Pages. If the Demo Page looks correct, the printer is printing properly. Verify that the application and the print driver selections are correct for your print job.</p>
	<p>The paper is damp.</p>	<p>Replace the paper.</p>
	<p>The high-voltage supply is defective.</p>	<p>For assistance, go to the Xerox® Support website at www.xerox.com/office/WC6515support.</p>



Troubleshooting

Symptom	Probable Causes	Solutions
<p>Only one color is faded.</p> 	<p>Toner cartridge is empty or damaged.</p>	<p>Check the condition of the toner cartridge and replace it if necessary.</p>
<p>Color around the edge of printing is incorrect.</p>	<p>The color registration is incorrect.</p>	<p>Adjust the color registration. For details, refer to Color Registration.</p>
<p>Stray black dots or white areas (dropouts).</p> 	<p>The paper is outside the recommended specification range.</p>	<p>Replace the paper with a recommended size and type, and confirm that your control panel and print driver settings are correct. For details, refer to Supported Paper.</p>
	<p>There is debris on the rollers.</p>	<p>Wipe the feed rollers with a clean damp cloth to remove debris from the rollers.</p> <p>Do not touch the transfer roller or the exposed end of the transfer belt. Fingerprints can cause print-quality issues.</p>
	<p>The toner cartridges are not Xerox® toner cartridges.</p>	<p>Ensure that the toner cartridges meet specifications and replace them if necessary. For details, refer to Consumables.</p>
<ul style="list-style-type: none"> Vertical black or color streaks or multiple colored streaks or lines. Streaks in only one color. 	<p>The toner cartridges are not Xerox® toner cartridges.</p>	<p>Ensure that the toner cartridges meet specifications and replace them if necessary. For details, refer to Consumables.</p>
	<p>Debris in the printer is dragging against the toner before it is fused.</p>	<p>Remove any debris or paper scraps from the paper path under the rear cover.</p>
	<p>There is a problem with the toner cartridge for that color.</p>	<p>Check the toner cartridge for damage and replace if necessary. For assistance, go to the Xerox® Support website at www.xerox.com/office/WC6515support.</p>

Symptom	Probable Causes	Solutions
<p>Partial blanks, creased paper, or blotted printing.</p> 	The paper is damp.	Replace the paper.
	The paper is outside the recommended specification range.	Replace the paper with a recommended size and type. For details, refer to Supported Paper .
	The printer is worn or damaged.	For assistance, go to the Xerox® Support website at www.xerox.com/office/WC6515support .
	The toner cartridges are not Xerox® toner cartridges.	Verify that the toner cartridges meet specifications and replace if necessary. For details, refer to Consumables .
	The paper is impeded in the paper path.	<ul style="list-style-type: none"> Remove any paper or debris from the paper path. Ensure that the trays are pushed in all the way. Ensure that the rear cover is closed and locked.
	Condensation inside the printer causes partial blanks or creased paper.	Power on the printer and leave it on for at least one hour to get rid of the condensation. For assistance, go to the Xerox® Support website at www.xerox.com/office/WC6515support .
<p>Vertical blanks appear.</p> 	The LED lenses are blocked.	Clean the LED lenses. For details, refer to Cleaning the LED Lenses .
	The printer is worn or damaged.	For assistance, go to the Xerox® Support website at www.xerox.com/office/WC6515support .
	The toner cartridges are not Xerox® toner cartridges.	Ensure that the toner cartridges meet specifications and replace if necessary.
<p>White lines or streaks running through only one color.</p>	<p>Something is blocking the lens for the affected color.</p>	<p>Clean the lens for the affected color. For details, refer to Cleaning the LED Lenses.</p>

Troubleshooting

Symptom	Probable Causes	Solutions
		
<p>White line or lines running through all colors.</p> 	<p>Paper or debris is dragging the bottom of the transfer belt.</p>	<ul style="list-style-type: none"> • Remove the paper or debris from the printer. • For assistance, go to the Xerox® Support website at www.xerox.com/office/WC6515support.
<p>Slanted printing.</p> 	<p>The paper guides in the trays are not set correctly.</p>	<p>Reset the paper tray guides. For details, refer to Loading Paper.</p>

Symptom	Probable Causes	Solutions
Blotchy or mottled images. 	The paper is too light or too thin.	Replace the paper with a recommended type, and confirm that your control panel and print driver settings are correct.
	The paper is damp.	Replace the paper.
	The humidity is too high.	Reduce the humidity in the room or move the printer to a new location.
Spots or lines appear at regular intervals on the prints. 	One or more of the components in the paper path is marking the paper.	<ol style="list-style-type: none"> 1 Print the Repeating Defects pages. For details, refer to Printing Information Pages. 2 To determine the cause, measure the distance between the print defects. <ul style="list-style-type: none"> • 28 mm (1.1 in.) - Drum Cartridge • 52 mm (2.1 in.) - Drum Cartridge • 94 mm (3.7 in.) - Drum Cartridge • 56.5 mm (2.2 in.) - Transfer Roller • 63 mm (2.5 in.) - Fuser • 67 mm (2.6 in.) - Fuser 3 If the repeating defects match one of the Drum Cartridge distances, replace the one for the affected color. 4 If the distance matches the fuser or transfer roller, call for service.


Copy and Scan Problems

If the copy or scan quality is poor, refer to the following table.

Symptoms	Solutions
Lines or streaks only present in copies made from the document feeder.	There is debris on the CVT glass or the second-side scanning lens assembly. When scanning, the paper from the document feeder passes over the debris on the glass surfaces, resulting in lines and streaks. Clean all glass surfaces with a lint-free cloth. For details, refer to Cleaning the Scanner .
Spots present in copies taken from the document glass.	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean all glass surfaces with a lint-free cloth.
Image is too light or too dark.	Adjust the lighten/darken setting.
Colors are inaccurate.	<ul style="list-style-type: none"> Adjust color settings and confirm that the correct Original Type is set. Perform the Scan Color Consistency procedure. For details, refer to Color Registration.

If the problem persists, for online support information, go to www.xerox.com/office/WC6515support.

Fax Problems

 **Note:** If the printer cannot send and receive faxes, make sure that you are connected to an approved analog telephone line. The fax cannot send or receive when connected to a digital phone line.

If you cannot send or receive faxes correctly, refer to the following tables.

Problems Sending Faxes

Symptoms	Causes	Solutions
The document is not scanned using the document feeder.	The document is too thick, too thin, or too small.	Use the document glass to send the fax.
The document is scanned at an angle.	The document feeder guides are not adjusted to the width of the document.	Adjust the document feeder guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is positioned incorrectly.	Position the document correctly.
	The document glass is dirty.	Clean the document glass.
	The text in the document is too light.	Adjust the resolution.

Symptoms	Causes	Solutions
	There is a problem with the telephone connection.	Verify that the telephone line is working, then send the fax again.
	There is a problem with the fax machine of the caller.	Make a copy to verify that your printer is operating correctly. If the copy was printed correctly, have the recipient verify the condition of the receiving fax machine.
The fax received by the recipient is blank.	The document was loaded incorrectly.	<ul style="list-style-type: none"> Document feeder: Place the original document face up. Document glass: Place the original document face down.
Fax was not transmitted.	The fax number is wrong.	Verify the fax number.
	The telephone line is connected incorrectly.	Verify the telephone connection. If it is disconnected, connect it.
	There is a problem with the fax machine of the recipient.	Contact the recipient.
	The fax is not installed or is not enabled.	Verify that the fax is installed and enabled.

If the problem persists, for online support information, go to www.xerox.com/office/WC6515support.

Problems Receiving Faxes

Symptoms	Causes	Solutions
The received fax is blank.	There is a problem with the telephone connection or with the fax machine of the sender.	Verify that the printer can make copies. Request that the sender resent the fax.
	The sender loaded the pages incorrectly.	Contact the sender.
The printer answers the call, but does not accept incoming data.	Not enough memory.	If the job contains several graphics, the printer could not have enough memory. The printer does not answer when memory is low. Delete stored documents and jobs then wait for the existing job to complete. This increases available memory.

Troubleshooting

Symptoms	Causes	Solutions
The received fax size is reduced.	The paper supply in the printer does not match the document size sent.	Confirm the original size of the documents. Documents could be reduced based on the available paper supply in the printer.
Faxes cannot be received automatically.	The printer is set to receive faxes manually.	Set the printer to automatic reception.
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	The telephone line is connected incorrectly.	Verify the telephone line connection. If it is disconnected, connect it.
	There is a problem with the fax machine of the sender.	Make a copy to verify that your printer is operating correctly. If the copy prints correctly, have the recipient verify that the receiving fax machine is operating correctly.

If the problem persists, for online support information, go to www.xerox.com/office/WC6515support.

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 and the LED status light on the control panel flashes amber or red. Warning alerts inform you about printer conditions, such as low supplies or open doors, that require your attention. If more than one warning condition occurs, only one warning message appears on the control panel at a time.

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.

Using the Integrated Troubleshooting Tools

Your printer has a set of reports that you can print. These reports include the Demonstration Print page and the Error History report that can assist you in troubleshooting certain problems. The Demonstration Print page prints an image to show print quality. You can use this page to troubleshoot print-quality issues with the printer. The Error History report prints information on the most recent printer errors.

For more information, refer to [Printing Information Pages](#).

Printing the Error History Report

1. At the printer control panel, press the **Home** button.
2. To print the Error History Report, touch **Device**→**Support**→**Support Pages**→**Error History Report**.
3. To return to the Home screen, press the **Home** button.

Viewing the Meter Reading

The Billing/Usage menu 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 the Remote Services Upload feature to simplify the process. You can enable Remote Services to send billing meter readings to Xerox automatically so that you do not have to collect the readings manually. For more information, refer to [Enabling Remote Services](#).

To view the billing information for your printer:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Billing/Usage**.

3. To view more details, touch **Usage Counters**, then select an option.
4. After viewing the usage readings, to return to the Home screen, press the **Home** button.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for print-quality problems, paper jams, software installation issues, and more.

To access the Online Support Assistant, go to www.xerox.com/office/WC6515support.

Helpful Information Pages

To assist with troubleshooting, your printer has a set of Information Pages that you can print. These pages include configuration and font information, demonstration pages, and more. For more information, refer to [Information Pages](#).

More Information about Your Printer

To obtain more information about your printer, refer to [More Information](#).

System Administrator Functions

This chapter contains:

- [Accessing Administration and Configuration Settings.....](#) 224
- [Connecting the Printer](#) 226
- [Configuring General Settings Using the Embedded Web Server](#) 235
- [Configuring General Settings Using the Control Panel](#) 249
- [Configuring Default Settings and Printing Policies from the Embedded Web Server](#) 254
- [Setting Up Scanning](#) 260
- [Setting Up Faxing](#) 268
- [Configuring Security Settings Using the Embedded Web Server.....](#) 276
- [Configuring Secure Settings Using the Control Panel.....](#) 286
- [Configuring User Roles and Access Permissions](#) 287
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- [Updating the Printer Software](#) 306

Accessing Administration and Configuration Settings


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

The Embedded Web Server is the administration and configuration software installed on the printer. It allows you to configure and administer the printer from a Web browser.

- To access the administration and configuration settings at the control panel, log in as administrator, then touch the **Device** button.
- To access the administration and configuration settings in the Embedded Web Server, open a Web browser, then in the address field, type the IP address of the printer. On the Home screen, click **Log In**, then log in as administrator.

Accessing the Control Panel as a System Administrator

For software versions earlier than PL6 (XX.5X.XX), the default administrator password is **1111**. For software versions PL6 (XX.5X.XX) or later, the default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server. The password is case-sensitive.

 **Note:** Upgrading to PL6 (XX.5X.XX) does not change the administrator password. If you reset the device to factory defaults, the administrator password changes to the device serial number for versions PL6 (XX.5X.XX) or later of the software.

1. At the printer control panel, press the **Log In** button.
2. Touch or type **admin**.
3. Type the administrator password, then touch **OK**.

Accessing the Embedded Web Server as a System Administrator

Before you begin:

- Ensure that your printer is connected to a network.
- Use the Configuration Report to locate your printer IP address. For details, refer to [Configuration Report](#).

To log in to the Embedded Web Server as the administrator:

1. At your computer, open a Web browser.
2. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
3. In the top right area of the page, click **Log In**.
4. For User Accounts, click or type **admin**.

- For Password, type the administrator password. For software versions earlier than PL6 (XX.5X.XX), the default administrator password is **1111**. For software versions PL6 (XX.5X.XX) or later, the default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server. The password is case-sensitive.



Note: Upgrading to PL6 (XX.5X.XX) does not change the administrator password. If you reset the device to factory defaults, the administrator password changes to the device serial number for versions PL6 (XX.5X.XX) or later of the software.

- Click **Log In**.

Changing the System Administrator Password

The user name for the administrator account is admin. For software versions earlier than PL6 (XX.5X.XX), the default administrator password is **1111**. For software versions PL6 (XX.5X.XX) or later, the default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server. The password is case-sensitive.



Note:

- Upgrading to PL6 (XX.5X.XX) does not change the administrator password. If you reset the device to factory defaults, the administrator password changes to the device serial number for versions PL6 (XX.5X.XX) or later of the software.
- If you change the administrator password, ensure that you store the password in a secure location.
- For software versions earlier than PL6 (XX.5X.XX), if you change the administrator password to return the device to an open system, reset the device to factory defaults. Any settings that you configured are lost when you reset the device to factory defaults. For details refer to [Resetting the Printer Settings](#).
- For software versions PL6 (XX.5X.XX) or later, the open system option is not available.

To change the administrator password:

- In the Embedded Web Server, log in as administrator, then click **Permissions**.
- For User Accounts, click **admin**.
- Click **Change Password**.
- Type the old password. All passwords are case-sensitive.
- Type the new password, then retype the password to verify it.
- Click **OK**.

Printing the Configuration Report

- At the printer control panel, press the **Home** button.
- Touch **Device**→**About**→**Information Pages**.
- Touch **Configuration Report**.
- To return to the Home screen, press the **Home** button.

Connecting the Printer

Connecting to a Wireless Network

 **Note:**

- If the printer is connected to your wired network, you can configure wireless settings in the Embedded Web Server.
- Before you begin, purchase and install the Xerox® Wireless Network Adapter.

To verify the wireless status and locate the wireless IP address, print a Configuration Report. For details, refer to [Configuration Report](#). Examine the Connectivity Physical Connections, Connectivity Protocols, and TCP/IPv4 sections of the report.

 **Note:**


- The printer uses separate IP settings for wired and wireless connections. For more information, refer to [Assigning the Printer IP Address](#).
- When you switch from a wired connection to a wireless connection, the IP address of the printer changes. The connection to the Embedded Web Server through your Web browser closes. To reconnect to the Embedded Web Server, in your Web browser address field, type the new IP address or host name of your printer.

Configuring Wi-Fi from the Embedded Web Server

1. Connect the printer to a wired network.
2. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
3. In the Connections area, click **Wi-Fi**.

 **Note:** Wi-Fi is available after you install the Xerox® Wireless Network Adapter.

1. To enable Wi-Fi, click the **Enable** toggle button.
2. Click **Wi-Fi Band**, then select an option.
3. For SSID, type the SSID for the network to which you want to connect.
4. Click **Network Type**, then select **Infrastructure** or **Ad hoc**, as needed.
5. In the TCP/IP Settings area, configure the settings for IPv4, IPv6, and DNS.




 **Note:** The printer uses separate IP settings for wired and wireless network connections. For details, refer to [IP](#).

1. In the Security Settings area, click **Encryption**, then select a mode of encryption.
2. For the selected mode of encryption, configure the security settings.
 - For WEP:

- To activate a transmit key, click **Transmit Key**.
 - For each Transmit Key that you select, type values into the corresponding fields.
 - For both WPA2 Personal and Mixed Mode Personal, type the network passcode in the Passcode field and the Retype Passcode field.
 - For both WPA2 Enterprise and Mixed Mode Enterprise:
 - Click **Authentication Method**, then select the authentication method for your wireless network.
 - For Root Certificate, upload a Root Certificate.
 - Type values for EAP Identity, Login Name, and Password.
3. Click **OK**.
 4. For the new settings to take effect, restart the printer.
 5. Disconnect the printer from the wired network.

Connecting to a Wi-Fi Network at the Control Panel

To connect to a Wi-Fi network at the control panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to [Accessing the Control Panel as a System Administrator](#).
3. Touch **Device**→**Connectivity**→**Wi-Fi**.
4. To enable the Wi-Fi connection feature, touch the enable toggle button.
5. To connect automatically to an existing Wi-Fi network:
 - a. In the list of available Wi-Fi networks, touch the required network.
 -  **Note:** If the required Wi-Fi network is not listed, or if the required network uses WPS, configure the connection manually. For details, refer to step 6.
 - b. If needed, to log in to the network, type the password.
 - c. To select a Wi-Fi frequency band, touch **Wi-Fi Band**, then select an option.
 -  **Note:** The Wi-Fi frequency band is set to AUTO by default.
 - d. Touch **OK**.
6. To connect manually to a Wi-Fi network:
 - a. Touch **Manual Setup**.
 - b. In the first field, type a name for the Wi-Fi network, then touch **Enter**.
 - c. Touch **Network Type**, then select an option.
 - d. Touch **Security**, then select an option.
 - e. Touch **Wi-Fi Protected Setup (WPS)**, then select an option.
 -  **Note:** For a WPS setup with a Push Button Connection (PBC), select **PBC**.
 - f. Touch **OK**.

Configuring the Primary Network at the Control Panel

You can set the primary network connection type at the device control panel.



Note:

- A Primary Network setup is required only if the optional Wi-Fi network connection kit is installed and enabled.
- By default, without a Wi-Fi network connection, the primary network is set to Ethernet. When the kit is installed and enabled, the device acquires two network connections. One network connection is primary, and the other network connection is secondary.
- The following features are available only over the primary network connection:
 - IPsec
 - SMTP
 - SNTF
 - WSD scan
 - Scan to SFTP, Scan to SMB, Scan to Email
 - LDAP
 - UPnP discovery
 - ThinPrint
 - EIP Web Service
- If you remove the Wi-Fi network connection module, the primary network connection is set to Ethernet.

To configure the Primary Network at the control panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to [Accessing the Control Panel as a System Administrator](#).
3. Touch **Device**→**Connectivity**→**Primary Network**.
4. Select the appropriate network connection type for the device.
5. To apply the changes and restart the device, at the prompt, touch **Restart Now**.

Configuring the Primary Network From the Embedded Web Server

You can set the primary network connection type in the Embedded Web Server.



Note:

- A Primary Network setup in the Embedded Web Server is possible only if the optional Wi-Fi connection kit is installed and enabled.
 - By default, without a Wi-Fi connection, the primary network is set to Ethernet. When the kit is installed and enabled, the device acquires two network connections. One network connection is primary, and the other network connection is secondary.
 - The following features are available only over the primary network connection:
 - IPsec
 - SMTP
 - SNTF
 - WSD scan
 - Scan to SFTP, Scan to SMB, Scan to Email
 - LDAP
 - UPnP discovery
 - ThinPrint
 - EIP Web Service
 - If you remove the Wi-Fi connection module, the primary network connection is set to Ethernet.
1. In the Embedded Web Server, log in as a system administrator, then click **Connectivity**.
 2. In the Connections area, click **Ethernet**.
 3. In the Common area, click **Edit**.
 4. Click **Primary Network**, then select the appropriate network connection type for the device.
 5. Click **OK**.
 6. To activate your changes, at the prompt, click **Restart Now**.

Configuring Wi-Fi Using a Direct Connection to the Printer

To configure the settings for a wireless network, connect your computer directly to the printer using an Ethernet cable, rather than through a wired network connection.

1. Ensure that the printer is not connected to a wired Ethernet network.
2. Restart the printer.
3. Generate a Configuration Report. For details, refer to [Configuration Report](#). Note the self-assigned IP address of the printer in the 169.254.x.x range.

- Using an Ethernet cable, connect a computer directly to the printer.



Note:

- Ensure that wireless connectivity is disabled on your computer.
 - Depending on your computer hardware, use a crossover cable or adapter.
- Verify the IP address of the computer. Ensure that the computer obtains a private IP address, in the 169.254.x.x range, and is therefore on the same subnet as the printer.
 - On the computer, access the Embedded Web Server, log in as administrator, then configure the wireless settings. For details, refer to [Connecting to a Wireless Network](#).
 - For the new settings to take effect, restart the printer.
 - Disconnect the Ethernet cable between the printer and the computer.

Disabling Wireless Networking

Disabling Wireless Networking from the Control Panel

You can disable the wireless network from the printer control panel.



Note: Wireless networking is available only on printers with the optional Wireless Network Adapter installed.

To disable wireless networking from the Control Panel:

- At the printer control panel, press the **Home** button.
- Log in as administrator. For details, refer to [Accessing the Control Panel as a System Administrator](#).
- To open the Wi-Fi menu, touch **Device**→**Connectivity**→**Wi-Fi**.
- To toggle Wi-Fi from On to Off, touch the **Wi-Fi** toggle button.
- Touch **OK**.
- Press the **Home** button.
- For the setting to take effect, at the prompt, touch **Restart Now**.

Disabling Wireless Networking From the Embedded Web Server



Note: Wireless networking is available only on printers with the optional Wireless Network Adapter installed.

- In the Embedded Web Server, log in as administrator, then click **Connectivity**.
- In the Connections area, click **Wi-Fi**.
- Click the **Enable** toggle button.
- Click **OK**.
- To activate your changes, at the prompt, click **Restart Now**.

Wi-Fi Direct

A Wi-Fi Direct network connection enables devices to connect with each other without requiring a wireless access point. You can connect to your printer from a Wi-Fi mobile device such as a tablet, computer, or smart phone.

A Wi-Fi Direct connection does not require manual configuration.

Note:


- Wireless networking is available only on printers that have the optional Wireless Network Adapter installed.
- The Wi-Fi Direct connection is disabled by default.

To configure Wi-Fi Direct from the Embedded Web Server:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. For Connections, click **Wi-Fi Direct**.
3. To enable Wi-Fi Direct, click the **Enable** toggle button.
4. Click **Group Role**, then select an option from the menu.
 - To set the printer to configure the Group Role automatically:
 - Select **Auto**.
 - For Device Name, type a name for the printer.
 - To set the printer as Group Owner for a Wi-Fi Direct group, similar to a wireless access point:
 - Select **Group Owner**.
 - In the Group Owner area, type the information for SSID and Passcode.
5. For DHCP Server:
 - Type the IP Address and Subnet Mask.
 - For IP Address Lease Time, type the number of minutes.
6. Click **OK**.

To configure Wi-Fi Direct at the control panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator.
3. Touch **Device**→**Connectivity**→**Wi-Fi Direct**.
4. For Wi-Fi Direct, touch the enable toggle button.
5. Touch **Setup**.
6. Touch **Group Role**, then select an option.
7. If needed, touch **SSID Suffix**, then type a suffix.
8. If you selected Group Owner as the Group Role, in the Passcode field, enter an eight-character passcode.
9. Touch **OK**.

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

IP

Internet Protocol (IP) is a protocol within the Internet Protocol Suite that manages the transmission of messages from computer to computer.

Assigning the IP Address Manually

You can assign a static IP address to your printer from the printer control panel. After an IP address is assigned, you can change it in the Embedded Web Server.

To assign a static IP address to the printer, ensure that you have the following information:

- An IP address that is configured properly for your network
- The Network Mask address
- The default Router/Gateway address

If you are on a network that is managed by a network administrator, contact your network administrator to obtain the network information.

For a home network using routers or other devices to connect the printer to the network, refer to the device instructions on assigning network addresses. The router or device documentation can give you a range of acceptable address numbers you can use. It is important that the addresses be similar to the IP addresses used by other printers and computers on the network, but not the same. Only the last digit must be different. For example, your printer can have the IPv4 address 192.168.1.2 while your computer has the IP address 192.168.1.3. Another device can have the IP address 192.168.1.4.

The router can assign the static IP address of the printer to another computer that obtains its IP address dynamically. To avoid having the IP address reassigned, provide the printer an address at the higher end of the range that the device or router allows. For example, if your computer has IP address 192.168.1.2, and your device allows IP addresses to 192.168.1.255, select an address between 192.168.1.200 and 192.168.1.254.

It is recommended when setting a static IP address, that at the same time, set a DHCP reservation. For details, refer to your router documentation.

In IPv6 network configurations, the IPv6 address is assigned automatically.

To assign a static IP address to the printer:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Connectivity**→**Ethernet**→**IPv4**.
3. Touch **STATIC**.
4. At the restart system prompt, touch **Continue**.
5. Touch the **IPv4 Address** field.
6. Using the keypad, enter the address as X.X.X.X, where X is a number from 0–255, then touch **Enter**.
7. Touch the **Subnet Mask** field.
8. Using the keypad, enter the address as X.X.X.X, where X is a number from 0–255, then touch **Enter**.
9. Touch the **Gateway Address** field.

10. Using the keypad, enter the address as X.X.X.X, where X is a number from 0–255, then touch **Enter**.
11. Touch **Restart**.
12. Two minutes after the printer restarts, verify that the printer has retained the IP Address. For details, refer to [Finding the IP Address of Your Printer](#).

For reference:

Online Support Assistant at: www.xerox.com/office/WC6515support

Changing the IP Address Using the Embedded Web Server

To change the IP address of the printer using the Embedded Web Server:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. Click **Connectivity**.
3. Click **Ethernet**.
4. For IPv4, click **Edit**.
5. On the IPv4 page, click **STATIC**.
6. In the IP Address field, type the address as X.X.X.X, where X is a number from 0–255.
7. In the Subnet Mask field, type the address as X.X.X.X, where X is a number from 0–255.
8. In the Gateway Address field, type the address as X.X.X.X, where X is a number from 0–255.
9. Click **OK**.



Note: Changing the IP address disconnects the Embedded Web Server.

10. To reconnect to the Embedded Web Server, in the address field of the Web browser, type the new IP address of the printer.
11. Press **Enter** or **Return**.

The Embedded Web Server opens.

NFC

Near field communication (NFC) is a technology that enables devices to communicate when they are within 10 centimeters of each other.

You can use NFC to obtain the network interface to establish a TCP/IP connection between your device and the printer.

To configure NFC:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).

System Administrator Functions

3. Click **Connectivity**.
4. For Connections, click **NFC**.
5. To enable NFC, click the **Enable** toggle button, then touch **OK**.
6. Click **OK**.
7. For the new settings to take effect, restart your printer.

Configuring General Settings Using the Embedded Web Server

This section provides information to help you configure general settings for the printer from your Web browser using the Embedded Web Server. You can configure settings such as power saver mode, alerts, and print job policies.

Viewing Printer Information

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.

The Embedded Web Server Home page appears.

2. In the printer status area, click **Details**.

The Device Details page opens, showing printer information, network connectivity details, and system administrator information.

Displaying the IPv4 Address on the Home Screen

You can set the IPv4 address on the device Home screen.

1. In the Embedded Web Server, log in as administrator, then click **Home**.
2. In the top-right part of the window, click **Details**.
3. In the Network area, click **Display Network on Home**.
4. Click **Display IPv4 Address**.
5. Click **OK**.

The IPv4 address appears on the device Home screen.

Configuring the Login Method From the Embedded Web Server


1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions** → **Login/Logout Settings**.
4. Select a login method:
 - **Simple:** Passwords are not required.
 - **Local:** Passwords are required.
 - **Network:** A remote server handles login authentication. Device User Accounts are used only for personalization and permissions.
 - **Convenience:** Log in with a magnetic-strip card. Device User Accounts are used only for personalization and permissions.
5. To select the Simple or Local authentication, for either option, click **Select**, select how users identify themselves, then click **OK**.


6. To select network authentication, for Network, click **Select**. Choose an authentication protocol, click **Next**, then configure the authentication settings. For assistance, contact your system administrator.
7. To select Convenience authentication, for **Convenience**, click **Select**, enter a server IP address, then click **Next**.

Configuring Power Saver Using the Embedded Web Server

You can set the time that the printer spends idle in ready mode before it automatically transitions to a lower power level.

To configure Power Saver Timeouts:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **System**→**Power Saver**.
 **Note:** If this feature does not appear, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. To set the time delay before the printer enters Low-Power mode, for **Low Power Timeout**, click current value, then type the desired timeout in minutes.
4. To set the time delay before the printer enters Sleep mode, for **Sleep Timeout**, click current value, then type the desired timeout in minutes.

 **Note:** The sum of the two timeouts is within 60 minutes.

5. To set Auto Power Off, click **Auto Power Off**:
 - To power off the device after all timeouts complete, select **On**, click the current value, then type the required timeout in hours.
 - To power off the device only if specific conditions are met:
 - Select **Only When Conditions Are Met**.
 - Click the current value, then type the required timeout in hours.

Specific conditions are when Fax, USB Drive, and Wired and Non-Wired Network features have not been activated.

6. To finalize your selections, click **OK**.

Remote Control Panel

The Remote Control Panel allows you to access the control panel of the printer from a Web browser. By default, for closed systems, only system administrators can enable the Remote Control Panel feature. For open systems with software versions earlier than PL6 (XX.5X.XX), all users can enable and access the Remote Control Panel feature. For software versions PL6 (XX.5X.XX) or later, the open system option is not available.



Note:

- To use the Remote Control Panel, ensure that HTTPS is enabled on the device. For details, refer to [Enabling HTTPS Using the Embedded Web Server](#).
- After the Remote Control Panel is enabled by a system administrator, all users can access the feature.
- If the device is being used by a local user when a remote user request is sent, the local user is required to accept the remote user request at the device.
- Only one Remote Control Panel session can be active at a time.
- If a system administrator sends a remote user request, the system administrator can override the local user.
- System administrators have the ability to override and stop an existing general user remote session.

To configure the Remote Control Panel feature to allow user access, use the Permissions option.

1. In the Embedded Web Server, log in as administrator, then click **Home**.
2. In the Quick Links area, click **Remote Control Panel**.
3. To enable the Remote Control Panel, touch the **Enable** toggle button, then click **Close**.
4. To configure user access to the Remote Control Panel, click **Permissions**→**Roles**→**Device User Roles**, then select the following:
 - a. For the user role for which you want to configure permissions, click **Edit**.
 - b. For Device Website Permissions, click **Custom Permissions**.
 - c. Click **Setup**.
 - d. Click **Remote Control**.
 - e. For Access Remote Control, click **Allow**.
 - f. Click **OK**.
 - g. Click **Close**, then click **OK**.
5. To return to the Home screen, click the **Home** button.

Setting the Date and Time Using the Embedded Web Server

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **System**→**Date & Time**.



Note: If this feature does not appear, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).

3. In the Date area, for Date Format, select an option.
4. For Date, click the date field, then select the current date from the calendar.
5. In the Time area, select the desired clock options, then enter the current time.
6. To set the time zone, click **Time Zone**, select your time zone from the list, then click **OK**.
7. To enable or disable Daylight Savings Time, click the toggle button.



Note: A check mark on the toggle button indicates the setting is enabled.

8. To enable or configure Time Server Synchronization, for SNTP, click **Edit**.
 - To enable or disable Time Server Synchronization, click the toggle button.



Note: A check mark on the toggle button indicates the setting is enabled.

- Type the Time Server Address.
- To set the amount of time between time synchronizations, for Time Synchronization Interval, click the current value, then type a value in hours.
- To save SNTP settings, click **OK**.

9. To save Date & Time settings, click **OK**.

Setting the Sounds Using the Embedded Web Server

You can configure the device to play sounds to alert users to various device conditions or events. You can set the volume for each sound independently of each other.

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Sounds**.
3. To enable sounds, select **Enable Sounds**.
4. To adjust the sound volume for an event, select an event, then move the appropriate volume slider control, as needed:
 - **Touch:** A sound plays when a user interacts with the control panel touch screen.
 - **Job Completion:** A sound plays when a print job, copy job, or receive-fax job completes.
 - **Error/Fault:** A sound plays when the device issues an alert or when the device requires user attention.
 - **Power:** A sound plays when the device is powering down.
 - **Mobile Device Connected:** A sound plays when a connection to a mobile device is detected.
 - **Fax Processing Tones:** A sound plays when a fax is sending or receiving.
 - **Fax Ring Tones:** The fax line ring tones are audible when the device receives an incoming fax call.

5. To confirm the volume setting, click **OK**.
6. To close the Sounds window, click **OK**.

Configuring the Device Control Panel Timeout

You can set the timeout period for the device control panel timeout. The timer begins when user input stops. At the end of the specified timeout period, the logged in user is logged out automatically.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Timeouts**.
4. For System Timeout, type a number in seconds.
5. Click **OK**.

Configuring the Device Website Timeout

You can set the timeout period for the Embedded Web Server. The timer begins when user input stops. At the end of the specified timeout period, the logged in user is logged out automatically.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Timeouts**.
4. For Device Website Timeout, type a number in minutes.
5. Click **OK**.

Setting the Default Device Control Panel Screen

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Apps**.
4. Click **Preferences**.
5. For Walkup Screen, select an option.
6. Click **OK**.

Configuring Tray Settings Using the Embedded Web Server

When the bypass tray is set to Fully Adjustable mode, you can change paper settings each time you load the tray. When paper is loaded into the bypass tray, the control panel prompts you to set the paper size, type, and color.

When other trays are set to Fully Adjustable mode, open the selected tray and load the desired paper. When you close the tray, the control panel prompts you to set the paper size, type, and color.

When any paper tray is set to Dedicated mode, only load the size, type, and color of paper specified for the tray. If you move the guides, or load a different paper, change the size, type, and color of paper settings at the control panel.

The Tray Priority feature determines the order in which the printer selects the tray for a print job when you have not specified one. Tray Priority also determines how the printer selects another tray when a paper tray runs out in the middle of a job. Priority 1 indicates that the tray is set to the highest priority.

To configure the tray settings:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, click **Home**.
3. In the Trays area, click the desired tray.
4. To configure the tray mode, click **Tray Mode**.
 - To configure the printer control panel to prompt you for the paper settings each time the paper tray is loaded, click **Fully Adjustable**.
 - To configure the tray to use a specific paper, click **Dedicated**, then specify the paper size, type, and color.
5. To configure the printer to select the appropriate paper tray for the print job, click the toggle button for **Auto Select**. If the required paper size is not available, the printer prompts you to load the correct paper size and type for the job.



Note: A check mark on the toggle button indicates that the setting is enabled.

6. To determine the order in which the printer selects the tray for a print job, click **Priority**, then select the tray priority.
7. To save the tray settings, click **OK**.

Cloning Printer Settings

You can use cloning to copy configuration settings from one printer to another printer on the same network.



Note:

- Before using the clone feature, ensure that the source printer clone file is compatible with the destination printer.
- Before you copy the address book, verify that the address book of the target printer is empty.

To clone the printer settings:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. At the bottom of the Home page, click **Cloning**.
4. To install a clone file:
 - a. For Install Clone File, click **Select**.
 - b. Locate, then select a clone file from the source printer, then click **Open**.
 - To select a different clone file, click the change file icon.
 - To remove the selected clone file, click the Trash icon.



Note: Removing the clone file does not delete it from the computer.

- c. To install the selected clone file, click **Install**.
5. To create a clone file:
 - a. Select the parameters to clone from this printer.
 - To select individual parameters to clone from this printer, select the desired parameter.
 - To choose all settings, select **Select/Clear All**.
 - To clear all settings, clear **Select/Clear All**.
 - b. Click **Create**.
 - c. If prompted, save the clone file to a location that you can remember easily when you need the file for installation.



Note: If you are not prompted to save the file, look for it in the Downloads folder on your computer.

6. When you are finished creating or installing a clone file, click **Close**.

Xerox® Device Manager Cloning Feature

These printers support the Xerox® Device Manager cloning feature. The cloning feature allows delivery of a clone file to the device with credentials for authentication. For more information on how to use the cloning feature, refer to *Xerox® Device Manager* documentation.

Enabling the Plug-in Feature

To configure your device to work with compatible plug-in applications, activate the Plug-in Feature.

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Plug-in Settings**.
3. To enable the Plug-in Feature, click the **Plug-in Feature** toggle button.
4. Click **Close**.
5. To activate your changes, at the prompt, click **Restart Now**.

For more information about compatible plug-in applications, refer to www.support.xerox.com.

Resetting the Printer

Using Software Resets to restart the printer is faster and wastes fewer consumables than powering the printer on and off. Restarting the printer can take several minutes, during which time the Embedded Web Server is not available.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Home**→**Support**→**Restart Device**.
3. At the prompt, click **Restart**.

Setting Up a Proxy Server

This feature allows you to set up and enable proxy services on the printer. You can enter your authentication login at the printer control panel, and access a set of features and options designed specifically for your business needs. You can scan and capture paper documents, preview thumbnails, and add them to frequently used document storage locations.

To set up a proxy server:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Connectivity**.
4. Click **HTTP**.
5. To enable a proxy server, click the **Proxy Server** toggle button.
6. To select if your system uses common or different proxy servers, click **Proxy Setup**.
 - If your setup uses a common proxy server, select **Common Proxy**.
 - If your setup uses different proxy servers, select **Different Proxies**. As needed, click the **Enable Proxy Server** toggle buttons.

7. To set up a proxy server, click **Setup**.
 - If your proxy server uses automatic configuration, select **Automatic**.
 - If your proxy server uses a configuration script, select **Configuration Script**. Type the URL to locate the configuration script.
 - If your proxy server uses manual configuration, select **Manual**, then configure the settings. For assistance, contact your system administrator.
8. Click **OK**.


Setting Up the Network Address Book

Before you can use the Network Address Book, configure the printer to communicate with the LDAP server. For details, refer to [LDAP Server](#).

Adding or Editing Contacts in the Address Book in the Embedded Web Server

To add contacts:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. Click **Add Contact**.
4. To enter a name, click the **First Name**, **Last Name**, or **Company** field.
5. To add an email address, in the Email field, enter an email address.
6. To add a fax number, for Fax, click **+**, then enter a number.
7. To add a network folder, for **Network (SMB)** or **FTP**, click the **Plus** icon (+), then enter the following information.
 - **Nickname**: Enter the name that you want to appear in the Address Book.
 - **Type**: Select the network connection type.
 - **IP Address**: Port: Enter the IP address of your computer, and enter the default port number for SMB, 139, or select a number from the range provided.
 - **Share**: Enter a name for the directory or folder. For example, if you want the scanned files saved to a folder named scans, type scans.

 **Note:** FTP networks do not require a name for shared directories.

 - **Document Path**: Enter the path of the folder on the SMB server. For example, if you want the scanned files saved to a folder named colorscans inside the scans folder, type `colorscans`.
 - **Login Name**: Enter your computer user name.
 - **Password**: Enter your computer login password.
 - **Retype Password**: Enter your login password again.
8. To save the contact, click **OK**.


To edit contacts:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.

3. From the Address Book, select a contact.
4. To edit contact information, perform the following steps.
 - a. Click the contact name or contact information, then edit as needed.
 - b. To clear contact information, for the specific contact information, click the **Trash** icon.
 - c. To save the changes, click **OK**.
5. To remove the selected contact from the Address Book, click **Delete**. At the prompt, click **Delete**.

Adding or Editing Contacts in the Address Book at the Control Panel

To add contacts:

1. At the printer control panel, press the **Home** button.
 2. Touch **Address Book**.
 3. Touch the **Plus** icon (+), then select **Add Contact**.
 4. To enter a name, touch the **Enter First Name**, **Enter Last Name**, or **Enter Company** field, then to move to the next field, touch **Next**. When finished, touch **Enter**.
 5. To add a fax number, touch **Add Fax**, enter a fax number, then touch **OK**.
 6. To add an email address, touch **Add Email**, enter an email address, then touch **OK**.
 7. To add a network folder, touch **Add SMB**. Navigate the network directory to the desired destination, then touch **OK**.
-  **Note:** Login credentials are required for computers on secured networks.
8. To add an FTP location, touch **Add FTP**, enter an FTP address, then touch **OK**.
 9. To save the contact, touch **OK**.
 10. To return to the Home screen, press the **Home** button.

To edit contacts:

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 **Edit**.
4. To change contact information, touch the information that you want to update, edit as needed, then touch **OK**.
5. To save your contact changes, touch **OK**.
6. To return to the Home screen, press the **Home** button.

Configuring Alerts

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).

3. On the Home page, for Supplies, click **Details**.
4. For Options, click **Alerts Setup**.
5. To enable alerts, for Enable Alerts, click the toggle button.



Note: A check mark on the toggle button indicates that the setting is enabled.

6. To enable or disable an alert, for the alert type, select the appropriate option:
 - Click the toggle button.
 - Click the alert type, then select an option from the list.
7. Click **OK**.

Configuring Email Alerts



Note: Before configuring email alerts, configure the printer to communicate with your SMTP email server. For details, refer to [Configuring SMTP Domain Filtering](#).

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. On the Home page, for Supplies, click **Details**.
4. For Options, click **Email Alerts**.
5. For Email Alerts, type the email address for the recipient.



Note: A check mark on the toggle button indicates that the setting is enabled.


6. To enable or disable an email alert, for the alert type, click the toggle button.
7. Click **OK**.

Configuring PDL Settings from the Embedded Web Server


You can configure settings for the following PDL protocols:


- PCL® 6/5e
- PostScript®
- PDF

- TIFF/JPEG

 **Note:** PCL® 6/5e is the default PDL protocol.


Configure Settings for PCL 6/5e

 **Note:** Default PCL® settings are used when a print driver is not selected. Print driver settings override default PCL® settings configured from the Embedded Web Server.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System** → **PDL Settings**.
4. Click **PCL 6/5e**.
5. Configure the following settings as needed:
 - To set the priority mode for print quantity, click **Print Quantity Priority**, then select an option.
 - To set the limit for number of sheets to print, for Print Quantity, type a number.
 - To specify the default paper tray, click **Paper Tray**, then select a paper tray. To allow automatic tray selection, select **Auto**.
 - To specify the default paper size for the default paper tray, click **Paper Size**, then select a paper size.
 - To specify the paper size for the Bypass Tray, click **Paper Size (Bypass Tray)**, then select a paper size.
 - To select the maximum custom paper size width, for Custom Paper Size Width, type a number.
 - To select the maximum custom paper size length, for Custom Paper Size Length, type a number.
 - To set the default output color, click **Output Color**, then select an option. To allow automatic color output based on the original document, select **Auto Detect**.
 - To set the default printing option for 2-sided printing, click **2-Sided**, then select an option.
 - To configure the printer not to print blank pages, for Remove Blank Pages, click the toggle button.
 **Note:** A check mark on the toggle button indicates that the feature is enabled.
6. To save your settings, click **OK**.
 - To set the default page orientation for the original document, click **Original Orientation**, then select an option.
 - To enable Wide A4 printing, for Wide A4, click the toggle button.
 - To set the default pitch size, for Pitch Size, enter a number.
 - To set the default output font point size, for Point Size, type a number.
 - To set the default output font, click **Font Name**, then select a font.
 - To specify the default symbol set for the selected font, click **Symbol Set**, then select an option.
 - To set the maximum limit of lines allowed on the page output, for Lines per Page, type a number.
 - To enable Hex Dump, for Hex Dump, click the toggle button.
 - To allow the printer to enhance the image automatically, for Image Enhancement, click the toggle button.

Configure Settings for PostScript

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**PDL Settings**.
4. Click **PostScript**.
5. Configure the following settings as needed:
 - To specify the protocol used to construct the PDF output, click **Decomposer**, then select an option.
 - To set the limit for number of printed pages, for Print Quantity, type a number.


 **Note:** A check mark on the toggle button indicates that the feature is enabled.

- To specify the default paper size for the output, click **Paper Size**, then select a paper size.
- To set the default output color, click **Output Color**, then select an option. To allow automatic color output based on the original document, select **Auto Detect**.
- To set the default option for 2-sided printing, click **2-Sided**, then select an option.
- To allow output page collation, click **Collated**, then select **On**.
- To specify output quality, click **Print Mode**, then select an option.
- To select a layout mode for the output, click **Layout**, then select an option.
- To require a password to open the PDF output, for Password, type a password.

 **Note:** To remove the dots in the Password field, double-click the field.

6. Click **OK**.

Configure Settings for PDF


 **Note:** Default PDF settings are used when a print driver is not selected. Print driver settings override default PDF settings configured from the Embedded Web Server.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**PDL Settings**.
4. Click **PDF**.
5. Configure the following settings as needed:
6. Click **OK**.

 **Note:** A check mark on the toggle button indicates that the feature is enabled.

 **Note:** To remove the dots in the Password field, double-click the field, then click **OK**.


Configure Settings for TIFF and JPEG

 **Note:** Default TIFF and JPEG settings are used when a print driver is not selected. Print driver settings override default TIFF and JPEG settings configured from the Embedded Web Server.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**PDL Settings**.
4. Click **TIFF/JPEG**.
5. To specify the default paper size for the output, click **Paper Size**, then select a paper size.
6. Click **OK**.

Viewing Version Information for a PDL Protocol

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**PDL Settings**.
4. To view version information for a PDL protocol, click the protocol name.
Version information displays at the top of the settings page.
5. To return to the PDL Settings page, click **OK** or **Cancel**.

 **Note:** Version information is available for PostScript®, TIFF, and XPS.

Configuring General Settings Using the Control Panel

Use these topics to configure general settings for the printer using the control panel. You can configure many printer settings from the control panel, including settings for power saver mode, alerts, touch screen, security, and printing defaults.

Configuring the Power Saver Modes

You can set the time that the printer spends idle in ready mode before the printer transitions to a lower power level.

To configure power saver settings:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**General**→**Power Saver**.
3. Touch the Timer that you want to change.
 - **Low Power Timeout:** Use this option to set the time when the printer shifts from Ready mode to Low-Power mode.
 - **Sleep Timeout:** Use this option to set the time when the printer shifts from Low-Power mode to Sleep mode.
 - **Auto Power Off:** Use this option to set the time, in hours, for the printer to power off.
4. To save the settings, touch **OK**.
5. To return to the Home screen, press the **Home** button.

Setting the Date and Time

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**General**.
3. Touch **Date & Time**.
4. To allow an NTP service to set the time automatically, touch the **Set Automatically** toggle button. If an NTP server is detected, the Time Zone, Date & Time, and Daylight Savings Time values are set automatically. If no NTP server is detected, the Time Server menu opens, allowing you to enter the IP address for the server.
5. To set the date and time manually:
 - a. Touch **Time Zone**, then select your geographic region and time zone.
 - b. Touch **Date & Time**. Select the date and time, then touch **OK**.
 - c. To enable daylight savings, touch the **Daylight Savings Time** toggle button.
6. To set the date format, touch **Date Format**, then touch the date format that you want to use.
7. To show time in 24-hour format, touch the **Use 24 Hour Clock** toggle button.
8. To save the settings, touch **OK**.
9. To return to the Home screen, press the **Home** button.

Setting the Measurement Units

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**General**→**Measurements**.
3. To select an option for units, touch **Units**, then touch **Millimeters** or **Inches**.
4. To set the units for the custom paper size, touch **Paper Size Preference**, then touch **Inch** or **Metric**.
5. Touch **OK**.
6. To return to the Home screen, press the **Home** button.

Setting the Display Brightness

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**General**→**Display Brightness**.
3. To adjust the brightness, move the slider to the right to increase the brightness or to the left to reduce the brightness.
4. To return to the Home screen, press the **Home** button.

Setting the Sounds at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**General**→**Sounds**.
3. Touch **Enable Sounds**.
4. Touch a required event. To lower the volume, move the slider left, or to increase the volume, move the slider to the right.
5. Repeat step 4 for each tone that you want to set.
6. To save the setting, touch **OK**.
7. To return to the Home screen, press the **Home** button.

Configuring Low Supplies Alert Messages

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Supplies**→**Alerts Setup**.
3. Touch **Alerts Setup**.
4. To specify the level of toner remaining that triggers a toner low alert, touch **Toner Level**, then select a percentage.
5. To set toner low alerts, select an option.
 - To display an alert message when the toner is low, touch the **Toner Low** toggle button.
 - To display an alert message when the toner is empty, touch the **Toner Empty** toggle button.
6. To specify the percentage of life remaining that triggers a Drum Cartridge alert, touch **Drum Cartridge Level**, then select a percentage.

7. To set Drum Cartridge alerts, select an option.
 - To display an alert message when the Drum Cartridge life is getting low, touch the **Drum Cartridge Reorder** toggle button.
 - To display an alert message when the Drum Cartridge life is low, touch the **Drum Cartridge Near End of Life** toggle button.
 - To display an alert message when the Drum Cartridge is empty, touch the **Drum Cartridge End of Life** toggle button.
8. To set Waste Cartridge alerts, select an option.
 - To display an alert message when it would be advisable to order a replacement Waste Cartridge, touch the **Waste Cartridge R5 Reorder** toggle button.
 - To display an alert message when the Waste Cartridge is almost full, touch the **Waste Cartridge R5 Almost Full** toggle button.
 - To display an alert message when the Waste Cartridge is full, touch the **Waste Cartridge R5 Full** toggle button.
9. To save the settings, touch **OK**.
10. To return to the Home screen, press the **Home** button.

Setting the Control Panel Timeout using the Control Panel

You can set the timeout period for the device control panel timeout. The timer begins when user input stops. At the end of the specified timeout period, the logged-in user is logged out automatically.

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**General**→**System Timeout**.
3. Select the time in minutes and seconds, then touch **OK**.
4. To return to the Home screen, press the **Home** button.

Configuring Tray Settings

When the bypass tray is set to Fully Adjustable mode, you can change paper settings each time you load the tray. When paper is loaded into the bypass tray, the control panel prompts you to set the paper size, type, and color.

When other trays are set to Fully Adjustable mode, open the selected tray, then load the required paper. When you close the tray, the control panel prompts you to set the paper size, type, and color.

When any paper tray is set to Dedicated mode, load only the size, type, and color of paper specified for the tray. If you move the guides, or load a different paper, change the size, type, and color of paper settings at the control panel.

The Tray Priority feature determines the order in which the printer selects the tray for a print job when you have not specified one. Tray Priority determines how the printer selects another tray when a paper tray runs out of paper in the middle of a job. Priority 1 indicates that the tray is set to the highest priority.

To configure the paper tray settings:

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

3. In the Paper Trays menu, touch the required tray.
4. To configure the printer to prompt you to set the paper type and size when paper is loaded, touch **Tray Mode**, then touch **Fully Adjustable**.
5. To dedicate the tray for a paper size, type, or color, touch **Tray Mode**, then touch **Dedicated**.
 - To select a paper or envelope size, touch the current size setting, then from the list, select the size.
 - To select a paper type, touch the current paper type, then from the list, select the paper type.
 - To select a paper color, touch the current paper color, then from the list, select the paper color.
6. To save the setting, touch **OK**.
7. To return to the Home screen, press the **Home** button.



Note: You can be required to enter a passcode to access specific control panel menus. For assistance, contact your system administrator.

Reset 802.1X and IPsec

The non-volatile memory (NVRAM) stores printer settings, even after the power is turned off. The Reset 802.1X and IPsec feature resets specific settings stored in the printer for Ethernet connectivity settings. After executing this function and restarting the printer, Ethernet 802.1X and IPsec settings are reset to their default values.

To reset the non-volatile memory 802.1X and IPsec settings:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Resets**→**Reset 802.1X and IPsec**.
3. At the prompt, touch **Reset**.
4. When the process is complete, the printer restarts automatically.

Reset to Factory Defaults



Caution: The Reset to Factory Defaults feature erases all settings and returns the printer to the original factory state. All jobs, presets, apps, and device settings are reset. If the printer includes a hard disk, the disk is reinitialized.

The non-volatile memory (NVRAM) stores printer settings, even after the power is turned off. When complete, the printer restarts, then displays the Install Wizard.

To reset the printer to factory defaults:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Resets**→**Reset to Factory Defaults**.
3. At the prompt, touch **Reset**.
4. When the process is complete, the printer restarts automatically.

Reset Fonts, Forms, and Macros

This feature deletes the fonts, forms, and macros downloaded into the non-volatile memory of the printer.

To reset downloaded fonts, forms and macros:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Resets**→**Reset Fonts, Forms, and Macros**.
3. At the prompt, touch **Clear**.
4. When the process completes, the printer restarts automatically.

Configuring Default Settings and Printing Policies from the Embedded Web Server

This section provides information to help you configure default settings and printing policies for the printer. You can configure these settings from your Web browser using the Embedded Web Server. You can configure settings for paper supply, printer defaults, and reports.

Configuring Common Settings

Configuring Size Detection for Legal-Size Original Documents

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Defaults and Policies**.
4. For Common, click **Legal Original Size Auto Detection**.
5. To enable automatic size detection for legal-size original documents, for Enable, click the toggle button.



Note: A check mark on the toggle button indicates that the feature is enabled.

6. For Legal Original Size Option, select an option.
7. Click **OK**.

Configuring Paper Supply Settings

Adjusting the Paper Type

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Defaults and Policies**.
4. For Paper Supply, click **Adjust Paper Type**.
5. To adjust a paper type, click the paper type name, then select an option.
6. After you have completed all paper type adjustments, click **OK**.

Configuring Custom Paper Names

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Defaults and Policies**.
4. For Paper Supply, click **Custom Paper Names**.
5. To give a custom name to a paper type, for the Custom Paper Type, type a name.
6. After you have completed the paper name adjustments, click **OK**.

Setting Printer Policies

Configuring Jobs Policies

You can set policies for your print jobs. You can configure settings for Print Around, job name concealment, and stored print jobs.

When a print job is paused or in an error state, The Print Around feature allows the subsequent jobs in the queue to print. For example, a print job can be paused because it requires paper that is not loaded in a tray. When Print Around is enabled, any subsequent job that requires another paper type prints immediately, even though a preceding job is held.

Enabling Print Around

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Jobs**→**Policies**.
4. To enable Print Around, click the **Enable** toggle button.



Note: A check mark on the toggle button indicates that the feature is enabled.

5. To allow held jobs to be deleted after a specified time:
 - For Delete Held Jobs After, select **On**.
 - Type the amount of time in days, hours, and minutes until the job is deleted.
6. Click **OK**.
7. Click **Restart Now**.

Concealing or Showing Job Names



1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).

3. Click **Jobs**.
4. Click **Policies**.
5. For Conceal Job Names, select an option.
6. Click **OK**.
7. Click **Restart Now**.

Configuring Stored Print Job Settings

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Jobs**.
4. Click **Policies**.
5. In the Stored Print Job Settings area, for Minimum Number of Passcode Digits, type a number.
6. For Delete Stored Print Jobs After, select an option:
 - To save stored print jobs, select **Off**.
 - To delete print jobs after the specified number of days at the specified time, select **Days**. Type the number of days, select **AM** or **PM**, then type the time in hours and minutes.
 - To delete print jobs after the specified length of time, select **Length of Time**. Type the number of Hours and Minutes.
7. Click **OK**.
8. Click **Restart Now**.

Configuring PostScript® Memory

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
 **Note:** If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Defaults and Policies**.
4. For Printer Settings, click **Memory Settings**.
5. To specify the amount of memory allowed for PostScript® data, for PostScript Memory, type a number, in kilobytes.
 **Note:** The system requires that the number is a multiple of 256.
6. Click **OK**.
7. Click **Restart Now**.

Setting Policies for Allowed Print Job Types

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Defaults and Policies**.
4. For Printer Settings, click **Allowed Print Job Types**.
5. Select an option:
 - **Personal, Secure, and Saved Only:** This option limits the job types allowed.
 - **All Jobs:** This option allows any job type.
6. Click **OK**.
7. Click **Restart Now**.

Setting Policies for When a Paper Type is Unavailable

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Defaults and Policies**.
4. For Printer Settings, click **Specified Paper is Unavailable**.
5. Select an option:
 - **Prompt to Load Paper:** This option requires a user to load the specified paper type before the job can proceed.
 - **Letter/A4 Substitution:** This option allows the printer to substitute a loaded media that is of similar size.
6. Click **OK**.
7. Click **Restart Now**.

To Enable a Paper Type and Size Confirmation Prompt for the Bypass Tray

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Defaults and Policies**.
4. For Printer Settings, click **Bypass Tray Paper Type and Size Confirmation**.

5. To enable a paper type and size confirmation prompt for the bypass tray, select **On**.
6. Click **OK**.

Setting Print Job Policies for When an Error Occurs

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Defaults and Policies**.
4. For Printer Settings, click **Resume Print After Error**.
5. To resume print jobs after the error is cleared, select an option:
 - To allow the print job to continue automatically, select **Auto Resume**.
 - To require user input before the job can continue, select **Manual Resume**.
6. Click **OK**.
7. Click **Restart Now**.

Setting Print Job Policies for When a Paper Jam Occurs

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Defaults and Policies**.
4. For Printer Settings, click **When Paper Jam Occurs**.
5. Select an option for resuming print jobs after the paper jam is cleared:
 - To allow the print job to continue automatically, select **Resume Print After Jam Clearance**.
 - To delete the job in memory, select **Cancel Print**.




Note: To print a job that was canceled after jam clearance, resubmit the job.

6. Click **OK**.
7. Click **Restart Now**.

Setting Printing Policies for Banner Pages

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).

3. Click **System**→**Defaults and Policies**.
4. For Printer Settings, click **Print Banner Pages**.
5. Configure options as desired:
 - To configure banner page print settings, click **Print Banner Pages**, then select an option.
 - To disable banner page printing, click **Print Banner Pages**, then select **Off**.
 - To select a paper source for banner pages, touch **Paper Tray**, then select the required tray.
 - To allow users to choose to print a banner page from a print driver, for Allow Print Driver to Override, click the toggle button.


 **Note:** A check mark on the toggle button indicates that the feature is enabled.

 - To allow the printer to print a banner page sent by the client, for Detect Client Banner Pages, click the toggle button.
6. Click **OK**.
7. Click **Restart Now**.

Configuring Report Settings


Setting the Output Tray for Reports

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.

 **Note:** If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Defaults and Policies**.
4. For Report Settings, click **Report Output Tray**.
5. Select the output paper tray where you want the reports to print. For automatic tray selection, select **Auto**.
6. Click **OK**.

Enabling the Job Deletion Report

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.

 **Note:** If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Defaults and Policies**.
4. For Report Settings, click **Job Deletion Report**.
5. To allow the job deletion report to print, select **On**.
6. Click **OK**.

Setting Up Scanning

For reference:

[Scanning](#)

Scanning Setup Overview

If the printer is connected to a network, it is enabled for scanning. Before you can scan, do the following:

- If you are scanning to a shared folder on your computer, share the folder, then set the correct permissions. In the Embedded Web Server, add the folder as an Address Book entry.
- If you are scanning to an FTP server, in the Embedded Web Server, add the FTP server as an Address Book entry. For the Address Book entry, assign the required folder permissions.
- If you are scanning to an email address, in the Embedded Web Server, configure the email server.

If the printer is connected using a USB cable, you cannot scan to an email address, a network location, or to a folder on your computer.

Setting Up Scanning to a Shared Folder on Your Computer

Before you can scan to a shared folder, share the folder, then add the folder as an Address Book entry in the Embedded Web Server.

For details on sharing a folder, and adding an SMB entry, refer to [Scanning to a Shared Folder on a Network Computer](#).

Setting Up Scanning to an FTP Server

Before you set up scanning to an FTP Server, the server must have the proper software installed and be configured with shared folders for each user.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Address Book**.
4. To associate the FTP server with a contact, click a contact name. For details, refer to [Adding or Editing Contacts in the Address Book in the Embedded Web Server](#).

5. For FTP, click the **Plus** icon (+), then enter the following information:
 - **Nickname:** Enter the name that you want to appear in the Address Book.
 - **Type:** Select the network connection type.
 - **IP Address/Host Name: Port:** Enter the IP address or host name of your FTP server, then enter the default port number. In the next field, enter the default port number for FTP, 21, or select a number from the range provided.
 - **Document Path:** Enter the path of the folder on the SMB server. For example, to save the scanned files to a folder named `colorscans` inside the `scans` folder, type `colorscans`.
 - **Login Name:** Enter your computer user name.
 - **Password:** Enter your computer login password.
 - **Retype Password:** Enter your login password again.
6. To save your network information, click **OK**.
7. To save your contact, click **OK**.
8. Now you can scan to the FTP server.

Setting Up Scanning to an SFTP Server

Before you set up scanning to an SFTP Server, ensure that the server has the proper software installed and configured.

1. In the Embedded Web Server, log in as administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
2. Click **Address Book**.
3. To associate the SFTP server with a contact, click a contact name.
4. For SFTP, click the **Plus** icon (+), then enter the following information:
 - **Nickname:** Enter the name that you want to appear in the Address Book.
 - **Type:** Select the network connection type.
 - **IP Address/Host Name: Port:** Enter the IP address or host name of your SFTP server, then enter the default port number. In the next field, enter the default port number for SFTP. Use the default port number 22, or select a number from the range provided.
 - **Document Path:** Enter the path of the folder on the SFTP server. For example, to save the scanned files to a folder named `colorscans` inside the `scans` folder, type `scans/colorscans`.
 - **Login Name:** Enter a user name corresponding to a user account on the SFTP server.
 - **Password:** Enter the password corresponding to the user account on the SFTP server.
 - **Retype Password:** Enter your login password again.



Note: After you complete the process, scanning to the SFTP server is enabled.


5. Click **OK**.

Setting Up Scanning to an Email Address

Before you can scan to an email address, configure the printer to communicate with your SMTP email server.

To configure the SMTP server settings:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Apps**→**Email**.
4. For SMTP, click **Setup**.
5. To enable Email Submission, click the **Email Submission** toggle button.


 **Note:** A check mark on the toggle button indicates that the feature is enabled.

6. Type the following information:
 - For Device Email, type an appropriately formatted email address to appear in the From field of emails from the printer.
 - For SMTP Server, click **Server Address**. Type the IP address or DNS name of the SMTP server.


If you do not know the IP Address or DNS Name of the SMTP server, click **Select Server from List**.

 **Note:** This feature requires that specific configurations be made to your network. For details, contact your network administrator.


- For Outgoing SMTP Port Number, type the default port number required for the SMTP server, or select a number from the range provided.

 **Note:** Common default port numbers for SMTP include 25, 465, and 587.

7. As needed for your environment, select a Connection Security protocol.
8. As needed for your environment, select an Outgoing SMTP Authentication type.
 - a. If authentication is required, click **SMTP Authentication**, then select **SMTP AUTH**. If authentication is not required, select **Off**.
 - b. If authentication is required, for SMTP AUTH User Name, enter a valid SMTP Login Name for the SMTP Server.
 - c. If authentication is required, for SMTP AUTH Password, enter a valid password for the SMTP server.

 **Note:** Ensure that the authentication type is compatible with your SMTP server.

9. For Retype Password, reenter the password.
10. To save changes, click **OK**.

 **Note:** Contact your Internet service provider or system administrator to obtain your SMTP server name or IP address. Some Internet service providers require authentication. Ensure that you confirm the authentication type, login, and password.

When this process completes, you can scan to an email address. For details, refer to [Scanning to an Email Address](#).

Configuring the Email App

The Email App allows you to scan images and attach the images to emails.

To configure the Email App:

1. In the Embedded Web Server, log in as administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
2. Click **Apps**.
3. In the Installed Apps area, click **Email**.
4. For Display on Device, click **Show**.
5. Configure the settings for the following areas, as needed:
 - Defaults
 - General Settings and Policies
 - Scan To Apps General Settings
 - Presets



Note: To configure default settings within the Email App, use one of the following methods:

- At the printer, use the device control panel.
 - From the Embedded Web Server home screen, in the Quick Links area, access the Remote Control Panel feature. Refer to [Using the Remote Control Panel Feature](#).
6. When finished, close the configuration window.

The configuration settings are saved automatically.

Setting Up Scanning to an Email Address That Uses a Third-Party Provider

You can use the Email App to set up a scanning to a recipient that uses a third-party SMTP email service provider.

Before you begin:

- Configure the printer to communicate with your SMTP email server.
- Obtain the following:
 - An existing email account, either through a local server or other service provider.
 - Connection information for the email service provider.
 - The password for the email account.
 - Security information for the email service provider.
 - The IP address of the printer.



Note: To obtain the printer IP address, print a Configuration Report. For details, refer to [Printing the Configuration Report](#).



Note: Ensure that the primary network is configured for the network type for your device. For details, refer to [Configuring the Primary Network at the Control Panel](#).

To configure scanning to an email recipient that uses a third-party provider:

1. In the Embedded Web Server, log in as administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
2. Click **Connectivity** → **SMTP**.
3. Ensure that the Email Submission feature is set to enabled.
4. To enable or disable email alerts, click **Email Alerts**.



Note: By default, email alerts are enabled.

5. For Device Email, enter the email address assigned to the printer.
6. In the SMTP Server area, click **Server Address**, then do one of the following:
 - To enter a server address manually, in the Server Address field, type the name of the SMTP server, then click **OK**.
 - To search for an SMTP server, click **Select Server from**, then click **Search**. Select the required server, then click **OK**.



Note: To use the search feature, configure your DNS server with the proper mail exchange records.

7. In the Outgoing SMTP Port Number field, type the port number of the server that sends email.



Note: The default port number is 25.

8. In the Connection Security area, select the appropriate security protocol. If no security protocol is used, select **Off**.



Note: If you do not know the security protocol supported by your server, select **STARTTLS (if available)**. This option prompts the device to attempt to use STARTTLS. If your server does not support STARTTLS, SMTP communication is not encrypted.

9. If your email server requires encryption but does not offer a STARTTLS command to the printer, perform the following steps:
 - a. In the Outgoing SMTP Authentication area, click **SMTP Authentication**, then select **SMTP AUTH**.
 - b. In the SMTP AUTH User Name field, enter the user name or email address for the server.
 - c. Type the password for the email address, then retype the password.
10. To save the settings, click **OK**.

Setting Up Scanning to a Shared Windows Folder Using SMB


You can use the Scan To App to scan to a folder on your Windows PC using the Address Book.

Before you begin:

- From a configuration report, obtain the IP address of the printer. For details, refer to [Printing the Configuration Report](#).
- Ensure that HTTPS is enabled. For details, refer to [Enabling HTTPS Using the Embedded Web Server](#).
- Ensure that the primary network is configured for the network type for your device. For details, refer to [Configuring the Primary Network at the Control Panel](#).
- Locate and record the IP address and host name of your PC. For details, refer to [Obtaining the IP Address and Host Name of your Windows Computer](#).
- On your PC, disable the Sharing Wizard. For details, refer to [Disabling the Sharing Wizard on Your Windows Computer](#).
- On your PC, set up a shared folder as a repository for your scanned images.

To configure scanning to a folder on your desktop using the Address Book:

1. In the Embedded Web Server, click **Address Book**→**Add Contact**.
2. Type the first name and last name of the new contact.
3. If necessary, type the company name of the new contact.
4. For Network (SMB), click the **Plus** icon (+), then enter the following information:
 - **Nickname:** Enter the name that you want to appear in the Address Book.
 - **Type:** Select the network connection type.

 **Note:** It is recommended that you select Host Name as the connection type. If the IP address changes, a connection to the server is maintained typically through the host name.

 - **IP Address/Host Name: Port:** Based on the network type selected, in the first field, enter the IP address or host name of your PC. In the second field, enter the default port number.
5. In the Share field, enter the name of the shared folder to use as the repository for your scanned images.
6. In the Login Name field, enter your PC user name.
7. In the Password field, type your PC password, then retype the password.



Note: The user name and password required in steps 6 and 7 are the same credentials that are used to log in to the PC where the designated shared folder resides.

8. To save the SMB information, click **OK**.
9. To add the contact to the Address Book and close the Add Contact window, click **OK**.

Obtaining the IP Address and Host Name of your Windows Computer

1. At your computer, open a command prompt:
 - a. From the desktop, to open the Run dialog, on your keyboard, press and hold the Windows key, then press **R**.
 - b. In the text field, type `cmd`, then press **Enter** or **Return**.
The command prompt screen appears.
2. In the command prompt screen, type `ipconfig`, then press **Enter** or **Return**. Locate and record the IPv4 address of your Windows computer.
3. In the command prompt screen, type `hostname`, then press **Enter** or **Return**. Locate and record the host name of your Windows computer.

Disabling the Sharing Wizard on Your Windows Computer

1. At your computer, access the File Explorer Options screen:
 - a. From the desktop, to open the Run dialog, on your keyboard, press and hold the Windows key, then press **R**.
 - b. In the text field, type `control folders`, then press **Enter** or **Return**.
The File Explorer Options screen appears.
2. Click the **View** tab.
3. In the Advanced Settings area, clear the check box for **User Sharing Wizard (Recommended)**.
4. Click **Apply**, then click **OK**.

Enabling WSD Scan Services

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.

To enable WSD scan services:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, click **Connectivity**.




Note: If this feature does not appear, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).

3. For Protocols, click **WSD (Web Services on Devices)**.
4. To enable WSD scan services, click the **WSD Scan** toggle button.
5. Click **OK**.
6. At the prompt, click **Restart Now**.

Setting Up Faxing

Enabling the Fax or Server Fax Apps

Only one fax app at a time is active on the device: the Fax App or the Server Fax App. If fax hardware is installed on your device, to enable the Fax App or the Server Fax App, use the Fax Policies feature.


 **Note:** The Server Fax App does not require fax hardware installed on the device.

To configure the fax apps and fax hardware:

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Fax Policies**, then select an option:
 - To enable the Fax App, in the Fax App Enablement area, select **Fax**.
 - To enable the Server Fax App, in the Fax App Enablement area, select **Server Fax App**.
 - If the Server Fax App is enabled, to disable the fax hardware, in the Fax Hardware Enablement area, select **Disable**.
3. Click **OK**.
4. If prompted to restart the printer, click **Restart Now**.

Fax

When you send a fax from the printer control panel, the document is scanned and transmitted to a fax machine using a dedicated telephone line. To use the Embedded Fax feature, ensure that your printer has access to a functioning telephone line with a telephone number assigned to it.

 **Note:** Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or print driver type.

Configuring Fax Defaults and Settings

It is unlawful to send a message from a fax machine without the proper Fax Send Header information. The following information must appear on the first transmitted page, or in the top or bottom margin of each transmitted page:

- Identity of the business or individual sending the fax
- Telephone number of the sending machine
- Date and time of the transmission


The first time that the printer is powered on, the Installation Wizard runs. The Installation Wizard process guides you through initial configuration of the printer and includes configuration of Fax settings and defaults.

There are four areas to configure in Fax Settings:

- Fax Line Settings
- Incoming Defaults
- Transmission Defaults


- Fax Reports

For proper fax operation, before you use the fax, configure all of the settings. You can change the settings using the control panel or the Embedded Web Server.

 **Note:** If your printer is connected to your computer through an Ethernet connection, to configure the fax settings, use the Embedded Web Server.

Configuring Fax Settings from the Embedded Web Server


1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.

 **Note:** If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Apps**→**Fax**.
4. To configure fax line settings, for Fax Line, click **Edit**.
 - a. Enter the Fax Number and Fax Name.
 - b. Select the other fax line settings.
 - c. When you are finished, click **OK**.
5. For Defaults, select default fax settings as needed, then click **OK**.
6. For General Settings and Policies, select options as needed, then click **OK**.
7. For Presets, select original document size specifications as needed, then click **OK**.

Configuring Fax Reports from the Embedded Web Server

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.

 **Note:** If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Apps**→**Fax**.
4. From General Settings and Policy, select a report.
 - **Confirmation Report:** You can print a report that confirms when your faxes are sent or received. The report contains information on timeouts, busy signals, and retry failures.
 - **Broadcast Report:** You can print a report that provides a record of broadcast faxes, including total pages scanned, remote station, start time, and result.
 - **Activity Report:** You can print a report that provides a record of faxes sent and received, including total pages scanned, durations, start date and time, and contents.

 **Note:** To print an Activity Report after every 100 fax communication attempts, from the Activity Report window, click **Print Activity Report**, then select **On**. To print an Activity Report manually, refer to [Printing a Fax Activity Report](#).

5. Select the desired report options.
6. To save your settings, click **OK**.


Configuring Fax Line Settings from the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Apps**→**Fax**.
3. Touch **Fax Line**.
4. Touch **Fax Number**, enter the fax line number, then touch **OK**.
5. Touch **Country**, then select your country from the list.
6. To select a dialing type for outgoing faxes, touch **Dialing Mode**, then select an option.
 - **Tone**: This option sets tone dialing as the dialing method.
 - **Pulse 10 pps**: This option sets 10 pulse-per-second dialing pulses as the dialing method.
 - **Pulse 20 pps**: This option sets 20 pulse-per-second dialing pulses as the dialing method.
7. Touch **Line Type**, then select **PSTN** or **PBX**.
8. Touch **Fax Name**, enter a name, such as your company name, then touch **OK**.
9. To save the setting, touch **OK**.
10. To return to the Home screen, press the **Home** button.

Configuring the Fax Settings at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Apps**→**Fax**.
3. To configure Secure Receive:
 - a. Touch **Secure Fax Receive**.
 - b. To toggle Secure Fax Receive from Off to On, touch the **Secure Fax Receive** toggle button.
 - c. Enter a 4-digit passcode, then touch **OK**.
4. To set incoming call handling, select one of the following:
 - To set the printer to receive all incoming calls as faxes, touch **Receive Mode**→**Immediately Auto Answer Fax**, then touch **OK**.
 - To answer calls manually, touch **Receive Mode**→**Manually Answer Fax**, then touch **OK**.
5. To configure how faxes are forwarded:
 - a. Touch **Fax Forwarding**→**Fax Forwarding**.
 - b. Select **Receive Only**, **Send Only**, or **Send & Receive**.
 - c. Touch **Add Email**, then use the touch screen keypad to enter an email address, or select a contact from the **Address Book**.
 - d. To add a subject line, touch **Subject**, enter your subject line text, then touch **OK**.

- e. To add a filename for attachments, touch **Attachment**, then enter a filename.

 **Note:** The default file format is.pdf.

To change the file format for attachments, touch the current format extension, then select a new format.

- f. To save the settings, touch **OK**.
6. For the new settings to take effect, press the **Home** button, then at the prompt, touch **Restart Now**.

Modifying the Default Fax Settings


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

To modify the default fax settings:

1. At the printer control panel, press the **Home** button.
2. Touch **Fax**.
3. Touch the options you want to change.
4. Scroll to the bottom and touch **Save**.
5. Touch **Save Defaults**. The existing default settings are overridden with the new settings selected.
6. Touch **Save**.

Configuring Fax App Settings at the Control Panel

1. At the printer control panel, press the **Home** button, then touch **Fax**.

 **Note:** To display the menu without entering a fax number, at the top of the screen, touch **Fax**.

2. To hide or show features in the Fax menu, touch **Customize**→**Feature List**, then make a selection.
 - To hide a feature, for the needed feature, touch the **Eye** icon. To signify that the feature is hidden, a line appears across the Eye icon.
 - To show a feature, for the needed feature, touch the **Eye** icon. To signify that a feature is visible, no line appears on the Eye icon.
3. To reorder the Fax menu features, touch and drag the features into the required order.
4. To save the current configuration, touch **Done**.

Server Fax

Server fax allows you to send a fax over a network to a fax server. The fax server sends the fax to a fax machine over a phone line.

Before you can send a server fax, configure a fax filing repository or filing location. The fax server retrieves the documents from the filing location, then transmits the files over the telephone network. You can print a confirmation report.

Configuring a Server Fax Filing Repository

Before you can send a server fax, configure fax repository settings. When configured, the printer transfers faxed images to the repository. The fax server sends the fax to the destination over a phone line.

You can set up a repository that uses one of the following protocols:

- FTP
- SFTP
- SMB
- SMTP

Configuring a Fax Repository Using FTP or SFTP

Before you begin:

- Ensure that FTP or SFTP services are running on the server or computer where images faxed by the printer are stored. Note the IP address or host name.
- Create a user account and password for the printer. When you use the server fax feature, the printer logs in using the account, transfers the file to the server or computer, then logs out. Note the user account and password.
- In the FTP or SFTP root directly, create a directory to use as a fax repository. Note the directory path.

To configure a fax repository using FTP or SFTP:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **Server Fax**.
3. For Display on Device, click **Show**.
4. For Server and Protocol, click **Edit**. From the list, select **FTP** or **SFTP**.
5. To enable FTP or SFTP, for **Client Port**, click the toggle button.
6. To select a transfer mode for FTP, click **Transfer Mode**, then select an option.
 - **Passive Mode:** This option transfers data over a random port specified by the FTP server from a connection made from the printer.
 - **Active Mode:** This option transfers data over a fixed, known port from a connection made from the server.
7. Click **OK**.
8. To configure the FTP or SFTP Fax Server settings, click **Setup**, then enter the following information:
 - **IP Address: Port:** Enter the IP address of your fax server, then enter the port number.
 - **Document Path:** Enter the directory path of the folder, beginning at the root of FTP or SFTP services. For example, `//directoryname/foldername`.
 - **Login Name:** Enter a user name corresponding to a user account login name on the server.
 - **Password:** Enter the password corresponding to a user account password on the server.

- **Retype Password:** Enter the login password again.
9. Click **OK**.

Configuring a Fax Repository Using SMB

Before you begin:

- Create a shared folder for a fax repository. Note the share name of the folder and the computer name or server name.
- Create a user account and password for the printer with full access rights to the fax repository. Note the user account and password.

To configure a fax repository using SMB:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **Server Fax**.
3. For Display on Device, click **Show**.
4. For Server and Protocol, click **Edit**. From the list, select **SMB**.
5. To enable SMB, for **Port**, click the toggle button.
6. If needed, for **WINS Server Address Acquisition by DHCP**, click the toggle button.
7. If you did not enable WINS Server Address Acquisition by DHCP:
 - For Primary WINS Server Address, type the IP address for your primary WINS server.
 - For Secondary WINS Server Address, type the IP address for your secondary WINS server.




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

8. Click **OK**.
9. To configure the SMB Fax Server settings, click **Setup**, then enter the following information:
 - **IP Address: Port:** Enter the IP address of your fax server, then enter the port number.
 - **Share:** Enter the share name.
 - **Document Path:** Enter the directory path of the folder, starting at the root of the shared folder. For example, if you have a folder named serverfax in the shared folder, type `\serverfax`.
 - **Login Name:** Enter a user name corresponding to a user account login name on the server.
 - **Password:** Enter the password corresponding to the user account password on the server.
 - **Retype Password:** Enter the login password again.
10. Click **OK**.

Configuring a Fax Repository Using SMTP

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **Server Fax**.
3. For Display on Device, click **Show**.
4. For Server and Protocol, click **Edit**. From the list, select **SMTP**.

System Administrator Functions

5. To enable the printer to submit emails, for **Email Submission**, click the toggle button.
6. To enable the printer to send email alerts, for **Email Notification**, click the toggle button.
7. For Device Email, type the email address assigned to the printer.
8. In the SMTP Server area:
 - a. Click **Server Address**.
 - b. Enter the name of the SMTP server in one of the following ways:
 - In the Server Address field, type the name of the SMTP server.
 - To search for the server, click **Select Server from List**, click **Search**, select an SMTP server, then click **OK**.
 - c. For Outgoing SMTP Port Number, type the port number of the server that sends email. The default port number is 25.
9. In the Connection Security area, select a security protocol. If no protocol is used by your SMTP server, select **Off**.
 **Note:**
 - If you do not know the encryption method that your server supports, select **STARTTLS (If available)**. If you select STARTTLS (If available), the printer attempts to use STARTTLS. If your server does not support STARTTLS, SMTP communication is not encrypted.
 - If your email server requires encryption but does not offer a STARTTLS command to the printer, the email process fails.
10. In the Outgoing SMTP Authentication area:
 - a. To enable SMTP authentication, click **SMTP Authentication**. From the menu, select **SMTP AUTH**.
 - b. Type the login credentials for SMTP AUTH User Name, SMTP AUTH Password, and Retype Password.
 - c. Click **Login Credentials For Email Submission**, then select an option.
 - **Predefined:** To submit to the SMTP server, the printer uses the values for SMTP AUTH User Name and SMTP AUTH Password.
 - **Logged-In User:** To send an email to the SMTP server, the printer uses the network login credentials.
 - If you selected Logged-In User, click **When Authentication Fails**, then select an option.
 - **Cancel Sending:** This option cancels the email submission.
 - **Authenticate with Predefined Credentials:** This option makes a second attempt to send the email using the predefined authentication credentials.
11. Click **OK**.
12. To configure the SMTP Fax Server settings, click **Setup**.
13. In the Domain Name field, enter the domain name of your SMTP fax server.
14. For identification purposes, to prepend the word Fax to the email address, click **Email Address Format**, then select **Prepend "Fax="**.

15. Click **OK**.
16. If prompted to restart the printer, click **Restart Now**.

Configuring Server Fax Defaults and Settings

A Server Fax allows you to send a fax over a network to a fax server. The fax server sends the fax to a fax machine over a phone line.

To configure the Server Fax App general settings and default settings:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **Server Fax**.
3. For Display on Device, click **Show**.
4. Configure the settings as needed for the following areas:
 - Defaults
 - General Settings and Policies
 - Scan To Apps General Settings
 - Presets
5. When you are finished, close the configuration window.


Configuring Security Settings Using the Embedded Web Server

Use security settings to configure administrative settings, authentication, user access and privileges, and service access.

Logging In as the Administrator at the Control Panel

Depending on the Permissions settings, some services and settings are locked or hidden until you enter the administrator user name and password.

For software versions earlier than PL6 (XX.5X.XX), the default administrator password is **1111**. For software versions PL6 (XX.5X.XX) or later, the default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server. The password is case-sensitive.


 **Note:** Upgrading to PL6 (XX.5X.XX) does not change the administrator password. If you reset the device to factory defaults, the administrator password changes to the device serial number for versions PL6 (XX.5X.XX) or later of the software.

To access the control panel as the administrator:

1. At the printer control panel, press the **Home** button.
2. Touch **Log In**.
3. If present, touch **admin**, otherwise, use the keypad to type **admin**, then touch **Next**.
4. Type the administrator password, then touch **OK**.


Logging In as the Administrator at the Embedded Web Server

For software versions earlier than PL6 (XX.5X.XX), the default administrator password is **1111**. For software versions PL6 (XX.5X.XX) or later, the default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server. The password is case-sensitive.

 **Note:** Upgrading to PL6 (XX.5X.XX) does not change the administrator password. If you reset the device to factory defaults, the administrator password changes to the device serial number for versions PL6 (XX.5X.XX) or later of the software.

To log in to the Embedded Web Server as the administrator:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.

 **Note:** If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. At the top of the page, click **Log In**.
3. Click **admin**.
4. Type the administrator password, then click **Log In**.

Opening the Security Menu

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Security**.

Accessing the Advanced Security Settings

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**, then click **Login/Logout Settings**.
4. For Advanced Settings, click **Edit**.

Configuring the Advanced Security Settings

To configure the log in security settings:

1. In the Embedded Web Server, access the Advanced Security Menu. For details, refer to [Configuring the Advanced Security Settings](#).
2. To set the case sensitivity for the user name input, click **Case Sensitive User Name**, click either **Case Sensitive** or **Not Case Sensitive**, then click **OK**.
3. To configure logging of failed login attempts, click **Log Failed Login Attempts**.
 - a. To enable logging for failed login attempts, click the **Log Failed Login Attempts** toggle button.
 - b. To set the maximum number of failed login attempts allowed within a specific time period, in the Failed Login Attempt Limit field, type a number.
 - c. Click **OK**.
4. To configure limits for administrator login attempts, click **Limit Login Attempts of System Administrator**.
 - a. To limit the administrator login attempts, click the **Limit Login Attempts of System Administrator** toggle button.
 - b. To set the maximum number of failed login attempts allowed before the administrator login is disabled, in the Failed Login Attempt Limit field, type a number.



Note: This setting is available only if more than one user is a member of the System Administrator device role.

5. Click **OK**.

To configure more advanced security settings:

1. In the Embedded Web Server, access the **Advanced Security Menu**. For details, refer to [Configuring the Advanced Security Settings](#).
2. To set the timeout for the server authentication, in the Server Authentication Response Timeout field, type a number.
3. To set the timeout for the search function, in the Search Timeout field, type a number.
4. To configure the options for displaying the user name during login, click **Display User Name**.
 - a. To hide the user name during login, click **Hide**.
 - b. To hide the user name when using a smart card, click **Hide Smart Card ID**.
 - c. To show the user name during login, click **Show**.
5. To obtain the user information during login, click **Obtain User Information at Login**, click **On**, then click **OK**.
6. To store the login information on the device, click **Store Login Information on Device**, then click **On**.
7. To save your settings, click **OK**.

Configuring Secure Settings

To allow users to edit the From field in emails sent from the printer:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. In the Embedded Web Server, click **Apps**→**Email**.
4. For Scan To Apps General Settings, click **"From" Field**.
5. Select an option:
 - To allow all users to edit the From field in emails sent from the printer, select **Yes**.
 - To allow only logged in users to edit the From field in emails sent from the printer, select **Logged-In Users Only**.
 - To prevent users from changing the default device email address in the From field, select **No**.
6. Click **OK**.

To limit users to selecting recipients from the address book only:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. For Guest Accounts, click **Edit**, then select **Device User Role**.
5. For Control Panel Permissions, select **Custom Permissions**, then click **Setup**.
6. Click **Email**.
7. To prevent users from editing the To field in emails sent from the printer, for Manually Enter Recipients, click **Hide**.

8. To save your selections, click **OK**, then click **Close**.
9. Click **OK**.

To allow download of firmware updates:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Software Update**.
4. To allow download of firmware updates, click **Enable**.
5. At the prompt, click **Restart Now**.

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. LDAP directories are optimized heavily for read performance. Use this page to define how the printer retrieves user information from an LDAP directory.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Connectivity**→**LDAP**→**LDAP Servers/Directory Services**.
4. For IP Address/Host Name: Port, enter the IP address or DNS name for the LDAP server, then enter the port number for LDAP.
5. Configure the optional LDAP server information as needed.
 - a. In the Search Directory Root field using Base DN format, type the root path of the search directory. For example, DC=xerox, DC=net.
 - b. Select the type of LDAP Server.
 - c. Type the Login Name and Password used to access the server.
 - d. For Search Timeout, specify the type of timeout to use for the server. You can set the LDAP server to limit the time or you can set the time limit manually in the seconds field.
6. Click **OK**.
7. To enable LDAP-SSL/TLS:
 - a. Click **System**→**Security**.
 - b. For Network Security, click **SSL/TLS Settings**.
 - c. To enable LDAP-SSL/TLS, click the **LDAP - SSL/TLS Communication** toggle button.
8. Click **OK**.
9. At the prompt, click **Restart Now**.

LDAP User Mapping

LDAP servers display different results depending on how they implement mappings. Use this page to map LDAP fields to fields on your printer. Editing current map settings allows you to fine-tune server search results.

Before you begin:

- Ensure that you have configured the LDAP server settings. For details, refer [LDAP Server](#).
- Ensure that you have set LDAP for authentication. For details, refer to [Configuring LDAP Authentication](#).
- Ensure that LDAP is enabled. For details, refer to [Configuring the Network Authentication](#).
- Ensure that Network Authentication is enabled. For details, refer to [Configuring Secure Settings](#).

To define LDAP user mappings:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Connectivity**.
4. For Protocols, click **LDAP**, then click **LDAP User Mappings**.
5. In the User Name field, type a user name, then click **Search**.
6. If Network Authentication is enabled, the Home field appears. The Home field indicates the location of the user personal directory. The system administrator defines the default for home Directory when the user account is created.
7. If incorrect information is shown in the User Mapping fields, as required, change the information.
8. Click **OK**.
9. At the prompt, click **Restart Now**.

Configuring LDAP Authentication

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Connectivity**.
4. For Protocols, click **LDAP**, then click **LDAP Authentication**.
5. To use a text string to add to the user name, for Use Added Text String, click the toggle button.



Note: A check mark on the toggle button indicates that the feature is enabled.

6. For Added Text String, enter the text string to add to the user name for authentication.
7. Click **OK**, then click **Close**.

Configuring the Network Authentication

Network Authentication is a security protocol that requires users to provide their login credentials before they can access the printer. The printer compares the user credentials to the information stored on an authentication server.

To prove their identity, users can type their user credentials at the control panel, in the Embedded Web Server, or use a card reader.

To configure access rights using network authentication:

- Provide information about your authentication server and configure authentication server settings.
- Enable Panel Lock.
- Ensure that service locks are set.
- Ensure that Network Authentication is enabled. For details, refer to [Configuring Secure Settings](#).

To access the authentication system:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. Click **Login/Logout Settings**.
5. For Network, click **Edit**.
6. For Network Login, select **Kerberos, SMB, or LDAP**, then click **Next**.
7. Configure the LDAP server, authentication, and custom filter settings. For details, refer to the configuration topic for your authentication system.

Configuring an LDAP Authentication System

Before using LDAP servers for authentication, configure the settings in the Embedded Web Server.

To configure an LDAP system:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**, then click **Login/Logout Settings**.
4. For Network, click **Edit**.
5. In Network Login, select **LDAP**, then click **Next**.
6. In LDAP, click each of the topics in the list. In each window, perform the required configuration, then click **OK**.
7. When the LDAP configuration is finished, click **Done**.

Configuring an SMB Authentication System

Before using servers for authentication, configure the settings in the Embedded Web Server.

To configure an SMB authentication system:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**, then click **Login/Logout Settings**.
4. For Network, click **Edit**.
5. In Network Login, select **SMB (Windows ADS)**, then click **Next**.
6. In SMB (Windows ADS), type the configuration information for the default server and any alternate servers, then click **Done**.

Configuring a Kerberos Authentication System

Before using Kerberos servers for authentication, configure the settings in the Embedded Web Server.


 **Note:** For Kerberos authentication, configure the printer with the current time and date. For details, refer to [Setting the Date and Time Using the Embedded Web Server](#).

To configure a Kerberos authentication system:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**, then click **Login/Logout Settings**.
4. For Network, click **Edit**.
5. In Network Login, select **Kerberos (Windows ADS)**, then click **Next**.
6. In Kerberos (Windows ADS), type the configuration information for the default server and any alternate servers, then click **Done**.
7. Click **Restart Now**.

Configuring IP Address Filtering

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Security**.
4. Click **IP Address Filtering**.
5. For IP Address Filtering, to enable an Internet Protocol, click its associated toggle button.

 **Note:** A check mark on the toggle button indicates that the feature is enabled.

6. To add an IP Address:
 - a. For Allowed IP Address/Subnet Mask, click **Add**.
 - b. In the Enter IP Address field, enter the IP address of the host as X.X. X.X, where X is a number from 0 through 255. For example, 192.168.200.10.
 - c. In the Enter IP Mask field, enter the last digits of the network mask for the host.
 - d. Click **OK**.
7. To remove an allowed IP Address, for the IP Address:
 - a. Click the **Trash** icon.
 - b. At the prompt, click **Delete**.
8. To edit an allowed IP Address:
 - a. From the allowed IP Address list, click the IP Address.
 - b. Edit the information.
 - c. Click **OK**.
9. When finished, to save your settings, at IP Address Filtering, click **OK**.

Configuring SSL Settings in the Embedded Web Server


Secure Sockets Layer (SSL) is a protocol that creates an encrypted connection between your printer and a server.


To enable SSL, a digital certificate is required.

To create a digital certificate:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Security**.
4. For Certificates, click **Security Certificates**.
5. From the Security Certificates menu, select **Device Certificates**.
6. Click **Create**, then select **Create Self-Signed Certificate**.
7. Select your Hash Algorithm and Public Key Length. For assistance, contact your system administrator.
8. To set the number of days for the certificate to remain valid, type the desired number of days in the Validity Period field.
9. Click **Create**.
10. To return to the Security Certificates page, at the prompt, click **Close**.
11. To close the Security Certificates page, click **Close**.


To configure the SSL Settings:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Security**.
4. For Network Security, click **SSL/TLS Settings**.
5. Select one or more protocols from the list of SSL and TLS protocols.
6. To select a Device Certificate for the server, click in the Device Certificate - Server area, then select a certificate from the list.
7. To enable SSL communication, click the **HTTP - SSL/TLS Communication** toggle button.
8. For HTTP - SSL/TLS Port Number, type a valid port number.
 **Caution:** Before changing the default value of 443, contact your system administrator.
9. If your LDAP server requires SSL communication using LDAP authentication, click the **LDAP - SSL/TLS Communication** toggle button.
10. To enable SSL communication for SMTP, click **SMTP - SSL/TLS Communication**, then select an option.
11. If necessary for your environment, click the **Verify Remote Server Certificate** toggle button, then click **OK**.
12. To activate your changes, at the prompt, click **Restart Now**.

 **Note:** A check mark on the toggle button indicates that the setting is enabled.

Enabling HTTPS Using the Embedded Web Server

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
3. Click **Connectivity**→**HTTP**.
4. To enable HTTPS, click the **HTTPS (SSL)** toggle button.

 **Note:** A check mark on the toggle button indicates that the setting is enabled.

5. Click **OK**.
6. To activate your changes, at the prompt, click **Restart Now**.

Configuring SMTP Domain Filtering

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. In the Embedded Web Server, click **System**→**Security**.

4. For Network Security, click **Domain Filtering**.
 - To allow specific domains, select **Allow Specific Domains**. Type the domains to allow.
 - To block specific domains, select **Block Specific Domains**. Type the domains to block.
 - To disable domain filtering, select **Off**.
5. Click **OK**.

USB Port Security

To prevent unauthorized access to the printer through the USB port on the front of the printer, disable the port.

To enable or disable the USB port:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. For Guest Access, click **Edit**→**Device User Role**.
5. For Control Panel Permissions, click **Custom Permissions**, then click **Setup**.
6. Click **USB**.
7. For each USB access option, click **Allow**, **Restrict**, or **Hide**.
8. To apply the new settings, click **OK**.
9. To return to the Permissions window, click **Close**, then click **OK**.

Configuring Secure Settings Using the Control Panel

Authentication Using a Card Reader System

When Xerox® Convenience Authentication is configured, users swipe a pre-programmed identification card at the control panel. The printer compares the user credentials to the information stored on the Convenience Authentication server.

For details, refer to the documentation provided with your authentication software.

Configuring User Roles and Access Permissions

You can configure permissions settings, such as login settings, user roles, printing restrictions, and password rules.

Setting the Login Method

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. In the Embedded Web Server, click **Permissions** → **Login/Logout Settings**.
4. To change the options for the selected login method, click **Edit**.
5. To change the login method to another login method:
 - a. Click **Select**.
 - b. Select options as needed.
 - c. Click **OK**.
 - d. To confirm the change, at the prompt, click **Change**.

To activate your changes, the printer restarts automatically.



Note: For details on network authentication, refer to [Configuring the Network Authentication](#).

6. To configure other login settings, for Advanced Settings, click **Edit**.
 - a. For Input Settings, and Authentication Settings, make selections as needed.
 - b. Click **OK**.
 - c. To activate your changes, at the prompt, click **Restart Now**.

Managing User Accounts

User accounts allow you to manage device and printing permissions. You can create, modify, and delete user accounts. You can also configure settings for the guest user account.

Configuring Access Permissions for a Guest User

You can set device access and printing permissions for a guest user. A guest user is any user that is not logged in to the device.

To configure device access permissions for a guest user:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Permissions**.

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3. For Guest Access, select **Edit**.
4. Select **Device User Role**.
5. For Control Panel Permissions, or Device Website Permissions, select a role from the list.
6. To assign permissions to specific apps:
 - a. Click **Custom Permissions**, then click **Setup**.
 - b. Select an app, then configure permissions as needed.
 - c. Click **OK**.
 - d. Click **Close**.
7. Click **OK**.

To configure printing permissions for a guest user:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Permissions**.
3. For Guest Access, select **Edit**.
4. Select **Printing User Role**.
5. For Printing Permissions, select an option.



Note: When you select Custom Permissions, more print settings appear. Configure the settings as needed.

6. Click **OK**.

Configuring Password Rules

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. Click **Password Rules**.
5. For Minimum Length and Maximum Length, type the minimum and maximum number of characters allowed for the password.
6. To allow or disallow the user name as part of the password, for Password Contains User Name, select an option.
7. To set the security level for passwords, for Password Complexity, select an option.
8. Click **OK**.

Adding a User Account

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Permissions**.
3. For User Accounts, click **Add**.
4. For User Name, type a user name.
5. Type, then retype a Password.
6. Click **Add**.

The new user account appears in the User Accounts list.

Adding a Photo to a User Account

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. For User Accounts, select a user account.
5. On the **Profile Photo** icon, click the **Pencil** icon.
6. Select an image to appear.
7. Click **OK**.

Changing Device Access Permissions for a User

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. For User Accounts, select a user account.
5. For Roles, click **Device User Role**.
6. For Control Panel Permissions, or Device Website Permissions, select a role from the list.
7. To assign permissions to specific Apps:
 - a. Click **Custom Permissions**, then click **Setup**.
 - b. Select an App, then configure permissions as needed.
 - c. Click **OK**.

- d. Click **Close**.
8. Click **OK**.

Changing Printing Permissions for a User

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. For User Accounts, select a user account.
5. For Roles, click **Printing User Role**.
6. Select a role from the list.
7. Click **OK**.

Configuring Guest User Permissions for Printing from an Application

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. For Guest Access, click **Edit**.
5. For Printing Permissions, select **Custom Permissions**.
6. Select **Printing User Role**.
7. For Application Permissions, click **Setup**.
8. To allow or restrict printing from an application, click the application name.
9. Set options as needed, then click **OK**.
10. To exit the Application Permissions page, click **Close**.
11. To save your changes and exit the Edit Role page, click **OK**.

Restoring the Home Screen and Apps to Default Settings for a User Account

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. For User Accounts, select a user account.
5. For Personalizations, click **Reset**.
6. To confirm, click **Reset**.

Linking a PC User Name to a User Account for Job Status Updates

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. For PC User Names, click **Link Account**.
5. Type the PC User Name.
6. Click **OK**.



Note: You can link multiple PC user names to a user account.

Adding an Email Address to a User Account

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. For Email "From" Address, click **Edit**.
5. Type the email address.
6. Click **OK**.

Deleting a User Account

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. For User Accounts, select an account.
5. Click **Delete User**.
6. To confirm, click **Delete**.

Managing Device User Roles

Device User Roles determine what appears on the printer control panel or in the Embedded Web Server for a logged-in user. You can create, modify, and delete device user roles. You can also associate user accounts with device user roles. Users added to a role are limited to the access permissions defined for the role. A user that is not a member of a custom device user role automatically becomes a member of the Basic User role.

Adding a Device User Role

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. Click **Roles**.
5. Select **Device User Roles**.
6. For Device User Roles, click the **Plus** icon (+).
7. Select an option:
 - To start with the default settings, select **Add New Role**.
 - To start with settings from an existing role, select **Add New Role** from Existing, then select a role from the list.
8. Type a name and description for the new role.
9. For Device Website Permissions, select options as required.



Note: If you select Custom Permissions, click **Setup**, then configure settings as needed.

10. Click **OK**.

Editing a Device User Role

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. Click **Roles**.
5. Select **Device User Roles**.
6. In the Device User Roles area, select a role, then click **Edit**.
7. For Device Website Permissions, select options as needed.



Note: When you select Custom Permissions, click **Setup**, then configure the settings as needed.

8. Click **OK**.

Adding Members to a Device User Role

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. Click **Roles**.
5. Select **Device User Roles**.
6. In the Device User Roles area, select a role, then click **Members**.
7. For Members, click the **Plus** icon (+).
8. Select the members that you want to add to the Device User Role.
9. Click **OK**.

Deleting Members from a Device User Role

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).


2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).

3. Click **Permissions**.
4. Click **Roles**.
5. Select **Device User Roles**.
6. In the Device User Roles area, select a role, then click **Members**.
7. Select the user that you want to remove from the Device User Role.
8. Click **OK**.


 **Note:** Deleting a user from a custom role adds the user to the Basic User role.

Deleting a Device User Role

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.

 **Note:** If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. Click **Roles**.
5. Select **Device User Roles**.
6. In the Device User Roles area, select a role, then click **Edit**.
7. At the bottom of the Edit Role page, click **Delete**.
8. To confirm, click **Delete**.

 **Note:**

- Members deleted from a Custom Permissions role are added automatically to the Basic Printing User role.
- You cannot delete the Basic User role.

Managing Printing User Roles

A Printing User Role is a set of permissions that governs print jobs that are submitted from a computer. You can create, modify, delete, and associate user accounts to printing user roles. Users added to a role are limited to the printing permissions defined for the role. A user that is not a member of a custom role automatically becomes a member of the Basic Printing User role.

You can set permissions for the following items:

- Days and times during which the user is allowed to print
- Color printing
- Job types
- 1-sided output
- Specific paper tray usage

- Printing from individual applications

Adding a Printing User Role

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. Click **Roles**.
5. Select **Printing User Roles**.
6. For Printing User Roles, click the **Plus** icon (+).
7. Select an option:
 - To start with the default settings, select **Add New Role**.
 - To start with settings from an existing role, select **Add New Role** from Existing, then select a role from the list.
8. Type a name and description for the new role.
9. For Printing Permissions, select options as needed.



Note: When you select Custom Permissions, more print settings appear. Configure the settings as needed.

10. Click **OK**.

Editing a Printing User Role

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. Click **Roles**.
5. Select **Printing User Roles**.
6. In the Printing User Roles area, select a role, then click **Edit**.
7. For Printing Permissions, select options as needed.



Note: When you select Custom Permissions, more print settings appear. Configure the settings as needed.

8. Click **OK**.

Adding Members to a Printing User Role

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. Click **Roles**.
5. Select **Printing User Roles**.
6. In the Printing User Roles area, select a role, then click **Members**.
7. For Members, click the **Plus** icon (+).
8. Select the members that you want to add to the Printing User Role.
9. Click **OK**.

Deleting Members from a Printing User Role

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Permissions**.
4. Click **Roles**.
5. Select **Printing User Roles**.
6. In the Printing User Roles area, select a role, then click **Members**.
7. Select the user that you want to remove from the Printing User Role.
8. Click **OK**.



Note: If you delete a user from a custom role, this action adds the user to the Basic Printing User role.

Deleting a Printing User Role

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).

3. Click **Permissions**.
4. Click **Roles**.
5. Select **Printing User Roles**.
6. In the Printing User Roles area, select a role, then click **Edit**.
7. At the bottom of the Edit Role page, click **Delete**.
8. Click **OK**.

**Note:**

- Members deleted from a Custom Permissions role are added automatically to the Basic Printing User role.
- You cannot delete the Basic Printing User role.

Setting Up an LDAP User Permissions Group

You can define permissions groups using LDAP servers.

Before you begin, ensure that you have configured the LDAP server settings. For details, refer to [LDAP Server](#).

To set up an LDAP user permissions group:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.



Note: If you do not know the IP address for your printer, refer to [Finding the IP Address of Your Printer](#).

2. Log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. In the Embedded Web Server, click **Permissions**.
4. Click **Roles**, then select **Setup LDAP Permissions Groups**.
5. Select an LDAP server, then click **OK**.
6. On the Permissions page, click **Roles**, then select **Edit LDAP Groups**.
7. For LDAP Groups, click the **Plus** icon (+).
8. In the Add LDAP Group field, type your LDAP group name, then click the search icon.
9. Select an LDAP group, then click **Next**.
10. For Select Device User Role, select an option, then click **Next**.
11. Select a user role, then click **Next**.

Managing Certificates

About 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

There are three types of certificates:

- **Device Certificate:** A certificate for which the printer has a private key, and the purpose specified in the certificate allows it to be used to prove identity.
- **CA Certificate:** A certificate with authority to sign other certificates.
- **Trusted Certificate:** A self-signed certificate from another device that you want to trust.

To ensure that the printer can communicate with other devices over a secure trusted connection, both devices must have certain certificates installed.

For protocols such as HTTPS, the printer is the server, and must prove its identity to the client Web browser. For protocols such as 802.1X, the printer is the client, and must prove its identity to the authentication server, typically a RADIUS server.

The following steps provide an overview of installing certificates for HTTPS and 802.1X:

- Install a device certificate on the printer.



Note: To enable HTTPS, create a self-signed Certificate from the SSL page in the Embedded Web Server.

- Install a copy of the CA certificate that was used to sign the device certificate of the printer on the other device.

Protocols such as LDAP and IPsec require both devices to prove their identity to each other.

Certificates for the Embedded Web Server

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

**Note:**

- The Embedded Web Server 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.

Obtaining a Device Server Certificate from a Certificate Authority

1. In the Embedded Web Server, log in as administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
2. Click **System**→**Security**.
3. In the Certificates area, click **Security Certificates**.
4. Click **Create**, then select **Create Certificate Signing Request (CSR)**.
5. In each of the fields, enter values that are correct for your implementation.



Note: For information on the correct values for your implementation, refer to <https://tools.ietf.org/html/rfc2511>.

6. To save the details and generate the CSR file, click **Create**.
7. To download the CSR file, click **Download**. Save the downloaded file to a selected location.



Note: The CSR file is named default.pem.

8. To obtain the Device Server certificate file for your device, locate the file named default.pem, then exchange it with your Certificate Authority.



Note: For information on exchanging the CSR default.pem file for a Device Server certificate, contact your local Certificate Authority.

9. Save the certificate file in a local folder on your computer hard drive.

Installing and Selecting a Device Server Certificate Using the Embedded Web Server

Before installing a Device Server Certificate, ensure that the certificate is in the correct format. Supported certificate encodings and typical file extensions include:

- Distinguished Encoding Rules (DER): **.cer**, **.crt**, **.der**
- PKCS#7: **.p7b**



Note: For information on obtaining a Device Server Certificate in the correct format, contact your Certificate Authority.

To install and select a Device Server Certificate for a Xerox device using the Embedded Web Server:

1. In the Embedded Web Server, log in as administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
2. Click **System**→**Security**.

3. In the Certificates area, click **Security Certificates**.
4. Click **Import**.
5. In the Import Certificates window, click **Select**.
6. Navigate to the certificate file, select the file, then click **Open**.
7. Type the password for the certificate, then retype the password.
8. To install the certificate, click **Import**.
9. To select the certificate as the Device Server Certificate for the Xerox device, in the Network Security area, click **SSL/TLS Settings**→**Device Certificate — Server**. Select the appropriate certificate.
10. To save the changes, click **OK**.

Overview of Setting Up Digital Certificates

The following steps are an overview of the procedure to set up and use digital certificates:

1. Prepare the printer to manage digital certificates by enabling HTTPS communications.
2. Import and set up digital certificates.
 - a. Import the digital certificates.
 - b. Configure the digital certificate purpose.
 - c. Verify the digital certificate purpose.
3. Configure the desired security features to use the imported digital certificates.

Use the following topics to set up the digital certificates for your printer.

Before You Begin

To scan to the home folder defined in an LDAP directory, first ensure that the home folder locations are defined for each user.

If you want to scan to a shared folder on the network, create a shared folder on your network with read and write access privileges.

Creating a Security Certificate



Note: To import a certificate, ensure that HTTP - SSL/TLS communication is enabled. For details, refer to [Enabling HTTPS Using the Embedded Web Server](#).

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Security**.
4. For Certificates, click **Security Certificates**.
5. From the certificate type menu, select **Device Certificates**.
6. Click **Create**, then select **Create Self-Signed Certificate**.

7. For the available fields, select your options.
8. Confirm, or change, the issuer of the SSL self-signed certificate.
9. For Validity Period, specify the length of time in days for the certificate to remain valid.
10. Click **Create**, then at the prompt, click **Close**.
11. When you are finished, click **Close**.


The printer creates a digital certificate and places it in the certificate list.

12. When you are finished, click **Close**.

Importing a Digital Certificate

Before you import a certificate, ensure that you back up the certificate file.

To import a digital certificate:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
 2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
 3. Click **System**→**Security**.
 4. For Certificates, click **Security Certificates**.
 5. Click **Import**.
 6. Click **Select**.
 7. Locate, select the certificate file, then click **Open**.
 8. Depending on the type of security certificate, do one of the following:
 - Leave the password fields blank for PKCS#7 and other certificates.
 - If you select a PKCS#12 certificate, enter a password that corresponds to the certificate file to import. To confirm, reenter the password.
-  **Note:** A password is required only for PKCS#12 certificates.
9. To import the file, click **Import**.
 10. When the process completes, click **Close**.

Verifying the Digital Certificate Purpose

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Security**→**Security Certificates**.
4. To view the security certificates, from the Security Certificates menu, select the type of security certificate that you want to verify.
5. To view all details for a certificate, click the desired certificate.

6. Ensure that the certificate is valid and that it is the certificate associated with the Certificate Purpose.
7. To return to the Security page, click **Close**, then click **Close** again.

Deleting a Digital Certificate

When you delete a digital certificate, it disables the feature associated with the deleted feature. To delete a certificate that is in use, disable the feature in advance or switch the association to another certificate.

- For an SSL server, select another certificate, such as a Local Device.
- For an SSL Client, disable the LDAP-SSL/TLS and IEEE802.1x features.
- For IPsec, change the IKE setting to Preshared Key, or disable the feature.

To delete a digital certificate:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Security**.
4. For Certificates, click **Security Certificates**.
5. Select the certificate that you want to delete.
6. Click **Delete**.
7. At the prompt, click **Delete**.
8. Click **Close**.

Exporting a Digital Certificate

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Security**.
4. For Certificates, click **Security Certificates**.
5. To display a list of certificates, from the Security Certificates menu, select the type of security certificate that you want to export.
6. To view all details for the certificate you want to export, click the certificate information.
7. Click **Certificate Details**.
8. To export the certificate, at the bottom of the details list, click **Export**.



Note: PKCS#12 passwords cannot be exported. To export a PKCS#12 certificate, export it as a PKCS#7 certificate.

9. To return to the Security page, click **Close**, then click **Close** again.

Configuring Remote Services Upload

Remote Services is a suite of features that simplify 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 begin, if your network uses an HTTP proxy server, obtain the information about your proxy server. For details, refer to [Setting Up a Proxy Server](#).

Setting Up a Proxy Server

This feature allows you to set up and enable proxy services on the printer. You can enter your authentication login at the printer control panel, and access a set of features and options designed specifically for your business needs. You can scan and capture paper documents, preview thumbnails, and add them to frequently used document storage locations.

To set up a proxy server:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **Connectivity**.
4. Click **HTTP**.
5. To enable a proxy server, click the **Proxy Server** toggle button.
6. To select if your system uses common or different proxy servers, click **Proxy Setup**.
 - If your setup uses a common proxy server, select **Common Proxy**.
 - If your setup uses different proxy servers, select **Different Proxies**. As needed, click the **Enable Proxy Server** toggle buttons.
7. To set up a proxy server, click **Setup**.
 - If your proxy server uses automatic configuration, select **Automatic**.
 - If your proxy server uses a configuration script, select **Configuration Script**. Type the URL to locate the configuration script.
 - If your proxy server uses manual configuration, select **Manual**, then configure the settings. For assistance, contact your system administrator.
8. Click **OK**.

Enabling Remote Services


1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System** → **Remote Services Upload**.
4. For Remote Services, click **Enable**.
5. Click **OK**.

Testing the Connection to the Xerox® Remote Services Datacenter

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Remote Services Upload**.
4. For Remote Services, click **Settings**.
5. Click **Test Connection**. If communication is successful, a status message appears.
6. Click **Close**.
7. Click **OK**.

Scheduling Daily Data Upload to the Xerox® Remote Services Datacenter

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Remote Services Upload**.
4. For Remote Services, click **Settings**.
5. For Schedule Upload, type the time for the billing data and supplies data to upload to the Xerox® Remote Services data center.

 **Note:** Enter the time using a 24-hour clock format.

6. To download billing data and supplies data to a .csv file, click **Download Data**.

 **Note:** Look for the .csv file in your Downloads folder.


7. Click **OK**.

Enabling Email Notifications for Remote Services

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Remote Services Upload**.
4. For Remote Services, click **Settings**.
5. For Email Notifications, select one or more options.

When a selected condition or event occurs, the system generates an email that is sent to the specified recipient.

6. For Whom to notify, type the email address of the recipient.

 **Note:** You can specify up to five email recipients.

7. To stop notifications for a recipient, for the email address, click the **Trash** icon.
8. Click **OK**.

Disabling Remote Services

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Logging In as the Administrator at the Control Panel](#).
3. Click **System**→**Remote Services Upload**.
4. For Remote Services, click **Disable**.
5. For Who is disabling, select an option.
6. Type the reason for disabling Remote Services Upload.
7. Click **Disable**.

Updating the Printer Software

Note:

- Software installation begins several minutes after you submit the software to the printer.
- When installation begins, the Embedded Web Server is disabled.
- You can monitor the installation progress from the printer control panel.
- When the installation completes, the printer restarts and prints a Software Upgrade Report.

Checking the Software Version

You can update your printer when Xerox releases a new version of printer software or firmware. Before you download and install new software, determine the current software version installed on your printer.

To determine the firmware version from the Embedded Web Server:

1. In the Embedded Web Server, click **System**.
2. Click **Software Update**.
3. In the Software Update area, view the Current Version.

To determine the firmware version at the printer control panel:

1. At the printer control panel, press the **Home** button.
2. Touch **Device**→**Software Update**.
3. For Current Version, view the version number.

Enabling Upgrades


1. In the Embedded Web Server, click **System**.
2. Click **Software Update**.
3. In the Software Update area, click **Enable**.

Installing and Configuring Software Updates Using the Embedded Web Server

You can use the Embedded Web Server to check for software updates manually, or configure the device to check for updates automatically. You can set the frequency of the checks and configure email address notifications.

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Software Update**.
3. In the Software Update area, to enable software updates, click **Enable**.

4. In the Software Update area, click **Check Now**.
 - If there are no updates, click **Close**.
 - If there are updates available, click **Install Software**.
5. In the Check Automatically area, for When should the Device check for updates?, click the menu, then select an option.
6. In the Email Notifications area, for Whom to notify if an update is available?, click **Setup**, then enter an email address. Click **OK**.

 **Note:** You can enter up to three email recipients.
7. In the Update with File Specified area, to install software now, select a file location, then click **Install Now**.

Installing and Configuring Software Updates from the Control Panel

You can use the printer control panel to check for software updates manually, or configure the device to check for updates automatically. You can set the frequency of the checks. If a software update is available, a notification appears on the control panel.

1. At the printer control panel, press the **Home** button.
2. Log in as administrator.
3. Touch **Device**→**Software Update**.
4. To configure the device to check for software updates automatically, touch **Check Automatically**, then select an option.

When a software update is detected, a notification appears on the device. The notification includes an option to install the software update.

5. To check for software updates now, touch **Check Now**.
 - If no updates are available, touch **Close**.
 - If updates are available, touch the software that you want to install, then touch **Install Now**.

Installing Software after a Software Update Notification

When the device is set up to check for software updates automatically, if an update is found, a notification message appears. The software update can be installed from the notification screen.

To install the software after a Software Update Notification:


1. At the printer control panel, press the **Home** button.
2. Log in as administrator.

3. Touch the **Software Update Available** notification banner, then do one of the following:
 - If the Install Now option is displayed:
 1. Touch **Install Now**.
 2. To confirm the installation, touch **Continue**.
 3. To agree to the software license agreement, touch **Agree**.
 - If only the Clear Notification option is displayed:
 1. Touch **Clear Notification**.
 2. Touch **Device**→**Software Update**.
 3. Touch **Update Now**.
 4. Touch **Install Now**.
 5. To confirm the installation, touch **Continue**.
 6. To agree to the software license agreement, touch **Agree**.
4. The installation begins, and a status percentage appears.


Do not power off the device. When the installation is complete, the device restarts, and a confirmation report prints.

Installing Software Manually

This method explains the steps for installing software that you have downloaded from the Xerox website.

1. At the device control panel, print the Configuration Report.
 -  **Note:** For details on how to print the Configuration Report, refer to [Printing the Configuration Report](#).
2. At your computer, download the software to install.
 - a. Open a Web browser, then in the address field, type **www.xerox.com/support**.
 - b. In the search field, type the model name of the printer, then click **Drivers & Downloads**.
 - c. Click the software that you want to install, then follow the instructions to download the software to your computer.
3. To access the Embedded Web Server for the printer, open a Web browser, then type the IP address for your device.
4. Log in as administrator, then click **System**→**Software Update**.
5. In the Update with File Specified area, click **Select**.
6. Navigate to the location where you downloaded the file, then select the file.
7. Click **Install Now**.

Resetting the Printer Settings

 **Caution:** When you reset the printer to factory defaults, this erases all settings and returns the printer to the original factory state. All jobs, presets, apps, and device settings are reset. When the reset completes, the printer restarts, then the Install Wizard starts to guide you through the setup process.

1. At the printer control panel, log in as administrator, then press the **Home** button.
2. Touch **Device**→**Resets**.
3. To reset the settings for 802.1X and IPsec, touch **Reset 802.1X and IPsec**.
4. At the confirmation message, touch **Reset**.
5. To delete all the downloaded fonts, forms, and macros from the printer memory storage, touch **Reset Fonts, Forms, and Macros**.
6. At the confirmation message, touch **Reset**.
7. To reset the printer to factory defaults, touch **Reset to Factory Defaults**.
8. At the confirmation message, touch **Reset**.

Restarting the Printer at the Control Panel

Using the Software Resets feature to restart the printer is faster and wastes fewer consumables than powering the printer on and off. Restarting the printer can take up to five minutes during which time the Embedded Web Server is not available.

1. Ensure that the printer is in the ready state.
2. Press and release the Power button.
3. Touch **Restart**.
4. On the confirmation screen, touch **Restart**.

A

Specifications

This appendix contains:

- [Printer Configurations and Options](#) 312
- [Physical Specifications](#) 315
- [Environmental Specifications](#) 318
- [Electrical Specifications](#)..... 319
- [Performance Specifications](#) 321

Printer Configurations and Options

Available Configurations

The Xerox® WorkCentre® 6515 Color Multifunction Printer is available in three configurations:

Configuration	Feature
N	<ul style="list-style-type: none"> • Copy • Print • Scan • Fax • USB or Network Connectivity
DN	<ul style="list-style-type: none"> • Copy • Print • Scan • Fax • Automatic 2-Sided printing • USB or Network Connectivity
DNi	<ul style="list-style-type: none"> • Copy • Print • Scan • Fax • Automatic 2-Sided printing • USB or Network Connectivity • Wireless Network Adapter

Standard Features

Print Speed	<ul style="list-style-type: none"> • Standard and Enhanced modes up to 30 ppm
2-Sided Print speed	<ul style="list-style-type: none"> • Standard mode up to 20 images per minute • Enhanced mode up to 20 images per minute
Print Resolution	<ul style="list-style-type: none"> • Standard mode: 600 x 600 dpi • Enhanced mode: 600 x 600 x 8 dpi from the print driver, which prints at 1200 x 2400 dpi
Paper Capacity <ul style="list-style-type: none"> • Bypass Tray • Tray 1 • Optional 550-Sheet Feeder • Optional 550-Sheet Feeder • Output Tray • Output Tray 	<ul style="list-style-type: none"> • 50 sheets • 250 sheets • 550 sheets • 550 sheets • 150 sheets • 150 sheets

Maximum Print Size	Legal (216 x 356 mm, 8.5 x 14 in.)
2-Sided Printing	<ul style="list-style-type: none"> • N Configuration: Manual • DN Configuration: up to 176 g/m² from any tray
Copy Speed <ul style="list-style-type: none"> • 1-Sided Copy • 2-Sided Copy 	<ul style="list-style-type: none"> • 13 copies per minute for color, 21 copies for black and white • 8 copies per minute for color, 9 copies for black and white
Copy Resolution	600 x 600 dpi
Maximum Copy Size	Legal (216 x 356 mm, 8.5 x 14 in.)
Document Feeder	Single-Pass Duplex Automatic Document Feeder
Document Feeder Capacity	50 sheets
Optical Scan Resolution	600 x 600 dpi
Maximum Scan Size <ul style="list-style-type: none"> • Document Glass • Single-Pass Duplex Automatic Document Feeder 	<ul style="list-style-type: none"> • 215.9 x 297 mm (8.5 x 11.7 in.) • 215.9 x 355.6 mm (8.5 x 14 in.)
File Formats	<ul style="list-style-type: none"> • JPEG • TIFF • PDF • PDF/A • XPS
Supported Scanning	<ul style="list-style-type: none"> • Scan to Desktop (WSD) • Scan to SMB • Scan to FTP • Scan to Email • Scan to USB Flash drive
Control Panel	5-inch LCD touch screen and keypad navigation

Specifications

Connectivity	<ul style="list-style-type: none">• USB 2.0• USB 3.0• USB Flash drive• Ethernet 10/100/1000 Base-TX• Wireless network connectivity with an IEEE802.11 n/g/b-compliant Wireless Network Adapter: Standard only on the DN_i configuration.• NFC• AirPrint™
Remote Access	Embedded Web Server

Options and Upgrades

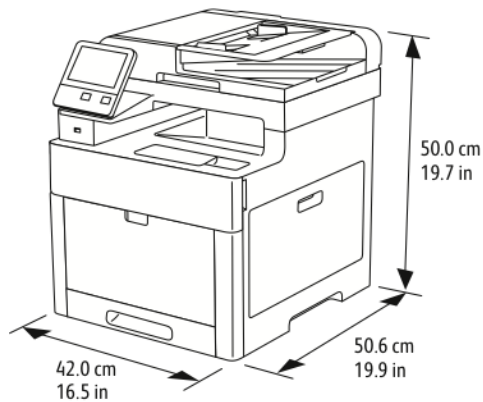
- Wireless Network Adapter: Optional for the N and DN configurations, but standard for the DN_i configuration. The Wireless Network Adapter is IEEE802.11 n/g/b-compliant, and supports 2.4-GHz and 5-GHz frequencies.
- 550-Sheet Feeder

Physical Specifications

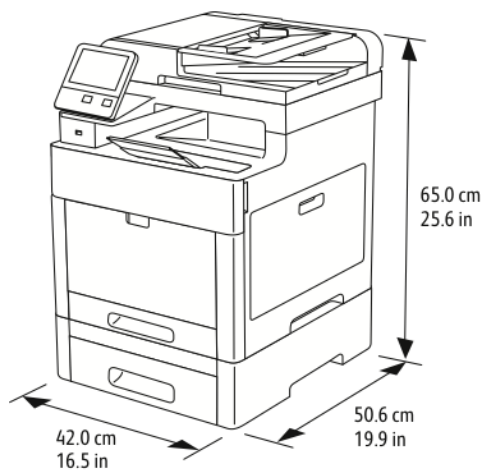
Weights and Dimensions

	Configurations without the Optional 550-Sheet Feeder	All Models with the Optional 550-Sheet Feeder
Width	420 mm (16.5 in.)	420 mm (16.5 in.)
Depth	506 mm (19.9 in.)	506 mm (19.9 in.)
Height	500 mm (19.7 in.)	650 mm (25.6 in.)
Weight	31 kg (68 lb.)	38 kg (84 lb.)

Standard Configuration



Configuration with Optional 550-Sheet Feeder

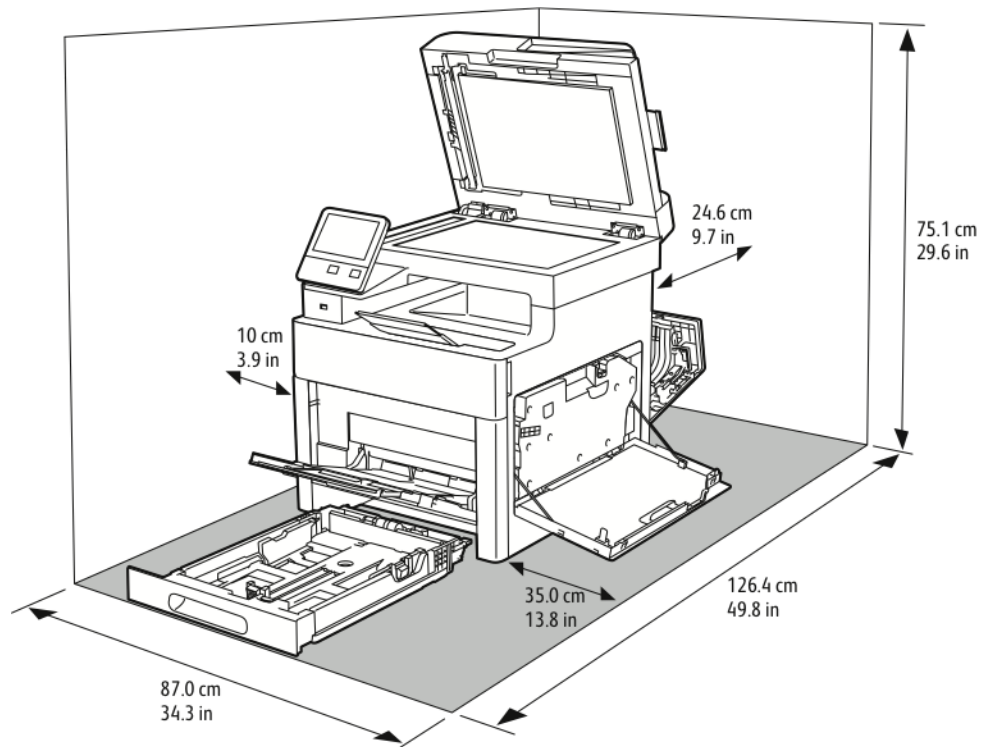


Total Space Requirements

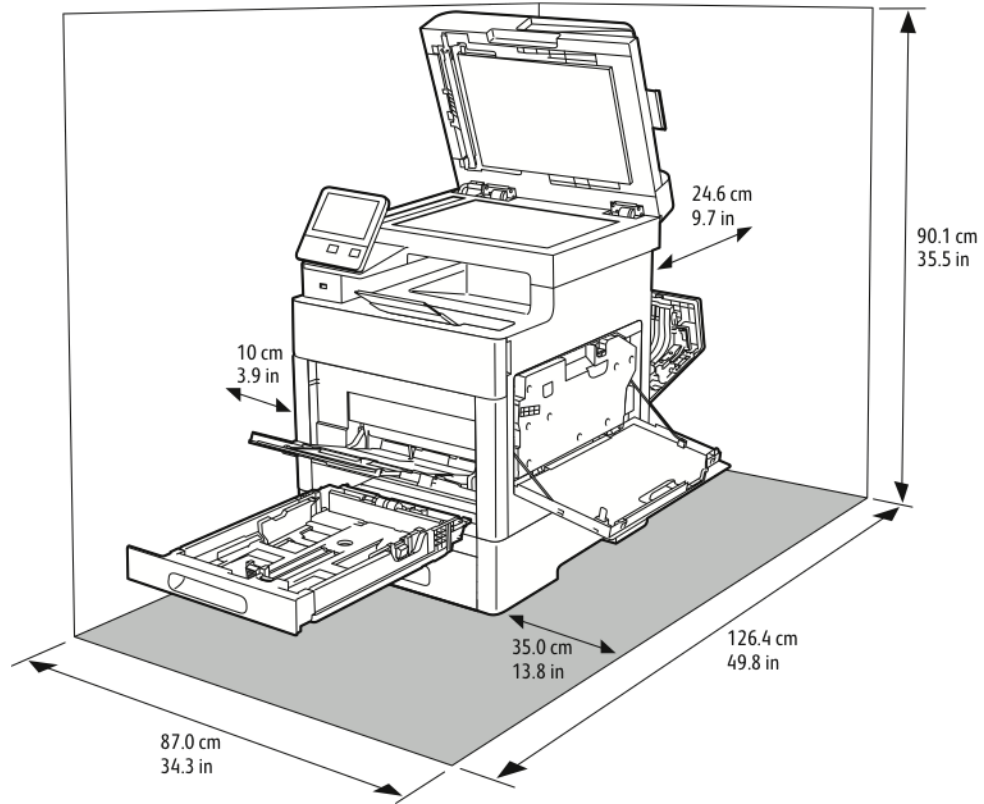
	Configurations without the Optional 550-Sheet Feeder	All Models with the Optional 550-Sheet Feeder
Width	870 mm (34.3 in.)	870 mm (34.3 in.)
Depth	1264 mm (49.8 in.)	1264 mm (49.8 in.)
Height	751 mm (29.6 in.)	901 mm (35.5 in.)

Clearance Requirements

Clearance Requirements for Base Configuration



Clearance Requirements with Optional 550-Sheet Feeder



Environmental Specifications

Temperature

- Operating temperature: 5–32°C (41–90°F)
- Optimum temperature: 15–28°C (59–82°F)

Relative Humidity

- Minimum–Maximum Humidity Range: 15–85 %
- Optimal Humidity Range: 20–70 % relative humidity at 15–28°C (59–82°F)



Note:

- Under extreme environmental conditions, such as 10°C and 85 % relative humidity, printing defects can occur due to condensation in the printer.
- Print quality can be affected when operating near the limits for both temperature and humidity.

Elevation

For optimum performance, use the printer at elevations below 3100 m (10,170 ft.).

Electrical Specifications

Power Supply Voltage and Frequency

Power Supply Voltage	Frequency	Current Required
120 VAC +/-10 % (108–132 VAC)	60 Hz +/-3 Hz	12 A
220–240 VAC +/-10 % (198–264 VAC)	50 Hz +/-3 Hz	6 A

Power Consumption

- Power Saver Mode (Sleep): 1.2 W
- Ready: 52 W
- Continuous printing: 370 W

ENERGY STAR Qualified Product



This product 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 United States, European Union, and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction printers, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

ENERGY STAR settings are preset on Xerox® equipment at the factory to switch to Power Saver modes after 1 minute from the last copy or print.

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.

Recycling Supplies

For more information on the Xerox® supplies recycling program, go to www.xerox.com/gwa.

Performance Specifications

Feature	Specifications
Printer warm-up time	Power on: As fast as 53 seconds. Recovery from sleep mode: As fast as 11 seconds.  Note: Warm-up time assumes an ambient temperature of 20°C (68°F) at 60% relative humidity.

Print Speed

Print speeds for continuous printing are up to 30 ppm. Print speeds are the same for color or black and white printing.

Several factors affect print speed:

- Print mode: The fastest print modes are Standard and Enhanced.
- Paper size: Letter (8.5 x 11 in.) prints slightly faster than A4 (210 x 297 mm). Larger sizes reduce print speeds.
- Paper type and weights: For faster printing, use paper weights of 105 g/m² or less.

The maximum print speed for 1-sided printing is 30 ppm on Letter-size paper, and 28.6 ppm on A4-size paper.

The maximum print speed for 2-sided printing is 20 ppm on Letter-size paper and 18.8 ppm on A4-size paper.

The maximum print speed for heavy paper weights is 17 ppm.

Specifications

B

Regulatory Information

This appendix contains:

- [Basic Regulations](#) 324
- [Copy Regulations](#) 328
- [Fax Regulations](#)..... 331
- [Material Safety Data Sheets](#) 335

Basic Regulations

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


United States FCC Regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 and Part 18 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 receiving antenna.
- 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/TV technician for help.

Changes or modifications to this equipment not approved by Xerox can void the authority of the user to operate this equipment.

 **WARNING:** To ensure compliance with Part 15 and Part 18 of the FCC rules, use shielded interface cables.

Canada

This Class A digital apparatus complies with Canadian ICES-003 and ICES-001.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 et NMB-001 du Canada.

Certifications in Europe



The CE mark applied to this product symbolizes a declaration of conformity by Xerox with the following applicable Directives of the European Union as of the date indicated:

- April 16, 2014: Radio Equipment Directive 2014/53/EU

Hereby, Xerox declares that the radio equipment model WorkCentre® 6515 is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity can be found 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 for the environment.

**WARNING:**

- Changes or modifications to this equipment not specifically approved by the Xerox Corporation may 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 product. In a domestic environment, this product 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

Introduction

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 products 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

Regulatory Information

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 product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN12281 or a similar quality standard. Lighter weight paper (60 g/m²), which contains less raw material and thus saves resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

ENERGY STAR

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 website: www.energystar.gov

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 product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity usage.

After the last print, the device switches to Ready mode. In this mode, the device can print again immediately. If the product is not used for a period of time, the device switches to a Power Saver mode. In these modes, to enable reduced product power consumption, only essential functions remain active. The product takes slightly longer to produce the first print after it exits Power Saver mode than it takes in Ready mode. This delay is the result of the system waking up from Power Saver mode and is typical of most imaging products 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.

Changing the default Power Saver activation times can result in an overall higher energy consumption of the product.

To learn more about Xerox participation in sustainability initiatives, go to: www.xerox.com/environment.

EcoLogo 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, multi-attribute, 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

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.

Lärmemission

Maschinenlärminformations-Verordnung 3. 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 in compliance with the EEE regulation.”
“EEE yönetmeliğine uygundur.”

Regulatory Information for a 2.4–GHz Wireless Network Adapter

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 99/5/EC.

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.

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

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 and so on.
 - Bonds. United States 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 of 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's information:
 - Earnings or Income.
 - Court Record.
 - Physical or mental condition.
 - Dependency Status.
 - Previous military service.
 - Exception: United States military discharge certificates may be photographed.
9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, and so on (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 preceding 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

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- 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
- 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
- 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 checks
- 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.

For instructions on programming the Fax Send Header information, refer to the section of the *System Administrator Guide* on Setting Transmission Defaults.

Data Coupler Information

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


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

You can safely connect the printer 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 could also have to quote the codes in the following list:

- 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.

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If this Xerox® equipment causes harm to the telephone network, the Telephone Company could temporarily discontinue service to the telephone line to which it is connected. If advance notice is not practical, the Telephone Company notifies you of the disconnection as soon as possible. If the Telephone Company interrupts your service, they can advise you of your right to file a complaint with the FCC if you believe that it is necessary.

The Telephone Company could change its facilities, equipment, operations, or procedures which could affect the operation of the equipment. If the Telephone Company changes something that affects the operation of the equipment, they should notify you in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this Xerox® equipment, please contact the appropriate service center for repair or warranty information. Contact information is contained in the Device app on the printer and in the back of the Troubleshooting section of the *User Guide*. If the equipment is causing harm to the telephone network, the Telephone Company may request you to disconnect the equipment until the problem is resolved.

Only a Xerox Service Representative or an authorized Xerox Service provider are 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 equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

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 Innovation, Science and Economic Development 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 Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five. For the Canadian REN value, please refer to 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 and 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 tones 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 RNs of all devices connected to a single line at any time should not exceed five.

South Africa

This modem must be used in conjunction with an approved surge-protection device.

Material Safety Data Sheets

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.

Regulatory Information

C

Recycling and Disposal

This appendix contains:

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- North America 339
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- Other Countries..... 342

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. Perchlorate Material: This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply. For more information, go to www.dtsc.ca.gov/hazardouswaste/perchlorate.

North America

Xerox operates an equipment take-back and reuse/recycle program. Contact your Xerox representative (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 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.

