VERSION 2.0
JANUARY 2026
702P09471

Xerox® PrimeLink® C9265/C9275/C9281 Series Printer

User Guide

xerox™

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Safety

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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

Carefully read the following instructions 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. Safety requirements 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 details, 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. Turn 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. Turn 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.

Warning: To avoid risk of fire or electrical shock, refer to the following:

- Do not use extension cords, power strips, or power plugs.
- The electrical supply for the device must meet the requirements stated on the data plate on the rear of the device. If you are not sure that your electrical supply meets the requirements, consult your local electricity provider or a licensed electrician.
- Ensure that the printer is grounded properly. Electrical products can be hazardous if misused.

- Do not remove or modify the power cord.
- Use the power cord that is 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.

- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Verify that the printer is plugged into an outlet that is providing the correct voltage and power. Review the electrical specification of the printer with an electrician if necessary.
- Do not place the printer in an area where people can step on the power cord.
- Do not place objects on the power cord.
- Do not plug or unplug the power cord while the 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 electrical outlet must be near the printer and must be easily accessible

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.

BATTERY SAFETY

One or more circuit boards in this printer contain a lithium battery. Do not attempt to repair or replace the lithium battery. If there is a problem with the battery, contact an authorized service representative to correct the problem.



Warning: If the battery on a circuit board is installed incorrectly, there is a risk of explosion.

The lithium battery in this printer contains Perchlorate Material. For information about the special handling procedures associated with Perchlorate Material, refer to https://dtsc.ca.gov/perchlorate/.

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 the paper source tray that you selected using either the print driver or Control Panel while the printer is printing.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, and so on, away from the exit and feed rollers.
- Do not override any electrical or mechanical interlock devices.
- Covers, which require tools for removal, protect the hazard areas within the printer. Do not remove the protective covers.
- To avoid a tip hazard, do not push or move the device with all of the paper trays extended.
- Do not place containers of coffee or other liquid on the printer.
- Do not attempt to remove paper that is jammed deeply inside the printer. Power off the printer promptly, then 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.

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, refer to *Facts about ozone* and *Facts about ventilation*. In the United States and Canada, go to www.xerox.com/environment.

In other markets, 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 the weight of the printer. To find the weight for your printer configuration, refer to the Specifications chapter of the *User Guide*.
- 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.

- When installing an office printer 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.
- Place the printer in a dust-free area.
- Do not store or operate the printer in an extremely hot, cold, or humid environment.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning system.
- Do not place the printer in locations susceptible to vibrations.
- For optimum performance, use the printer at the elevations specified in the Environmental Specifications section of the *User Guide*.

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 supplies in accordance with the instructions given on the package or container.
- Keep all supplies away from the reach of children.
- Never throw toner, print/drum cartridges, or toner containers into an open flame.

Warning: When handling cartridges, for example toner cartridges, avoid skin and eye contact. Eye contact with toner can cause irritation and inflammation. Do not attempt to disassemble the cartridge, which can increase the risk of skin or eye contact.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty or Service Agreement do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer.

CONSUMABLE INFORMATION

For information on Xerox® supplies recycling programs, go to https://www.xerox.com/en-us/about/recycling-toner-and-cartridges.

Maintenance Safety

Do not carry out any maintenance procedure that is not specifically described in the customer documentation.

- Clean with a dry lint-free cloth only.
- Use supplies and cleaning materials only as directed.

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

- Do not remove the covers or guards that are fastened with screws. Customer service items are not located behind these covers.
- In case of a Dry Ink or Toner Spill, use a broom or a wet cloth to wipe off spilled dry ink/toner. Sweep slowly to minimize generation of dust during clean up. Avoid using a vacuum. If a vacuum must be used, the unit should be designed for combustible dusts, with an explosion rated motor and non-conductive hose.

> **WARNING—HOT SURFACE:** The metallic surfaces in the fuser area are hot. Use caution when you remove paper jams from this area and avoid touching any metallic surfaces.

Do not burn any consumables or routine maintenance items. For information on Xerox® supplies recycling programs, refer to https://www.xerox.com/en-us/about/recycling-toner-and-cartridges.

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.

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: 1-800-275-9376
- Web address: https://www.xerox.com/en-us/about/ehs
- Europe: EHS-Europe@xerox.com

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

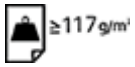
For product safety information in Europe, go to www.xerox.com/environment_europe.

Product Symbols for Xerox® PrimeLink® C9200 Series Printers

Refer to the following information for the product symbols and their definitions.

SYMBOL	DESCRIPTION
	Warning: Indicates a hazard that can cause serious injury or death if not avoided.
	Hot Warning: Hot surface on or in the printer. Use caution to avoid personal injury.
	Pinch Hazard: This warning symbol alerts users to areas where there is the possibility of personal injury.
	Caution: Indicates a mandatory action to take to avoid damage to the property.
	Do not touch the part or area of the printer.
	Do not touch the part or area of the printer.
	Do not expose the drum cartridges to direct sunlight.
	Do not burn the item.
	Do not burn the toner cartridges.
	Do not burn the drum cartridges.
	Do not burn the waste cartridge.
	Do not touch the surface of the drum cartridge.
	To avoid damage to the printer, do not open the document feeder wider than 40° maximum.

SYMBOL	DESCRIPTION
	Hot surface. Wait for the indicated time before handling.
	On
	Off
	Standby
	Do not use paper attached with staples or any form of binding clip.
	Do not use folded, creased, curled, or wrinkled paper.
	Do not load or use inkjet paper.
	Do not reload paper previously printed on or used.
	Do not use postcards.
	Do not load envelopes face up.
	Do not use transparencies or overhead projector sheets.
	Do not copy money.
	Add paper or media.
	Paper Jam

SYMBOL	DESCRIPTION
	Lock
	Unlock
	Paper Clip
	Cooling
	Elapsed Time
	Supply Paper
	Supply Paper Face Down
	1-Sided Original
	Hole-punched Paper
	Indicates the direction to feed paper.
	Envelope print side up, flap down and closed.
	Heavy weight paper is equal to or greater than 117 g/m^2.
	Toner Waste Container
	USB Universal Serial Bus

SYMBOL	DESCRIPTION
	LAN Local Area Network
	Fax
	Clean the indicated area or part.
	Weight
	Start Button
	Stop Button
	Pause Printing Button
	Log In/Out Button
	Help Button
	Services Home Button
	Services Button
	Job Status Button
	Printer Status Button
	Language Button
	Power Saver Button
	Sleep Mode

SYMBOL	DESCRIPTION
CA	Clear All Button
	Dial Pause Button
	This item can be recycled.

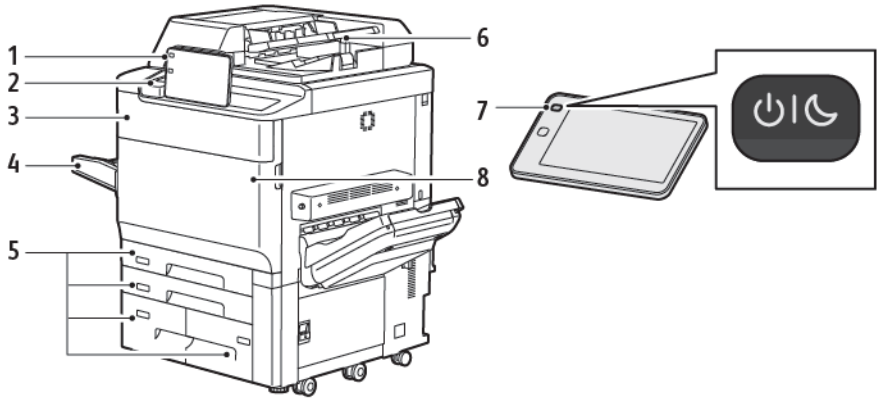
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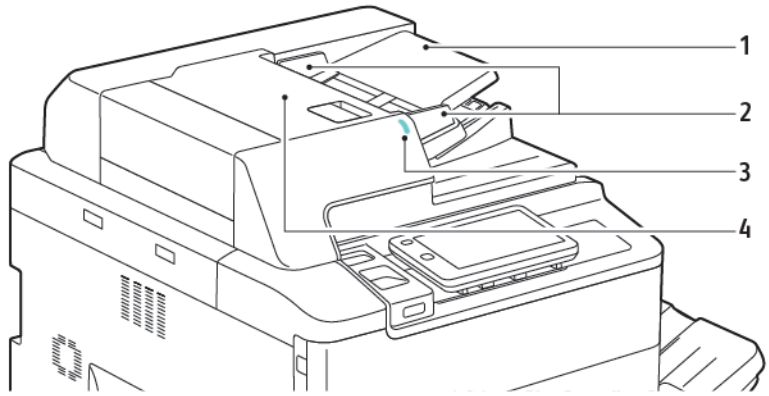
Parts of the Printer

FRONT VIEW



1. Control Panel
2. USB Port
3. Toner Replacement Door
4. Tray 5 (Bypass)
5. Paper Trays 1–4
6. Duplex Automatic Document Feeder
7. Power On/Off Button
8. Front Cover

DUPLEX AUTOMATIC DOCUMENT FEEDER



1. Document Feeder Tray
2. Document Guides
3. Confirmation Indicator
4. Top Cover

Note: The document glass is located under the automatic document feeder and is used for scanning, faxing, and copying. Use the document glass for single pages or paper that cannot be fed using the automatic document feeder.

PAPER TRAYS

For more feeding options, refer to Feeding Accessories.

Paper Trays 1 and 2

Trays 1 and 2 are identical. Each tray has a capacity of 540 sheets of 75 g/m² paper. All stock types, including pre-formatted paper and letterhead, can be used, except envelopes. Stock can be loaded either long- or short-edge feed, in portrait or landscape orientation.

Paper Trays 3 and 4

Tray 3 holds up to 890 sheets of A4 or Letter paper.
Tray 4 holds up to 1280 sheets of A4 or Letter paper.

Bypass Tray (Tray 5)

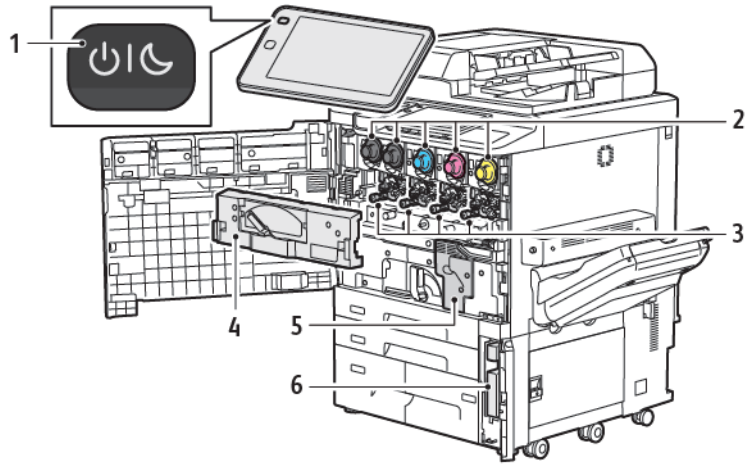
The bypass tray is a paper tray on the left side of your machine. The tray can be folded away when not in use. The tray has a capacity of approximately 250 sheets of 75g/m² Bond paper.

For more information about the paper tray capabilities, refer to Tray Capabilities.

OFFSET CATCH TRAY

The Offset Catch Tray (OCT) is an output tray that can hold up to 500 sheets of paper and allows each set or stack to be offset from the previous to enable easy separation.

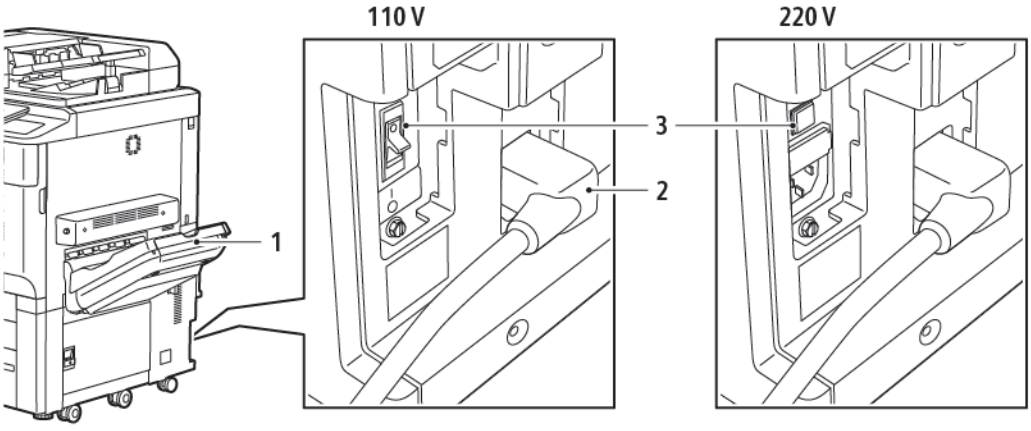
INTERNAL COMPONENTS



1. Power/Wake Button
2. Toner Cartridges
3. Drum Cartridges
4. Waste Toner Transport Assembly
5. Fuser Assembly
6. Waste Toner Container, located behind the door

The main power switch is one of three power switches or buttons to power on the device. For information on properly starting up the printer, refer to Powering On the Printer.

RIGHT-SIDE VIEW



1. Output Tray
2. Power Cord
3. Ground Fault Interrupt Switch

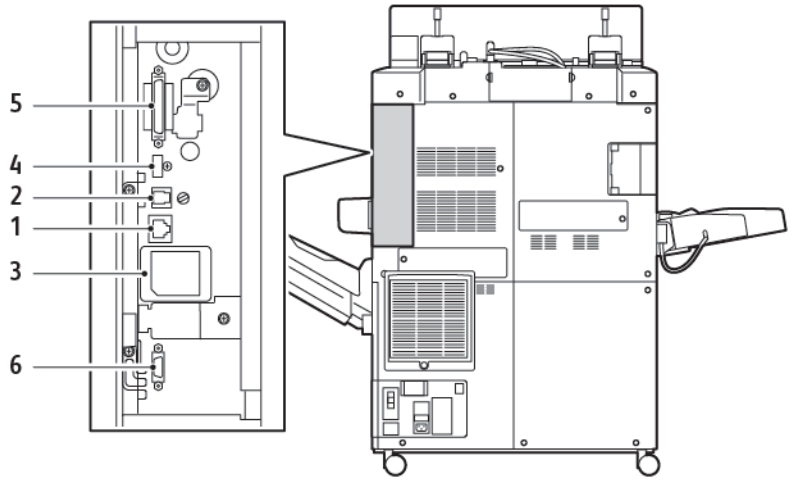
CONTROL PANEL



ITEM	NAME	DESCRIPTION
1	Touch Screen	The touch screen allows you to select all the available programming features. The screen displays fault clearance procedure and general machine information.
2	Power/Wake Button	This button serves several power-related functions: • When the printer is powered off, pressing this button powers on the printer. • When the printer is powered on, pressing this button displays a menu on the control panel. From this menu, you can choose to enter sleep mode, restart the printer, or power off the printer. • When the printer is powered on, but in sleep mode, pressing this button wakes the printer. The button indicator pulses to indicate the power status of the printer: • When the light pulses slowly, the printer is in sleep mode. • When the light pulses rapidly, the printer is powering off or waking up. • If the Power Saver option is selected, the machine immediately enters an energy-saving mode. If there are any jobs in the queue, a second screen appears.
3	Home Button	This button provides access to the Home menu for access to printer features, such as copy, scan, and fax.
4	Data Indicator	This indicator blinks when the printer is sending or receiving data or when a document or fax is stored in a local folder.
5	Log In/Out	This option provides password-protected access to the administration menu that is used to adjust the defaults of the machine.

ITEM	NAME	DESCRIPTION
6	Interrupt	This function allows you to prioritize another job during consecutive copying or printing by suspending a currently running job.
7	Settings	This option allows you to configure the network, Wi-Fi, and other device settings.
8	Jobs	You can check active jobs such as, running, waiting and completed jobs. You can also cancel printing and print a job that is waiting to be printed or waiting for operation.
9	Pause	Allows you to pause active jobs while the document is scanned and the job is running.

TELEPHONE AND FAX CONNECTION OPTIONS



1. Ethernet Connection
2. A to D Connection
3. WiFi Connection; port is covered unless WiFi option is purchased
4. USB Connection
5. DADF (Duplex Automatic Document Feeder) Connection
6. Foreign Device Interface Connection

Accessories

FEEDING ACCESSORIES

The following optional feeding accessories are compatible with your printer.

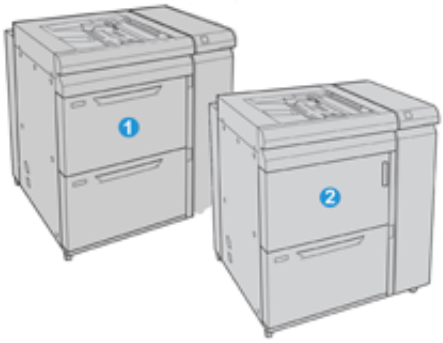
One-Tray High Capacity Feeder (Tray 6)

The one-tray, High Capacity Feeder (HCF) provides a 2000–sheet, A4, or Letter-size input feeding source (Tray 6).



Oversized High Capacity Feeder (Tray 6 and Tray 7)

The one-tray or two-tray Oversized High Capacity Feeder (OHCF) is an alternative to the High Capacity Feeder. The OHCF feeds oversized stock up to 330 x 488 mm (13 x 19 in.) paper. Each drawer holds 2000 sheets of standard-weight paper.



1. 2-tray Advanced OHCF with Bypass (Trays 6 and 7)
2. 1-tray OHCF with Bypass and storage cabinet above the tray (Tray 6)

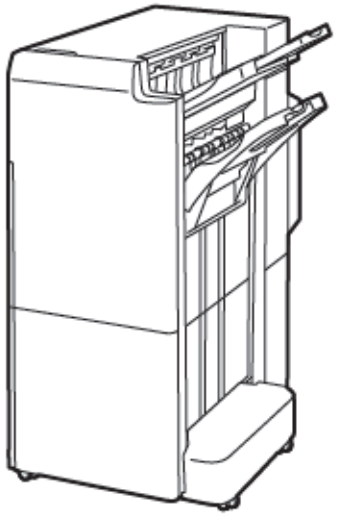
FINISHING ACCESSORIES

The following optional finishing accessories are compatible with your printer.

Business Ready Finisher 2.0

The Business Ready Finisher 2.0 supports hole punching and stapling.

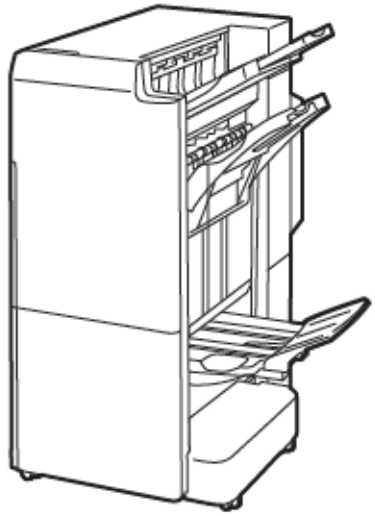
The right top tray is used for stacked output and can receive up to 500 sheets of 80 g/m² paper. The stacker tray is used for offset or stapled output, and can hold up to 3000 sheets of Letter or A4 paper. It can hold up to 1500 sheets of 80 g/m² paper for paper sizes larger than Letter or A4.



Business Ready Booklet Maker Finisher 2.0

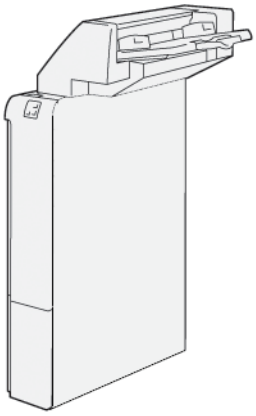
The Business Ready Booklet Maker Finisher 2.0 supports hole punching, stapling, and booklet making.

The right top tray is used for stacked output, and can receive up to 500 sheets of paper. The right center tray is used for offset or stapled output and can hold up to 1500 sheets of 80 g/m² paper. Both the optional trays can be used for hole-punched output. The bottom finisher tray is used for receiving saddle-stapled booklets.



Inserter Module

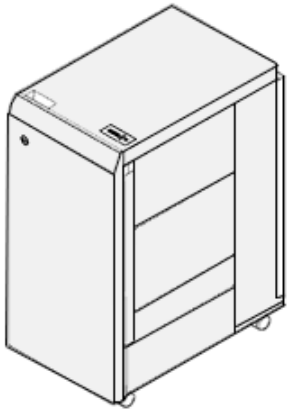
Use the Inserter device to load media, such as blank, pre-printed, or special stock that is inserted into the finished output.



GBC® AdvancedPunch™ Pro

The GBC® AdvancedPunch™ Pro finishing module provides another level of finishing to your output. You can punch holes in A4 or 8.5 x 11 in. documents to support various binding styles.

- For A4 media, the punch supports from 21 holes to a maximum of 47 holes.
- For 8.5 x 11 in. media, the punch supports from 19 holes to a maximum of 32 holes.



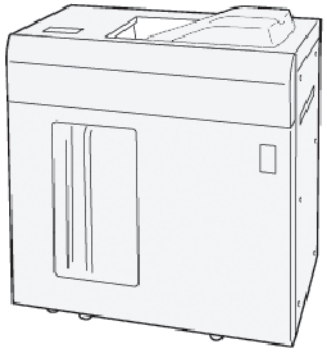
The device requires an Interface Module and a follow-on finisher. The Interface Module uncurls paper and provides a communication hub to the print engine and controller. A follow-on finisher, such as the Production Ready Finisher, is necessary to gather hole-punched output.

For more information, go to www.xerox.com/support, then select the *GBC® AdvancedPunch® Pro User Documentation*.

High Capacity Stacker

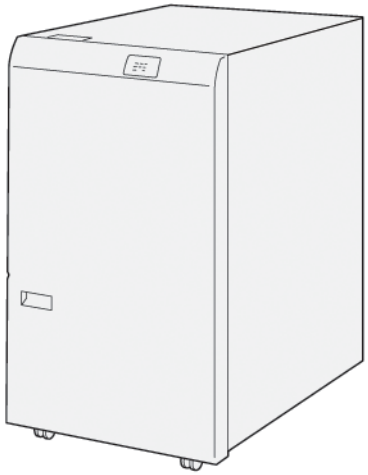
The High Capacity Stacker is an optional finishing device that provides large-capacity stacking and offsetting capabilities for production output to a stacker tray and cart. The stacker provides a top tray that is convenient for short stack runs.

Note: The High Capacity Stacker requires the Interface Decurler Module.



Crease and Two-Sided Trimmer Module

The Crease and Two-Sided Trimmer Module provides crease capabilities and trimming on two sides of the output.



C/Z Folder

The C/Z Folder is an optional finishing device that provides C-fold and Z-fold output for A4 or Letter-sized output, and A3 or 11 x 17 in. media.



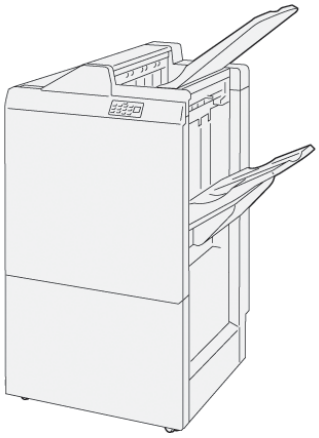
The C/Z Folder is available with the following finishers:

- Production Ready (PR) Finisher
- Production Ready Booklet Maker Finisher
- Business Ready (BR) Finisher
- Business Ready Booklet Maker Finisher

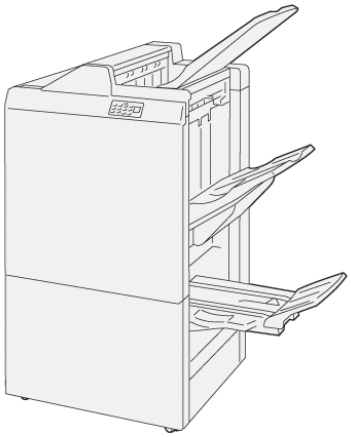
Production Ready Finishers

Three Production Ready (PR) Finishers are available with your printer:

- The Production Ready (PR) Finisher consists of two output trays, a stapler, and an optional basic punch.

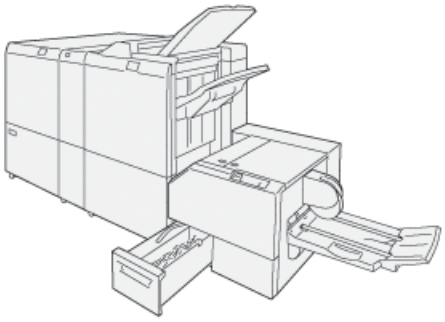


- The Production Ready (PR) Booklet Maker Finisher provides all the same features as the PR Finisher. The Production Ready Booklet Maker Finisher creates saddle-stitched booklets automatically, of up to 25 sheets, and bi-folding, also called single-folding.



Xerox® SquareFold® Trimmer Module

The SquareFold® Trimmer module flattens the spine of a booklet and performs face trim of the booklet.



The SquareFold® Trimmer module is available only with the Production Ready Booklet Maker Finisher.

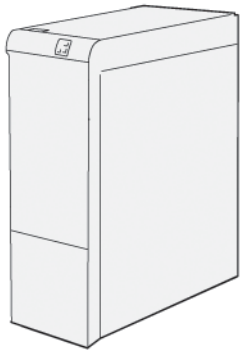
REQUIRED FINISHING ACCESSORIES

Depending on the type of finishing accessory you use, one of the following accessories is also required.

Interface Decurler Module

The Interface Decurler Module provides inline paper cooling, and ensures flat sheets for reliability and speed.

The Interface Decurler Module is required with most inline finishing accessories installed with the printer. The module is not required with the Offset Catch Tray.



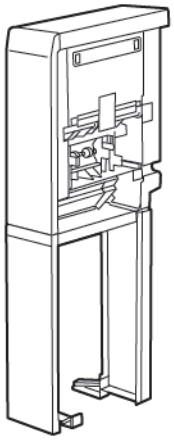
The following finishing accessories require the Interface Decurler Module:

- Inserter Module
- GBC® AdvancedPunch® Pro
- High Capacity Stacker
- Crease and Two-Sided Trimmer Module
- C/Z Folder
- Production Ready Finisher
- Production Ready Booklet Maker Finisher
- SquareFold® Trimmer Module

Vertical Transport Module

The Vertical Transport Module acts as a communication device and provides a vertical transport path between the printer output location and the input to the finishing device.

The Business Ready Finisher 2.0 and the Business Ready Booklet Maker Finisher 2.0 require the Vertical Transport Module.

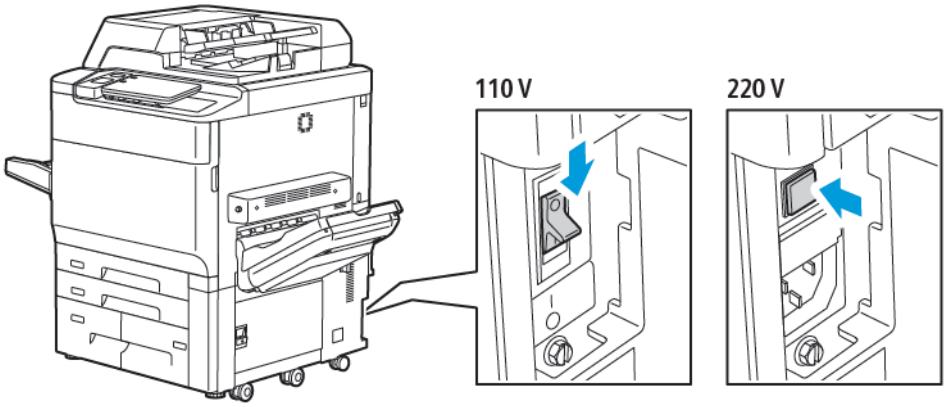


Power Options

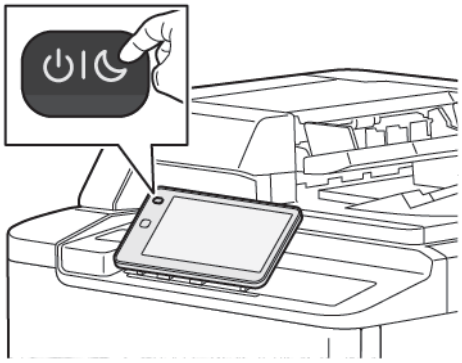
POWERING ON THE PRINTER

To power on the printer:

1. Ensure that the ground fault interrupt switch on the backside of the printer is in the On position.



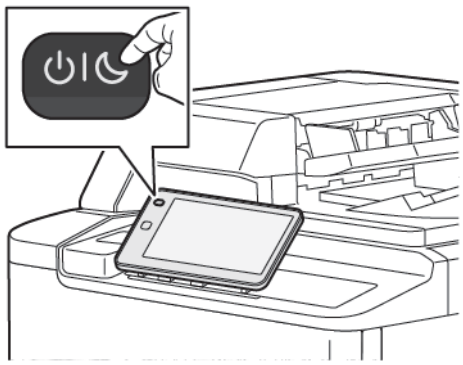
2. At the printer control panel, press the Power/Wake button.



SWITCHING OFF THE PRINTER

To power off the printer:

1. On the printer control panel, press the Power/Wake button, then touch **Power Off Device**.



2. The main power switch controls the main power into the printer. For normal printer operation, leave the main power on. Before connecting a cable, cleaning the printer, or when a restart is required, press the main power switch to the Off position.

Note: Before powering off the printer, wait 5 seconds after any active job completes.

Caution:

- Before unplugging the power cord, press the main power switch to the Off position. Failure to do so can damage the printer or cause a printer malfunction.
- After you power on the printer, wait a few seconds before you power off the main power. Failure to do so can damage the printer hard drive or cause a printer malfunction.
- After you press the printer On/Off power button, wait a few seconds before you press the main power switch to the Off position. Failure to do so can damage the printer hard drive or cause a printer malfunction. After you power off the printer, wait until the control panel touch screen goes dark. Wait 10 seconds, then press the main power switch to the Off position.
- While a job is processing, or while the Power Saver button is blinking, do not press the main power switch. Doing so can damage the printer hard drive or cause a printer malfunction.

POWER SAVER

Power Saver mode reduces power consumption when the printer is inactive for a preset time.

To activate Power Saver mode, press the Power/Wake button, then touch **Enter Power Saver**. The printer enters power-saving mode after a preset time has elapsed. If no jobs are sent to the printer for an extra preset time, the printer enters Sleep Mode.

SMART WELCOMEEYES

The Smart WelcomeEyes is a reflective sensor that detects when a user approaches or leaves the device. This feature provides convenience for users, and can reduce power consumption. You can enable the device to wake up and sleep based on the detection of a user. To configure Smart WelcomeEyes, refer to the *System Administrator Guide* at www.xerox.com/office/PLC92XXdocs.

Printer Information

Your printer provides status information from the touch screen on the control panel and in printed reports. Usage and billing information are available from the touch screen. For details, refer to Billing and Usage Information.

XEROX REMOTE SERVICES

You can use the Remote Services option to send error and usage information to the Xerox support team to help them resolve problems quickly. For more information, refer to How to Connect to Remote Services (xerox.com).

For information about enabling Remote Services and uploading information to Xerox, refer to the *System Administrator Guide* at www.xerox.com/office/PLC92XXdocs.

XEROX VITALS LIGHTBAR (OPTIONAL)

Xerox Vitals Lightbar is a compact, USB-powered LED designed for printers. While managing multiple machines, it provides a quick, at-a-glance status update to help operators stay informed and responsive without checking the UI constantly. It supports upto 64 addressable RGB LEDs and works across most Xerox® Fiery® EX Print Servers.





Connect the Vitals Lightbar to the Fiery Printer Server USB port and perform the initial configuration for Vitals Lightbar Agent software. The configuration requires you to log in with Fiery admin username and password, then follow the steps to verify the Vitals Lightbar functions.

Note: If the Fiery admin password is changed while the Vitals Lightbar is still active, a fault occurs. A Fault/Alert message is displayed on the Fiery print server UI screen requesting you to login again with the new Fiery credentials.

CONDITION	COLOR AND PATTERN	WHAT IT MEANS/WHY IT MATTERS
Fault (System Stopped)	Yellow – Fast Pulsing/Breathing	The printer has stopped due to a fault. Immediate attention is needed to resume production.
Warning (Will Stop Soon)	Yellow – Solid	A warning condition exists that could soon cause a shutdown.

CONDITION	COLOR AND PATTERN	WHAT IT MEANS/WHY IT MATTERS
		Action may be required.
Ready (Idle)	Blue – Solid	The printer is on and ready but not currently running a job. Help identify idle time for action.
Warming Up/Starting	Blue – Top 6 LEDs, Slow Pulsing/ Breathing	The printer is warming up or starting.
Printing	Green – Solid	The printer is actively running a job. Quick visual confirmation of printing status.
Job Progress	Green – Filling in 10% Increments	Shows real-time job progress. Help operators manage time and balance workload across devices.

XEROX EASY VITALS

Xerox Easy Vitals is a feature available with Fiery® Print Servers. It is a dashboard available in the printer server, showing graphical and numeric indicators of key elements of the printer. The dashboard also shows warning messages associated with the printer. The key elements in the Easy Vitals dashboard include:

- Toner levels
- Supplies
- Waste toner bottle status

You can access Easy Vitals dashboard from Fiery Command WorkStation. From the print server menu, click **Easy Vitals**. Data on the Easy Vitals dashboard is updated shortly after the print engine has cycled down.

For more information, refer to Workplace and Digital Printing Solutions | Xerox.

XEROX® FREEFLOW® VISION CONNECT SOFTWARE

Xerox® FreeFlow® Vision Connect is a Web-based software solution that offers real-time, at-a-glance visibility and control of production operations. The dashboard screen monitors, tracks, and benchmarks performance across printers and sites. To access FreeFlow® Vision Connect software, install the Vision Connect Printer Agent on your Fiery Print Server. For more information, refer to *Xerox® FreeFlow® Vision Connect Software User Guide* available at Automate Data Collection in Print Operations - Xerox.

Installation and Setup

BEFORE USING THE PRINTER

Xerox® Welcome Center

If you need assistance during or after printer installation, visit the Xerox website for online solutions and support: www.xerox.com/office/worldcontacts.

If you require further assistance, contact our experts at the Xerox Welcome Center:

- Xerox US Welcome Center: 1-800-821-2797
- Xerox Canada Welcome Center: 1-800-275-9376

Note: A local representative telephone number may have been provided when the product was installed. For convenience and future reference, record the telephone number.

When contacting Xerox, the Welcome Center needs the following information:

- The nature of the problem
- The serial number of the printer
- The fault code, if any
- The name and location of your company

If you need any additional help using your printer:

- Refer to this User Guide.
- Contact the Key Operator.
- Visit our customer website at www.xerox.com/office/PLC92XXdocs. In the Search field, enter `Xerox PrimeLink C9200 Series Printers`, then select the needed documentation. For extra help, contact the Xerox Welcome Center.

To learn the serial number of the printer, refer to Locating the Serial Number.

INSTALLATION AND SETUP OVERVIEW

Note: Instructions for installing the print drivers, utilities, and setting up the network are provided in the System Administrator Guide. Locate the *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9200 Series Printers`, then select the needed documentation.

Before you can use the printer:

1. Ensure that the printer is connected correctly and powered on.
2. Install software print drivers and utilities.
3. Configure the software.

PHYSICAL CONNECTION

You can connect to the printer over a network. Connect to a functioning and dedicated fax telephone line for the optional fax. Communication cables are not included with the printer and must be purchased separately.

To physically connect the printer:

1. Connect the power cable to the printer, and plug it into an electrical outlet.
2. Connect one end of a Category 5 (or better) Ethernet cable to the Ethernet port on the left side of the printer. Connect the other end of the cable to your network drop.
3. If the fax option is installed, connect to a functioning telephone line using a standard RJ11 cable.

ASSIGNING A NETWORK ADDRESS

If the network uses a DHCP server, the printer automatically acquires a network address. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings. Refer to the *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9200 Series Printers`, then select the needed documentation.

FINDING THE PRINTER IP ADDRESS

The printer IP address is required to use the Embedded Web Server. If you do not know the IP Address, print the Configuration Report. The printer IP address appears in the Communication Settings section.

To print the Configuration Report:

1. At the control panel, touch **Settings > Device Status**.
2. Touch **Print Reports > Printer Reports > Configuration Report**.
3. Touch **Print**.
4. After the report prints, touch **Close**.

Connecting the Printer

CONFIGURING AIRPRINT

AirPrint is a software feature that allows you to print from wired or wireless Apple iOS-based mobile devices and macOS-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.

- 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 macOS device must be macOS 10.15 and 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**.
   If you do not know the IP address for your printer, refer to Finding the Printer IP Address.
2. In the Embedded Web Server, click **Home > Network**.

   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 **Save**.
6. To activate your changes, at the prompt, click **Restart Now**.

CONNECTING TO A WIRELESS NETWORK

A wireless local area network (WLAN) provides the means to connect two 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. For details on configuring wireless network settings, refer to the *System Administrator Guide* at www.xerox.com/support.

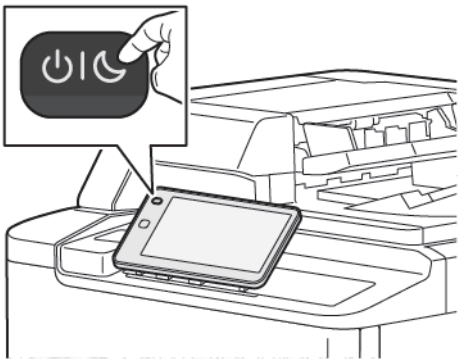
After the Wireless Network Adapter is installed, remove it only as necessary. For information on removing the adapter, refer to Removing the Wireless Network Adapter.

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.

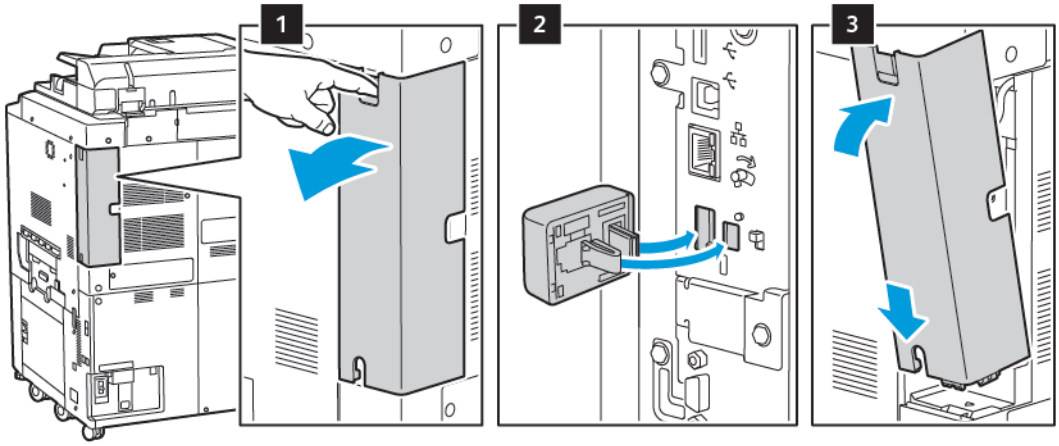
To install the Wireless Network Adapter:

1. Power off the printer.
   a. On the control panel, press the **Power/Wake** button, then touch **Power Off**.



2. Remove the packaging from the Wireless Network Adapter.

3. To install the Wireless Network Adapter, follow the instructions provided with the Wireless Network Adapter.



Caution: Pulling on the adapter can cause damage. After the adapter is installed, remove it only as needed and as directed in the Wireless Network Adapter removal instructions.

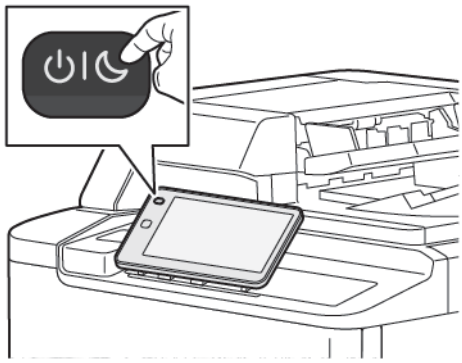
For details, refer to Removing the Wireless Network Adapter.

4. Configure the Wi-Fi settings. For details about configuring the Wi-Fi settings, refer to the *System Administrator Guide* at www.xerox.com/support.

Removing the Wireless Network Adapter

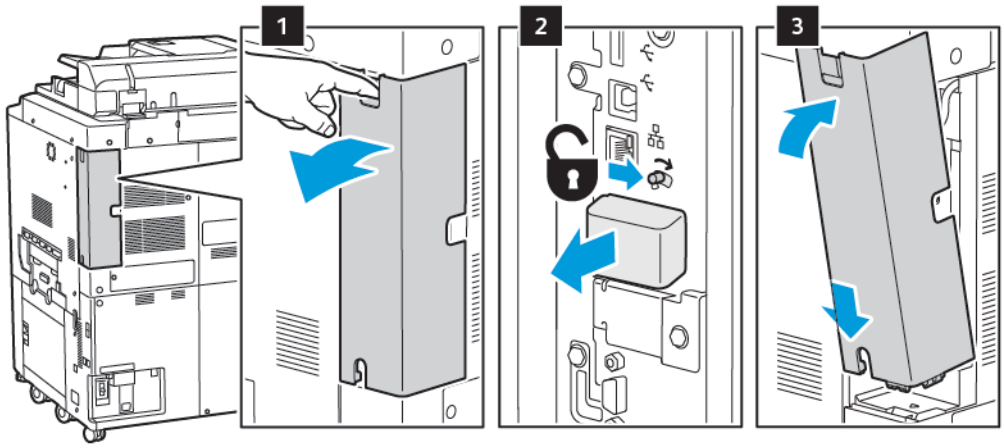
To remove the Wireless Network Adapter:

1. Power off the printer:
   a. On the printer control panel, press the **Power/Wake** button, then touch **Power Off**.



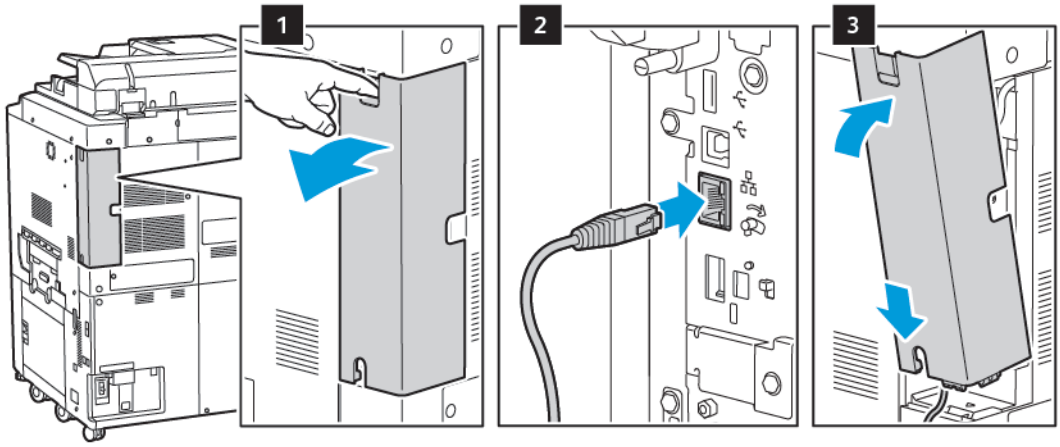
   b. Wait for the printer to complete a power-off procedure. When complete, the touch screen appears blank.
2. Remove the adapter cover.

3. To release the Wireless Network Adapter from the connection panel on the side of the printer, gently grasp the adapter and push the release lever to the side. Carefully pull the adapter away from the printer.



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

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



5. Install the adapter cover back in.
6. Power on the printer:
   a. On the printer control panel, press the **Power/Wake** button.

   If the printer was installed previously in a wireless network environment, it could retain setup and configuration information from that environment. To prevent the printer from attempting to connect to the previous network, reset the wireless settings. For more information, refer to the *System Administrator Guide* at www.xerox.com/support.

Connecting to 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. Wi-Fi Direct is disabled by default.

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.

Using the Embedded Web Server

The Embedded Web Server enables you to manage, configure, and monitor the printer using a Web browser on a network computer.

- Access printer status, configuration, and security settings.
- Check supplies status from your computer.
- Access job accounting records to allocate printing costs and plan supplies purchases.
- Retrieve scanned document files stored in the printer.

Note: Some printer capabilities must be enabled using the Embedded Web Server. Unless your system administrator has unlocked the printer, to access the settings, log in as an administrator.

The Embedded Web Server requires:

- A Web browser and a TCP/IP connection between the printer and the network in Windows, Macintosh, or UNIX environments.
- JavaScript enabled in the Web browser. If JavaScript is disabled, a warning message appears and the Embedded Web Server may not function properly.
- TCP/IP and HTTP enabled in the printer.

For details, refer to the *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9200 Series Printers`, then select the needed documentation.

ACCESSING THE EMBEDDED WEB SERVER

1. Ensure that the printer is connected correctly and switched on.
2. At your computer, open a Web browser.
3. Type the IP address of the printer in the Web browser address field. To find the IP address, refer to Finding the Printer IP Address.

   The Embedded Web Server Welcome page appears.

Getting Additional Information

For more information about your printer, refer to Web Resources.

PRINT SERVER CUSTOMER DOCUMENTATION

The Fiery Print Server Help menu on the Command WorkStation window is designed to provide information on specific work flows when using the Command WorkStation. Additional user documentation supplied by Fiery is available to you from www.xerox.com under the **Customer Support > Support and Drivers** link.

MORE INFORMATION

Refer to the following sources for more information about your device and its capabilities.

INFORMATION	SOURCE
Installation Guide	Packaged with the device.
Other documentation for your device	Go to www.xerox.com/office/PLC92XXsupport, then select your specific device model.
Technical support information for your device, including online technical support, Online Support Assistant, and print driver downloads.	
Third-party and open-source software disclosure notices and terms and conditions	
Online Support Assistant	
Device Management Tools	
Tested Substrate List (TSL)	A list of substrates or media is validated on this printer. To obtain the list, go to Xerox® PrimeLink® C9265/C9275/C9281 Tested Substrate List or contact your Xerox sales representative.
Information about menus or error messages	On the control panel, touch **Settings > Device Status > Print Reports > Printer Reports**.
Order supplies for your device	Go to www.xerox.com/office/PLC92XXsupplies, then select your specific device model.
Local sales and Technical Customer Support Local sales and customer support	www.xerox.com/office/worldcontacts
Device registration	www.xerox.com/office/register

Personalize

This chapter contains:

Personalize Overview 54
Personalization by the User 55
Pins 57

Personalize Overview

This chapter provides information on how to personalize your device user interface to meet the specific demands of your workflows.

Personalization enables individual logged-in users to work more productively, and ensures that the features and functions displayed meet individual user needs. Personalization allows you to configure apps, hide, show, and rearrange apps on the Home screen to suit your job priorities.

System administrators can use the Customization feature to configure settings for all users. Customization allows the system administrator to do the following:

- Hide, show, and rearrange apps on the Home screen
- Hide or show app features
- Configure and save the default settings

For details, contact your system administrator or refer to the *System Administrator Guide* at www.xerox.com/support.

Note: Personalization settings configured by individual users override any equivalent Customization settings configured by the system administrator.

Personalization by the User

PERSONALIZING THE HOME SCREEN

You can show, hide, or change the display order of apps for the Home screen.

Note: Only if the system administrator creates the user profile, you can customize the Home screen and app settings.

Displaying or Hiding an App on the Home screen

To display or hide an app on the Home screen for the logged-in user:

1. On the printer control panel, press the **Home** button.
2. Touch **Log In**. Type your User Name and Password, then touch **OK**.
3. To add or hide apps on the Home screen, long-tap the app.
4. To display an installed, but hidden app:
   a. Touch the **Plus** (**+**) icon.
   b. Touch the app that you want to appear on the control panel.
5. To hide an installed app, for the required app, touch **X**.
6. Verify that only the required apps appear on the Home screen.
7. When the changes are completed, tap on the Home screen.

Rearranging Apps on the Home screen

To rearrange apps on the Home screen for the logged-in user:

1. On the printer control panel, press the **Home** button.
2. Touch **Log In**. Type your User Name and Password, then touch **OK**.
3. Touch and hold the required app, then drag the app to the new location. Release the app.
4. Verify that the apps appear in the correct location on the Home screen.

PERSONALIZING THE APPS

The app personalization options enable you to modify the features available, save app default settings, or remove personalized settings applied to an app.

You can personalize the Copy, ID Card Copy, Email, Fax, and Scan To apps for your device.

Personalizing the Feature List

Personalization of Features list is available for apps such as Email, Scan, Scan to Folder, Scan to USB, Print from USB, and Copy.

To personalize the Features list for an app for the logged-in user:

1. On the printer control panel, press the **Home** button.
2. Touch **Log In**. Type your User Name and Password, then touch **OK**.
3. Touch **Settings**, then touch **Customize Apps**.
4. Touch the app required.
5. To configure the app settings, touch the appropriate tabs.
6. Touch **OK**.

Pins

CONFIGURING PINS

The job history of Copy, Scan, and Fax are saved in Pins. This enables you to launch or restart an app directly from the job history.

To save settings for any Copy, Scan, or Fax jobs, do the following:

1. On the control panel, touch the required app.
2. Touch **Save Settings as Pin**.
3. Edit the name to save, then touch **OK**.

   The settings are saved as Pins.
4. To view the saved settings, press the **Home** button, then touch **Pins**.

Note: You can also view and access the Pins tab from Embedded Web Server.

Paper and Media

This chapter contains:

Supported Media 60
Image Quality 69
Custom Paper Settings 70
Loading Media 73

Your printer is designed to be used with a variety of media types. Follow the guidelines in this section to ensure the best print quality and to avoid jams. For best results, use Xerox printing media specified for your printer.

Supported Media

RECOMMENDED MEDIA

A complete list of recommended media types or Tested Substrate List (TSL) is available at Xerox® PrimeLink® C9265/C9275/C9281 Tested Substrate List.

GENERAL MEDIA LOADING GUIDELINES

Follow these guidelines when loading paper and media in the appropriate trays:

- Fan the paper before loading it in the paper tray.
- Do not overfill the paper trays. Do not load paper above the maximum fill line.
- Adjust the paper guides to fit the paper size.
- Use only paper envelopes. Print envelopes 1-sided only. Use Tray 5 to print envelopes. Set **Media Type** to **Envelope**.
- After loading paper in a tray, ensure that you select the correct paper type on the printer touch screen.

PRINTING/COPYING ON LABELS

Labels can be printed from Trays 1, 2, 3, 4, and 5 (Bypass Tray).

When printing on labels, adhere to the following guidelines:

- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.
- Use labels designed for laser printing.
- Do not use vinyl labels.
- Do not use dry gum labels.
- Print only on one side of the sheet of labels.
- Do not use any sheet where labels are missing. Sheets with missing labels can damage the printer.
- Store unused labels flat, in the original packaging. Keep the sheets of labels inside the original packaging until you are ready to use the sheets. Return any unused sheets of labels 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.

PRINTING/COPYING ON GLOSSY PAPER

Glossy paper can be printed from Tray 1, 2, 3, 4, and 5 (Bypass Tray).

When printing on glossy paper, adhere to the following guidelines:

- Do not open sealed packages of glossy paper until you are ready to load the paper into the printer.
- Store glossy paper flat, in the original packaging.

- Before loading glossy paper, remove all other paper from the tray.
- Load only the amount of glossy paper that you plan to use. When you are finished printing, remove the unused paper from the tray. Replace the unused paper in the original packaging and seal for later use.
- Rotate paper frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam in the printer.

MEDIA THAT CAN DAMAGE YOUR PRINTER

Your printer is designed to use various paper and media types for print jobs. However, some media can cause poor output quality, increased paper jams, or damage to your printer.

Do not use the following:

- Rough or porous media
- Inkjet 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

PAPER STORAGE GUIDELINES

Providing good storage conditions for your paper and other media 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 emitted by the sun, and fluorescent bulbs, is damaging to paper.
- Reduce the exposure of paper to strong lights, or to visible light 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 them into the printer. Leave stored paper in the original packaging.
- Some special paper is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use the media. Keep unused media in the bag, then reseal it for protection.

TRAY CAPABILITIES

- Trays 1 and 2 can each hold up to 540 sheets of 75 g/m² paper.
- Trays 1, 2, 3, and 4 can accept all paper from 52–300 g/m².
- Tray 1 can accommodate paper sizes from 140 x 216 mm (5.5 x 8.5 in.) to 305 x 457 mm (12 x 18 in.) / A5 (148 x 210 mm, 5.8 x 8.3 in.) to SRA3 (320 x 450 mm, 12.6 x 17.7 in.).
- Tray 2 can accommodate paper sizes from 140 x 216 mm (5.5 x 8.5 in.) to 279 x 432 mm (11 x 17 in.) / A5 (148 x 210 mm, 5.8 x 8.3 in.) to SRA3 (320 x 450 mm, 12.6 x 17.7 in.).
- Tray 3 can hold up to 890 sheets of 75 g/m² paper.
- Tray 4 can hold up to 1280 sheets of 75 g/m² paper.
- Tray 3 and 4 can accommodate paper sizes from 184 x 267 mm (7.25 x 10.5 in.) to 216 x 279 mm (8.5 x 11 in.) / B5 (176 x 250 mm, 6.9 x 9.8 in.) to A4 (210 x 297 mm, 8.3 x 11.7 in.).
- Tray 5 is a bypass tray, which is known as the Multisheet Inserter.
- Tray 5 (Bypass) can each hold up to 250 sheets of 52–400 g/m².
- Tray 5 (Bypass) feeds various stock sizes, including standard and oversized stock from 100 x 148 mm (4 x 5.8 in.) to 330.2 x 488 mm (13 x 19.2 in.).

PAPER TYPES AND WEIGHTS ACCEPTED IN TRAYS

When loading media in a paper tray, refer to the following chart for the paper types and weights that are accepted in each of the feeder paper trays available. Select the appropriate tray, depending on the media that you want to use.

Note: The Oversize High Capacity Feeder (OHCF) provides the best feeding performance, especially for coated and heavyweight media.

Paper Type with the associated weight range can be selected through the paper confirmation screen on the control panel. If a paper type with a specific weight range does not show up on this screen, you will need to select it in the IQ settings.

Note: The print engine has a subset of paper types with associated weight ranges preprogrammed as the standard media selections on the device. Most paper types have multiple weight range options that can be programmed as the standard selection, but only the selected paper option will be displayed on the control panel. If the desired paper type with associated weight range is not showing up in the standard selections, refer to Specifying Image Quality Settings for how to program the desired paper.

PAPER TRAYS	2–TRAY OHCF	1–TRAY OHCF	PAPER TYPE	PAPER WEIGHTS (G/M²)	STAND-ARD MEDIA SETTING	IMAGE QUALITY (IQ) SETTINGS	CUSTOM SETTING
Trays 1–5	Trays 6, 7	Tray 6	Lightweight	52-59 g/m²	✓	x	✓
Trays 1–5	Trays 6, 7	Tray 6	Plain A	60–70 g/m²	x	✓	✓
Trays	Trays 6, 7	Tray 6	Plain B	71–82 g/m²	✓	✓	✓

PAPER TRAYS	2–TRAY OHCF	1–TRAY OHCF	PAPER TYPE	PAPER WEIGHTS (G/M²)	STAND-ARD MEDIA SETTING	IMAGE QUALITY (IQ) SETTINGS	CUSTOM SETTING
1–5							
Trays 1–5	Trays 6, 7	Tray 6	Plain C	83–90 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Plain D	91–105 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Recycled A	60–70 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Recycled B	71–82 g/m²	√	√	√
Trays 1–5	Trays 6, 7	Tray 6	Recycled C	83–90 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Recycled D	91–105 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Hole Punched A	60–70 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Hole Punched B	71–82 g/m²	√	√	√
Trays 1–5	Trays 6, 7	Tray 6	Hole Punched C	83–90 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Hole Punched D	91–105 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Preprinted A	60–70 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Preprinted B	71–82 g/m²	√	√	√
Trays 1–5	Trays 6, 7	Tray 6	Letterhead A	60–70 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Letterhead B	71–82 g/m²	√	√	√
Trays 1–5	Trays 6, 7	Tray 6	Heavyweight 1A	106–128 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Heavyweight 1B	129–150 g/m²	x	√	√
Trays 1–5	Trays 6, 7	Tray 6	Heavyweight 1C	151–176 g/m²	√	√	√

PAPER TRAYS	2–TRAY OHCF	1–TRAY OHCF	PAPER TYPE	PAPER WEIGHTS (G/M²)	STAND-ARD MEDIA SETTING	IMAGE QUALITY (IQ) SETTINGS	CUSTOM SETTING
Trays 1–5	Trays 6, 7	Tray 6	Heavyweight 2	177–220 g/m²	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	Heavyweight 3	221–256 g/m²	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	Heavyweight 4	257–300 g/m²	✓	×	✓
Tray 5	Trays 6, 7	Tray 6	Heavyweight 5	301-350 g/m²	✓	×	✓
Tray 5	Trays 6, 7	—	Heavyweight 6	351-400 g/m²	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	Hole Punched HW 1A	106–128 g/m²	×	✓	✓
Trays 1–5	Trays 6, 7	Tray 6	Hole Punched HW 1B	129–150 g/m²	×	✓	✓
Trays 1–5	Trays 6, 7	Tray 6	Hole Punched HW 1C	151–176 g/m²	✓	✓	✓
Trays 1–5	Trays 6, 7	Tray 6	Hole Punched HW 2	177–220 g/m²	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	Hole Punched HW 3	221–256 g/m²	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	Hole Punched HW 4	257–300 g/m²	✓	×	✓
Tray 5	Trays 6, 7	Tray 6	Hole Punched HW 5	301-350 g/m²	✓	×	✓
Tray 5	Trays 6, 7	—	Hole Punched HW 6	351-400 g/m²	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	Coated 1A	106–128 g/m²	×	✓	✓
Trays 1–5	Trays 6, 7	Tray 6	Coated 1B	129–150 g/m²	✓	✓	✓

PAPER TRAYS	2–TRAY OHCF	1–TRAY OHCF	PAPER TYPE	PAPER WEIGHTS (G/M²)	STAND-ARD MEDIA SETTING	IMAGE QUALITY (IQ) SETTINGS	CUSTOM SETTING
Trays 1–5	Trays 6, 7	Tray 6	Coated 2A	151–176 g/m²	×	√	√
Trays 1–5	Trays 6, 7	Tray 6	Coated 2B	177–220 g/m²	√	√	√
Trays 1–5	Trays 6, 7	Tray 6	Coated 3	221–256 g/m²	√	×	√
Trays 1–5	Trays 6, 7	Tray 6	Coated 4	257–300 g/m²	√	×	√
Tray 5	Trays 6, 7	Tray 6	Coated 5	301–350 g/m²	√	×	√
Tray 5	Trays 6, 7	—	Coated 6	351–400 g/m²	√	×	√
Trays 1–5	Trays 6, 7	Tray 6	Coated 3 Reloaded	221–256 g/m²	√	×	√
Trays 1–5	Trays 6, 7	Tray 6	Coated 4 Reloaded	257–300 g/m²	√	×	√
Tray 5	Trays 6, 7	Tray 6	Coated 5 Reloaded	301–350 g/m²	√	×	√
Tray 5	Trays 6, 7	—	Coated 6 Reloaded	351–400 g/m²	√	×	√
Trays 1–5	Trays 6, 7	Tray 6	Labels 1A	106–128 g/m²	√	√	√
Trays 1–5	Trays 6, 7	Tray 6	Labels 1B	129–150 g/m²	×	√	√
Trays 1–5	Trays 6, 7	Tray 6	Labels 1C	151–176 g/m²	×	√	√
Trays 1–5	Trays 6, 7	Tray 6	HW Labels	177–220 g/m²	√	×	√
Trays 1–5	Trays 6, 7	Tray 6	X-HW Labels 3A	221–256 g/m²	√	√	√
Trays 1–5	Trays 6, 7	Tray 6	X-HW Labels 3B	257–300 g/m²	×	√	√
Trays 1–5	Trays 6, 7	Tray 6	Tab Stock 1A	106–128 g/m²	×	√	√
Trays 1–5	Trays 6, 7	Tray 6	Tab Stock 1B	129–150 g/m²	×	√	√

PAPER TRAYS	2–TRAY OHCF	1–TRAY OHCF	PAPER TYPE	PAPER WEIGHTS (G/M²)	STAND-ARD MEDIA SETTING	IMAGE QUALITY (IQ) SETTINGS	CUSTOM SETTING
Trays 1–5	Trays 6, 7	Tray 6	Tab Stock 1C	151–176 g/m²	✓	✓	✓
Trays 1–5	Trays 6, 7	Tray 6	HW Tab Stock	177–220 g/m²	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	X-HW Tab Stock	221–256 g/m²	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	X-HW Tab Stock	257–300 g/m²	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	Transparency	—	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	Transfer B	129–150 g/m²	✓	✓	✓
Trays 1–5	Trays 6, 7	Tray 6	Transfer C	151–176 g/m²	×	✓	✓
Trays 1–5	Trays 6, 7	Tray 6	Embossed 1A	106–128 g/m²	✓	✓	✓
Trays 1–5	Trays 6, 7	Tray 6	Embossed 1B	129–150 g/m²	×	✓	✓
Trays 1–5	Trays 6, 7	Tray 6	Embossed 1C	151–176 g/m²	×	✓	✓
Trays 1–5	Trays 6, 7	Tray 6	Embossed 2	177–220 g/m²	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	Embossed 3	221–256 g/m²	✓	×	✓
Trays 1–5	Trays 6, 7	Tray 6	Embossed 4	257–300 g/m²	✓	×	✓
Tray 5	Trays 6, 7	Tray 6	Embossed 5	301–350 g/m²	✓	×	✓
Tray 5	Trays 6, 7	—	Embossed 6	351–400 g/m²	✓	×	✓
Tray 5	Trays 6, 7 with media bracket	Tray 6 with media bracket	Envelope A	60–70 g/m²	×	✓	✓
Tray 5	Trays 6, 7 with media bracket	Tray 6 with media bracket	Envelope B	71–82 g/m²	✓	×	✓

PAPER TRAYS	2–TRAY OHCF	1–TRAY OHCF	PAPER TYPE	PAPER WEIGHTS (G/M²)	STAND-ARD MEDIA SETTING	IMAGE QUALITY (IQ) SETTINGS	CUSTOM SETTING
Tray 5	Trays 6, 7 with media bracket	Tray 6 with media bracket	Envelope C	83–90 g/m²	x	✓	✓
Tray 5	Trays 6, 7 with media bracket	Tray 6 with media bracket	Envelope D	91–105 g/m²	x	✓	✓
Tray 5	Trays 6, 7 with media bracket	Tray 6 with media bracket	Envelope HW 1A	106–128 g/m²	x	✓	✓
Tray 5	Trays 6, 7 with media bracket	Tray 6 with media bracket	Envelope HW 1B	129–150 g/m²	x	✓	✓
Tray 5	Tray 5	—	XLS Banner (up to 330 x 1300 mm) (13 x 51.1 in.)	52-220 g/m²	x	x	✓

ENVELOPE CONSIDERATIONS

Tray 5 (Bypass) supports the following envelope types. Depending on thickness, up to 50 envelopes can be loaded. Alternatively, envelopes can be fed from OHCF Trays 6 and 7 with the small media side guide installed. If jams are encountered with various envelope types, reduce the stack heights in these trays.

ENVELOPE TYPE/SIZE	FEED DIRECTION	SETTINGS IN MENU
Commercial #10 104.8 x 241.3 mm (4.12 x 9.50 in.)	SEF (only)	Standard Default Size
Envelope: Chou-kei3 120.0 x 235.0 mm (4.75 x 9.25 in.)	SEF (only)	Standard Default Size
Envelope: Kaku-ga 2 240.0 x 332.0 mm (9.437 x 13.062 in.)	SEF/LEF (SEF recommended)	Standard Default Size
Envelope: Kaku-ga 6 162.0 x 229.0 mm (6.38 x 9.02 in.)	SEF/LEF (SEF recommended)	Standard Default Size

ENVELOPE TYPE/SIZE	FEED DIRECTION	SETTINGS IN MENU
Envelope: Kaku-ga 20 229 mm x 324 mm (9.02 x 12.8 in.)	SEF/LEF (SEF recommended)	Standard Default Size
Envelope C4 229.0 x 324.0 mm (9.02 x 12.8 in.)	SEF/LEF (SEF recommended)	Standard Default Size
Envelope C5 162.0 x 229.0 mm (6.38 x 9.02 in.)	SEF/LEF (SEF recommended)	Standard Default Size

Note: Envelopes are not intended to be the primary media for this printer. For media not listed above, as long as the dimensions met the minimum requirements for length and width, the size can be specified by manual input.

Image Quality

When copying or printing a document, the device applies the image-quality settings that are defined in the Paper Tray Attributes area of the control panel. The type of paper that is set in Paper Tray Attributes and the image-quality processing method that is specified for that type of paper control the amount of ink transfer, speed, and fuser temperature applied.

Note: The image-quality setting for these paper types changes the weight range that appears for each paper type.

SPECIFYING IMAGE QUALITY SETTINGS

To optimize the image quality of the output, select the media weight range to apply to a print or copy job.

To specify image quality settings:

1. From the Home screen, on the control panel select **Settings**, then select **Device**.
2. At the device control panel, access **Paper Tray Settings**.
3. To navigate the menu, use the up and down arrow keys, then touch **Common Settings > Image Quality**.
4. Select the paper type that you want to change.

   The Image Quality settings for the paper type that you selected appear. The settings represent the media weight range.
5. Select a different setting, then touch **OK**.

Note: Only one weight range for each paper type can be displayed at a time in the paper programming menu as the standard selection. If multiple weight ranges for a specific paper type need to be selected for multiple trays, then one of the paper types or weight range will need to be programmed as a custom paper. For more information, refer to Article ID: KB0427162 Unable to Program Paper Tray with Desired GSM Range from Paper Type Selection Menu.

Custom Paper Settings

From the Paper Tray Settings screen, you can select the Custom Paper Name or Color feature to set a custom name for paper that is loaded in the device. You can use a maximum of 24 characters for each custom paper name.

To set a custom paper name or color:

1. At the device control panel, access the **Paper Tray Settings** screen. For details, refer to Accessing Paper Tray Settings section in the *System Administrator Guide*.

2. Select **Common Settings > Custom Paper Settings**, then change the following settings:
   - **Name**: Set name for the custom paper.
   - **Paper Type**: Select the paper type to be set to the custom paper.

     You can name Custom Type 1 to 5, and Custom Paper Color 1 to 5 using up to 24 characters, that can have letters, numbers, and symbols, for each type and color. For example, you can use a name that shows the usage, such as `Color` for colored paper, and `Covers` for bond paper.
   - **Paper Weight**: Select the paper weight to be set to the custom paper.
   - **Adjust Alignment**: Select the alignment adjustment setting registered in Manual Alignment.
   - **Adjust Paper Curl**: Select the correction type registered in paper curl.
   - **Adjust Image Transfer**: Specify the percentage of the voltage value to be applied numerically or adjust it using sample print. It enables setting for the optimal image transfer value for the custom paper when the image is not transferred in the optimal image condition to paper.
   - **Adjust Regi-Loop**: When performing skew adjustment for the preregister feed, the adjustment value can be set for each user paper. The adjustment value for the preregister feed can be set in the range of –9 to 9 mm, in 0.3 mm increments.
   - **Side Shifting**: This function sets to adjust for side shift operation and running misalignment.
   - **Fold Position Adjustment**: Select the adjustment value registered in Adjust Finisher.
   - **Adjust Image Transfer for Trial Edge**: Adjust the voltage ratio of the second transfer roll in the transfer unit. When using heavy weight paper, if uneven colors due to transfer failure occur only at the back edge of the paper, adjusting the voltage ratio of the second transfer roll may improve the transfer failure.

Note: If the voltage of the second transfer roll is high or too low for the paper to be used, it may cause transfer failure. If a transfer failure occurs, change this number to adjust the voltage ratio.

   - **Adjust Image Transfer for Trial Edge**: Adjust the voltage ratio of the second transfer roll in the transfer unit. When using heavy weight paper, if uneven colors due to transfer failure occur only at the back edge of the paper, adjusting the voltage ratio of the second transfer roll may improve the transfer failure.
   - **Adjust Image Transfer for Trial Edge**: Adjust the voltage ratio of the second transfer roll in the transfer unit. When using heavy weight paper, if uneven colors due to transfer failure occur only at the back edge of the paper, adjusting the voltage ratio of the second transfer roll may improve the transfer failure.
   - **Adjust Fusing Temperature**: Adjust the fusing unit temperature. If the toner peels off the paper, increasing the temperature may improve it.

Note:

   - If you decrease the temperature too much, the toner on the high density images is not fused enough and it may peel off from the paper.
   - If the temperature is raised too high when printing on the light weight paper, a paper jam may occur in the fusing and peeling section.

- When changing the settings, check the print results. Return the value to default Zero after printing, because the environmental condition is always different.

- **Adjust Fusing Speed**: If printer defects such as image distortion, image stretching, or image shrinking occur in the image on the later half of the paper, adjusting the speed of fusing unit may improve the printing defects. When the image is shrinking, speed the fusing unit up and when it is stretching, slow the fusing unit down.
- **Adjust Primary Transfer Current Y/ Adjust Primary Transfer Current M/ Adjust Primary Transfer Current C/ Adjust Primary Transfer Current K**: Adjust the voltage ratio of the first transfer roll in the transfer unit. If blurring, white streaks, after image ghosting occur due to poor transfer, adjust the voltage ratio of the first transfer roll in the transfer unit improves the transfer failure.

  1. Increase the voltage ratio when blurring occurs in the image on the paper edge (an area about 10 mm).
  2. Decrease the voltage ratio when the white streaks or after image ghosting occur in the halftone area.

- **Adjust Fusing Nip Pressure**: If the toner is removed, increase the value to increase the pressure of the fusing unit.

Note:

- Use the function when it is not improved even adjusting fusing temperature.
- A guideline for improving toner peeling on envelopes from two to four. If the adjustment value is too large, paper may be skewed.

- **Gloss Mode**: Reduces the speed and produces a glossy output.
- **Adjust Air Volume for Feeder Fan**: Increase the air volume of the conveyor fan when the short paper (A4, Post Cards), thick paper, or curled paper is easily jammed.

Note: Adjust step by step. If the air volume is too large, another trouble may occur.

Loading Media

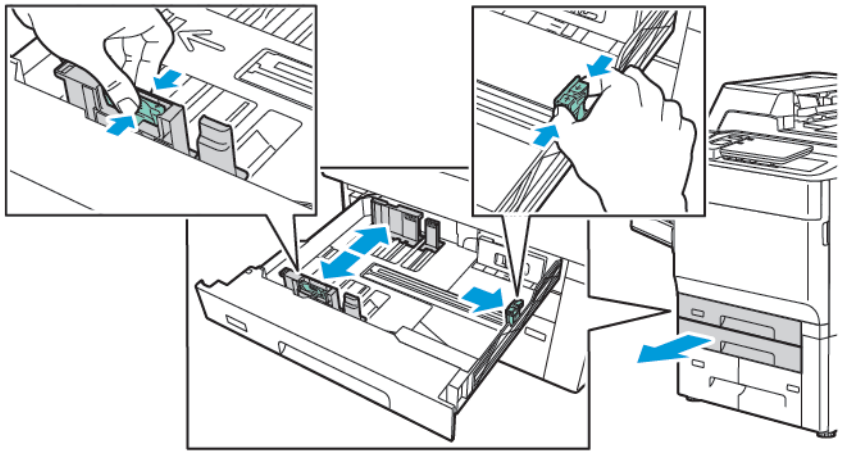
LOADING PAPER IN TRAYS 1 AND 2

To load paper:

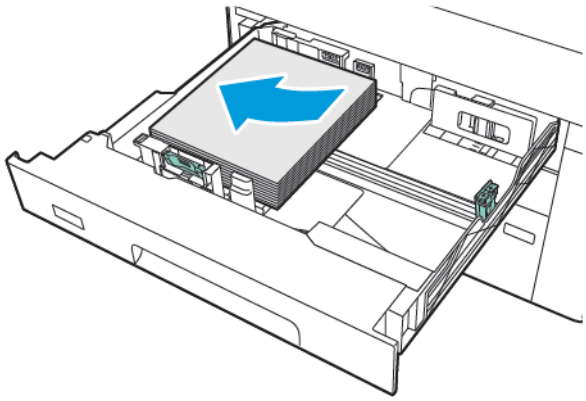
Note: Do not open all trays at once. The printer can topple forward, possibly causing injury.

Note: Do not load paper above the maximum fill line. Doing so can cause paper jams.

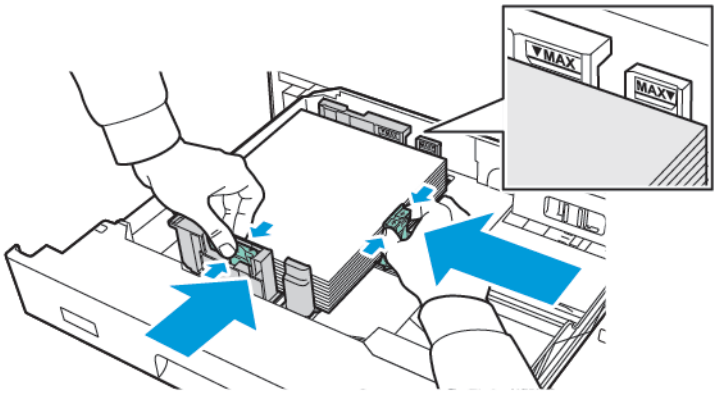
1. Pull the paper tray out until it stops.
2. Before loading paper into the paper trays, fan the edges to separate any sheets of paper that are stuck together. This action reduces the possibility of paper jams.
3. If necessary, move the paper tray guides further out to load the paper. To move out the paper guides, pinch the guide locks, then slide out the paper guides.



4. Load the paper against the left side of the tray.



5. Adjust the guides until they touch the edges of the stack.



6. Push the tray completely into the printer.
7. If you have changed the paper type, select an option on the control panel touch screen:
   - To choose paper size, touch **Paper Size**. Touch either **Auto Detect** or **Manual Size Input**.
   - To choose paper type, touch **Paper Type**.
   - To choose paper color, touch **Paper Color**.
   - To adjust paper curl, touch **Adjust Paper Curl**.
8. Once the tray settings are adjusted, touch **OK**.

LOADING PAPER IN TRAYS 3 AND 4

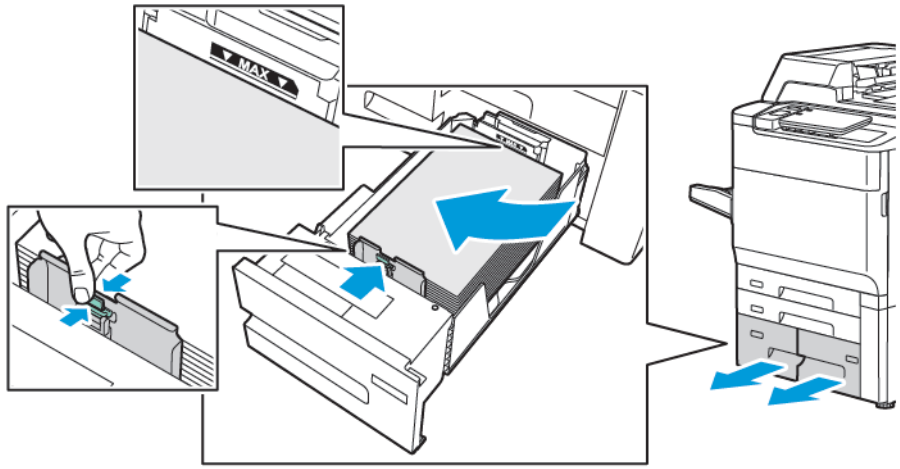
To load paper:

Note: Do not open all trays at once. The printer can topple forward, possibly causing injury.

Note: Do not load paper above the maximum fill line. Doing so can cause paper jams.

1. Pull the paper tray out until it stops.
2. Before loading paper into the paper trays, fan the edges to separate any sheets of paper that are stuck together. This action reduces the possibility of paper jams.
3. To move out the paper guide, pinch the guide lock, then slide out the paper guide.

4. Load the paper against the left side of the tray. then adjust the guide until it touches the edges of the stack.



5. Push the tray completely into the printer.
6. If you have changed the paper type, select an option on the control panel touch screen:
   - To choose paper size, touch **Paper Size**. Touch either **Auto Detect** or **Manual Size Input**.
   - To choose paper type, touch **Paper Type**.
   - To choose paper color, touch **Paper Color**.
   - To adjust paper curl, touch **Adjust Paper Curl**.
7. Once the tray settings are adjusted, touch **OK**.

LOADING PAPER IN TRAY 5 (BYPASS TRAY)

Use the bypass tray for a variety of media types and custom sizes. The bypass tray is intended primarily for small-quantity jobs using special media. The bypass tray is on the left side of the printer. A tray extension is provided to accommodate larger paper. After loading paper in the bypass tray, ensure that the tray settings on the touch screen match the paper size and type loaded.

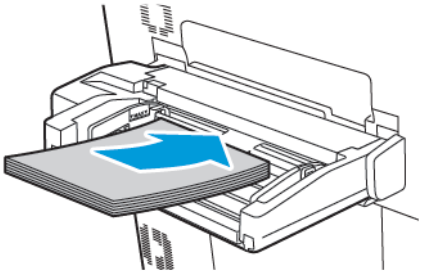
Tray Capabilities

- Tray 5 can hold up to 250 sheets of 75 g/m² paper.
- Tray 5 can accept paper from 52–400 g/m².
- Tray 5 can accommodate the following paper sizes:
  - Custom paper sizes from (102 x 152 mm, 4 x 6 in.) to (330 x 488 mm, 13 x 19 in.) / (100 x 148 mm, 3.9 x 5.8 in.) to (330.2 x 448 mm, 13 x 18 in.).
  - A5(148 x 210 mm, 5.8 x 8.3 in.) to SRA3(320 x 450 mm, 12.6 x 17.7 in.).
  - XLS sheet sizes up to 330 x 1300 mm (13 x 51 in.).

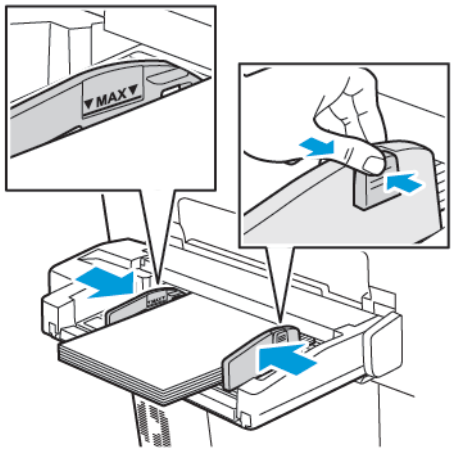
To load paper in Tray 5 (Bypass Tray):

Note: Do not load paper above the maximum fill line.

1. Open Tray 5 and pull out the extension tray for larger sizes. If the tray is loaded with paper already, remove paper that is a different size or type.
2. Move the width guides to the edges of the tray.
3. Insert the paper either long-edge or short-edge first, face up. Larger paper sizes can be fed only short-edge first. Load hole-punched paper with the holes to the right. Load labels and transparencies face up with the top edge toward the front of the tray.



4. Adjust the width guides until they touch the edges of the stack.



5. If necessary, select an option on the control panel touch screen:
   - To choose paper size, touch **Paper Size**. Touch either **Auto Detect** or **Manual Size Input**.
   - To choose paper type, touch **Paper Type**.
   - To choose paper color, touch **Paper Color**.
   - To adjust paper curl, touch **Adjust Paper Curl**.
6. Once the tray settings are adjusted, touch **OK**.

LOADING ENVELOPES IN TRAY 5 (BYPASS TRAY)

Tray 5 accepts the following custom envelopes:

- Chou-kei 3 Envelope
- Kaku-ga 2 Envelope
- Kaku-ga 6 Envelope
- Kaku-ga 20 Envelope
- C4 Envelope
- C5 Envelope
- Commercial #10 Envelope

Envelopes weigh from 64–150 g/m^2. For more information, refer to Envelope Considerations.

Guidelines for Printing Envelopes

- Do not use padded envelopes.
- Do not use peel and seal adhesive strip envelopes.
- Successful envelope printing depends on the quality and construction of the envelopes. If the needed results are not achieved, try another brand of envelope.
- Maintain constant temperatures and relative humidity.
- Store unused envelopes in the original packaging to avoid the excess moisture or dryness that can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Some wrinkling or embossing can occur when printing on envelopes with incorrect settings.
- Envelopes are not intended to be a primary media for this printer.

To load envelopes in Tray 5 (Bypass Tray):

1. Insert envelopes face up (flap down), flap closed, short-edge feed (SEF), in Tray 5 (Bypass Tray).



Note: Tray 5 (bypass tray) will not feed any size smaller than 99.06 mm (3.9 in.) wide or 147.32 mm (5.8 in.) long. Hence depending on the envelope size, SEF is the only orientation that will feed correctly in Tray 5.

For example, Commercial #10 envelopes are 104.775 mm (4.125 in.) wide and 241.3 mm (9.5 in.) long when feeding SEF in Tray 5 (bypass tray). Feeding the same envelope long-edge feed (LEF) would then make the envelope now 104.775 mm (4.125 in.) long which is below supported length of tray 5 (bypass tray). making SEF the only options to feed commercial #10 envelopes.

2. Adjust the guides until they touch the edges of the stack.
3. On the printer control panel, touch **Paper Size**, then touch **Standard Size**.
4. Choose the envelope size, then touch **OK**. If the envelope size does not appear, touch **Manual Size Input**.

5. To enter the envelope size, touch the plus (**+**) and minus (**-**) icons, the touch **OK**.
   For Media Type, select **Envelope** and applicable paper weight (GSM). If the desired paper weight (GSM) does not appear on the control panel you may need to change the media type range. For more information, refer to Article ID: KB0427162 Unable to Program Paper Tray with Desired GSM Range from Paper Type Selection Menu.

Accessing Different Standard Envelope Sizes

Some standard envelope sizes may not be available by default in the standard paper size menu. To access the different standard envelope sizes:

1. Log in as Administrator.
2. Touch **Settings > Device > Paper Tray Settings > Tray 5**.
3. Touch Standard Size Defaults, at the bottom of the menu.

   Note: Tray 5 or Bypass Tray of Xerox® PrimeLink® 9200 Series Printer only supports 20 Standard Size Defaults at once.
4. Select the standard size you want to replace, touch **Other**, and select applicable envelope size.
5. Touch **OK** and check whether the selected envelope size appears as a default standard size.

Note: To prevent jams, do not load more than 30–50 envelopes in the bypass tray.

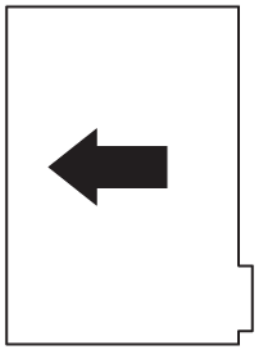
Note: Never use envelopes with windows or metal clasps as they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty or service agreement.

LOADING TABSTOCK

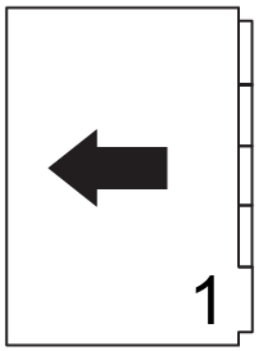
Before printing or copying to tab stock, ensure that the trays are loaded and setup properly. Depending on which tray will be used and if it will be a print or copy job will determine what steps to follow.

Loading Tab Stock in Trays 1 and 2

1. Load the tab stock long-edge feed (LEF) with the side to be printed facing down. Align the straight edge of the tab stock against the left edge of the tray, with the tabs to the right.



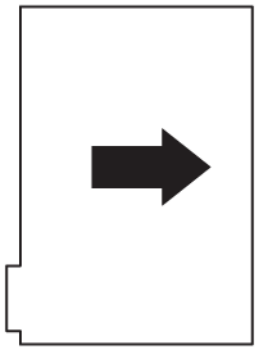
2. Load the collated tabs with the first blank tab cut out towards the front of the tray.



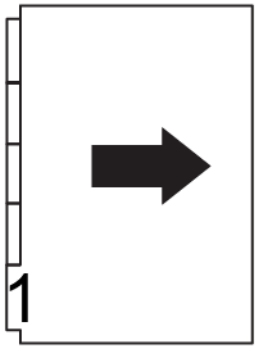
3. Select the following:
   - For Paper Type, select the desired **Tab Stock**. Touch **OK**.
   - For Paper Size, select **Auto detect**. Touch **OK**.
4. To confirm the tray settings, touch **OK**.

Loading Tab Stock for Tray 5 (Bypass Tray)

1. Load the tab stock long-edge feed (LEF) with the side to be printed facing up. Align the straight edge of the tab stock against the right edge of the tray with the tabs to the left.



2. Load the collated tabs with the first blank tab cut out towards the front of the tray.



3. Select the following:
   - For Paper Type, select **Tab Control**.
   - For Paper Size, select **Standard-Size A4 (210 x 297 mm)** or **8.5 x 11 in**, then touch **OK**.
4. To confirm the tray settings, touch **OK**.

LOADING PAPER IN THE HIGH CAPACITY FEEDER

The optional High Capacity Feeder (HCF) is intended primarily for use as a large-quantity feeder. It accommodates A4 or Letter-sized, Long-Edge Feed (LEF) stock. The High Capacity Feeder can hold paper of weights from 64 g/m² Bond to 220 g/m² Cover, and can hold a maximum of 2000 sheets of 75 g/m² paper.

Note: Stock can only be loaded long-edge feed (LEF).

Note: Do not load paper above the maximum fill line.

1. Slowly, pull out the tray until it stops.
2. Fan the sheets before loading them into the tray.
3. Load and align the stack of paper or media against the right side of the tray.
4. Move the paper guide until it touches the edges of the paper.
5. After paper is loaded into the High Capacity Feeder, a message appears asking you to change or confirm the type and size of the paper. To enable the tray, change or confirm the size and type of paper.
6. If you have changed the paper type, select an option on the control panel touch screen:
   - To choose paper size, touch **Paper Size**. Touch either **Auto Detect** or **Manual Size Input**.
   - To choose paper type, touch **Paper Type**.
   - To choose paper color, touch **Paper Color**.
   - To adjust paper curl, touch **Adjust Paper Curl**.
7. Once the tray settings are adjusted, touch **OK**.

LOADING PAPER IN THE OVERSIZED HIGH CAPACITY FEEDER

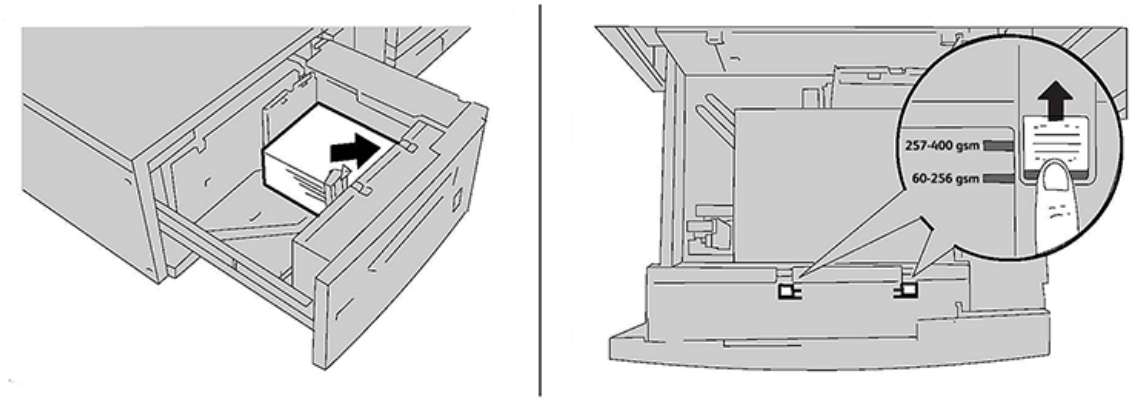
The optional Oversized High Capacity Feeder (OHCF) provides an alternative to the High Capacity Feeder. The OHCF feeds oversized paper up to 330 x 488 mm (13 x 19 in.) paper, 52 g/m² Bond to 400 g/m² cover stock. Each drawer holds 2000 sheets of standard-weight paper. The OHCF can be a 1-drawer or a 2-drawer Feeder.

Note: Do not load paper above the maximum fill line.

Note: The paper weight switches work in conjunction with the blowers in the trays. The blowers help control environmental conditions in the paper trays and ensure optimum feed capability.

1. Slowly, pull out the tray until it stops.

2. After opening the tray, align the stack of paper or media against the front right side of the paper tray. Move both paper weight switches to the appropriate positions.



3. If the paper weight is between 52 g/m² and 256 g/m², position the air-adjustment levers (switches) toward the front of the tray. If the paper weight is between 257 g/m² and 400 g/m², position the air-adjustment levers (switches) toward the rear of the tray.

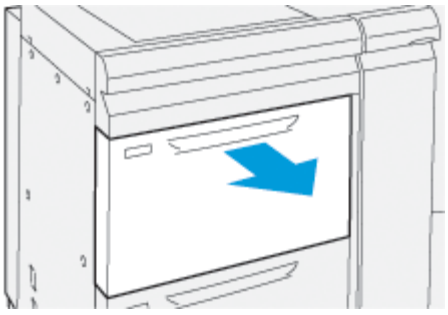
Note: For paper heavier than 256 g/m², slide both paper weight switches to the heavier-weight position 257–400 g/m². Failure to do so can result in paper jams.

4. Push in the tray gently and completely. When the loaded tray is closed, the tray position is adjusted automatically in the front or back direction, based on the paper size. A control panel message appears asking you to confirm the type and size of the media.
5. If you have changed the paper type, select an option on the control panel touch screen:
   - To choose paper size, touch **Paper Size**. Touch either **Auto Detect** or **Manual Size Input**.
   - To choose paper type, touch **Paper Type**.
   - To choose paper color, touch **Paper Color**.
   - To adjust paper curl, touch **Adjust Paper Curl**.
6. Once the tray settings are adjusted, touch **OK**.

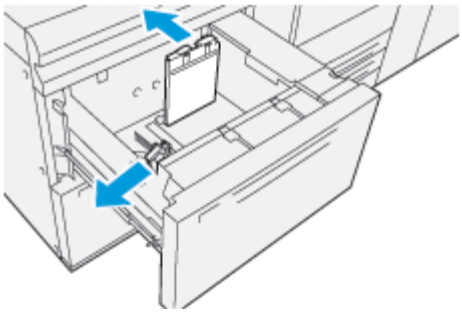
Loading Postcards in Trays 6 and 7

Note: Install the postcard bracket before printing postcards.

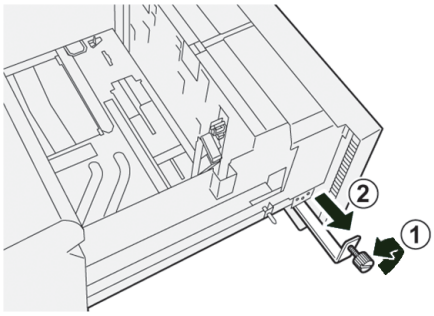
1. Slowly open one of the paper trays until it stops and remove the paper.



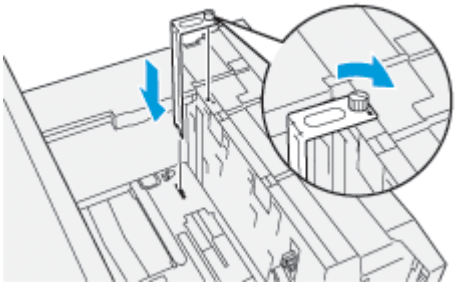
2. Move the paper guides out to their largest position.



3. To remove the postcard bracket, loosen the screw on the left side of the tray (1) and remove the bracket (2).

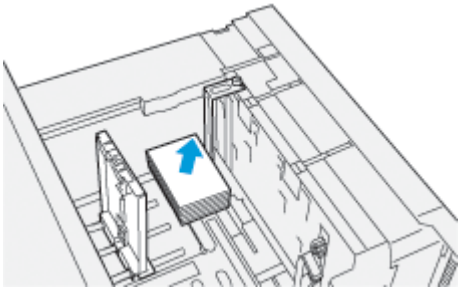


4. Install the postcard bracket:

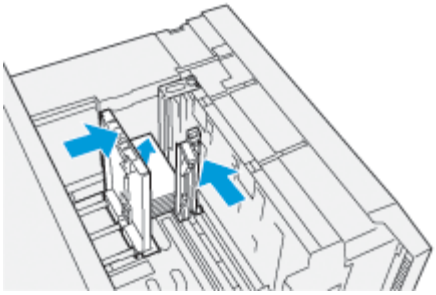


   a. Sit the bracket on the locating pins on the upper frame and in the grooves on the bottom of the tray.
   b. Tighten the thumb screw so it locks the postcard bracket in place.

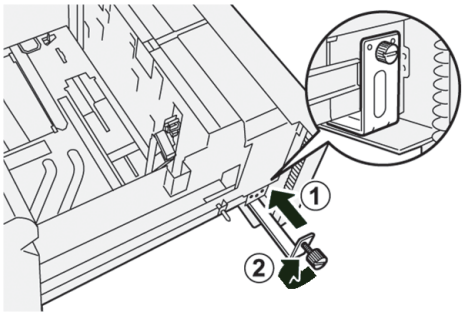
5. Load the postcard stock SEF and against the right side of the tray.



6. Adjust the paper guides against the stock.

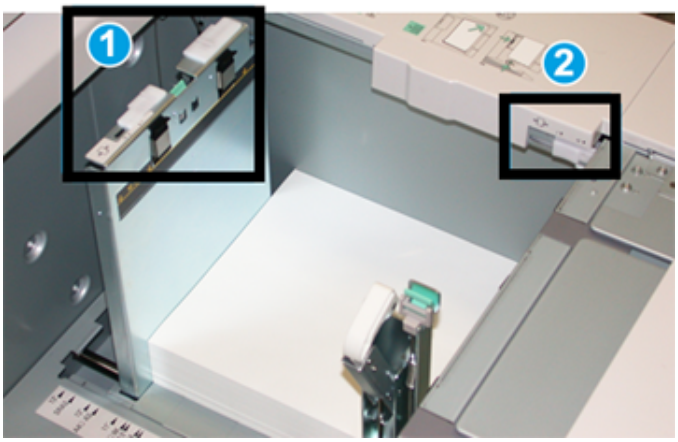


7. Close the paper tray and confirm the new settings at the print server.
8. Run your print job.
9. Upon completion of your print job, remove the postcard stock and the postcard bracket from the tray.
10. Store the postcard bracket by inserting it into the storage area on the left side of the tray (1) and tightening the screw (2).



Skew Adjustment Levers for Trays 6 and 7

The skew adjustment levers are found in all paper trays. These levers are used to improve paper feed accuracy and to reduce paper skew problems.

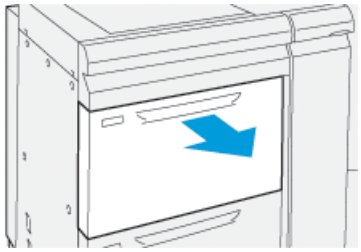


1. Rear Skew Adjustment Lever
2. Right Side Skew Adjustment Lever

Note: These levers should remain in their default position. The position of these levers should be changed only if there is a skew problem when running a specific print job and/or media type. Changing the levers may cause more skew problems when running certain media types such as coated, label, transparency, and film.

Use the following procedure to set the skew adjustment levers:

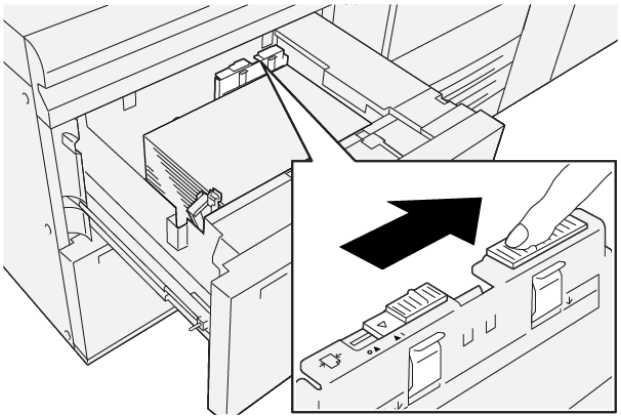
1. Pull out the tray slowly until it stops.



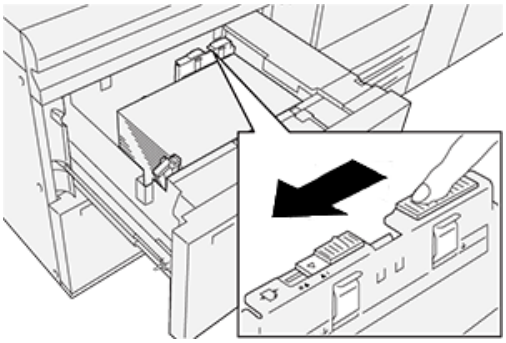
   The Tray Properties or Settings automatically display at the control panel.

2. From the Tray Properties window, verify that the correct paper information is being used including size, type, weight, and paper curl or alignment option for the tray. Select **OK** and close the Tray Properties window.

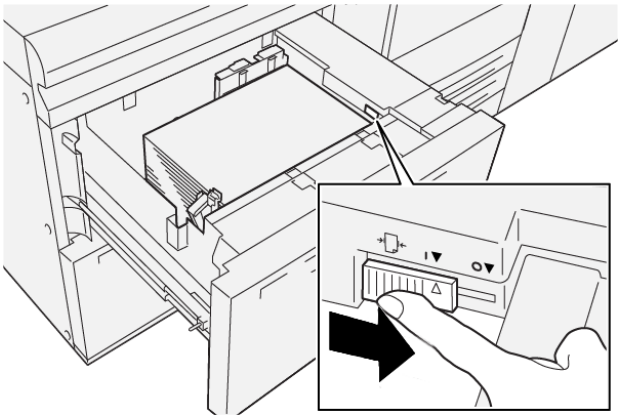
3. On the tray, slide the rear skew adjustment lever to the right.



4. Gently push in the tray until it comes to a stop.
5. Run your print job:
   - If the paper is fed accurately without skew and the printed output is satisfactory; your task is complete.
   - If the paper is skewed and the printed output is unsatisfactory; proceed to the next step.
6. Pull out the tray slowly until it stops.
7. Verify the tray and paper settings at the control panel.
8. Return the rear paper-feed adjustment lever to its default position by sliding it to the left.

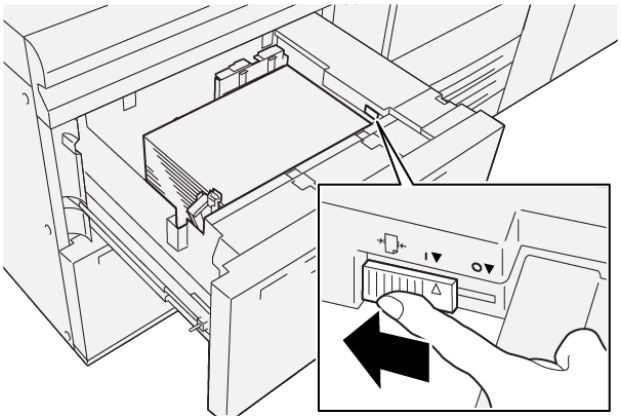


9. Slide the right-side skew adjustment lever toward the front of the paper tray.



10. Gently push in the tray until it comes to a stop.

11. Run your print job:
    - If the paper is fed accurately without skew and the printed output is satisfactory; your task is complete.
    - If the paper is skewed and the printed output is unsatisfactory; proceed to the next step.
12. Pull out the tray slowly until it stops.
13. Return the right-side skew adjustment lever toward the rear of the paper tray.



14. Gently push in the tray until it comes to a stop.

Optional Envelope Support Kit

The optional Envelope Support Kit is intended to use for loading envelopes from an Oversize High Capacity Feeder module. When this kit is installed in the feeder tray, a greater quantity of envelopes can be loaded and printed. When the kit is installed, avoid filling the tray too high. Make sure that the envelope stack does not tilt to one side, this can cause jamming. Fill the tray only to the point where the envelopes remain level. Loading of maximum number of envelopes vary for different kinds of envelopes.

The Envelope Support Kit is different from the Postcard Bracket included in your printer. Although, the Postcard Bracket is capable of accommodating a wider range of envelope sizes than supported by the Envelope Support Kit, the Postcard Bracket does not support the same quantities.

The envelope sizes that this kit can support, are:

- Width: 98–181 mm (3.86–7.12 in)
- Length: 210–278 mm (8.27–10.94 in)

Kit install instructions are located inside the kit packaging.

Printing

This chapter contains:

Printing Overview 88
Selecting Printing Options 89
Printing from a USB Flash Drive 92
Secure Print 93
Printing Features 94
Network Printing on Tabs 100

This chapter contains an overview of printing from different operating systems and a brief description of many of the key printing features supported by the printer.

Printing Overview

1. Select the appropriate media. Ensure that the media that you want to use is loaded in the tray.

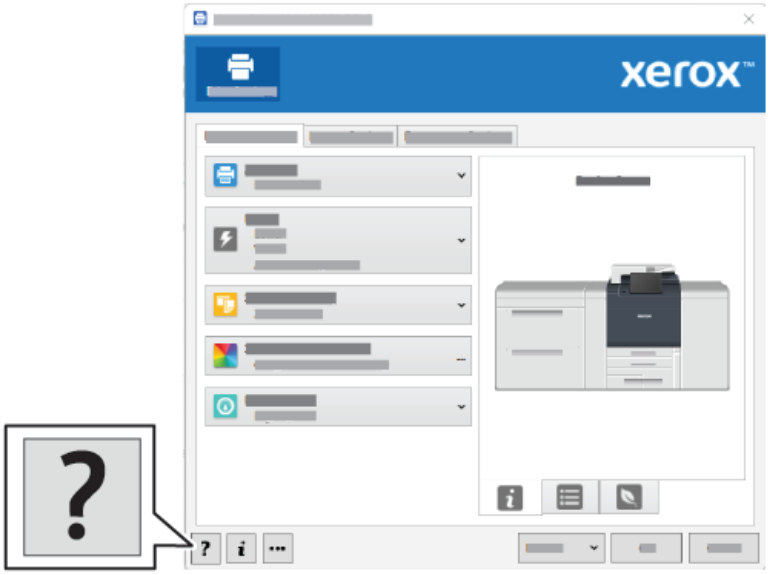
   If the media is not loaded, load it in the tray, then select an option on the control panel touch screen.

2. To view the current paper settings, touch **Settings > Device > Paper Tray Settings**.
   a. To specify the paper attributes, from the list, touch the respective **Paper tray**.
   b. Select your settings for the paper type, size, and color.
   c. Touch **OK**.
3. In your software application, click **File**, then click **Print**.
4. Select your printer from the list.
5. To access the print driver settings, select **Properties** (Windows 10 and Windows 11) or **Xerox Features** (Macintosh). The title of the button varies depending on your application.
6. Modify the print driver settings as necessary, then click **OK**.
7. To send the job to the printer, click **Print**.

Selecting Printing Options

PRINT DRIVER HELP

Xerox® print driver software Help information is available from the Printing Preferences window. To see the help for detailed feature descriptions and instructions on how to use the print drivers, click the **Help** (**?**) button in the bottom-left corner of the Printing Preferences window.



Information about Printing Preferences appears in the Help window. From this window, you can select by topic or use the search field. In the search field, enter the topic or function required.

SAVING A SET OF COMMONLY USED PRINTING OPTIONS IN WINDOWS

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

To save a set of printing options:

1. With the document open, in your application, click **File**, then click **Print**.
2. Select the printer, then click **Properties**.
3. In the **Properties** window, click **Print Settings**.
4. Click **Presets**, then click **Save As**.
5. Type a name for the set of printing options that you chose, then click **Save**.

   The set of options is saved and the name that you specified appears in the list.
6. To print using these options, select the name from the list.

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 quickly to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**, then click **Print**.
2. Select your printer from the Printer list.
3. From the **Print** menu, select the required printing options.
4. Click the **Presets** menu, then click **Save As**.
5. Type a name for the printing options, then click **OK**.

   The set of options is saved and appears in the Presets list.
6. To print using these options, select the name from the list.

AS/400

Xerox provides Work Station Customization Object (WSCO) files to support IBM i V6R1 or later. A Work Station Customization Object is a lookup table that the host print transform (HPT) uses to translate AS/400 commands to the equivalent PCL code that is specific to a particular printer. A WSCO file can modify many print features, including: paper input tray, 2-sided printing, characters per inch, lines per inch, orientation, fonts, and margins.

The XTOOLS library provides a source WSCO file for each supported Xerox® printer or device. The library and installation instructions are available from www.support.xerox.com.

To install the XTOOLS library, select the downloadable files for the IBM AS/400 operating system, unzip the downloaded `XTOOLSxxxx.zip` file, then follow the instructions to install the library. Download and install the library only once.

- The host print transform works only on AFPDS and SCS files. To use the WSCO for printing, convert IPDS-formatted printer files to AFPDS files.
- Administrator credentials with IOSYSCFG permissions are required to create a device description or a remote queue.
- For details on AS/400, refer to the *IBM AS/400 Printing V, (Red Book)*, available on the IBM website.

MOBILE PRINTING OPTIONS

This printer can print from iOS and Android mobile devices.

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 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.

- 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 Mobile Device

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 mobile device and the printer.

Ensure that the NFC feature is enabled in your printer. To enable NFC, refer to the *System Administrator Guide* at www.xerox.com/support. To print from a mobile device through NFC, download Xerox Print Utility in your mobile from Google Play Store.

Note:

- Currently, Xerox® PrimeLink® C9200 Series Printers only support NFC with Android-based mobile devices.
- To print wirelessly after you enable NFC, install the Xerox Print Utility application on your Android device. The application is available in Google Play Store.
- For NFC to function properly, first enable NFC on the printer, then enable the application in 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.

- If the device is in Power Saver mode, before proceeding with the Print job, to wake the device, press the **Power/ Wake** button.
- Only USB Flash drives formatted to the typical FAT32 file system are supported.

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

   Note: If this feature does not appear, enable the feature or contact the system administrator. For more information, refer to the *System Administrator Guide* at www.xerox.com/support.
3. Add files using the Browse USB screen.
   - 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 required files are listed.
   - To select more files, touch **Add Documents**, then touch **OK**.
   - To remove a file name from the list, touch the file name, then touch **Remove**.
6. Touch **Features** to modify the print settings.
7. Touch **Start**.
8. When you are finished, remove the USB Flash drive.

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**.
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**.

TO RELEASE A SECURE PRINT JOB

1. On the printer control panel, press the **Home** button.
2. Touch **Secure Print**.
3. Touch your folder.
4. Enter the passcode number, then touch **OK**.
5. 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, then 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.

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

Printing Features

MEDIA TYPES FOR AUTOMATIC 2-SIDED PRINTING

The printer can print automatically a 2-sided document on supported paper. Before printing a 2-sided document, verify that the paper type and weight are supported. Paper weights in the range of 52 g/m² to 350 g/m² can be used for automatic 2-sided printing.

The following paper types can be used for automatic 2-sided printing:

- Plain
- Letterhead
- Heavyweight
- Recycled
- Bond
- Pre-printed
- Gloss
- Punched

The following paper and media cannot be used for 2-sided printing:

- Reload (paper previously laser-printed or copied)
- Envelopes
- Labels
- Any die-cut special paper, such as business cards

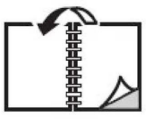
PRINTING A 2-SIDED DOCUMENT

Options for automatic 2-Sided Printing are specified in the print driver. Application settings for portrait or landscape orientation are used.

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.

For **Portrait**:

2-Sided Print or 2-Sided, Flip on Short Edge





For **Landscape**:

2-Sided Print or 2-Sided Print, Flip on Short Edge





SELECTING THE PAPER TO USE

When you send your print job to the printer, you can choose from the following options to select the paper:

- Allow the printer to select which paper to use automatically based on the document size, paper type, and paper color that you select.
- Select a specific tray loaded with the needed paper.
- If available, select a specific paper stock from the Paper Catalog.

PRINTING MULTIPLE PAGES TO A SINGLE SHEET (N-UP)

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

COLOR CORRECTION

The Color Correction options provide simulations of different color devices. Automatic is the recommended correction for general image processing. Different color reference models are supported and can vary, based on your operating system and print driver type.

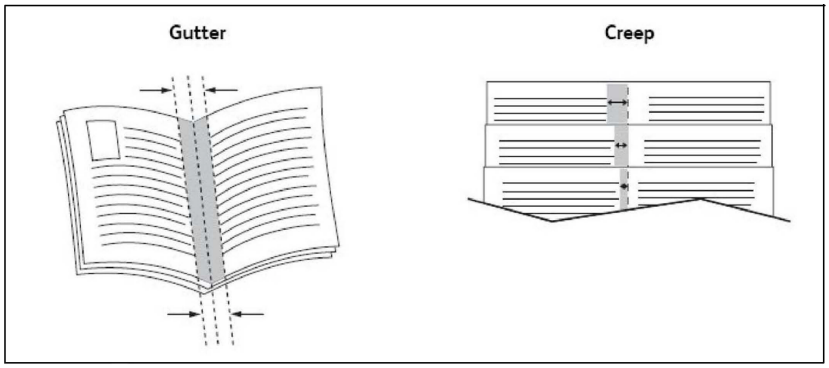
BOOKLETS

With 2-sided printing, you can print a document in the form of a small booklet. Create booklets for any paper size that is supported for 2-sided printing. The driver automatically reduces each page image and prints four page images per sheet of paper, two on each side. The pages are printed in the correct order so that you can fold and staple the pages to create the booklet.

Note: You can create a booklet using A4, Letter, A3, or Tabloid-sized paper.

Some print drivers enable you to 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 are shifted outward in 10ths of a point. This feature compensates for the thickness of the folded paper, which otherwise would cause the page images to shift slightly outward when folded. You can select a value from zero to 1 point.



If your printer includes a finisher with a booklet maker, you can use the features of that device for more robust booklet-making capabilities.

COVER PAGES

A cover page is the first or last page of a document. You can choose a different paper source for the cover page than for the body of a document. For example, use your company letterhead for the first page of a document, or use heavyweight paper for the first and last pages of a report.

- Use the applicable paper tray as the source for printing cover pages.
- Verify that the cover page is the same size as the paper used for the rest of your document. If you specify a different size in the printer driver than the tray you select as a cover page source, your cover prints on the same paper as the rest of your document.

You have the following options for cover pages:

- **No Covers**: Prints the first and last pages of your document from the same tray as the rest of your document.
- **Front Only**: Prints the first page on paper from the specified tray.
- **Back Only**: Prints the back page on paper from the specified tray.
- **Front and Back: Same:** Front and back cover pages print from the same tray using blank or pre-printed paper.
- **Front and Back: Different**: Front and back cover pages print from different trays. The front cover can be pre-printed, but the back cover must use blank or pre-printed paper. If you require printing on the back page, use an exception page.

INSERT PAGES

An insert is a separator or slip sheet that can be inserted after a print job, between copies of a print job, or between individual pages of a print job. Select the tray containing the needed insert paper.

Select an option:

- **Insert Options**: To insert a separator sheet after a job, select **After Page(s)**. To insert a separator sheet before a job, select **Before Page(s)**.
- **Insert Quantity**: This option specifies the number of pages to insert at each location.
- **Page(s)**: This option specifies the location, either a page or a range of pages, to place the inserts. Separate individual pages or page ranges with commas. Specify page ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: `1, 6, 9–11`.

- **Paper**: This option displays the Use Job Settings default size, color, and type of paper to use for the insert pages.
- **Job Settings**: This option displays the paper attributes for most of the document.

EXCEPTION PAGES

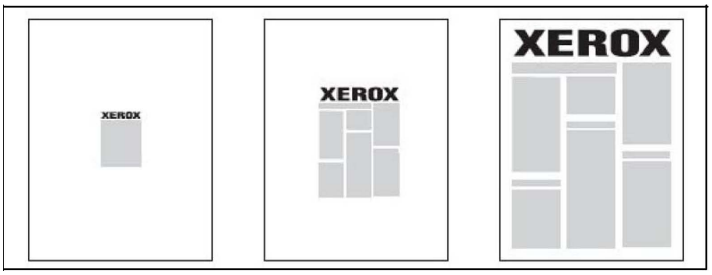
You can specify the characteristics of pages in the print job that differ from the settings used for most of the print job.

For example, your print job contains 30 pages that print on standard-sized paper, and two pages that must print on a different size of paper. In the Add Exceptions window, set the characteristics of the two exception pages, then select the alternate paper size to use.

- **Page(s)**: Specify the location to place the inserts. For a location, you can enter a page or range of pages. Separate individual pages or pages ranges with commas. Specify ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: `1, 6, 9–11`.
- **Paper**: The Paper field displays the Use Job Settings default size, color, and type of paper to use for the exception pages.
- **2-Sided Printing**: Choose the needed 2-sided printing option.
- **Job Settings**: Displays the attributes of the paper for most of the document.

SCALING

To reduce or enlarge your printed page images, select a scaling value between 1 and 999 percent. The default value is 100 percent.



WATERMARKS

A watermark is additional text that can be printed across one or more pages. For example, terms like *Draft* and *Confidential*, which you might stamp on a page before distribution, can be inserted as a watermark.

You can:

- Create a watermark.
- Edit an existing watermark text, color, density, location, and angle.
- Place a watermark on either the first page or every page in a document.
- Print a watermark in the foreground or background or blend with the print job.
- Use a picture for the watermark.

- Use a time stamp for the watermark.

Note: Not all applications support watermark printing.

CREATING AND SAVING CUSTOM SIZES

You can print custom-size paper from Trays 1, 2, 3, 4 and 5 (Bypass Tray). Custom-size paper settings are saved in the print driver and are available for you to select in all your applications.

JOB COMPLETION NOTIFICATION

You can choose to be notified when your job is done printing. A message appears in the lower right corner of 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 when your printer is connected to your computer over a network. It is not supported in all operating systems.

SECURE PRINT JOBS

The Secure Print job type allows you to print a job after you select your user identification and enter your passcode at the printer control panel.

SAMPLE SETS

The Sample Set job type allows you to send a multiple-copy job, print a sample copy of the job, and hold the remaining copies of the job at the printer. After you review the sample copy, you can release or delete the remaining copies.

DELAYED PRINTING

A print job can be delayed for up to 24 hours from the original job submission time. Enter the when you want the job to print. Use either a 12-hour format or a 24-hour format.

SAVING PRINT JOBS TO THE PRINTER

The Store File in Folder job type stores a print job in a folder in the printer. You can print the job from the printer control panel. The job is not deleted automatically after printing. You can delete the file manually at the printer control panel.

FOLDING

If your printer is equipped with a finisher, you can make prints using the folding option. The option folds your prints in half (single or bi-fold) or in thirds (C-fold or Z-fold types). The folding option is selected from the print driver.

These fold types are available:

- Single Fold (Bi-Fold)
- C-Fold

- Z-Fold
- Z-Fold Half Sheet

The Single Fold (Bi-Fold) option is available only with a Booklet Maker Finisher. The C-Fold and Z-Fold options are available only with the C/Z Folder.

Note: To use the folding option, a short-edge feed (SEF) document orientation is required. Select a paper tray that contains SEF stock.

PRINTING FROM A USB FLASH DRIVE

PDF, JPG, and TIFF files can be printed directly from a USB Flash Drive using the **Media Print - Text** feature.

Note: The print from USB option must be enabled by a System Administrator.

Note: The USB port and the optional Media Card Reader cannot be used at the same time. If present, remove the cable for the Media Card Reader before using the USB port on the printer control panel.

PRINTING FROM A MEDIA CARD READER

JPG, TIFF, DCF 1.0 files can be printed directly from a Compact Flash card inserted in the optional Media Card Reader.

Note: Ensure that a USB Flash Drive is not present in the USB port located on the left side of the top front panel.

Network Printing on Tabs

NETWORK PRINTING ON TABS USING THE POSTSCRIPT AND PCL PRINT DRIVERS

1. Load the tab stock in Tray 1, Tray 2, or Tray 5 (Bypass tray).
2. From your computer, open the document that you want to print.
3. Select **File > Print**.
4. Select the required printer.
5. Select **Properties**.
6. Select **Print settings**.
7. Click **Printing Options > Paper > Other Type**.
8. To print on tabs, choose from the following options.
   - **Pre-Cut Tab**
   - **Pre-Cut Tab Cardstock**
   - **Pre-Cut Tab heavyweight Cardstock**
   - **Pre-Cut Tab extra heavyweight Cardstock**
9. For the Pre-Cut Tab window, select a number in the **Number in Sequence** field. In the Tab Margin Shift field, select **Standard**, **Custom**, or **None**.

   Note: Custom margin shift allows a shift from 0–0.59 in. and standard shift is fixed to 0.50 in. Depending on the original image, the tab shift may need to be adjusted.
10. To save and close the Pre-Cut Tab window, click **OK**.
11. To save and close the Properties window, click **OK**.
12. Select the required prints and click **Print**, to print the job.

    Note: For additional information, on the print driver screen, click Help (**?**), then review the feature information.

NETWORK PRINTING ON TABS USING THE XEROX® FIERY® PRINT DRIVER

1. Load the tab stock in Tray 1, Tray 2, or Tray 5 (Bypass tray).
2. From your computer, open the document that you want to print.
3. Select **File > Print**.
4. Select the required printer.
5. Select **Properties**.
6. Select **Media** tab.

   Note: The Fiery can print between tabs. Under the Media tab, you can select the properties of the job that you want to be printed between tabs. To print on the blanks of the tabs, refer to Step 7.
7. Scroll down to Mixed Media, select **New Page Range**.

8. On the Page Range Media screen, enter the following:
   - **Define Media for Page(s)**: 1,2,3,4,5

   Note: Enter your tab blank page numbers separated by commas without any spaces. For example, 3 tabs are 1,2,3 and 5 tabs are 1,2,3,4,5 or if printing a document in between tab blanks are 1,3,5,7,9.

   - **Paper Size**: 8 5 x 11 Tab LEF or A4 Tab LEF
   - **Tab Shift**: Yes (0.5 in)
   - **Media Type**: Tab Stock
   - **Media Weight**: Choose tab stock weight.
   - **Paper source**: Choose paper tray source.
9. Click **Add Definition**.
10. Click **Close**.
11. To save and close the Properties window, click **OK**.
12. Select the required prints and click **Print**, to print the job.

Copying

This chapter contains:

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Basic Copying 105
Copying on Tab Stock 107
Basic Settings 108
Advanced Settings 111

Copy Overview



To make a copy, the device scans your original documents and temporarily stores the images. It then prints the images based on the options that you selected. You can change settings for individual jobs based on the original documents. You can save settings that you use for regular jobs and retrieve them for later use.

For information about all the Copy app features and available settings, refer to Basic Settings.

For details on configuring and customizing the apps, refer to the *System Administrator Guide* at www.xerox.com/support.

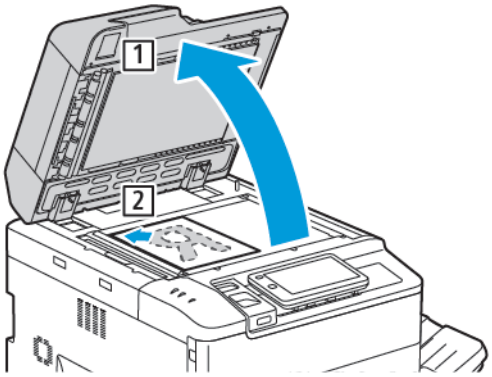
If authentication or accounting is enabled on your device, to access features, enter your login details. For details about Personalization for logged-in users, refer to Personalize.

Basic Copying

To make copies:

1. Load the original document.
   - Use the document glass for single copies or paper that cannot be fed using the document feeder.
   - Use the document feeder for multiple or single pages.
2. Touch **Copy**.
3. Touch **Quantity** to enter the number of copies.
4. To pause the job, touch **Pause**. To cancel the job, touch **Cancel**.
5. If needed, change the copy settings.
   For details, refer to Basic Settings.
6. To continue the job, touch **Start**.

DOCUMENT GLASS



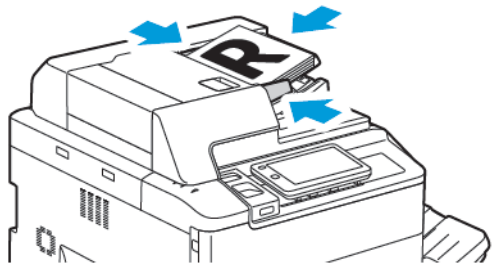
1. Lift the document feeder cover and place the original face down, toward the back-left corner of the document glass.
2. Align the original to the appropriate paper size that is printed on the edge of the glass.

Note:

- The document glass accepts paper sizes from 15 x 15 mm (0.59 x 0.59 in.) to A3/297 x 432 mm (11.6 x 17 in.).
- The document glass automatically detects standard paper sizes.

Caution: When scanning a bound document, do not attempt to force the document feeder cover closed. Doing so can damage the document feeder cover.

DUPLEX AUTOMATIC DOCUMENT FEEDER



1. Insert originals face up, with page 1 on top. The duplex automatic document feeder scans both sides of 2-sided documents at the same time.

   The confirmation indicator illuminates when the originals are loaded correctly.

2. Adjust the paper guides so that they fit against the originals.

Note:

- The document feeder automatically detects standard paper sizes.
- The automatic document feeder accommodates the following original paper weights: 38–200 g/m^2.
- The automatic document feeder accommodates the following originals: 84 x 139.7 mm (3.3 x 5.5 in) to 297 x 432 mm (11.7 x 17 in).
- The automatic document feeder accommodates approximately the following quantity of paper by weight: 250 sheets of 80 g/m^2.

Copying on Tab Stock

Note: You can only copy on the body of the tab stock, not the bank or tab dividers. Attempting to assign a custom paper stock and shifting the margins will not copy tabs correctly.

1. Follow the steps 1 and 2 in the topic Loading for Printing and based on the which the tray is used.
2. Assign a custom paper type to the tray what you are trying to copy from.
3. Touch **Settings > Device > Paper Tray Settings**.
4. Select **Common SettingsCustom Paper Settings**, then change the following settings:
   a. Name: Set name for the custom paper.
   b. Paper Type: Select the paper type to be set on the custom paper. You can name Custom Type 1 to 5, and Custom Paper Color 1 to 5 using up to 24 characters, comprised of letters, numbers, and symbols, for each type and color.
   c. For Paper Size, select Standard-Size A4 (210 x 297 mm) or 8.5 x 11 in. Press **OK**.
   d. Touch **OK**, to confirm the tray settings.
   e. Touch **OK**, to confirm tray settings.

Basic Settings

Use the **Copy** app to change the following basic settings:

- Quantity
- Selecting Color or Black and White Copies
- Reducing or Enlarging the Image
- Selecting the Tray to Use for Copies
- Specifying 2-Sided Originals or Copies
- Adjusting darkness, sharpness, and saturation
- Collated Copies
- Uncollated Copies
- Stapling Copies

Note: You can adjust more than one setting at once.

SELECTING COLOR OR BLACK AND WHITE COPIES

If the original document contains color, you can create copies in full color, in single color (monochrome), in dual color, or in black and white.

To select the output color:

1. On the control panel, touch **Copy > Output Color**.
2. Select one of the following options:
   - **Auto Detect**: This option detects the color content in the original document. If the original document is a color document, the output is in full color. If the original document is a black and a white document, the output is in black only.
   - **Full Color**: This option uses all four printing colors, cyan, magenta, yellow, and black, to produce full-color copies.
   - **Black and White**: This option copies in black and white only. Colors in the original document are converted to shades of gray.
   - **Dual Color**: This option allows you to separate the colors of the original document into two groups of colors for copying. The source color is extracted from the original document, then replaced by the target area color. This option replaces the rest of the colors with the non-target area color that you select.
   - **Single Color**: This option allows you to copy in one of six preset or custom colors.
   - **More Options**: This option allows you to change preset or custom colors.

SPECIFYING 2-SIDED ORIGINALS OR COPIES

Use the document feeder or the document glass to copy one or both sides of a 2-sided original. To copy both sides of a 2-sided original, do the following:

1. On the control panel, touch **Copy > 2 Sided**.
2. Select one of the following options:
   - **1 → 1 Sided**
   - **1 → 2 Sided Head to Head**
   - **1 → 2 Sided Head to Toe**
   - **2 → 2 Sided Head to Head**
   - **2 → 1 Sided Head to Head**
   - **More Options**
3. Touch **Start**.

Note: When using the document glass for 2-sided copying, when it is time to place the next document on the glass, a message appears.

The document feeder automatically copies both sides of a 2-sided original document.

SELECTING THE TRAY TO USE FOR COPIES

The printer automatically selects the paper tray to use for copying based on system administrator settings. To use a different paper type for copying on letterhead, colored paper, or different paper sizes, select the paper tray that is loaded with the required paper.

To select the tray to use:

1. On the control panel, touch **Copy**.
2. For **Paper Supply**, touch the required tray.
3. If you select **Auto Select**, an appropriate paper tray will be selected.

REDUCING OR ENLARGING THE IMAGE

To reduce or enlarge the image:

1. On the control panel, touch **Copy > Reduce/Enlarge**.

Note: Auto Magnification (ASM) function for standard paper sizes is to automatically set the magnification for original image scanning based on the original size.

2. Touch one of the **Preset %** options.

3. To reduce or enlarge the image proportionally by a preset amount, such as to fit a particular paper size:
   - Touch **More Options**.
   - Touch **Proportional %**, then touch one of the **Preset %** options.
   - To adjust the values, touch the plus (**+**) and minus (**-**) icons.
   - To center the image on the page, touch **Auto**.
   - To perform a minor adjustment, enable **Slight Reduction Improved Fit**.
4. To reduce or enlarge the width and length of the image by different percentages:
   - Touch **Independent X - Y% / Custom**.
   - Touch **Setup Method**.
   - To scale the width or X axis of the image, for Width percentage, touch the plus (**+**) and minus (**-**) icons.
   - To scale the length or Y axis of the image, for Length percentage, touch the plus (**+**) and minus (**-**) icons.
   - To center the image on the page, touch **Auto**.
5. Touch **Start**.

ADJUSTING THE DARKNESS

To lighten or darken copies, do the following:

1. On the control panel, touch **Copy > Lighten/Darken**.
2. Select the required Lighten/Darken options.
3. Touch **Back** icon to go back to the main settings screen.

STAPLING COPIES

If the printer has a finisher installed, copies can be stapled automatically.

To select stapling:

1. On the control panel, touch **Copy > Staple**.
2. Select the required options for **1 Staple**, **2 Staples**, or **4 Staples** for your selected page orientation. Each orientation represents the location where staples are placed on the page.

Note: The stapling options vary, depending on the paper feed orientation, short edge, or long edge. If the required stapling option is unavailable, touch **Paper Supply**, then choose the appropriate tray.

Advanced Settings

To change the advanced settings, touch **More Features** and modify the settings as required.

- Hole Punching Copies
- Copy Output
- Output Destination and Offset Stacking
- Face Up/Down Output
- Specifying the Original Type
- Specifying the Original Size
- Specifying the Mixed Size Originals
- Erasing the Edges of a Copy
- Adjusting the Sharpness
- Adjusting the Saturation
- Adjusting the Contrast
- Selecting Color Effects
- Adjusting the Color Balance
- Adjusting the Color Shift
- Adjusting the Gloss Level
- Book Copying
- 2-Sided Book Copying
- Shifting the Image
- Rotating the Image
- Inverting the Image
- Creating Booklets
- Including Covers
- Creating Posters
- Repeating Image
- Preset Repeat Image
- Creating Mirror Image and Negative Image
- Adding Annotations
- Adding Watermarks
- Printing a Sample Copy
- Inserting Page Separators
- Delete Outside/Delete Inside
- Combining Original Sets

HOLE PUNCHING COPIES

If the printer has an appropriate finisher installed, copies can be hole-punched automatically.

Note: Hole punch options depend on paper size and feed orientation. The paper can be fed from a tray with the paper loaded for short-edge feed or long-edge feed. If the required hole punch option is unavailable, touch **Paper Supply**, then choose the tray containing the paper with the correct orientation.

1. On the control panel, touch **Copy > Hole Punch**.
2. Select the required hole punch type and location from the list.

Note: Hole punch settings vary by printer configuration.

COPY OUTPUT

You can collate multi-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 are printed in this order:

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

To choose collated and uncollated copies:

1. On the control panel, touch **Copy > Copy Output**.
2. Select one of the following, as required:
   - **Auto**
   - **Collated**
   - **Uncollated**
   - **Uncollated with Separators**

OUTPUT DESTINATION AND OFFSET STACKING

To choose the Output Destination and the Offset Stacking:

1. On the touch screen, touch **Copy > Output Destination/Offset Stacking**.
2. Select the output destination tray and the type of offset that you want to use.

FACE UP/DOWN OUTPUT

To set the Face up or face down option:

1. On the control panel, touch **Copy > Face Up/Down Output**.

2. Select one of the following options, as required:
   - **Auto**
   - **Face Up**
   - **Face Down**
   - **Face Up (Reverse Order)**

SPECIFYING THE ORIGINAL TYPE

The printer optimizes the image quality of the copies based on the type of images in the original document and how the original was created.

To specify the original type:

1. On the control panel, touch **Copy > Original Type**.
2. In the **Original Type** window:
   a. Select the content type of the original document.
   b. If known, touch **More Options** to select how the original was produced.
   c. Touch **Back** icon to go back to the main settings screen.

SPECIFYING THE ORIGINAL SIZE

To specify the original size so that the correct area is copied:

1. On the control panel, touch **Copy > Original Size**.
2. To pre-scan the first page of the originals to determine the area to copy, touch **Auto Detect/Standard Size**.
3. To enter the custom size, touch **Custom Size**. To adjust the values, touch the plus (**+**) and minus (**-**) icons.
4. Touch **Back** icon to go back to the main settings screen.

SPECIFYING THE MIXED SIZE ORIGINALS

If the original contains pages of different sizes:

1. On the control panel, touch **Copy > Mixed Size Originals**.
2. Touch **On** or **Off**.
3. Touch **Back** icon to go back to the main settings screen.

ERASING THE EDGES OF A COPY

You can erase content from the edges of your copies by specifying the amount to erase on the right, left, top, and bottom edge.

To erase edges on copies:

1. Touch **Copy > Edge Erase**.
2. To erase all the edges by the same amount, touch **All Edges**, then touch the **plus** or **minus** icons.

3. To specify different amounts for the edges, touch **Individual Edges**.
   For each edge, touch the **plus** or **minus** icons.
4. To erase the edges on parallel sides, touch **Parallel Edges**, then touch the **plus** or **minus** icons.
5. To specify the original's orientation as you place it in the document feeder or on the document glass:
   a. Touch **Original Orientation**.
   b. Touch either **Upright Image** or **Sideways Image** (top to left).

Note: If preset values, such as Hole Punch Erase or Header/Footer Erase were previously saved, you can touch the preset in the lower-left corner of the window.

ADJUSTING THE SHARPNESS

To adjust the sharpness, do the following:

1. On the control panel, touch **Copy > Sharpness**.
2. Select the required Sharpness options.
3. Touch **Back** icon to go back to the main settings screen.

ADJUSTING THE SATURATION

To adjust the saturation, do the following:

1. On the control panel, touch **Copy > Saturation**.
2. Select the required options, such as **Vivid**, **Normal**, or **Pastel**.
3. Touch **Back** icon to go back to the main settings screen.

ADJUSTING THE CONTRAST

Contrast is the difference between light and dark areas in an image. To reduce or increase the contrast of the copies:

1. On the control panel, touch **Copy > Image Enhancement**.
2. Do one of the following:
   - To adjust the contrast automatically, touch **Auto Contrast**.
   - To adjust the contrast manually, touch **Manual Contrast**. Touch the **Contrast** pointer, then move it toward **More** or **Less**.
   - To remove the background color, enable **Background Suppression**.
3. Touch **Back** icon to go back to the main settings screen.

SELECTING COLOR EFFECTS

To adjust the color results for color originals, use **Color Effects** presets. For example, you can adjust the copy colors to be warmer or cooler.

To select a color preset:

1. On the control panel, touch **Copy > Color Effects**.
2. Touch the required color preset. The sample images show how the colors are adjusted.

Note: The following image quality settings will be adjusted automatically in accordance with the selected option.

- Image Enhancement
- Lighten/Darken
- Sharpness
- Saturation
- Color Shift
- Color Balance

ADJUSTING THE COLOR BALANCE

If you have a color original, you can adjust the balance of the printing colors between cyan, magenta, yellow, and black before you copy the document.

To adjust the color balance:

1. On the control panel, touch **Copy > Color Balance**.
2. Touch the required color: Yellow, Magenta, Cyan, or Black.
3. To adjust the levels for highlights, mid-tones, and shadows, touch the pointer, then move it toward + or - icons.
4. Touch **Back** icon to go back to the main settings screen.

ADJUSTING THE COLOR SHIFT

If you have a color original, you can adjust the hue of the copy colors.

Note: This feature is only available when the output color is set to **Auto Detect** or **Color**.

1. On the control panel, touch **Copy > Color Shift**.
   The **Original Color** bar represents the colors of the original document.

   The **Copy Color** bar represents the copy colors.
2. To select the desired color shift, for the required hue, touch the plus (**+**) and minus (**-**) icons.
3. Touch **Back** icon to go back to the main settings screen.

ADJUSTING THE GLOSS LEVEL

Gloss level enables you to specify the paper gloss level as normal or enhanced.

Note: This feature does not apply to all paper types.

To adjust the gloss level:

1. Touch **Copy > Gloss Level**.

2. Touch **Normal** or **Enhanced**.
3. Touch **Back** icon to go back to the main settings screen.

BOOK COPYING

You can copy the left or right page, or both pages, of a bound document onto a single sheet of paper.

Use the document glass to make copies from books, magazines, or other bound documents. Do not place bound originals in the document feeder.

Note:

- This feature and 2-sided Book Copying cannot be activated simultaneously.
- Non-standard size documents are not separated into two pages accurately.

To copy pages from a book or other bound document:

Note: Place the facing pages of a bound document on the document glass in a horizontal orientation, as shown on the touch screen.

1. On the control panel, touch **Copy > Book Copying**.
2. Select one of the following:
   - **Off**
   - **Left Page then Right**
   - **Right Page then Left**
   - **Top Page then Bottom**

2-SIDED BOOK COPYING

This feature allows you to make 2-sided copies of facing pages of the original bound document.

Note:

- This feature and Book Copying cannot be activated simultaneously.
- Use the document glass to make copies from books, magazines, or pamphlets. Do not place bound originals in the document feeder.
- Non-standard size documents are not separated into two pages accurately.

To copy pages from a book or other bound document:

1. On the control panel, touch **Copy > 2-Sided Book Copying**.
2. Select one of the following:
   - **Off**
   - **Left Page then Right**
   - **Right Page then Left**
   - **Top Page then Bottom**

SHIFTING THE IMAGE

You can change the placement of the image on the copy page. This is useful if the image size is smaller than the page size.

Originals must be positioned correctly for image shift to work correctly. For details, refer to Basic Copying.

- Document feeder: position originals faceup, left (long) edge entering the feeder first.
- Document glass: position originals facedown, in the back-left corner of the document glass, long edge to the left.

To change image placement:

1. On the control panel, touch **Copy > Image Shift**.
2. To center the image on the page, touch **Auto Center**.
3. To disable Image Shift, touch **Off**.
4. To specify the position of the image, touch **Image Shift Adjustment**.

   If you selected 2-sided copies, to specify the amount to erase from each edge on Side 2, touch the **plus** or **minus** buttons, or touch **Mirror Side 1**.
5. To specify the original's orientation as you place it in the document feeder or on the document glass:
   a. Touch **Original Orientation**.
   b. Touch either **Upright Image** or **Sideways Image** (top to left).
6. Touch **Back** icon to go back to the main settings screen.

Note: If preset values were previously saved, select the preset in the lower-left corner of the window.

ROTATING THE IMAGE

If the orientation of the paper that is loaded in the selected tray differs from the orientation of your original document, the printer rotates the image automatically to fit on the paper.

1. On the control panel, touch **Copy > Image Rotation**.
   - If Auto Paper Select or Auto % is selected, to have the printer automatically rotate an original image to align with the orientation of the paper in the tray, touch **On during Auto**.
   - To have the printer automatically rotate an original image to align with the orientation of the paper in the tray, touch **Always On**.
   - To cancel rotation, touch **Off**.
   - To specify the direction, touch **Rotation Direction**.
2. Touch **Back** icon to go back to the main settings screen.

INVERTING THE IMAGE

Originals can be printed as mirror images; this reflects each image left to right on the page. Originals can be printed as negative images; the positive image is printed as a negative.

To invert images:

1. Touch **Copy** on the touch screen, then touch the **Layout Adjustment** tab.
2. To mirror images, touch **Invert Image**, then touch **Mirror Image**.
   The default is **Normal Image**, which does not mirror the images.
3. To create negative images, touch **Negative Image**.
   The default is **Positive Image**, which does not print the image as a negative.
4. Touch **Save**.

CREATING BOOKLETS

Copies can be printed in the form of a booklet. The page images are reduced to print two images per side of each printed page. The pages can then be folded and stapled manually, or with the appropriate finisher, they can be creased and stapled automatically.

Note: In this mode, the printer does not print the copies until it has scanned all the originals.

To create a booklet:

1. Touch **Copy > Booklet Creation** on the touch screen.
2. Select one of the following options:
   - **Off**
   - **Create Left/Top Bound Booklet**
   - **Create Right Bound Booklet**
3. You can add margins in the center binding area to compensate for the thickness of the booklet:
   a. Touch **Binding Shift**, then touch the plus or minus (+/-) buttons to set the shift.
4. To add covers, touch **Covers**, then touch **Blank Cover**, **Print on Both** or **1-Sided Covers Print Outside**.
   a. Touch the tray loaded with cover paper and the tray loaded with main body paper.
   b. To print the copy of the last original page on the back cover for **Blank Cover** and **Print on Both**, touch **Last Page on Back Cover**.
5. To sub-divide a large booklet into subsets, touch **Divide Output**, then touch **On**.
6. To enter the number of sheets for each subset, touch the **plus** or **minus** (+/-) buttons.
7. If desired, enable **Auto Image Positioning** and **Last Page on Back Cover**.

INCLUDING COVERS

To add covers to a copy job, select different trays for the first and last page. Those trays can be loaded with heavier stock, color or pre-printed paper. The covers can be blank or printed.

Note: The paper used for the covers must be the same size as the paper used for the rest of the document.

To select the type of covers and the tray to use for the cover paper:

1. Touch **Copy > Covers** on the touch screen.
2. Touch the appropriate option for your front cover and back cover.
3. To include both front and back covers that use the same tray and printing options:
   a. Touch a printing option for each cover: **Blank Cover**, **Print on Both Sides**, or **Print on Side Facing Outside**.
   b. Touch the tray to use for the covers, then touch the tray to use for the main body.
4. To include only a front cover or only a back cover:
   a. Touch a printing option for each cover: **Blank Cover**, **Print on Both Sides**, or **Print on Side Facing Outside**.
   b. Touch the tray to use for the covers, then touch the tray to use for the main body of the document.

CREATING POSTERS

You can create a large size copy of an original, fitting it to more than one sheet of paper. You then reassemble the pages into a poster and tape them together.

To create a poster:

1. Touch **Copy > Poster** on the touch screen.
2. Touch **Output Size**, then touch the desired size of the poster.
3. To select the width and length enlargement percentages independently, touch **Enlargement %**, then touch the plus or minus icons. To set the width and length proportionally, touch **Length X-Y%**.
4. To select the paper tray, touch **Paper Supply**, touch the desired tray.

REPEATING IMAGE

To copy a scanned image repeatedly onto a single sheet of paper:

1. On the control panel, touch **Copy > Repeat Image**.
2. To calculate automatically the number of times to repeat vertically or horizontally, touch **Auto Repeat**.
   The automatic calculation of the number of times an image is repeated vertically or horizontally is based on document size, paper size, and the enlarge/reduction ratio.
   - To arrange the images evenly on the page, touch **Evenly Spaced**.
   - To arrange the images with no space between them, touch **Side by Side**.

3. To specify the number of times to repeat the image vertically or horizontally, touch **Variable Repeat**, then touch the **plus** or **minus** icons.
   You can repeat an image between 1 and 23 times vertically (columns) and between 1 and 33 times horizontally (rows).
   - To arrange the images evenly on the page, touch **Evenly Spaced**.
   - To arrange the images with no space between them, touch **Side by Side**.

PRESET REPEAT IMAGE

To print multiple copies of an original on a single page by specifying the number of repeats:

1. On the control panel, touch **Copy > Preset Repeat Image**.
2. Touch **2 Repeats**, **4 Repeats**, **8 Repeats**.

CREATING MIRROR IMAGE AND NEGATIVE IMAGE

To reverse the image in left-right direction:

1. Touch **Copy**.
2. Enable **Mirror Image**.

To reverse the image color:

1. Touch **Copy**.
2. Enable **Negative Image**.
   - When the Output Color is Black and White or Single Color, the density brightness is reversed.
   - When the Output Color is Full Color, the colors are reversed to their complementary color.
   - When both Negative Image and Edge Erase are set, the edge erase area becomes white.

ADDING ANNOTATIONS

Annotations, such as page numbers and the date, can be added automatically to copies.

To add annotations:

1. Touch **Copy > Annotations** on the touch screen.

Inserting a Comment

To insert a comment:

1. Touch **Comment**, then touch **On**.
2. On the next window, touch **Type** to select the desired comment from the list of stored comments.
3. To create a comment, touch **Edit**.
4. Using the touch screen keypad, enter the new comment, then touch **OK**.
5. Touch **Apply To**, then touch **First Page Only** or **All Pages**.

6. To select the location of the comment on the page, touch **Position**, then touch the desired location. Touch **OK**.
7. To change the font size and color, touch **Font Size** or **Font Color**.
8. Touch **OK**.

Inserting the Current Date

To insert the current date:

1. Touch **Date**, then touch **On**.
2. Touch **Apply To**, then touch **First Page Only** or **All Pages**.
3. To select the position of the date stamp on the page, touch **Position**, then select the desired position. Touch **OK**.
4. To change the font size, touch **Font Size**.
5. Touch **OK**.

Inserting Page Numbers

To insert page numbers:

1. Touch **Page Numbers**, then touch **On**.
2. To enter the starting page number, touch the plus or minus (+/-) buttons.
3. Touch **Apply To**, then touch **First Page Only** or **All Pages**.
4. To select the position of the page numbers on the page, touch **Position**, then select the desired position.
5. Touch **Style**, then select the desired options.
6. Touch **Total Pages (N)** to specify the total pages manually or automatically.
7. Touch **OK**.

Inserting a Bates Stamp

To insert a Bates Stamp:

1. Touch **Bates Stamp**, then touch **On**.
2. Touch an existing stored prefix to use for the Bates Stamp.
   a. To create a prefix, touch **Prefix**, then touch **Edit**.
   b. Using the touch screen keypad, enter the new prefix, then touch **OK**.
3. To enter the starting page number, touch the **plus** or **minus** icons.
4. To select which pages the Bates Stamp appears on:
   a. Touch **Apply To**.
   b. Touch **All Pages** or **All Pages Except First**, then touch **OK**.
5. To select the position of the Bates Stamp on the page, touch **Position**, then touch the desired position.
6. To specify the number of digits, touch **Number of Digits**, then touch **OK**.

a. To select the minimum number of digits necessary, touch **Auto Assign**, then touch **OK**.

b. To select a specific number of digits, touch **Specify**, then touch the **plus** or **minus** icons to insert up to 9 leading zeros. Touch **OK**.

7. Touch **OK**.

ADDING WATERMARKS

You can add a watermark beneath the original image on your copies. Information, such as predetermined text, date and time, and the printer serial number can be added.

1. Touch **Copy > Watermark** on the touch screen.
2. To add a control number, touch **Control Number**, touch **Add**.
   To select the starting number, touch the plus or minus icons.
3. To choose the watermark text, touch **Watermark Text**, then touch the desired options.
4. To print the current date and time on the copies, enable **Date & Time**.
5. To print the printer's serial number on the copies, enable **Serial Number**.
6. To print user's account number on the copies, enable **User Account Number**.
7. To make the watermark visible on copies used as originals, touch **Watermark Effect**, then touch **Embossed** or **Outline**.

PRINTING A SAMPLE COPY

For complex copy jobs, before printing multiple copies, you can print a test copy. The sample copy feature prints a single copy and holds the remaining copies. After inspection of the sample, you can use the same settings to print the remaining copies, or you can cancel the remaining copies.

Note: The sample copy is counted as part of the total quantity selected. For example, when copying a book, if you enter three copies, the first printed copy of the book is the sample copy. The remaining two copies are held until you delete or release them for printing.

To print the sample copy:

1. On the control panel, touch **Copy**.
2. Enable **Sample Job**.
3. Touch **Start**.

   The sample set gets printed.

INSERTING PAGE SEPARATORS

1. On the control panel, touch **Copy > Joint Job**.
2. Touch **On**.
3. To insert separator pages between segments, touch **Segment Separators**, then choose from the following:
   - **No Separators**: Separators are not inserted. Touch **Save**.
   - **Blank Separators**: Blank separators are inserted. To specify the quantity of separators, touch the plus (**+**) and minus (**-**) icons.
   - **1-Sided Separators Side 1 Only**: The first page of the loaded documents is copied on the front side of a separator.
   - **1-Sided Separators Side 2 Only**: The first page of the loaded documents is copied on the back side of a separator.
   - **2-Sided Separators**: The first two pages of the loaded documents are copied onto each side of a separator.

Note: Joint Job is a replacement for the Build Job.

DELETE OUTSIDE/DELETE INSIDE

This feature allows you to delete everything inside or outside a specified rectangular area. Up to three areas can be defined for deletion.

To select the areas to delete:

1. On the control panel, touch **Copy > Delete Outside/Delete Inside**.
2. To delete everything outside the specified area when copying:
   a. Touch **Delete Outside**.
   b. The area is defined by the rectangle formed between the points as shown on the touch screen. Touch **Area 1**, then touch each coordinate on the touch screen. Use the touch screen keypad on the control panel to enter the coordinate values for X1, X2, Y1, and Y2. When all values are entered, touch **OK**.
   c. To apply the deleted area to 2-sided copying, touch **Apply To**, then touch **Both Sides**, **Side 1 Only**, or **Side 2 Only**.
   d. To define more areas, select **Area 2** or **Area 3**.
   e. Touch **OK**.
3. To delete everything inside the specified area when copying:
   a. Touch **Delete Inside**.
   b. The area is defined by the rectangle formed between the points as shown on the touch screen. Touch **Area 1**, then touch each coordinate on the touch screen. Use the touch screen keypad on the control panel to enter the coordinate values for X1, X2, Y1, and Y2. When all values are entered, touch **OK**.
   c. To apply the deleted area to 2-sided copying, touch **Apply To**, then touch **Both Sides**, **Side 1 Only**, or **Side 2 Only**.
   d. To define more areas, select **Area 2** or **Area 3**.
   e. Touch **OK**.

COMBINING ORIGINAL SETS

If the number of originals exceeds the capacity of the document feeder, you can combine the sets into one job.

To combine original sets:

1. Place the originals for the next set in the document feeder.
2. Enable **Next Original**.
3. Touch **Start** on the touch screen.

   The copying continues.

ID Card Copy

This chapter contains:

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ID Card Copy Overview



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

The ID Card Copy App is hidden from view on initial device setup. For details about configuring and customizing the Apps, refer to the *System Administrator Guide* at www.xerox.com/support.

If authentication or accounting is enabled on your device, to access features, enter your login details. For details about Personalization for logged-in users, refer to Personalize.

COPYING AN ID CARD

To copy an ID card:

1. Lift the Document Feeder, then place the original document in the upper-left corner of the document glass.
2. On the printer control panel, press the **Home** button.
3. Touch **ID Card Copy**.
4. To clear previous app settings, touch **Reset**.
5. Touch **Features**. Adjust the settings as required.
6. Touch **Start**.
7. When scanning is finished, lift the Document Feeder. Place the second side of the original document in the upper-left corner of the document glass.
8. To scan the second side of the original document and print the copies, touch **Start**.
9. To return to the home screen, press the **Home** button.

Scanning

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Scan to Desktop 135
Scanning to a Computer 136
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Scanning Overview



Scanning is an optional printer feature providing several methods for scanning and storing an original document. The scanning procedure used with the printer differs from that of desktop scanners. Because the printer is normally connected to a network rather than directly to a single computer, you select a destination for the scanned image at the printer.

Note: Scanning must be enabled before use. For details, refer to the *System Administrator Guide*.

The scanning feature allows you to scan a document and store the image to any of the following destinations:

- Folder on the printer's hard drive
- Document repository on a network server
- Email address
- Windows computer
- Home directory
- USB Flash Drive
- Computer using the Network Scan Utility
- Application using TWAIN or WIA

Note: Print, copy, and fax jobs can print while you are scanning original documents or downloading files from the printer's hard drive.

Note: Users can scan up to 5000 impressions per job.

Note: The printer must be connected to a network to retrieve a scan file.

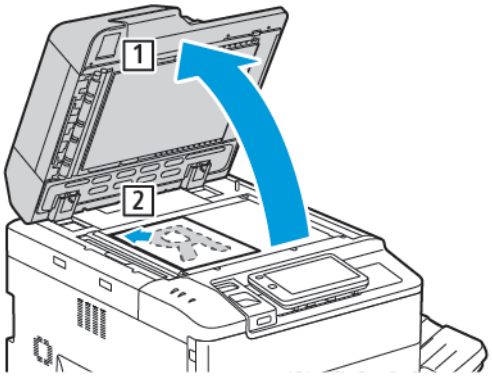
Loading Original Documents

All scanning tasks begin with loading the original document into the printer. Use the document glass for single-page jobs or originals that will not feed through the document feeder. Use the document feeder for multiple or single-page jobs.

Note: Users can scan up to 5000 impressions per job.

DOCUMENT GLASS

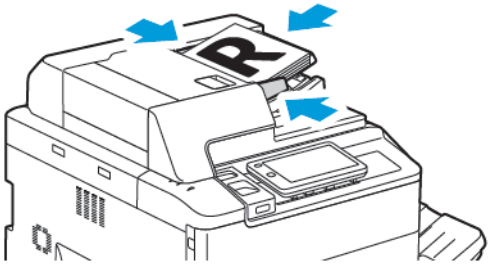
Lift the document feeder cover, then place the original document face down, toward the back-left corner of the document glass.



Caution: When scanning a bound document, do not attempt to force the document feeder cover closed. Doing so may damage the document feeder cover.

DUPLEX AUTOMATIC DOCUMENT FEEDER

1. Insert original documents face up, with page 1 on top.
2. The confirmation indicator illuminates when the original documents are loaded correctly.
3. Adjust the paper guides so that they fit against the original documents.



Storing a Scan to a Folder

Storing a scanned file to a folder is the simplest scanning method. To use this feature, scan a file into a folder on the printer hard drive. When stored, you can print, or copy the file to your computer using a Web browser and the Embedded Web Server.

Unless protected with a password, the printer folders are accessible to all users. For details, refer to Creating a Folder.

Note: To enable this feature, contact your system administrator.

SCANNING TO A FOLDER

To store a scanned file to a folder, do the following:

1. Load the original documents on the document glass or in the document feeder.
2. On the control panel, press the **Home** button.
3. Touch **Scan to Folder**.
4. Touch the required folder. If a password is required, enter the password using the touch screen keypad, then touch **Confirm**.
5. To change any of the scan settings, touch **Features**. For details, refer to Setting Scan Options.
6. Touch **Start**. The Scan to Folder progress screen appears on the touch screen.

When the scan is complete, the touch screen redisplays the Scan to Folder tab. The file is stored to the folder on the printer hard drive. You can print the file or retrieve it to your computer using the Embedded Web Server.

PRINTING STORED FILES AT THE PRINTER

To print a file stored to a folder at the printer:

1. On the control panel, press the **Home** button.
2. Touch **Send from Folder**.
3. Touch the needed folder.
4. In the file list, touch the needed file. To print multiple files, touch the files in succession.
5. Touch **Print**.
6. As needed, select from the following options: **Quantity**, **Print/Batch Print**, **Paper Supply**, or **2 Sided**.
7. To set the number of copies, touch **Quantity**, then enter the required quantity using the touch screen keypad.

Note: When a stored file is printed, it gets deleted automatically from the printer hard drive. To save the stored file, use the Embedded Web Server to retrieve and save the file to your computer.

8. To change the default settings in order to save printed files:
   a. Touch **Create New Folder**.
   b. Enter the folder name, then touch **OK**.
   c. Under **Check Folder Passcode**, you can set the permission for your folder, then touch **OK**.

d. Touch **Delete Files After Retrieval/Print**, then touch **Off**.

9. Touch **Print**.

Note: To view a thumbnail preview of the file, from the List section, select **Thumbnail**.

ADDITIONAL SEND FROM FOLDER OPTIONS

To view an enlarged file preview:

1. Under **Send from Folder** app, touch the needed folder.
2. On the necessary file, touch **More Options**, then touch **Preview**. To enlarge the view, touch the zoom icon.
3. To rotate the preview, touch the **Rotate Image** button until you reach the required orientation.

Note: Rotating the preview does not rotate the printed output.

4. When finished, touch **Close**.

To view a summary of file information:

1. In the Send from Folder view, in the file list, touch the needed file.
2. Touch **File Details**.
3. When finished, touch **Close**.

To delete a file:

1. In the Send from Folder view, touch the file that you want to delete.
2. Touch **Delete** twice.

To change a filename:

1. In the Send from Folder view, in the file list, touch the needed file.
2. Touch **File Details**.
3. Touch **Change File Name**.
4. Using the touch screen keypad, enter the new filename.
5. Touch **Save**, then touch **Close**.

To create or link Job Flow Sheet:

1. To link the job flow sheet to a folder, touch **Link Job Flow to Folder**.
2. To create a job flow sheet, touch **Start Job Flow Sheet**.

Note: If Send from Folder is not enabled, contact your system administrator. For details, refer to the *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9200 Series Printers`, then select the needed documentation.

USING JOB FLOW SHEETS

Job Flow Sheets allow you to execute a series of registered actions, such as Send as Fax or Print, for a file stored in a folder. Job Flow Sheets are created by the System Administrator and are stored in the printer where they can be linked by the user to a stored file. For details, refer to the *System Administrator Guide*.

PRINTING STORED FILES USING THE EMBEDDED WEB SERVER

1. At your computer, launch a Web browser.
2. In the Web browser address field, type the printer IP address. To open the Embedded Web Server for your printer, press **Enter**.

   Note: If you do not know the printer IP address, refer to Finding the Printer IP Address.
3. Go to **Apps > Send from Folder**.
4. In the Folder list, click the required folder. If necessary, enter the folder password, then click **Apply**.
5. Select the required file.
6. Under Print File, make selections from the following printing options: **Quantity**, **Paper Supply**, **2 Sided**, **Hole Punch**, or **Output Destination**.
7. Click **Print**.

RETRIEVING SCANNED FILES TO YOUR COMPUTER USING THE EMBEDDED WEB SERVER

Stored files are retrieved by copying the files from the printer folder to your computer hard drive.

1. At your computer, launch a Web browser.
2. In the Web browser address field, type the printer IP address. To open the Embedded Web Server page for your printer, press **Enter**.

   Note: If you do not know the printer IP address, refer to Finding the Printer IP Address.
3. Go to **Apps > Send from Folder**.
4. In the Folder list, click the needed folder. If necessary, enter the folder password, then click **Apply**.
5. Select the needed file, then click **Retrieve**.
6. Under Retrieve window, click the required file format.
7. As needed, enable **Auto Upright Orientation**, **Skew Correction**, or **MRC High Compression**.
8. Click **Retrieve**.
9. If a stored file is no longer needed, select the file, then click **Delete**. When prompted, click **OK**.

   Note: Not all the file retrieval settings can be enabled. For assistance, contact your system administrator.

CREATING A FOLDER

To create a folder using the printer touch screen:

1. On the control panel, press the **Home** button.
2. Touch **Send from Folder > Create New Folder**.
3. Touch an Available folder.
4. Enter the `Folder Name`, then touch **OK**.
5. To assign a password to the folder:
   a. For Check Folder Passcode, touch **On**.
   b. Using the touch screen keypad, enter the password.
   c. Touch **OK**.

Note: Only your system administrator can enable the option to assign passcodes to folders.

6. To assign folder attributes, touch **Folder Settings**, then select the following options:
   a. Touch **Folder Name**.
   b. Using the touch screen keypad, enter the name, then touch **OK**.
   c. Touch **Check Folder Passcode**, then touch **On** or **Off**.
   d. Touch **Delete Files After Retrieval**. Touch **On** or **Off**.
   e. Touch **Delete Expired Files**. Touch **On** or **Off**.
   f. Touch **Link Job Flow Sheet to Folder**, then touch **Cut Link** or **Select Job Flow Sheet**. Touch **OK**.
   g. To bookmark any folder, enable **Display in Bookmarked Folders**.
   h. To delete a folder, touch **Delete Folder**.
   i. Once the folder settings are modified, touch **OK**.

Your folder is now available for use. The folder contents are stored on the printer hard drive. The folder appears on the printer touch screen and in the folder list in the Embedded Web Server.

DELETING A FOLDER

Caution: Files in the folder will be deleted.

To delete a folder using the printer touch screen:

1. On the control panel, press the **Home** button.
2. Touch **Send from Folder**.
3. Touch the required folder, then touch **Delete**.
4. If a password is required, enter the password using the touch screen keypad, then touch **Confirm**.

To delete a folder using the Embedded Web Server:

1. At your computer, launch a Web browser.
2. In the Web browser address field, type the printer IP address. To open the Embedded Web Server page for your printer, press **Enter**.

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

3. Click **Apps > Send from Folder**.
4. Under Folder, click **View**.
5. In the Folder list, select a folder, then click **Delete**.

   Note: Before deleting the folder, delete all files in the folder.

6. To confirm that you want to delete the selected folder, click **OK**. If necessary, enter the folder password, then click **Apply**.

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 Installation and Setup Overview.
- On your computer, ensure that the printer is installed using WSD.
- 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. On 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 **Start**.

   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 a Computer

Note: To enable this feature, contact your system administrator.

To scan a document to your computer:

1. Load the original document on the document glass or in the document feeder.
2. On the printer control panel, press the **Home** button.
3. Touch **Scan**, then touch **Add Destinations**.
4. Touch **FTP**, **SMB**, **SFTP**, or **Email**, then touch **Save**.
5. For each of the displayed settings, touch the setting, then use the touch screen keypad to enter the data. When finished, touch **Save**.

   Note: If the server name was previously stored, touch **Address Book**, touch the required server, touch **Add**, then touch **Close**.

   - **Server**
   - **Share Name**
   - **Port Number**
   - **Save location**
   - **User Name**
   - **Password**
6. To change any of the scan settings, touch **Features**. For details, refer to Setting Scan Options.
7. Touch **Start**.
8. On your computer, access the scanned image.

Storing to a USB Flash Drive

The USB feature allows you to scan a document to a USB Flash Drive using the USB port on the left side of the front printer panel.

Note: To enable this feature, contact your system administrator.

Note: This feature cannot be used when the Media Card Reader option is connected.

To use the USB feature:

1. Load the original document on the document glass or in the document feeder.
2. Insert a USB Flash Drive in the USB port on the left side of the front printer panel.
3. Under USB Menu, touch **Scan to USB**.
4. To change any of the scan settings, touch **Features**. For details, refer to Scan Settings.
5. Touch **Start**.

Caution: Do not remove the USB Flash Drive while a file is being stored. Damage to stored files can occur. Before powering off the printer, remove the USB Flash Drive.

6. The Transmission Report window displays the status of scanning.
7. Once completed, touch **Close**.
8. To print files stored on a USB Flash Drive, refer to Printing from a USB Flash Drive.

Setting Scan Options

SCAN SETTINGS

To change the scan settings:

1. On the printer control panel, press the **Home** button.
2. Touch **Scan > Features**.

Change the following scan settings, as needed:

SETTING	USE
Preview	Check the scanned image when importing the document.
File Format	Set the file format of the scanned document and set the following items depending on the selected file format: • **Compression Method** • **MRC High Compression** • **PDF Security** • **PDF Signature** • **Single File for Each Page** • **Optimize for Quick Web View**
Color Scanning	Overrides automatic detection. Choose from **Auto Detect**, **Color**, **Black & White**, or **Grayscale**.
2-Sided Scanning	Choose from **1 sided**, **2 sided Head to Head**, or **2 sided Head to Toe**. Touch **More Options** to choose the settings for Originals.
Resolution	Choose 200–600 dpi.
Original Type	Choose **Photo and Text**, **Text**, or **Photo**.
Original Orientation	Choose **Upright** or **Sideways**.
Reduce/Enlarge	Allows you to reduce or enlarge the scanned image by a specified percentage.
Original Size	Choose **Auto Detect**, **Manual Size Input**, or **Mixed Size Originals**.
More Features	Provides additional image settings and layout adjustments.
Lighten/Darken	Allows you to adjust the density for scan.
Sharpness	Allows you to adjust the sharpness.
PDF Security – File Open Password	To set a password to open a file, touch **On**.
Quality/File Size	Choose from good image quality with a small file size, higher image quality with a larger file size, to the highest image quality with the largest file size.

SETTING	USE
	Note: This setting is available only when scanning in color.
Photographs	Enhances the appearance of scans of photographic originals. To use this feature, ensure that color scanning is set to Color.
Background Suppression	Allows you to enable or disable background color for color scanning.
Contrast	Allows you to adjust the contrast.
Shadow Suppression	To hide image bleed for color scanning, choose **Auto Suppression**.
Auto Upright Orientation	Enable this option to recognize the original orientation automatically and rotate the scanned images to their upright position. Note: If the orientation cannot be recognized, the Original Orientation setting is used to rotate the scanned images.
Skew Correction	Allows you to enable or disable skew correction.
Skip Blank Pages	Enable this option to skip the blank pages while scanning.
Book Scanning	Choose **Left Page then Right**, **Right Page then Left**, or **Top Page then Bottom**.
Edge Erase	Allows to remove the dark shadow that is formed around the periphery or in the center binding part while scanning. Choose from **Manual** or **Standard** options.
File Name	Enter the file name to attach.
File Name Conflict	Choose from **Do Not Save**, **Rename New File**, or **Overwrite Existing File**.
Subject	Enter the subject of the Email.
From Address	Display the email address of the sender.
Reply To	Enter the recipient email address.
Message	Enter the message for the Email.
Read Receipts	Set to receive the notification of the sending result from the email recipient. It is necessary that the recipient supports the message delivery notification function.
Next Original	Set this item to scan the number of sheets that exceed the maximum of available number of sheets loaded at a time in the document feeder and to scan multiple documents as a single job using the document glass.

Email

This chapter contains:

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Email Settings 144

Email Overview



You can use the Email app to scan images and attach them to emails. You can specify the file name and format of the attachment, and include a subject heading and message for the email.

For information about all the Email App features and available settings, refer to Email Settings.

For details on configuring and customizing the apps, refer to the *System Administrator Guide* at www.xerox.com/support.

For configuring the printer with OAuth 2.0 email with Microsoft® 365 Exchange Online, refer to the *System Administrator Guide* at www.xerox.com/support and https://www.xerox.com/en-us/office/insights/exchange-online-authentication.

If authentication or accounting is enabled on your device, to access features, enter your login details. For details about Personalization for logged-in users, refer to Personalize.

Scanning to an Email Address

Scanning to an email address sends scanned documents as attachments to email.

Note: This feature must be enabled by your System Administrator.

To send a scanned image to an email address:

1. Load the original on the document glass or in the document feeder.
2. On the control panel, press the **Home** button.
3. Touch **Email**.
4. Specify the recipient using one of these methods:
   - **Recipients**: Using the touch screen keypad, enter the complete email address, touch **OK**.
   - **Address Book**: Touch the desired recipient, then touch **OK**.
5. Repeat Step 4 to add additional recipients to the list. When all recipients have been added to the list, touch **Close**.
6. A default subject is provided for the email.
7. To change any of the settings, touch **Features**. For details, refer to Email Settings.
8. Touch **Start**.

Email Settings

To change the Email settings, do the following:

1. On the printer control panel, press the **Home** button.
2. Touch **Email > Features**.

Change the following settings, as needed:

SETTING	USE
Preview	Check the scanned image when importing the document.
File Format	Set the file format of the scanned document and set the following items depending on the selected file format: • **Compression Method** • **MRC High Compression** • **PDF Security** • **PDF Signature** • **Single File for Each Page** • **Optimize for Quick Web View**
Color Scanning	Overrides automatic detection. Choose from **Auto Detect**, **Color**, **Black & White**, or **Grayscale**.
2-Sided Scanning	Choose from **1 sided**, **2 sided Head to Head**, or **2 sided Head to Toe**. Touch **More Options** to choose the settings for Originals.
Resolution	Choose from 200–600 dpi.
Original Type	Choose from **Photo and Text**, **Text**, or **Photo**.
Original Orientation	Choose from **Upright** or **Sideways**.
Reduce/Enlarge	Allows you to reduce or enlarge the scanned image by a specified percentage.
Original Size	Choose from **Auto Detect**, **Manual Size Input**, or **Mixed Size Originals**.
More Features	Provides additional image settings and layout adjustments.
Lighten/Darken	Allows you to adjust the density for scan.
Sharpness	Allows you to adjust the sharpness.
PDF Security – File Open Password	To set a password to open a file, touch **On**.
Quality/File Size	Choose from good image quality with a small file size, higher image quality with a larger file size, to the highest image quality with the largest file size. Note: This setting is available only when scanning in color.
Photographs	Enhances the appearance of scans of photographic originals. To use this

SETTING	USE
	feature, ensure that color scanning is set to Color.
Background Suppression	Allows you to enable or disable background color for color scanning.
Contrast	Allows you to adjust the contrast.
Shadow Suppression	To hide image bleed for color scanning, choose **Auto Suppression**.
Auto Upright Orientation	Enable this option to recognize the original orientation automatically and rotate the scanned images to their upright position. Note: If the orientation cannot be recognized, the Original Orientation setting is used to rotate the scanned images.
Skew Correction	Allows you to enable or disable skew correction.
Skip Blank Pages	Enable this option to skip the blank pages while scanning.
Book Scanning	Choose from **Left Page then Right**, **Right Page then Left**, or **Top Page then Bottom**.
Edge Erase	Allows to remove the dark shadow that are formed around the periphery or in the center binding part while scanning. Choose from **Manual** or **Standard** options.
File Name	Enter the file name to attach.
File Name Conflict	Choose from **Do Not Save**, **Rename New File**, or **Overwrite Existing File**.
Subject	Enter the subject of the Email.
From Address	Display the email address of the sender.
Reply To	Enter the recipient email address.
Message	Enter the message for the Email.
Read Receipts	Set to receive the notification of the sending result from the email recipient. It is necessary that the recipient supports the message delivery notification function.
Next Original	Set this item to scan the number of sheets that exceed the maximum of available number of sheets loaded at a time in the document feeder and to scan multiple documents as a single job using the document glass.

Faxing

This chapter contains:

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Receiving Faxes 153
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Fax Overview



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. You can use the Fax App to fax documents to a fax number, an individual contact, or to a group of contacts.

Faxing is an optional feature of your multi-function printer. It can be configured in a variety of different ways to offer you the most convenient method for faxing an original document.

- **Embedded Fax**: A document is scanned at the multi-function printer and sent directly to a fax machine.
- **Internet Fax**: A document is scanned at the multi-function printer and emailed to a recipient.
- **Faxing from your Computer**: Using the settings in the print driver, the current print job is sent as a fax.

For information regarding Analog Fax or setting up an IP network to work with Xerox Analog Fax devices, refer to Faxing Over IP Networks - At Your Service and Customer Tip A Guide to Sending T.30 Analog Faxes Through IP Networks.

Note: Fax capability must be enabled by the System Administrator before use. For details, refer to the *System Administrator Guide*.

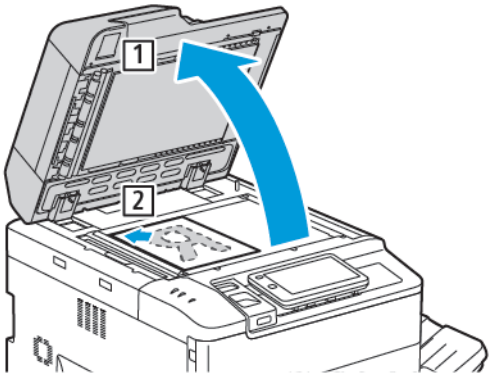
Loading Original Documents

With the exception of faxing from your computer, all fax transmissions begin with loading the original document at the multi-function printer.

- Use the document glass for single page jobs or for originals that will not feed through the document feeder.
- Use the document feeder for multiple or single page jobs.

DOCUMENT GLASS

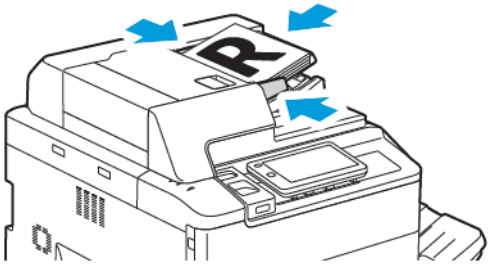
Lift the document feeder cover, then place the original document face down, toward the back-left corner of the document glass.



Caution: When scanning a bound document, do not attempt to force the document feeder cover closed. Doing so may damage the document feeder cover.

DUPLEX AUTOMATIC DOCUMENT FEEDER

1. Insert original documents face up, with page 1 on top.
2. The confirmation indicator illuminates when the original documents are loaded correctly.
3. Adjust the paper guides so that they fit against the original documents.



Sending a Fax

To send a fax using the multifunction printer Embedded Fax:

1. Load the original document on the document glass or in the document feeder.
2. On the control panel, press the **Home** button.
3. Touch **Fax**.
4. To enter the recipient fax number manually, do one of the following:
   - Enter the fax number using the touch screen keypad, then touch **Done**.

     To enter pauses in the fax number, refer to Inserting Pauses in Fax Numbers.
   - Touch **New Recipients**, enter the number using the touch screen keypad, then touch **Done**.
5. To use a number previously stored in the Address Book:
   a. Touch **Address Book**.
   b. Select an option from the list.
   c. Touch the arrows to scroll through the list.
   d. Touch the needed address.
   e. Touch **OK**.

   Note: To use the address book, addresses are required in the Address Book . For details, refer to Adding Address Book Entries.

   Note: Chain Dial can be performed when viewing the list of individual addresses in the Address Book. For details, refer to Using Chain Dial.
6. To include a cover page and adjust other fax options, refer to Creating Fax Comments.
7. Touch **Start**. The printer scans the pages and transmits the document when all pages are scanned.

Inserting Pauses in Fax Numbers

Some fax numbers require one or more pauses during the dialing sequence. To insert a pause in a fax number:

1. Using the touch screen keypad, begin entering the fax number.
2. To insert a pause, represented by a hyphen, in the required location, touch **Pause**.
3. Continue entering the fax number.

Sending an Internet Fax

If an SMTP email server is connected to the network, a document can be sent to an email address. This feature eliminates the need for a dedicated telephone line. When sending an Internet Fax, the document is scanned and sent to an email address.

Note: The Internet Fax service must be enabled before use, and an SMTP server requires configuration. For details, refer to the *System Administrator Guide* at www.xerox.com/support. In the **Search** field, enter `Xerox PrimeLink C9200 Series Printers`, then select the required documentation.

To send an Internet Fax:

1. Place the original document on the document glass or in the document feeder.
2. On the control panel, press the **Home** button, then touch **Internet Fax**.
3. To enter the recipient email address, do one of the following:
   - Enter the address using the touch screen keypad, then touch **OK**.
   - Touch **Address Book**, touch the needed address in the scroll list, then touch **OK**.
4. Adjust fax options if necessary. For details, refer to Selecting Fax Settings.
5. Touch **Start**. The printer scans the pages then sends the document as an email attachment when all pages have been scanned.

Faxing From Your Computer

A document stored on your computer can be sent as a fax using the print driver.

Note: To fax from your computer, fax must be installed in the multi-function printer and enabled by the System Administrator.

1. In your software application, click **File**, then **Print**.
2. Select your printer from the list.
3. Access the print driver settings by selecting **Properties** or **Preferences** (Windows), or **Xerox Features** for Macintosh. The title of the button may vary depending on your application.
4. Click the **Job Type** menu, then click **Fax**.
5. Click **Add Recipients**.
6. Enter the recipient's name and fax number. If desired, complete the additional information.
7. If desired, click the **Cover Sheet** tab, choose an option, then click **OK**.
8. If desired, click the **Options** tab, choose your options, then click **OK**.
9. Click **OK**.
10. Send the fax:
    - Windows: Click **OK**.
    - Macintosh: Click **Print**.

For details, click the **Help** button in the Fax window.

Receiving Faxes

Printer configuration is required before you can receive and print a fax using the Embedded Fax and Internet Fax. For system configuration, contact your system administrator. For more information, refer to the *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9200 Series Printers`, then select the needed documentation.

Selecting Fax Settings

FAX SETTINGS

To change the Fax settings:

1. On the printer control panel, press the **Home** button.
2. Touch **Fax > Features**.
3. Change the following Fax settings, as needed.
4. Once the settings are made, touch **Start**.

OPTION	VALUES
Preview	Check the image when the document has been scanned.
2 Sided Scanning	To specify the side of the document to be read, touch **2–Sided Scanning**, then touch the needed option: • **1 Sided** • **2 Sided Head to Head** • **2 Sided Head to Toe** • **More Options** This is effective when using the document feeder.
Resolution	To set the resolution, touch **Resolution**, then touch the desired option: • **Standard 200x100 dpi** • **Fine 200 dpi** • **Super Fine 400 dpi** • **Super Fine 600 dpi**
Lighten/Darken	To lighten or darken the fax, touch **Lighten/Darken**.
Original Type	To set document type, touch **Original Type**, then touch the desired option: • **Photo & Text** • **Text** • **Photo**
Reduce/Enlarge	To reduce or enlarge the scanned image by a specified percentage, touch **Reduce/Enlarge**. Touch a preset percentage, or touch the plus or minus buttons to specify a variable percentage.
Transmission Report	To set the printer to print the fax transmission result automatically, touch **On**. To disable, touch **Off**.
Starting Rate	To set the starting rate, touch **Starting Rate**, then touch the desired option: • **G3 Auto**: Select this option when the recipient is G3.

OPTION	VALUES
	• **Forced 4800 bps**: Select this option for areas where the status of the telephone circuit is not good, such as when there is a noise and volume of the voice is low.
Mixed Size Originals	Touch **On** for scanning originals of different standard sizes.
Transmission Header	Enable or disable Transmission Header as needed.
Original Size	Touch one of the following: • **Auto Detect**: Allows you to identify the standard size originals automatically. • **Manual Size Input**: Use this option for manual definition of the scan area using standard paper dimensions.
More Features	Provides additional fax settings.
Book Faxing	Touch **Book Faxing**, then touch one of the following: • **Off** • **Left Page then Right**, then touch **Both Pages, Left Page Only** or **Right Page Only**. • **Right Page then Left**, then touch **Both Pages, Left Page Only** or **Right Page Only**. • **Top Page then Bottom**, then touch **Both Pages, Top Page Only** or **Bottom Page Only**.
Priority Send	Touch **Priority Send**, then touch **On** or **Off**.
Delay Start	Touch **Delay Start**, then touch **Off** or **Specific Time**.
Cover Page	Touch **Cover Page**, then touch **Off** or **Attach Cover Page**.
Pages per Side	Touch **Pages per Side**, then touch **On** or **Off**. Touch the plus or minus icons to set the quantity.
Remote Folder	• **Off** • **On**: Enables sending a file directly to a folder on a remote fax machine by setting the Folder Number and Folder Passcode using the touch screen keypad. – **Remote Folder Number** – **Folder Passcode**
F Code	F Code is a file transmission method enabled by setting the **F Code** and **Folder Password** using the touch screen keypad.
Remote Polling	• **Off** • **On**: Allows you to retrieve files stored on a remote fax machine by using the Remote Folder feature

OPTION	VALUES
On-hook (Manual Send/Receive)	Touch **On-Hook (Manual Send/Receive)**, then touch **Manual Send** or **Manual Receive**. Using the touch screen keypad enter the destination and passcode.
Next Original	Set this item to scan the number of sheets that exceed the maximum of available number of sheets loaded at a time in the document feeder and to scan multiple documents as a single job using the document glass.

INTERNET FAX OPTIONS

Additional Internet Fax options are provided. To use these settings:

1. On the touch screen, touch **Internet Fax**, then touch **Features**.
2. Touch the desired option, touch the desired settings, then touch **Save**.

Note: Fax features can also be changed in the Embedded Web Server.

Note: For details, refer to the *System Administrator Guide*.

OPTION	VALUES
Acknowledgement Report	Confirmation Options: Off, print report after each fax transmission Read Receipts: request read receipt from recipient's fax server to be sent to sender indicating the result of the transmission; recipient's server must support the MDN standard.
Internet Fax Profile	TIFF-S: use for A4, 210 x 297 mm (8.5 x 11 in.) originals with Standard or Fine Resolution TIFF-F or TIFF-J: use for A3, 297 x 420 mm (11 x 17 in.) originals with Superfine Resolution
Pages per Side	Off, On (touch plus or minus buttons to set quantity)
Starting Rate	G3 Auto, Forced 4800 bps, G4 Auto
Transmission Header Text	Off, Display Header

Adding Address Book Entries

The address book can store Email and Internet Fax addresses. Addresses can be stored for individuals or groups containing multiple individuals.

Note: Address Book entries can be managed in the Embedded Web Server. For details, refer to the *System Administrator Guide* at www.xerox.com/support. In the Search field, enter `Xerox PrimeLink C9200 Series Printers`, then select the needed documentation.

ADDING AN INDIVIDUAL ADDRESS

To add an address at the control panel:

1. On the control panel, press the **Home** button.
2. Touch **Addresses**, then touch **Create** icon.
3. Touch **Add Contact**.
4. Enter the required information, then touch **OK**.

To add an address in the Embedded Web Server:

1. In the Embedded Web Server, click **Home > Address Book**.
2. Under **All Contacts**, select **Fax** from the drop-down list.
3. Under **Add**, select **New Contact**, enter the required information, then click **Save**.

DELETING AN INDIVIDUAL ADDRESS

To delete an address at the control panel:

1. On the control panel, press the **Home** button.
2. Touch **Addresses**.
3. Touch the required contact, then touch **Delete**.

To delete an address in the Embedded Web Server:

1. In the Embedded Web Server, click **Home > Address Book**.
2. Under **All Contacts**, select **Fax** from the drop-down list.
3. Touch the required contact, then touch **Delete**.

ADDING A GROUP

Create a group to send a fax to multiple individuals. Groups can include both previously stored individuals and group entries.

Note: Individual entries must be configured before groups can be defined.

To add a group at the control panel:

1. On the control panel, press the **Home** button.
2. Touch **Addresses**, then touch **Create** icon.
3. Touch **Add Email Group**.
4. Enter the **Email Group Name**, then touch **OK**.
5. To add members to the group, touch **Group Members**, then touch **Edit**.
6. From the list, select the members to be added to the group, then touch **OK**.
7. Touch **OK**.

To add a group in the Embedded Web Server:

1. In the Embedded Web Server, click **Home > Address Book**.
2. Under **All Contacts**, select **Fax** from the drop-down list.
3. Under **Add**, select **New Group**.
4. Enter the **Group Name**.
5. Under Type, select **Fax**.
6. To add members to the group, under Members, click the plus icon
7. From the list, select the members to be added to the group, then click **OK**.
8. Click **Save**.

DELETING A GROUP

To delete a group at the control panel:

1. On the control panel, press the **Home** button.
2. Touch **Addresses**.
3. Touch the required group, then touch **Delete** twice.

To delete an address in the Embedded Web Server:

1. In the Embedded Web Server, click **Home > Address Book**.
2. Under **All Contacts**, select **Fax** from the drop-down list.
3. Touch the required group, then touch **Delete** twice.

USING CHAIN DIAL

Chain Dial creates a single fax recipient telephone number by adding two or more fax numbers together into a single number. For example, an area code or extension number could be stored separately from the rest of the telephone number. Access Chain Dial from the Address Book.

1. On the touch screen, touch **Fax**.
2. Touch **Address Book**.
3. Touch **List all public entries** from the drop-down list.
4. Touch **Chain Dial**.

5. To add numbers do one of the following:
   - Touch the desired speed dial entry from the scrolling list. Touch the scroll arrows if necessary.
   - Enter a number using the touch screen keypad.
   - Touch **Save**.
6. Touch **Add**. The numbers are added together in the **Recipient List**.
7. Touch **Save**. The combined number appears as a single recipient in the **Recipient(s)** list.
8. Touch **Close**. The fax can now be sent.

Creating Fax Comments

1. On the control panel, press the **Home** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup**, then touch **Add Fax Comment**.
4. On the next screen, touch an available comment in the scroll list.
5. On the touch screen keypad, enter up to an 18–character comment, then touch **Save**.
6. Touch **Close**. The comment is ready to use.

Xerox App Gallery

This chapter contains:

Xerox App Gallery Overview 162
Creating a Xerox App Gallery Account 163
Logging in to your Xerox App Gallery Account 164
Installing or Updating an App from the Xerox App Gallery 165

Xerox App Gallery Overview



Use the Xerox App Gallery to find apps that provide new features or capabilities for your device. The Xerox App Gallery provides direct access to apps that can improve your productivity, simplify workflows, and enhance your user experience.

The Xerox App Gallery enables you to browse and update apps easily. You can browse the App Gallery without logging in. The moving banner provides an active display of apps, or you can scroll the full list of apps. To get more details on an app, touch the app name in the list.

To use the Xerox App Gallery App, ensure that your device uses either the wireless or the wired network connection.

Note: If your device is configured to access the Internet through a proxy, to allow the Xerox App Gallery App to access the Internet, ensure that the proxy is configured correctly.

For more information and instructions on using the Xerox App Gallery, refer to the *Xerox App Gallery User Guide* available at www.xerox.com/XeroxAppGallery.

If authentication or accounting is enabled on your device, to access features, enter your login details. For details about Personalization for logged-in users, refer to Personalize.

Creating a Xerox App Gallery Account

With an App Gallery account, you have direct access to all the available Apps for your device. An App Gallery account allows you to view and acquire Apps, install Apps on your device, and manage your Apps and licenses.

You can set up an App Gallery account using the control panel or the Xerox App Gallery Web portal. For more information about the Xerox App Gallery Web portal, refer to www.xerox.com/XeroxAppGallery.

Note: If you have an existing Xerox App Gallery Account, refer to Logging in to your Xerox App Gallery Account.

To create an App Gallery account using the Control Panel:

1. At the printer control panel, press the **Home** button.
2. Touch **Xerox App Gallery**.
3. Touch **Log In**.
4. Touch **Create Account**.
5. Enter the information required into the appropriate fields:
   - Email Address
   - Confirm Email Address
   - Password
   - Confirm Password
   - First and Last Name
   - Company Name
   - Country
   - Payment Currency
6. Review and accept the Terms of Service and the Data Administration Terms of Service, then click **OK**.
7. After the account is created, a message appears that confirms that completion instructions will be sent to the email address entered in step 5.
8. To complete the account creation process, verify your account:
   a. Access the inbox for the email address provided in step 5, then open the *Welcome to Xerox App Gallery* email.
   b. Click **Verify Account**.

      A webpage opens.
   c. To complete the verification process, enter the email address and password entered in step 5, then click **Log In**.

      A welcome message appears that confirms that the account verification process is complete.

Logging in to your Xerox App Gallery Account

When you are logged in to the App Gallery, you can browse available Apps, and install and update Apps.

To log in to your App Gallery Account:

1. At the printer control panel, press the **Home** button.
2. Touch **Xerox App Gallery**, then select **Log In**.
3. To enter your email address, use the touch screen keypad.
4. To enter your password, use the touch screen keypad.
5. To log in, touch **OK** or **Enter**.

Installing or Updating an App from the Xerox App Gallery

Xerox Apps add to, extend, or customize the functionality of your device. You can use the Xerox App Gallery App to browse and install Apps at your device control panel.

To install an App from the App Gallery:

1. At the printer control panel, press the **Home** button.
2. Touch **Xerox App Gallery**, then select **Log In**.
3. To enter your email address, use the touch screen keypad.
4. To enter your password, use the touch screen keypad.
5. Touch **OK** or **Enter**.
6. Touch the App required, then touch **Install**. The License Agreement screen appears.

   Note: If the App was installed previously and a new version is available, the **Install** option changes to an **Update** option.
7. Touch **Agree**. The installation process begins.

   If the App does not successfully install, to attempt the installation process again, touch **Install**.
8. To exit the Xerox App Gallery App, press the **Home** button.

UPDATING AN APP FROM THE APP GALLERY

1. At the printer control panel, press the **Home** button.
2. Touch **Xerox App Gallery**, then select **Log In**.
3. To enter your email address, use the touch screen keypad.
4. To enter your password, use the touch screen keypad.
5. Touch **OK** or **Enter**.
6. Touch the App required, then touch **Update**. The License Agreement screen appears.
7. Touch **Agree**.
8. When the update is complete, the Update option changes to an Installed status.
9. To exit the Xerox App Gallery App, press the **Home** button.

Xerox @PrintByXerox

This chapter contains:

Xerox @PrintByXerox App Overview 168

Xerox @PrintByXerox App 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 Xerox @PrintByXerox App works with Xerox® Workplace Cloud for simple email-based printing.

Note: The Xerox @PrintByXerox App is free to use. For more advanced workflows, use Xerox® Workplace Cloud. The Xerox® Workplace Cloud software requires a specific licence. For details, refer to the *Xerox @PrintByXerox App Quick Start Guide* available at Documentation - Xerox App Gallery - Xerox.

For details on configuring and customizing the Apps, refer to the *System Administrator Guide* at www.xerox.com/office/PLC92XXdocs.

If authentication or accounting is enabled on your device, to access features, enter your login details. For details about Personalization for logged-in users, refer to Personalize.

PRINTING WITH THE @PRINTBYXEROX APP

1. Send an email with an attachment that contains 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 **OK**.
5. On the enter password screen, enter your password using the touch screen keypad, then touch **OK**.
6. Select the documents that you want to print.
7. To modify print settings, touch **Print Settings**, then touch **OK**.
8. To release your print jobs, touch **Print**.
   - A `Submitting Jobs to Print` message and the conversion state appear.
   - When the documents begin to print, a green check mark appears.

Xerox® Connect for XMPie

This chapter contains:

Xerox® Connect for XMPie App Overview 170

Xerox® Connect for XMPie App Overview

The Xerox® Connect for XMPie App, provides instant access to 50 or more templates. With one touch, you can create personalized content from your printer.

Use the Xerox® Connect for XMPie App for free access to templates, with the ability to personalize them for immediate printing.

To configure the Connect for XMPie App on your printer, contact your system administrator or refer to the *System Administrator Guide* at www.xerox.com/support.

To use the Connect for XMPie App from the Home screen, touch **Connect for XMPie**.The main screen displays Featured Products and Product Categories. You can browse the categories for the products that you want to create. Follow the instructions on screen to create a job with customized fields. You can preview and print as needed.

If authentication or accounting is enabled on your device, to access features, enter your login details. For details about Personalization for logged-in users, refer to Personalize.

Maintenance

This chapter contains:

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Billing and Usage Information..... 173
Cleaning the Printer..... 174
Ordering and Replacing Supplies..... 178
Routine Maintenance Items..... 181
Recycling Supplies..... 191

General Precautions

Warning: When cleaning your printer, do not use organic or strong chemical solvents or aerosol cleaners. Do not pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

Warning: Internal parts of the printer can be hot. Use caution when doors and covers are open.

Warning: Do not use pressurized air spray-cleaning aids on or in the printer. Some pressurized air spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

Warning: Do not remove the covers or guards that are fastened with screws. You cannot maintain or service any parts that are behind these covers and guards. Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.

To avoid damaging the printer, keep the following guidelines in mind:

- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lighted places. Light exposure can damage the drum cartridges.
- Do not open covers and doors during printing.
- Do not tilt the printer while in use.
- Do not touch the electrical contacts, gears, or laser devices. Doing so can damage the printer and cause the print quality to deteriorate.
- Make sure any parts removed during cleaning are replaced before you plug in the printer.

Billing and Usage Information

The Billing Information screen displays billing and printer usage information.

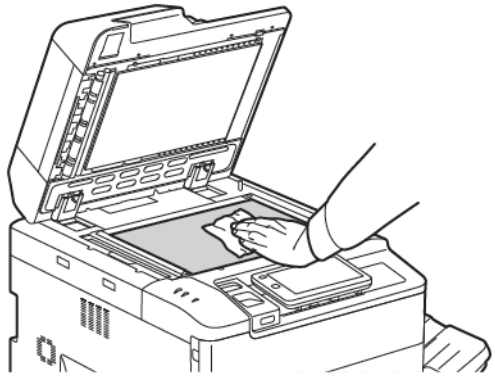
1. On the control panel, touch **Settings > Device Status > Billing Information**.
2. For more details, touch **Usage Counters**, then touch **Impression Counters** to choose the counters. To view the entire list, touch the scroll arrows.
3. Touch **Close**.

Cleaning the Printer

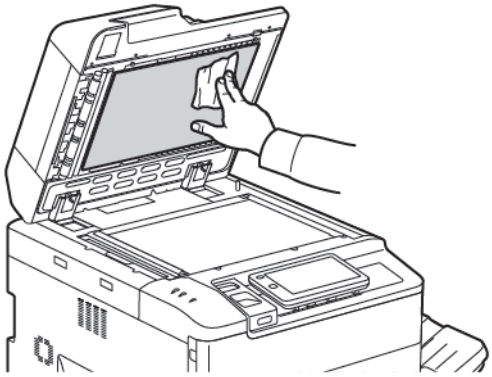
CLEANING THE DOCUMENT GLASS AND DOCUMENT COVER

To ensure optimum print quality, regularly clean the glass areas of the printer. Cleaning helps avoid output with streaks, smears, and other marks that transfer from the glass area while scanning documents.

Use a lint-free cloth lightly dampened with Xerox Anti-Static cleaner or another suitable non-abrasive glass cleaner to clean the document glass and the CVT glass.



Use a lint-free cloth, Xerox Cleaning Fluid, or Xerox Film Remover to clean the under side of the document cover and the document feeder.



CLEANING THE EXTERIOR

Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove fingerprints and smudges, clean the touch screen and control panel with a soft, lint-free cloth.

Use a cloth to clean the document feeder, output trays, paper trays, and outside areas of the printer.

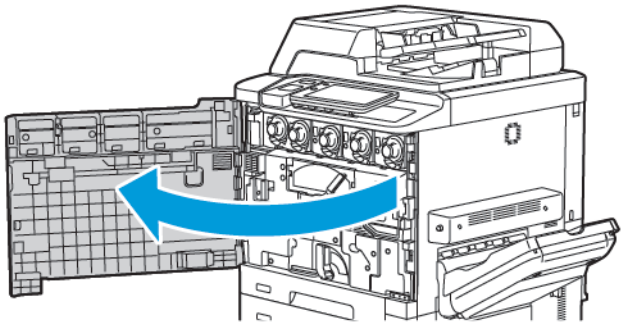
CLEANING THE LED PRINT HEAD

Unfused dry ink/toner collects on the four color LED print heads located just above the drum cartridge drawer inside the printer. Contaminated LED print head can cause a white streak defect on your printed output.

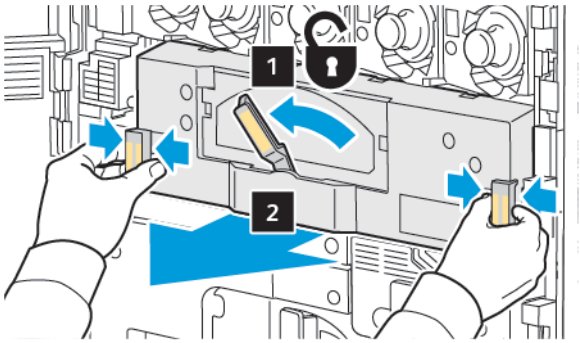
If you notice white or light streaks on prints, to resolve this issue, clean the LED print head with the following procedure.

Note: Use only the cleaning wand and cloth pad provided when performing this procedure. Do not use any other cleaning device, liquid solutions, or clothes.

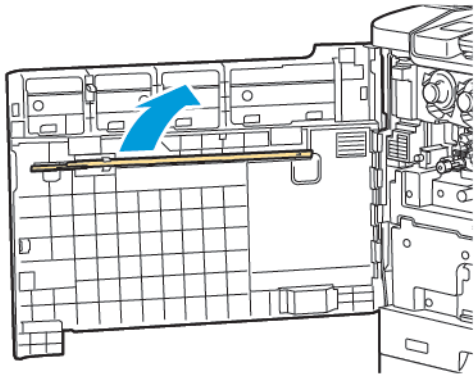
1. To access the LED Print Heads, open the front door of the printer.



2. To unlock the Waste Toner Transport Assembly, slide the lever to the left. Pinch the tabs present on both the sides and remove the Waste Toner Transport Assembly



3. Locate and remove the yellow cleaning wand tool stored on the inside panel of the door.



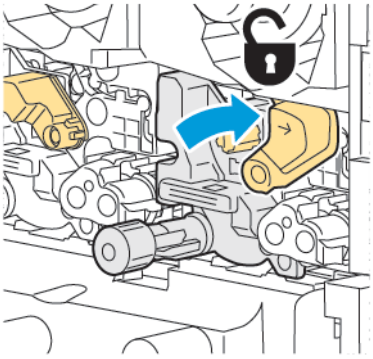
4. Ensure the pad at the tip of the wand is clean.
   Several pads are provided with the cleaning wand when the printer is installed.

   Note: Replace the pad when it becomes a dark color. Always use a clean pad in order to ensure optimum image quality on the printed output.

   To acquire extra pads, contact your Xerox Service Representative.

5. To clean one of the LED print head:

   a. Unlock the drum by turning the latch to the right.

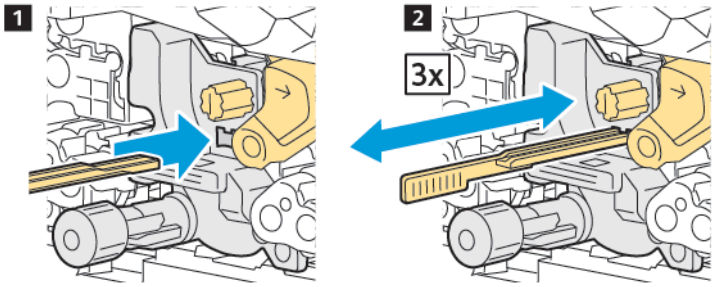


   b. With the pad that faces upward and the felt-tip first, insert and gently push the wand fully into the LED print head opening.

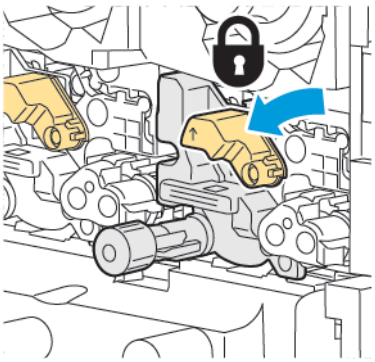
   c. Pull the wand fully out toward you.

   d. Repeat the push-in and pull-out motion two or three times more.

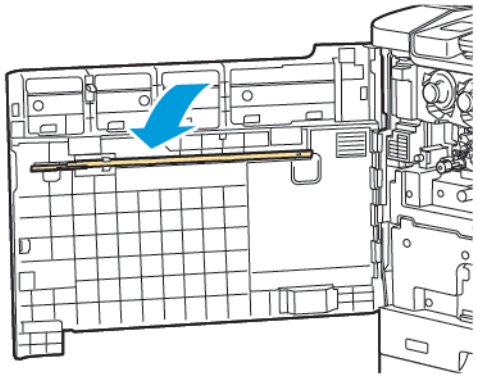
   e. Remove the wand from the opening by pulling it out completely.



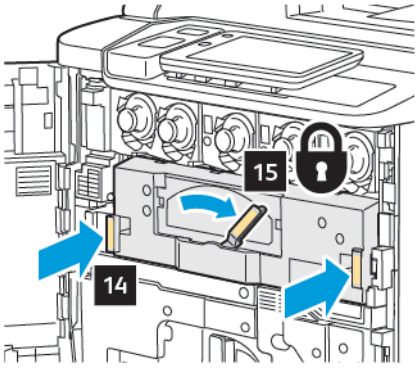
   f. Lock the drum by turning the latch back to its original position.



6. Repeat the previous step until you complete the cleaning procedure for all the four LED print heads.
7. Replace the cleaning wand tool into the storage area on the inside panel of the door.



8. Place the Waste Toner Transport Assembly back in its original position.



9. Close the front door of the printer.

Ordering and Replacing Supplies

This section includes:

- Supplies
- When to Order Supplies
- Replacing the Toner Cartridges

Certain supplies and routine maintenance items must be ordered occasionally. Each supply item includes installation instructions.

SUPPLIES

Several supplies are included in your printer. Printer control panel messages inform you when to order a new module and when to install it.

Toner Cartridges

You can install and replace toner cartridges while the printer is running. A waste toner container is supplied with a toner cartridge.

Use genuine Xerox® Toner Cartridges in Cyan, Magenta, Yellow, and Black.

Note: Each toner cartridge includes installation instructions.

Caution: Use of toner other than Genuine Xerox® Toner can affect print quality and printer reliability. It is the only toner designed and manufactured under strict quality controls by Xerox for specific use with this printer.

WHEN TO ORDER SUPPLIES

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

Order supplies from your local reseller or from the Xerox Supplies website at: www.xerox.com/office/PLC92XXsupplies.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty and Service Agreements 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.

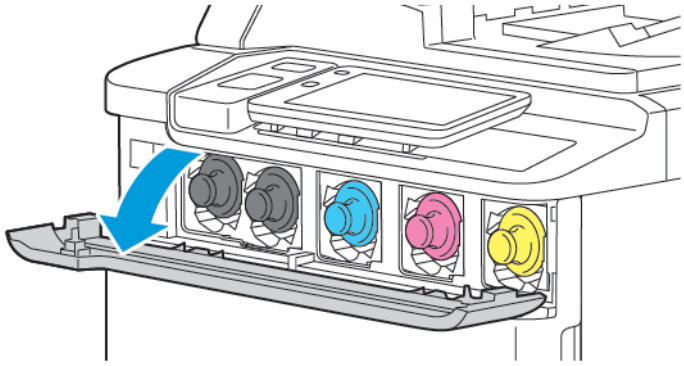
REPLACING THE TONER CARTRIDGES

This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge. When it is time to install a new toner cartridge, a message appears on the control panel. You can print approximately 1200 pages for cyan, magenta, yellow, and black cartridges. If the control panel message about toner replacement appears, but you continue copying or printing, the printer stops.

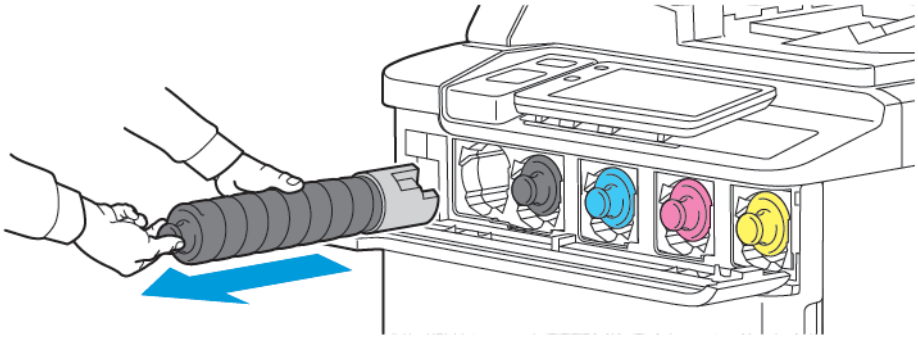
When you receive the new cartridge, follow the disposal instructions for the used cartridge.

> **Warning:** Before you begin the procedure, ensure that the printer is cool. Failure to do so can result in burns if certain parts of the printer are touched.

1. While the printer is powered on, replace the toner cartridge. Open the toner cover, located just above the front cover.



2. Before removing the cartridge, to protect the work area, lay paper on the floor. For the color toner indicated on the control panel, grasp the toner cartridge handle on the end of the cartridge and pull the cartridge partially out of the printer. To remove the toner cartridge fully, hold the front handle and the middle portion while gently sliding out the cartridge. Ensure that you keep the cartridge level while you slide it out of the printer.

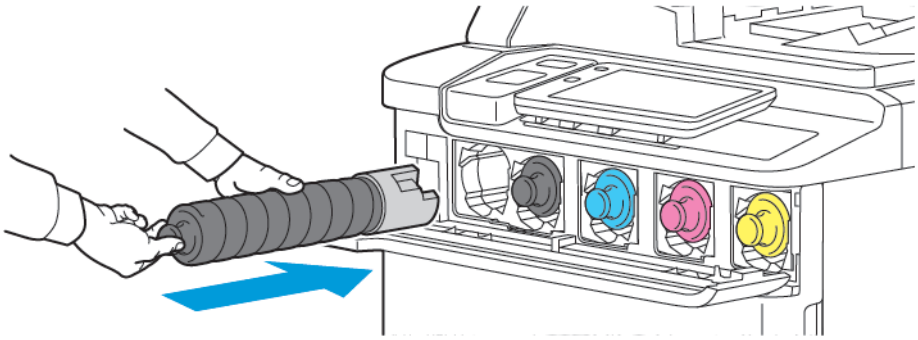


3. Dispose of the toner cartridge as normal office waste or recycle the cartridge.

Note: Be careful not to get toner on clothing.

4. Remove the new toner cartridge from the packaging.
5. To redistribute the toner, gently tilt the new cartridge up and down, then left and right.

6. To install the new toner cartridge, align the arrows on the cartridge with the printer. Push in the cartridge until it clicks.



7. Close the toner cover. If the door does not close completely, ensure that the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.

> **Warning:** Never use a vacuum cleaner when you clean spilled toner. An explosion can occur when toner fills a vacuum cleaner and contacts sparks. To remove spilled toner, use a broom or a cloth moistened with a neutral detergent.

Routine Maintenance Items

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

The following items are routine maintenance items:

- Drum Cartridge
- Fuser Assembly
- Waste Toner Container

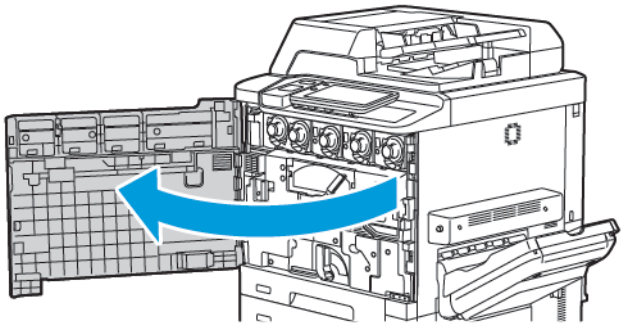
DRUM CARTRIDGES

To install a new drum cartridge, follow the instructions on the control panel, in the user guide, or shipped with the new drum cartridge.

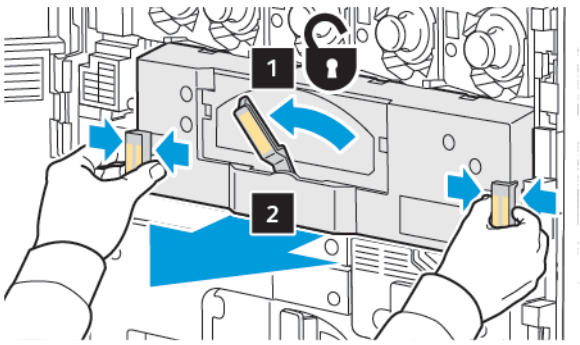
Replacing the Drum Cartridges

This procedure shows you how to remove a used drum cartridge and replace it with a new drum cartridge. When it is time to replace the drum cartridge, a message appears on the control panel. For replacement and recycle information, follow the instructions that are shipped with the new drum cartridge.

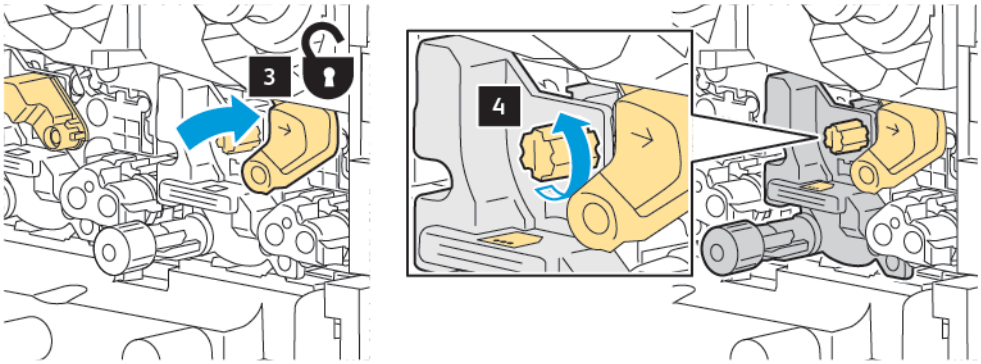
1. Leave the machine power on, then proceed to the next step.
2. Ensure that the machine has stopped running, then open the front door.



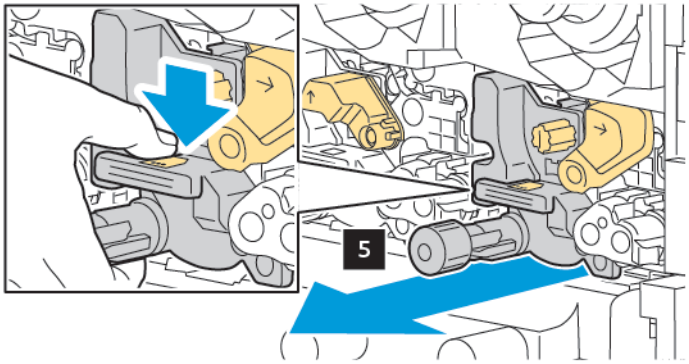
3. To remove the Waste Toner Transport Assembly out of the printer, unlock the assembly using the lever. Pinch the tabs on both the sides as shown and take it out from the printer.



4. Unlock the handle, then loosen the knob counterclockwise.

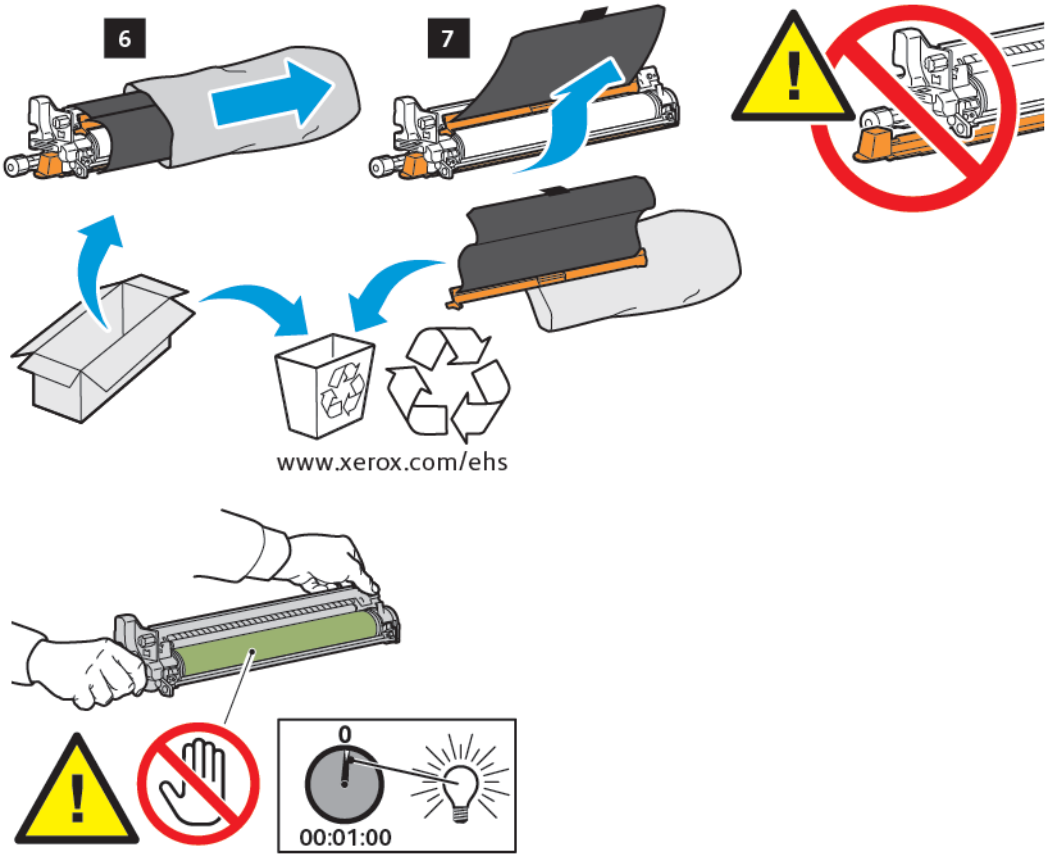


5. Pinch the tab, then pull the Drum Cartridge out of the printer.



6. Open the packaging on the new drum cartridge, then remove the protective film from the drum cartridge. Place the new drum cartridge near the machine.

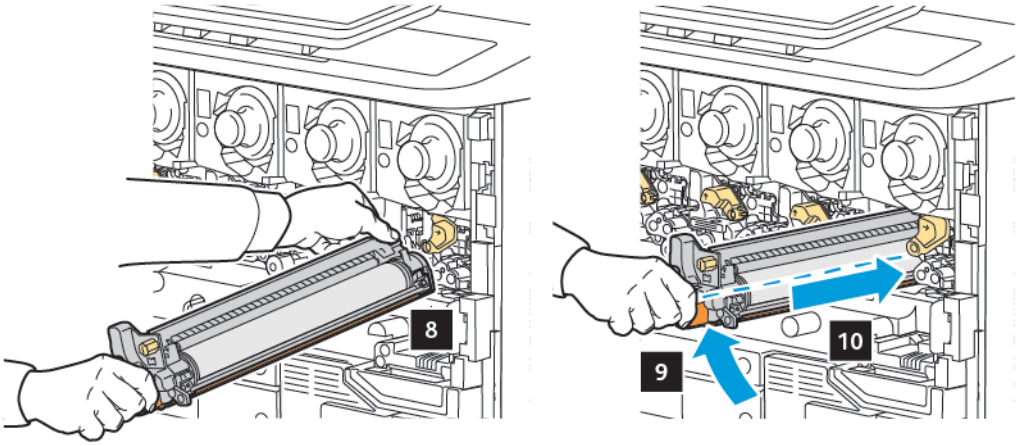
Note: Do not remove the packaging strip at the bottom new drum cartridge. Remove the strip after installing the drum cartridge into the printer.



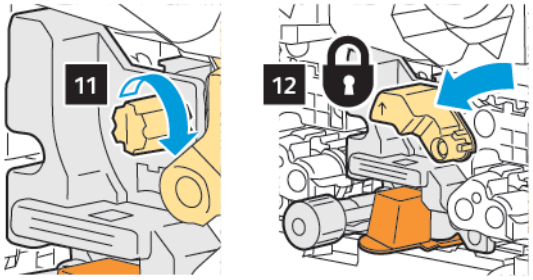
Caution: To prevent damage to the drum cartridge, do not touch or scratch the imaging drum surface when you remove the cartridge from the packaging.

Note: Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than 1 minute. Image quality can deteriorate when the drum cartridges are exposed to light.

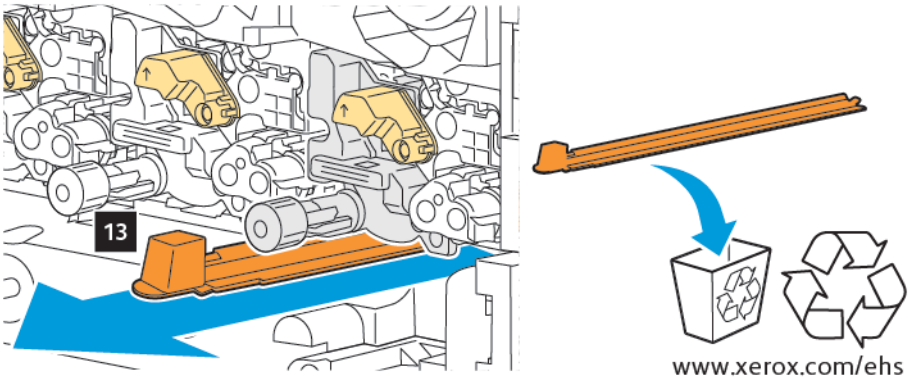
7. Position the new cartridge, then slide it into the printer.



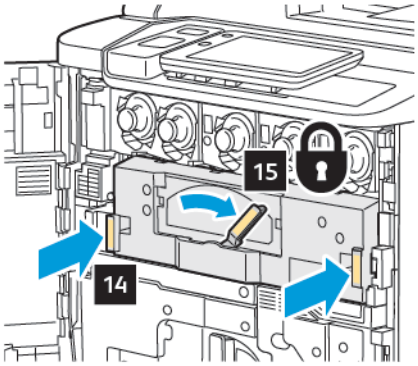
8. To tighten the knob, rotate the knob clockwise, then move the handle to lock position.



9. Remove the packaging strip from underneath the cartridge.



10. Insert the assembly, then move the lever to lock position.

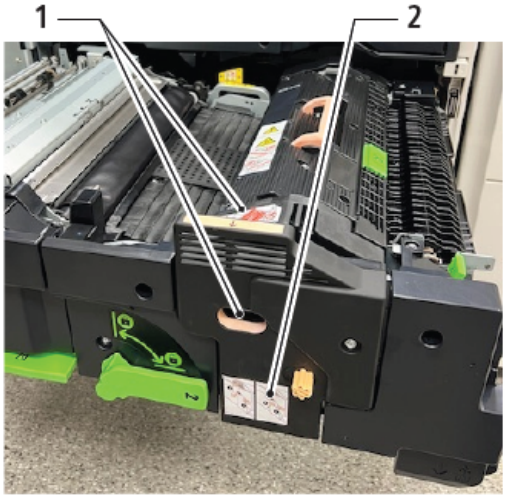


FUSER ASSEMBLY

The fuser provides approximately 200,000 prints or copies.

To replace the fuser assembly, ensure that it is a Customer Replaceable Part (CRP). For some printers, the fuser assembly can be replaced only by the Technical Service Representatives (TSR). To identify if you can replace the fuser, check for multiple ember-gold touch-points on handles and the instruction labels. Refer to the following identification points on the fuser assembly:





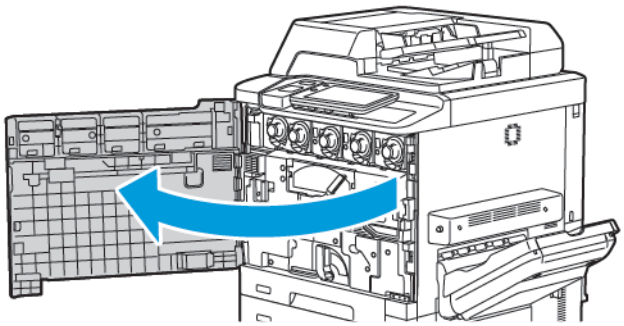
1. Ember-gold touch-points
2. Instruction labels

Make sure to contact Xerox Service Representative to replace the fuser assembly if the unit is without the ember-gold touch-points and the instruction labels.

Replacing the Fuser Assembly

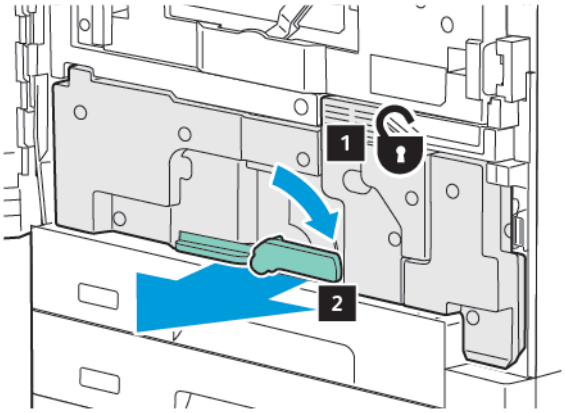
This procedure shows you how to remove a used fuser that is no longer functioning to specifications and replace it with a new fuser. For replacement and recycling information, follow the instructions shipped with the new fuser assembly.

1. Ensure that the printer has stopped running, then open the front door.

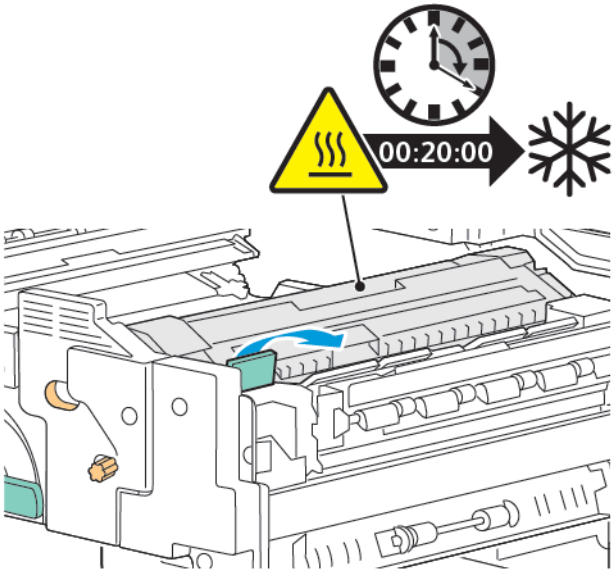


2. Grasp the handle 2, then turn it to the unlock position.

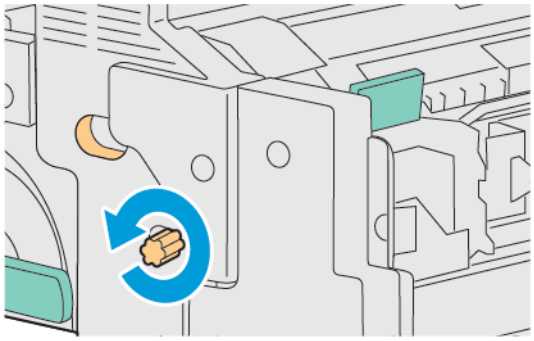
Note: To avoid burns, power off the printer. Then wait at least 5–10 minutes to allow the fuser to cool. Refer to the warning labels inside the printer.



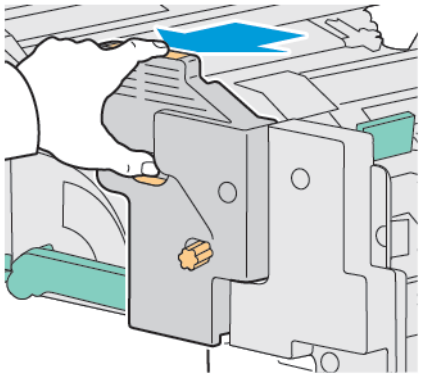
3. Carefully, pull out the transfer module.
4. Rotate and open the transport baffle handle 2C.



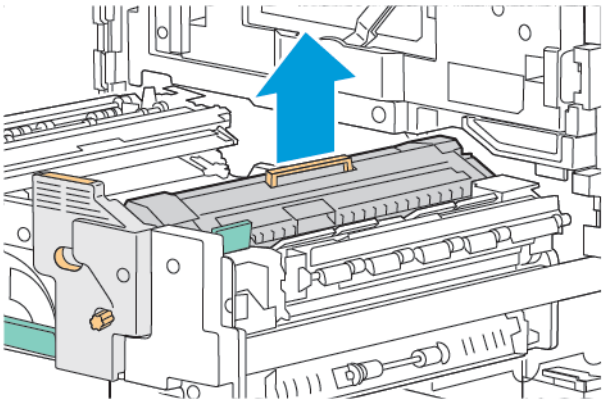
5. Locate the ember-gold thumb screw on the front handle, then rotate the thumb screw counter-clockwise until it gets loose.



6. Using thumb and forefingers, grasp the front handle at ember-gold touch points, then pull the front handle out toward front of the machine and disengage the fuser.

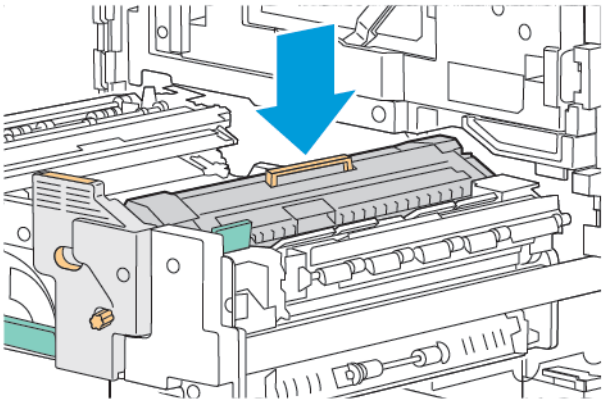


7. Grab and lift the ember-gold handle only, then carefully pull the fuser up and out of the transfer module.

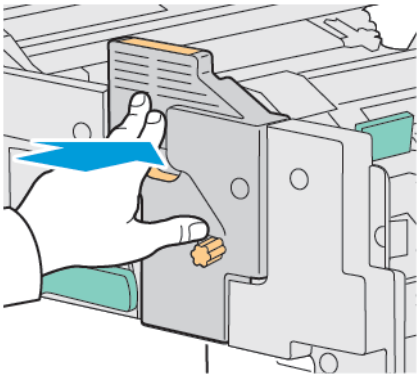


8. Dispose off the old fuser as normal office waste, or recycle the fuser.
9. Remove the new fuser from the packaging.

10. Grasp the ember-gold handle on the new fuser, then carefully insert the fuser into the transfer module.

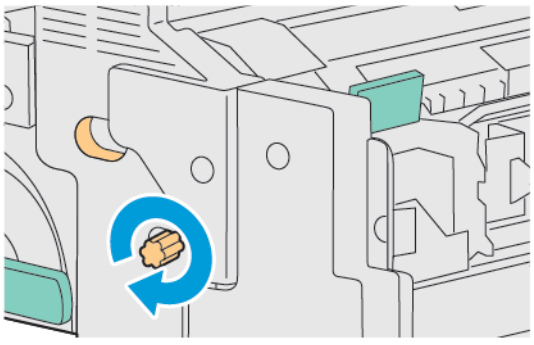


11. To engage the fuser, push the front handle back in.



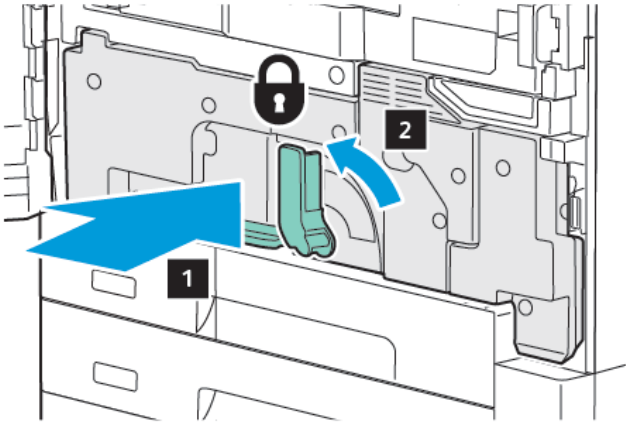
12. Push and rotate the ember-gold thumb-screw clockwise until finger-tight.

Note: Do not overtighten the thumb-screw.



13. Close the transport baffle 2C.
14. Close the transfer module.

15. Turn the handle 2 to the lock position.



16. Close the front door of the printer.

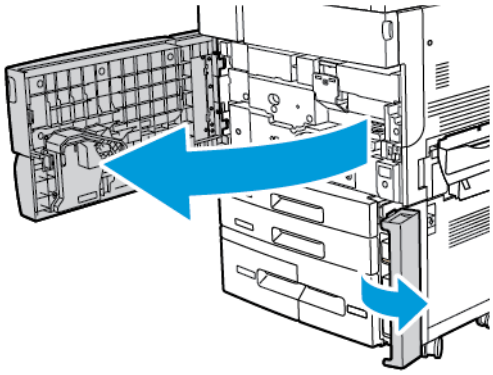
WASTE TONER CONTAINER

The waste toner container needs replacing after approximately 30,000 prints or copies at 6% area coverage.

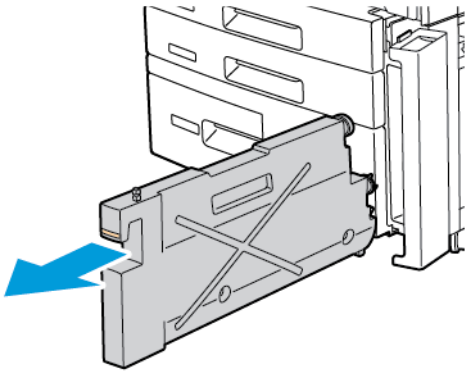
Replacing the Waste Toner Container

This procedure shows you how to remove the used waste toner container and replace it with a new waste toner container. When it is time to order or install a new container, a message appears on the control panel.

1. Ensure that the printer has stopped running, then open the front door.
2. Open the waste toner container cover, located to the right of tray 1.

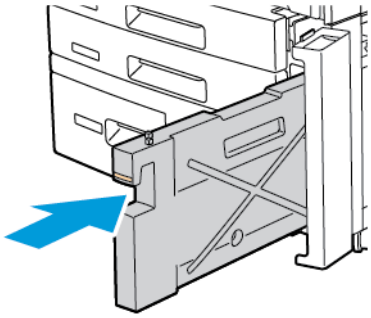


3. Grasp the center section on top of the container, then pull it half-way out of the printer.



> **Warning:** Never use a vacuum cleaner when you clean spilled toner. An explosion can occur when toner fills a vacuum cleaner and contacts sparks. To remove spilled toner, use a broom or a cloth moistened with a neutral detergent.

4. Hold the used waste toner container firmly with both hands to pull it out of the printer. Place the container into the provided plastic bag.
5. Hold the center part on the top of a new container, then push it in until it stops.



6. Close the waste toner container cover.
7. Close the front door of the printer.

Recycling Supplies

For information on Xerox supplies recycling programs, go to www.xerox.com/en-us/about/ehs. Some routine maintenance items are shipped with a prepaid return label. Use the prepaid return label to return used components in their original boxes for recycling.

Troubleshooting

This chapter contains:

General Troubleshooting 194
Paper Jams 196
Print-Quality Problems 211
Paper Curl Correction 212
Copy and Scan Problems 215
OAuth 2.0 Email Errors 216
Fax Problems 217
Getting Help 219

General Troubleshooting

This section contains procedures to help you locate and resolve problems. Some problems can be resolved by simply restarting the printer.

If the problem is not resolved by restarting the printer, refer to the table in this chapter that best describes the problem.

PRINTER DOES NOT POWER ON

PROBABLE CAUSES	SOLUTIONS
The power switch is not correctly turned on.	Power off the printer using the power button on the control panel. Wait 2 minutes, then power on the printer.
The power cord is not plugged into the outlet correctly.	Power off the printer, then plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	Plug another electrical appliance into the outlet, then determine if the appliance operates properly. Try a different outlet.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications.

Caution: Plug the three-wire power cord with grounding prong, directly into a grounded AC outlet only. Do not use a power strip. If necessary, contact a licensed electrician to install a properly grounded outlet.

PRINTING TAKES TOO LONG

PROBABLE CAUSES	SOLUTIONS
The printer is set to a slower mode, for example, heavyweight stock.	It takes more time to print on special media. Ensure that the media type is set properly in the print driver and at the printer control panel.
The printer is in power-saving mode.	It takes time for printing to start in power-saving mode.
The job is complex.	Wait. No action needed.

PRINTER RESETS OR POWERS OFF FREQUENTLY

PROBABLE CAUSES	SOLUTIONS
The power cord is not correctly plugged into the outlet.	Power off the printer, confirm that the power cord is correctly plugged into the printer and the outlet, then power on the printer.
A system error occurred.	Contact your local Xerox service representative with the fault information. Check the fault history. For details, refer to Getting Help.

2-SIDED PRINTING PROBLEMS

PROBABLE CAUSES	SOLUTIONS
Media or settings are not correct.	Ensure that you are using correct media. For details, refer to Supported Media. Envelopes, labels, and 1–sided, coated-stock cannot be used for 2-sided printing. In the print driver, choose **2-Sided Printing**.

SCANNER ERROR

PROBABLE CAUSES	SOLUTIONS
Scanner is not communicating.	Power off the printer using the power button on the control panel. Wait 2 minutes, then power on the printer.

Paper Jams

The printer is designed to function with minimal paper jams using Xerox-accepted media types only. Other media types may cause more frequent paper jams. If accepted media is jamming frequently in one area, that area may need to be cleaned or repaired.

MINIMIZING PAPER JAMS

The printer is designed to function with minimal paper jams using Xerox-supported paper. Other paper types can cause jams.

Adhere to the following:

- If supported paper is jamming frequently in one area, clean that area of the paper path.
- To avoid damage, always remove jammed paper carefully without tearing it. Try to remove the paper in the same direction in which it normally moves through the printer. Even a small piece of paper left in the printer can cause a jam.
- Do not reload paper that has jammed.

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 details, for the US and North America, refer to the Recommended Media list at: www.xerox.com/rmlna or for Europe, www.xerox.com/rmleu.
- Follow proper paper handling and loading techniques.
- Always use clean, undamaged paper.

THE PRINTER PULLS MULTIPLE SHEETS TOGETHER

PROBABLE CAUSE	SOLUTIONS
The paper tray is too full.	Remove some of the paper. Do not load paper above the maximum fill line.
The front edges of the paper are not even.	Remove the media, align the front edges, then reload the media.
The media is moist from humidity.	Remove the media from the tray, then replace it with new, dry media.
Too much static electricity is present.	Try a new ream of paper.

PROBABLE CAUSE	SOLUTIONS
Unsupported media.	Use only Xerox-approved media. Refer to Supported Media.
Humidity is too high for coated paper.	Feed the paper one sheet at a time.

PAPER JAM MESSAGE STAYS ON

PROBABLE CAUSES	SOLUTIONS
Some paper remains jammed in the printer.	Recheck the media path and make sure that you have removed all of the jammed paper.

MEDIA MISFEEDS

This table lists solutions to paper jams in the duplex unit, document feeder, and paper trays.

PROBABLE CAUSES	SOLUTIONS
Unaccepted media of the wrong size, thickness, or type is in use.	Do not use unaccepted media. Use only Xerox-approved media. For details, see Accepted Media. Recheck the paper path inside the module, then remove all jammed paper. Ensure that you do not have mixed media types in the tray. Do not print envelopes, labels, extra heavyweight, or gloss paper 2-sided.
Warped or wrinkled media is loaded in the tray. The media is moist from humidity.	Remove the media, smooth it out, then reload it. If the media still misfeeds, do not use that media. Remove the moist media, then replace it with new, dry media.
The documents loaded in the document feeder exceed the maximum capacity allowed.	Place fewer documents in the document feeder.
The document feeder guides are adjusted improperly.	Ensure that the media guides fit snugly against the media loaded in the document feeder.
The media is not positioned correctly in the tray.	Remove the misfed media, then reposition the media properly in the tray. Ensure that the media guides in the tray are set correctly.
The number of sheets in the tray exceeds the maximum capacity allowed.	Remove some of the paper. Do not load paper above the maximum fill line.
The media guides are not adjusted correctly to the media size.	Adjust the media guides in the tray to match the size of the media.
The label sheet is facing the wrong way in the tray.	Load the label sheets according to the manufacturer instructions.
Envelopes are facing the wrong way in Tray 5 (Bypass Tray).	Load the envelopes face down in Tray 5 (Bypass Tray), with the flaps closed, on the leading edge.

CLEARING PAPER JAMS

When a jam occurs, the control panel touch screen displays an animated graphic showing the location of the jam.

To avoid damage, always remove misfed media gently, without tearing it. Try to remove the paper in the direction that the paper would feed normally. Any piece of media left in the printer, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

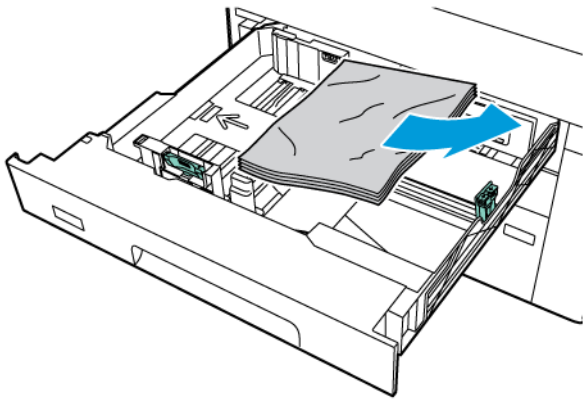
Note: The printed side of jammed pages may smudge, and the toner may stick to your hands. Do not touch the printed side of the media when removing it. Make sure not to spill any toner inside the printer.

Note: Removing the trays is not recommended for clearing paper jams.

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, not hot water, to rinse the toner off. 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.

Clearing Paper Jams from Tray 1, Tray 2, Tray 3, or Tray 4

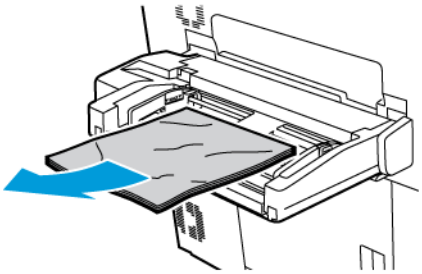
1. Pull out the tray until it stops.
2. Remove the paper from the tray.



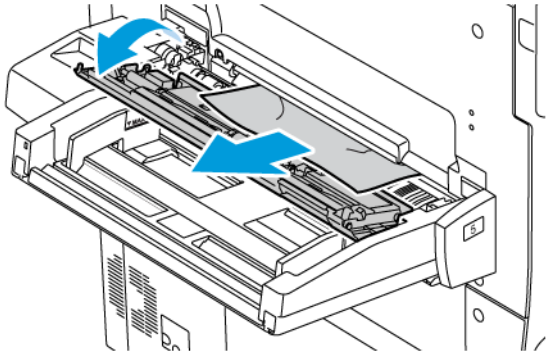
3. If the paper is torn, remove the tray completely, then check inside the printer for torn pieces of paper.
4. Reload the tray with undamaged paper, then push the tray in until it stops.
5. If you have changed the paper type, select an option on the control panel touch screen:
   - To choose paper size, touch **Paper Size**. Touch either **Auto Detect** or **Manual Size Input**.
   - To choose paper type, touch **Paper Type**.
   - To choose paper color, touch **Paper Color**.
   - To adjust paper curl, touch **Adjust Paper Curl**.
6. On the printer touch screen, touch **OK**.

Clearing Paper Jams from Tray 5 (Bypass Tray)

1. Remove the jammed paper from the tray. Ensure that there are no sheets of paper in the paper feed entrance area where the tray connects to the printer.



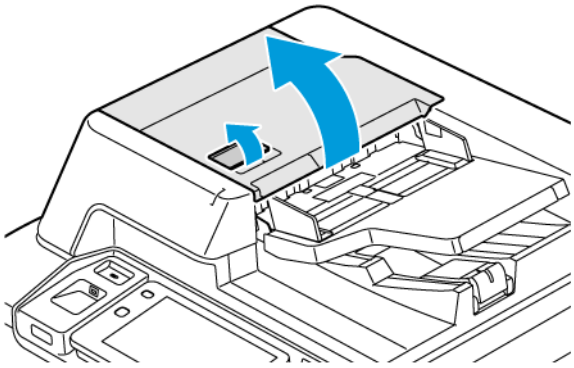
2. If the paper is stuck in the paper feed entrance area, open the cover to remove the jammed paper.



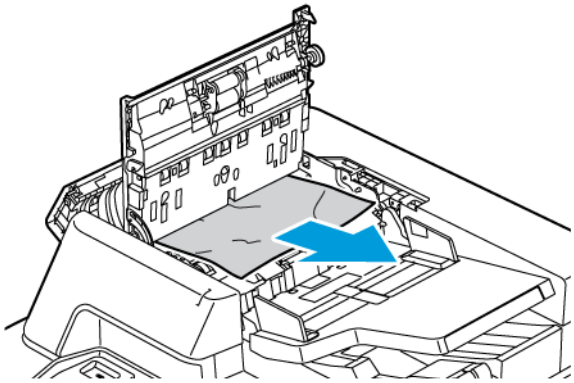
3. If the paper is torn, check inside the printer for torn pieces of paper.
4. Reload the tray with undamaged paper. The leading edge of the paper should lightly touch the paper feed entrance.
5. If you have changed the paper type, select an option on the control panel touch screen:
   - To choose paper size, touch **Paper Size**. Touch either **Auto Detect** or **Manual Size Input**.
   - To choose paper type, touch **Paper Type**.
   - To choose paper color, touch **Paper Color**.
   - To adjust paper curl, touch **Adjust Paper Curl**.
6. On the printer touch screen, touch **OK**.

Clearing Paper Jams in Document Feeder

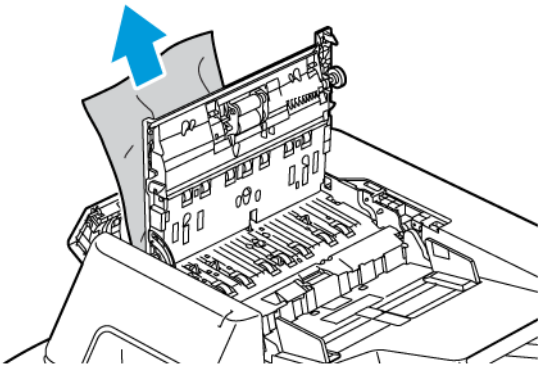
1. Gently, release the latch of the document feeder top cover, then open the cover completely.



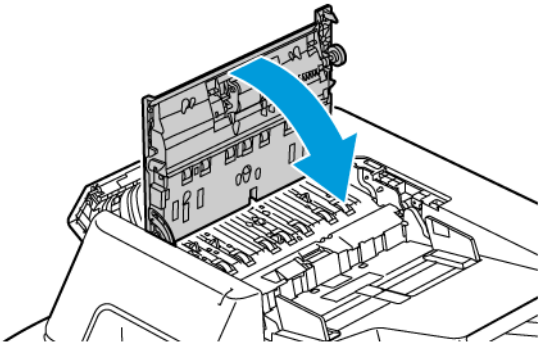
2. Open the left cover.
3. If the document is not caught in the document feeder, remove the jammed paper..

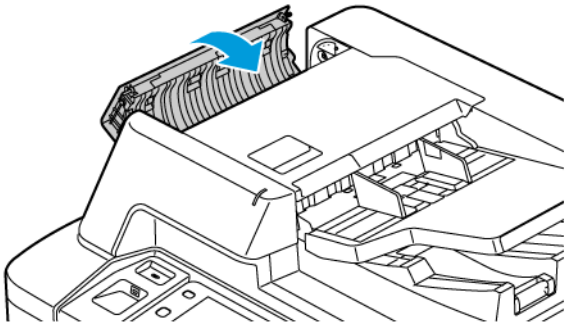


4. If the paper jam is inside the left cover, remove the jammed paper.

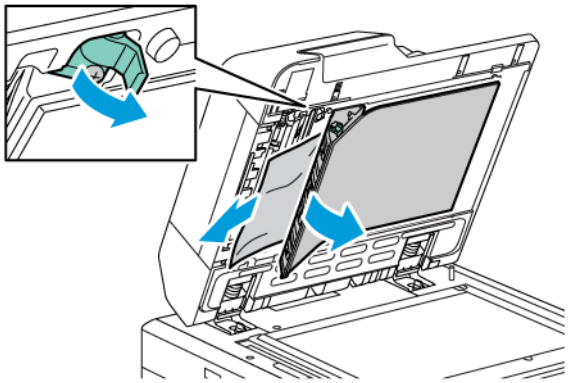


5. Close the top cover and the left cover until it clicks into place.

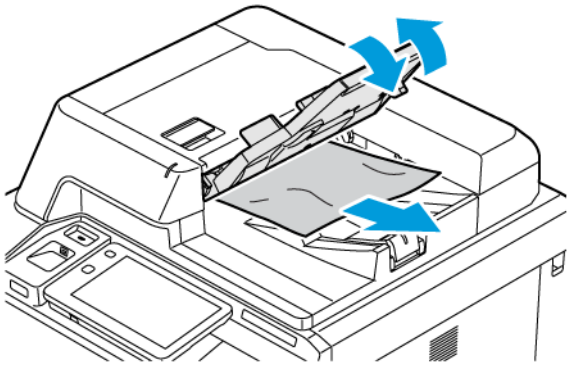




6. If the document is not visible when the top cover is opened, lift the document feeder. Remove any original document from the document glass.
7. To access the second-side scanning lens assembly, on the left side of the document cover, lower the lever. Remove the original document in the direction shown.



8. If the original document is not visible when the document feeder is opened, close the document feeder. Lift the document feeder tray, then remove the jammed paper.

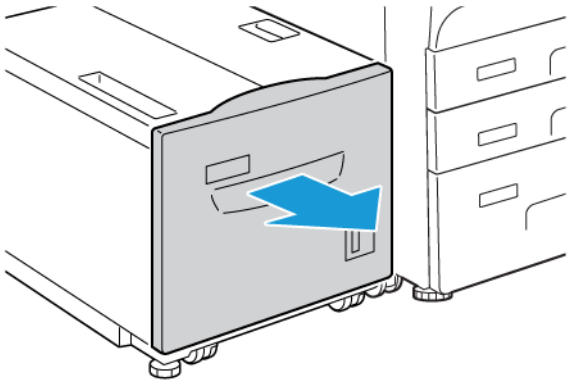


9. Lower the document feeder tray.
10. If the original document is not wrinkled or torn, load document into the feeder again, following the instructions on the control panel.
11. After clearing a paper jam from the Duplex Automatic Document Feeder, reload the entire original document, including the pages already scanned. The printer automatically skips the scanned pages and scans the remaining pages.

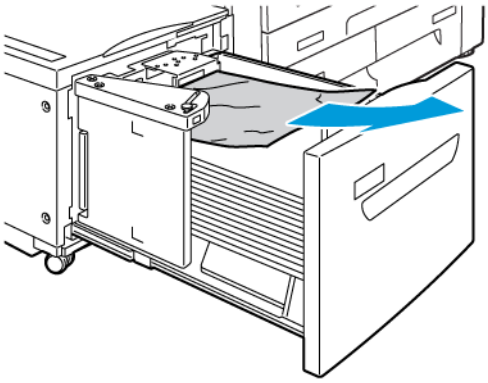
> **Caution:** Torn, wrinkled, or folded original documents can cause jams and damage the printer. To copy torn, wrinkled, or folded original documents, use the document glass.

Clearing Paper Jams in the High Capacity Feeder

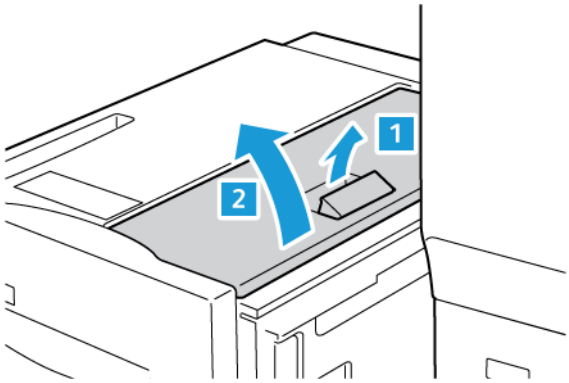
1. Open Tray 6, then remove any jammed paper.

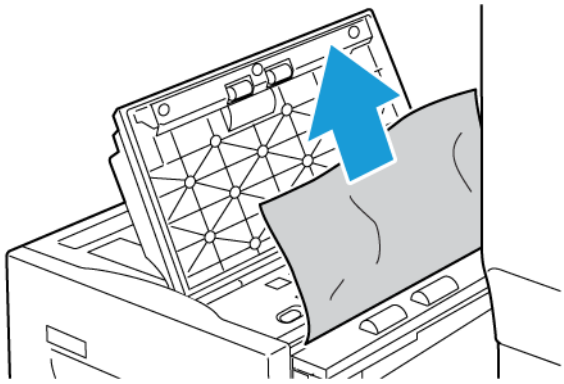


2. If paper is torn, check for any torn pieces of paper inside the machine.



3. Gently close Tray 6.
4. Gently move Tray 6 to the left until it stops.
5. Open the Tray 6 top cover, then remove any jammed paper.





6. Close the Tray 6 top cover, then gently move Tray 6 to its original position.

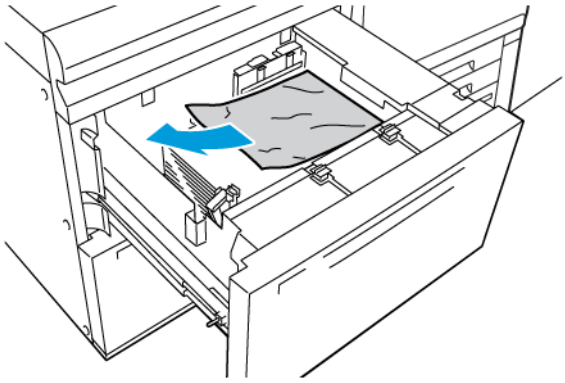
Clearing OHCF Jams

Tip: Always ensure that all paper jams, including any small torn pieces of paper, are cleared before proceeding with your print jobs.

Note: Remedies to remove jammed paper differ according to the paper jam location. To remove jammed paper, follow the instructions that appear on the control panel.

Clearing Paper Jams from Oversized High-Capacity Feeder Trays

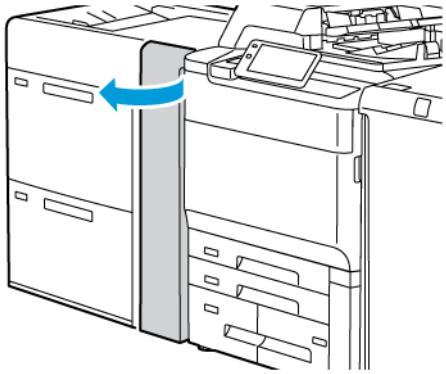
1. Open the tray where the paper jam occurred.
2. Remove the visible jammed paper.



3. If paper is torn, check for any torn pieces of paper inside the machine.
4. Gently close the tray.

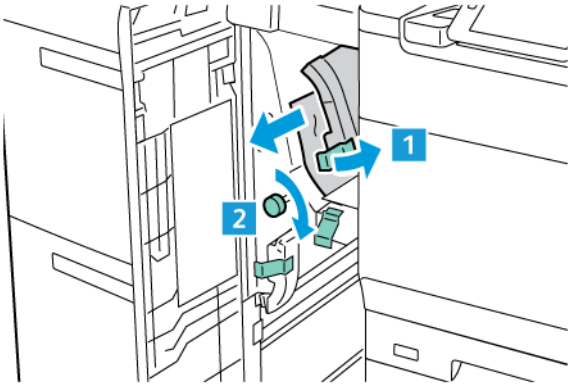
OHCF Paper Jams at Lever 1a and Knob 1c

1. Open the front cover of the OHCF.



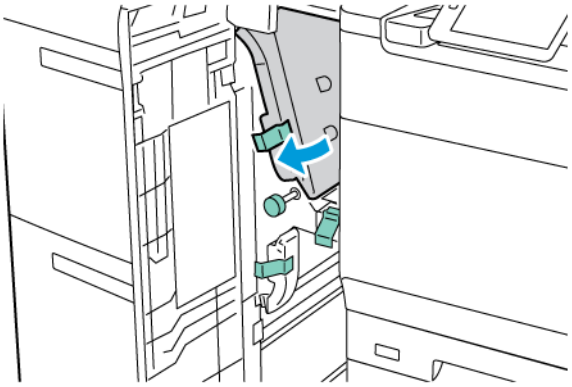
2. To remove the jammed paper, do the following steps:
   a. Pull the lever **1a** to the right.
   b. Rotate the knob **1c** to the right.

c. Remove the jammed paper.



Note: If paper is torn, check inside the printer, then remove the torn paper.

3. Return lever **1a** to the original position.

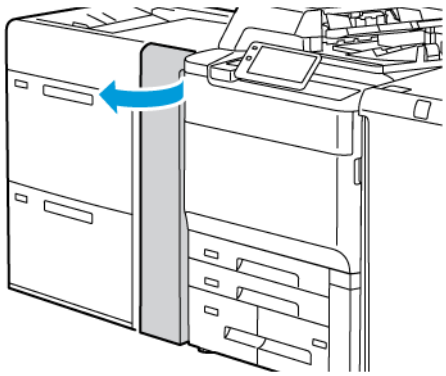


4. Close the front cover of the OHCF.

Note: If the front cover of the OHCF is not closed completely, a message appears on the printer touch screen, and the printer cannot operate.

OHCF Paper Jams at Lever 1b and Knob 1c

1. Open the front cover of the OHCF.

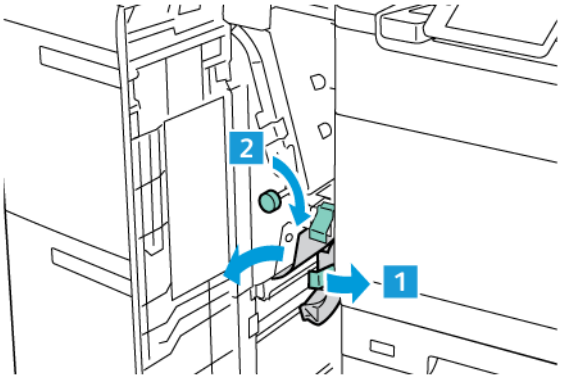


2. To remove the jammed paper, do the following steps:

a. Move lever **1b** to the right.

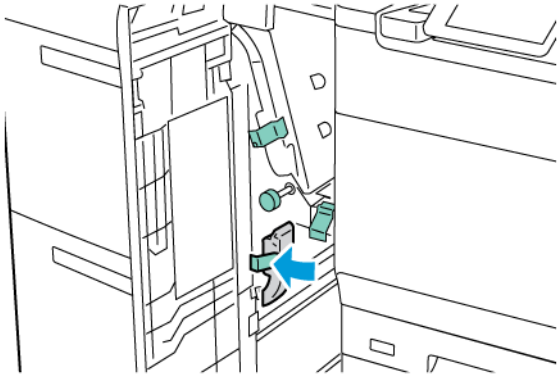
b. Rotate knob **1c** clockwise.

c. Remove the jammed paper.



Note: If paper is torn, check inside the printer, then remove the torn paper.

3. Return lever **1b** to the original position.

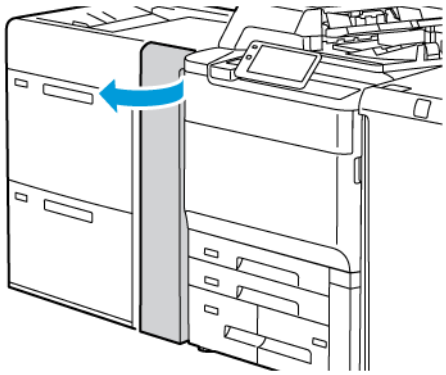


4. Close the front cover of the OHCF.

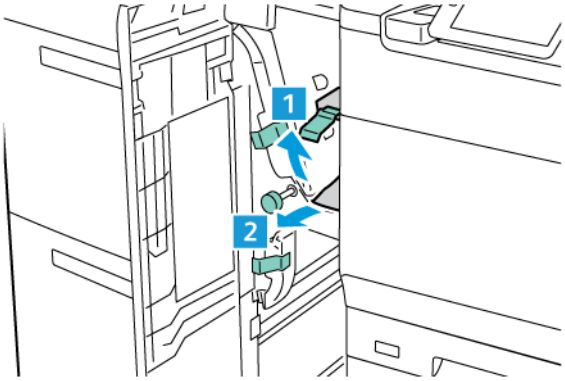
Note: If the front cover of the OHCF is not closed completely, a message appears on the printer touch screen, and the printer cannot operate.

OHCF Paper Jams at Lever 1d and Knob 1c

1. Open the front cover of the OHCF.

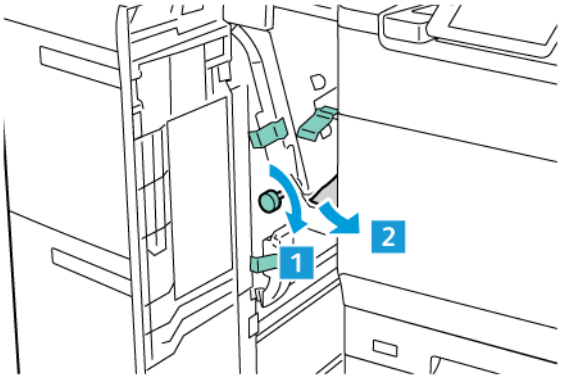


2. To remove the jammed paper, do the following steps:
   a. Lift lever **1d**.
   b. Remove the jammed paper.

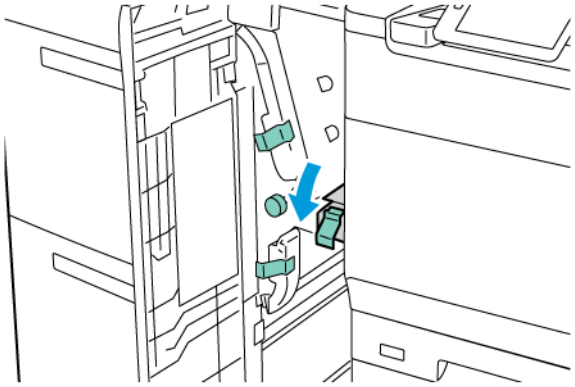


Note: If paper is torn, check inside the printer, then remove the torn paper.

3. If the jammed paper cannot be removed, do the following steps:
   a. Rotate knob **1c** clockwise.
   b. Remove the jammed paper.



4. Return lever **1d** to the original position.

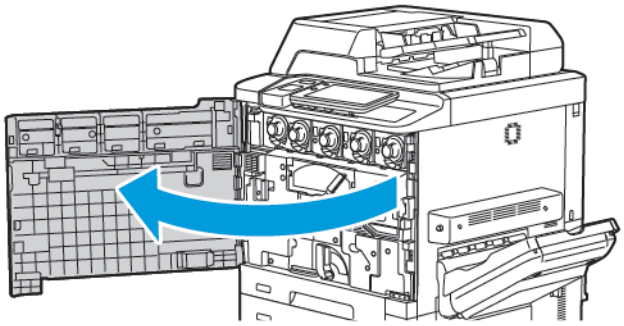


5. Close the front cover of the OHCF.

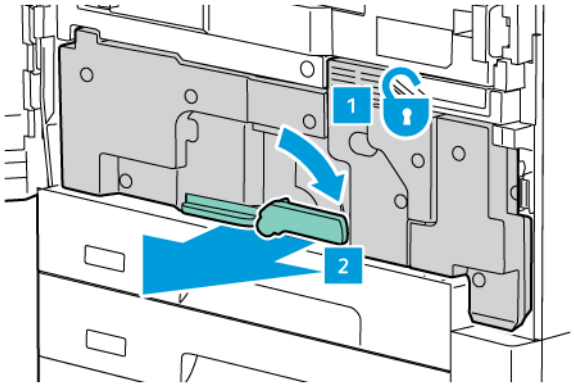
Note: If the front cover of the OHCF is not closed completely, a message appears on the printer touch screen, and the printer cannot operate.

Clearing Paper Jams in the Fuser

1. Ensure that the machine has stopped running, then open the front door.



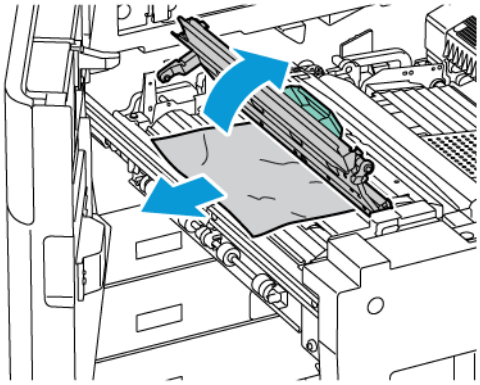
2. Turn handle 2 to the right until it is in the horizontal position, then pull out the transfer module.



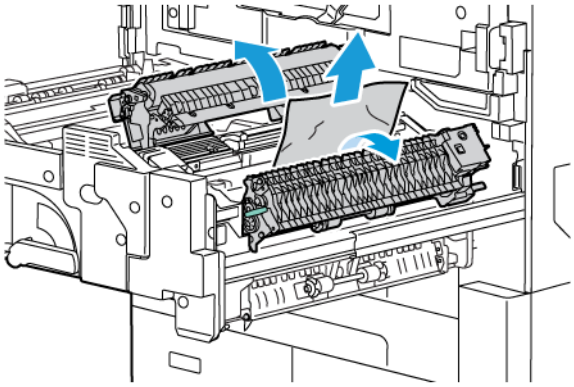
Note: Never touch a labeled area, found on the fuser or nearby, indicating High Temperature and Caution. You may get burned.

3. Remove the visible jammed paper.

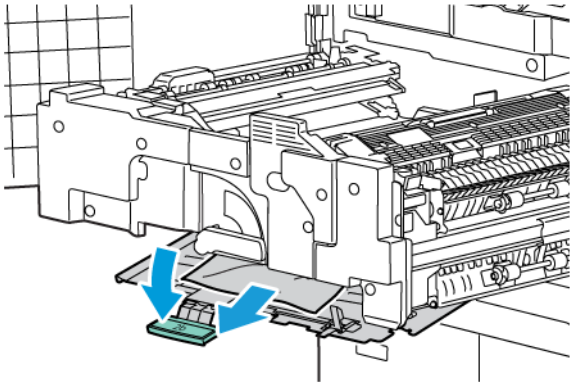
4. If paper is torn, check for any torn pieces of paper inside the machine.
5. Lift lever 2a to remove jammed paper.



6. Lift lever 2b and 2c, then remove the jammed paper.

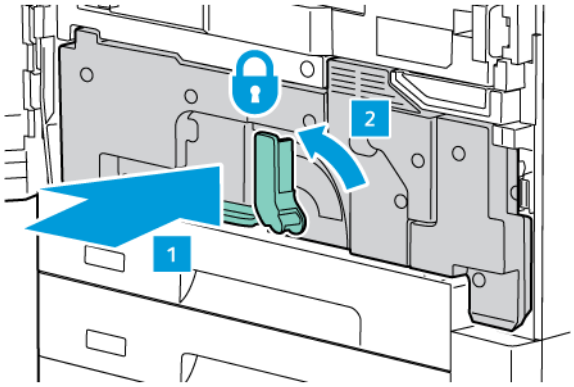


7. Pull down handle 2d, then remove the jammed paper.

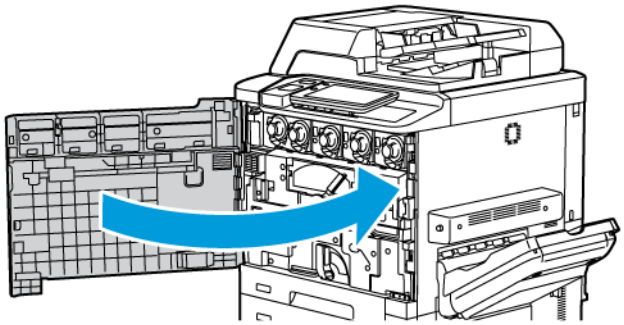


8. Return handle 2a, 2b, 2c, and 2d to their original positions.

9. Push in the transfer module completely, then turn handle 2 to the left.



10. Close the front door.



Print-Quality Problems

Caution: The Xerox Warranty or Service Agreement does not cover damage caused by using unsupported paper or specialty media.

Note: To ensure print quality, toner and print cartridges for many models of equipment are designed to cease functioning at a predetermined point.

Note: Grayscale images printed with the composite black setting count as color pages, because color consumables are used. This is the default setting on most printers.

For troubleshooting print quality problems, refer to Simple Image Quality Adjustment (SIQA) in *System Administrator Guide* at www.xerox.com/office/PLC92XXdocs.

For additional information, refer to Custom Paper Settings and Image Quality.

Paper Curl Correction

When printed output is curled, adjustments may be required to obtain optimum print output. The printer is designed with a default setting to control curl. When using the system Default, the printer automatically determines the amount of pressure required in order to reduce the output curl of the paper.

Many variables can cause Paper curl, which includes:

- The weight of the paper and whether it is coated or uncoated.
- The amount of dry toner and the area being covered on a sheet: the heavier the coverage, the greater the tendency to curl.
- How the paper is loaded in the tray. Ensure that you load the paper as instructed on the ream wrapper.
- The atmospheric conditions of the room where the paper is stored, especially those related to humidity and temperature.
- The heat generated during the fusing processes.

However, with some print jobs, the output prints can be curled more than you desire even after using the system default. In those cases, you can either use the **Adjust Paper Curl** option on the local control panel or the optional **Interface Decurler module (IDM)** to compensate for paper curl in your prints. For more information on the Interface Decurler Module Curl Correction Modes and Functions, refer to KB0369223: How To Configure the Interface Decurler Module Curl Correction Modes and Functions.

ADJUSTING THE PAPER CURL

To improve the print quality, ensure that the media meets the following conditions:

- Compatible with the press
- Within supported specifications
- In good condition
- Assigned to the correct tray

To adjust the paper curl on the control panel follow the below steps.

1. When the Paper Confirmation window is open, scroll down to adjust paper curl. Or from the home screen touch **Settings > Device > Paper Tray Settings**.
2. Select a tray and scroll down to select **Adjust Paper Curl**.

3. In the Adjust Paper Curl screen, choose any of the paper curl setting from the following.
   - **Default**: Default machine setting.
   - **Type A**: This setting improves down curl compared with the default setting.
   - **Type B**: This setting is the same as Default.
   - **Type C**: This setting improves up curl compared with the default setting.

Note: Always run test prints every time you change or select a setting. This allows you to evaluate the output and determine whether any additional changes are required.

Note: If the curl adjustment is unacceptable after using A and B adjustment types, then a Custom Curl Profile can be created under Custom Paper Setting or as a System Administrator.

4. After selecting a paper curl setting, touch **OK**.
5. Touch **OK** again, in the tray confirmation window.

CREATING A CUSTOM CURL PROFILE

To create a Custom Curl Profile as administrator, refer to *System Administrator Guide*. To create a Custom Curl Profile through Custom Paper Settings, follow the below steps:

1. Select **Device > Paper Tray Settings > Common Settings > Custom Paper Settings**.
2. Select an existing or empty Custom Type entry from the list.
3. Enter a name for the type setting as desired.
4. Set the appropriate paper type.
5. Select **Adjust Paper Curl**.
6. Select one of the listed Type number.
7. Select **Type Setup**.
8. Enter a name for the Type number.
9. Adjust curl levels as necessary following the below steps.
10. Each Type number has three print modes and each can be set to Auto or fixed curl adjustment level (0–5).
    - 1 Sided – Face Up
    - 1 Sided – Face Down
    - 2 Sided
11. Adjust curl setting value (0–5) for one or more of the print modes as necessary.
    - 0 provides the best performance to minimize up curl exiting the fuser.
    - 5 provides the best performance to minimize down curl exiting the fuser.

Note: 0 setting is new and can help with excessive up curl and is only available on January 2026 release software or later versions.

12. You can print samples after adjusting the values and evaluate curl performance.
13. Save the type setting and exit.

14. Select the type setting and apply it to the custom paper setting for the media being run.

Copy and Scan Problems

When the copy or scan quality is poor, to correct the problem, select the closest symptom from the following table.

If the copy quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

SYMPTOM	SOLUTION
Lines or streaks are present only in copies made from the document feeder.	There is debris on the document glass. When scanning, the paper from the document feeder passes over the debris creating lines or streaks. Clean all glass surfaces with a lint-free cloth.
Spots present in copies made 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.
The reverse side of the original document appears on the copy or scan.	Copy: Ensure that Background Suppression is enabled. Scan: Ensure that Background Suppression is enabled.
Image is too light or dark.	Copy: Modify the settings to lighten, darken, or adjust contrast. Scan: Modify the settings to lighten, darken, or adjust contrast.
Colors are off.	Copy: Modify the settings to adjust color balance. Scan: Confirm that the correct Original Type is set.

OAuth 2.0 Email Errors

SYMPTOM	SOLUTION
Error Codes 018-457 and 027-510	To register the printer for OAuth 2.0 email for Microsoft 365 Exchange Online, refer to the *System Administrator Guide*, SMTP section.
Error Code - 027-779	Ensure that the **From** address matches the **From** address that is used to register the device for OAuth 2.0 email with Microsoft Exchange Online.

Fax Problems

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

PROBLEMS SENDING FAXES

SYMPTOM	CAUSE	SOLUTION
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 faint.	Adjust the resolution. Adjust the contrast.
	There may be a problem with the telephone connection.	Check the telephone line, then send the fax again.
	There may be a problem with the sending fax machine.	To ensure that your printer is operating correctly, make a copy. If the copy printed correctly, have the recipient check the condition of receiving fax machine.
The fax received by the recipient is blank.	The document was loaded incorrectly.	Document feeder: place the document to be faxed face up. Document glass: place the document to be faxed face down.
Fax was not transmitted.	The fax number may be wrong.	Check the fax number.
	The telephone line may be connected incorrectly.	Check the telephone line connection. If the line is disconnected, connect it.
	There may be a problem with the receiving fax machine.	Contact the fax recipient.

PROBLEMS RECEIVING FAXES

SYMPTOM	CAUSE	SOLUTION
The received fax is blank.	There may be a problem with the telephone connection or with the sending fax machine.	Check that the printer can make copies. If the printer can make copies, have the sender send the fax again.
	The sender may have 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 might not have enough memory. The printer does not answer a call if memory is low. Delete stored documents and jobs, then wait for the existing job to complete. This increases available memory.
The received fax size is reduced.	The paper supply in the printer may not match the document size sent.	Confirm the original size of the documents. Documents might be reduced based on the available paper supply in the printer.
Faxes are not received automatically.	The printer is set to receive faxes manually.	Set the printer to automatic reception.
	The memory is full.	If the paper tray is empty, load paper, then print the faxes stored in memory.
	The telephone line is connected incorrectly.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the sending fax machine.	To ensure that your printer is operating correctly, make a copy. If the copy printed correctly, have the recipient check the condition of the receiving fax machine.

Getting Help

The control panel touch screen provides information and troubleshooting help. When an error or warning condition occurs, the touch screen displays a message. The touch screen may display an animated graphic showing the location of the problem, such as the location of a paper jam.

Problems that prevent the full operation of the printer have associated fault codes. Fault codes help pinpoint the specific subsystem with the problem.

Note: The fault history can be viewed only by the system administrator and the Xerox service representative.

To see a list of current fault messages that have been displayed on the printer:

1. Press the **Home** button.
2. Go to **Settings > Device Status > Notifications**.

To see the error history reports:

1. Press the **Home** button.
2. Go to **Settings > Device Status > Print Reports > Error History Reports**.

LOCATING THE SERIAL NUMBER

When ordering supplies or contacting Xerox for assistance, you are asked to provide a serial number.

To view the printer serial number from the touch screen:

1. Press the **Home** button.
2. Touch **Settings > Device Status**.

The serial number is also on the frame, inside the lower left cover of the printer, or inside the front door.

CONTROL PANEL MESSAGES

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality. The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel touch screen displays a message informing you of the problem. In many cases, the touch screen displays an animated graphic showing the location of the problem, such as the location of a paper jam.

ALERTS

Alerts provide messages and instructions to help solve problems. Alerts can be viewed on:

- The Status page in the Embedded Web Server.
- All tabs in the print driver Properties window. For detailed status information, click **More Status**.

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 problems with print quality, copy quality, media jams, software installation, and more. To access the Online Support Assistant, go to www.xerox.com/office/PLC92XXsupport.

WEB RESOURCES

Xerox provides several websites that offer additional help.

RESOURCE	LINK
Technical support information for the printer includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, and more.	To access the Online Support Assistant, go to www.xerox.com/office/PLC92XXsupport. In the Search field, enter `Xerox PrimeLink C9200 Printer`.
Supplies for the printer	www.xerox.com/office/PLC92XXsupplies
A resource for tools and information, such as printing templates, helpful tips, and customized features to meet your individual needs.	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials.	Xerox Safety Data Sheets and Compliance Information (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies	Environmental Health & Sustainability - Xerox (U.S. and Canada) Environment Health and Safety - Xerox UK (European Union)
Information about recycling the printer	Environmental Health & Sustainability - Xerox (U.S. and Canada) Environment Health and Safety - Xerox UK (European Union)

Specifications

This appendix contains:

Printer Configurations 222
Physical Specifications 223
Environmental Specifications 224
Electrical Specifications 225
Performance Specifications 226

Printer Configurations

PRINTER MODEL	DESCRIPTION
The Xerox® PrimeLink® C9265	This printer model prints at speeds of up to 65 ppm for both color and for black and white.
The Xerox® PrimeLink® C9275	This printer model prints at speeds of up to 75 ppm for both color and for black and white.
The Xerox® PrimeLink® C9281	This printer model prints at speeds of up to 81 ppm for both color and for black and white.

STANDARD FEATURES

- Copy, print, mobile print
- Standard fax, Internet fax
- Scan to PC, USB, or email
- Network Accounting
- Single-pass, duplex automatic document feeder
- 2400 x 2400-dpi resolution
- Automatic 2-sided printing
- Integrated scanner
- Standard paper capacity (4 Trays and Bypass): 3260 sheets
- Color touch screen on integrated Control Panel
- Xerox Extensible Interface Platform® to connect to third-party software from the touch screen
- Foreign Device Interface
- PDL Support for PCL 5 and PCL 6
- Support for Ethernet 10/100BaseTX connection
- Support for coated and uncoated stock, up to 350 g/m² (129 lb. Cover) with no restriction and 400² (147 lb. Cover) with restrictions
- Paper Catalog, if available, for stock type selection
- Supports embossed paper

Physical Specifications

Rather than covering each specific configuration, this section contains sample specifications of representative input and output configurations available for the printer and finishers.

BASE UNIT

MEASUREMENT/DESCRIPTION	UNIT	UNIT
Width, no trays installed	27.5 in.	700 mm
Width, with Tray 5 and offset catch tray	63 in.	1660 mm
Depth	31.2 in.	793 mm
Height to top of Document Feeder	45.4 in.	1154 mm
Weight	535 lb.	242 kg

BASE UNIT FOR FINISHING ACCESSORIES

OUTPUT DEVICE	WIDTH	DEPTH	HEIGHT
Base Unit with Offset Catch Tray	1660 mm (63 in.)	793 mm (31.2 in.)	1154 mm (45.4 in.)
Base Unit with Business Ready 2 Finisher	2029 mm (84 in.)	793 mm (31.2 in.)	1154 mm (45.4 in.)
Base Unit with Business Ready 2 Booklet Maker Finisher	2034 mm (84 in.)	793 mm (31.2 in.)	1154 mm (45.4 in.)
Base Unit with Business Ready 2 Booklet Maker Finisher and C/Z Fold Unit	2271 mm (89.5 in.)	793 mm (31.2 in.)	1154 mm (45.4 in.)
Base Unit with Production Ready Finisher and Interface Decurler Module	2290 mm (90 in.)	793 mm (31.2 in.)	1154 mm (45.4 in.)
Base Unit with Production Ready Booklet Maker Finisher and Interface Decurler Module	2325 mm (91.5 in.)	793 mm (31.2 in.)	1154 mm (45.4 in.)
Base Unit with Production Ready Booklet Maker Finisher, C/Z Fold Unit, and Interface Decurler Module	2738 mm (108 in.)	793 mm (31.2 in.)	1154 mm (45.4 in.)
High Capacity Stacker	800 mm (31.5 in.)	725 mm (28.5 in.)	1041 mm (41 in.)
Crease Two-Sided Trimmer	800 mm (31.5 in.)	725 mm (28.5 in.)	1041 mm (41 in.)
SquareFold® Trimmer	800 mm (31.5 in.)	725 mm (28.5 in.)	1041 mm (41 in.)
Inserter	165 mm (6.5 in.)	726 mm (28.6 in.)	1235 mm (48.6 in.)

Environmental Specifications

TEMPERATURE AND RELATIVE HUMIDITY

- **Operating Temperature**: 10°–28° C (50°–82° F)
- When the humidity is 85%, the temperature must be 28° C (83° F) or below
- **Operating Relative Humidity**: 15%–85%
- When the temperature is 32° C (90° F), humidity must be 62.5% or below.

Electrical Specifications

For North America:

- 110–127 VAC +/- 10%
- Frequency 50/60 (Hz) +/- 3%
- Current 16 A
- Power Consumption 1.936 kVA or less
- Receptacle NEMA Number 5-20R
- Cycles 60 Hz

For Europe:

- 220–240 VAC +/- 10%
- Current 10 A
- Power Consumption 2.2 KVA or less
- Frequency 50/60 (Hz) +/- 3%
- Cycles 50 Hz

Performance Specifications

PRINT RESOLUTION

Maximum Print Resolution: 1200 x 1200 dpi

PRINT SPEED

Maximum print speeds vary by printer model and if you are printing color pages or black and white pages.

Xerox PrimeLink C9265 Printer:

- Color: 65 ppm
- Black and White: 65 ppm

Xerox PrimeLink C9275 Printer:

- Color: 75 ppm
- Black and White: 75 ppm

Xerox PrimeLink C9281 Printer:

- Color: 81 ppm
- Black and White: 81 ppm

Regulatory Information

This appendix contains:

Basic Regulations 228
Copy Regulations 234
Fax Regulations 237
Safety Certification 240
Material Safety Data Sheets 241

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.

Changes or modifications to this device not specifically approved by Xerox Corporation may void the user's authority to operate this equipment.

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 of the Federal Communications Commission (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.

To maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception.

Caution: To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Xerox® PrimeLink® C9265, C9275, and C9281 Printer Series

Xerox® PrimeLink® C9265, C9275, and C9281 Printer Series complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This devices may not cause harmful interference.
2. This devices must accept any interference received, including interference that may cause undesired operation.

Responsible Party: Xerox Corporation

Address: 800 Phillips Road, Webster, NY 14580

Internet Contact Information: www.xerox.com

REGULATORY INFORMATION FOR 2.4-GHZ AND 5-GHZ WIRELESS NETWORK ADAPTERS

For products with the optional Wi-Fi kit or optional Bluetooth kit, this product contains a 2.4-GHz and 5-GHz Wireless LAN radio transmitter module that complies with the requirements specified in FCC Part 15.

For products with the optional Wi-Fi kit, this radio frequency device shall not be used outdoors.

For products with the optional Wi-Fi kit or optional Bluetooth kit, the transmitter must not be co-located or operating in conjunction with any other antenna or transmitter. This equipment should be installed and operated with a minimum distance of 20 cm between the radiator and your body.

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.

This device complies with Industry Canada's licence-exempt RSSs. Operation is subject to the following two conditions:

1. This device may not cause interference, and
2. This device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes:

1. l'appareil ne doit pas produire de brouillage, et
2. l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

For printers with the optional WiFi kit or optional Bluetooth kit, this printer contains a 2.4-GHz and 5-GHz Wireless LAN radio transmitter module that complies with the requirements specified in Industry Canada RSS-210.

Pour les produits avec le kit WiFi en option ou le kit Bluetooth en option, ce produit contient un module émetteur radio LAN sans fil de 2,4 GHz et 5 GHz conforme aux exigences spécifiées dans la réglementation Industrie du Canada RSS-210.

There are operational restrictions for License-Exempt Local Area Network (LE-LAN) devices: the device for operation in the band 5150-5250 MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems.

Il y a des restrictions opérationnelles pour dispositifs de réseaux locaux exempts de licence (RL-EL): les dispositifs fonctionnant dans la bande 5 150-5 250 MHz sont réservés uniquement pour une utilisation à l'intérieur afin de réduire les risques de brouillage préjudiciable aux systèmes de satellites mobiles utilisant les mêmes canaux.

For products with the optional WiFi kit or optional Bluetooth kit, this transmitter must not be co-located or operating in conjunction with any other antenna or transmitter. This equipment should be installed and operated with a minimum distance of 20 centimeters between the radiator and your body.

Pour les produits avec le kit WiFi en option ou le kit Bluetooth en option, cet émetteur ne doit pas être Co-placé ou ne fonctionnant en même temps qu'aucune autre antenne ou émetteur. Cet équipement devrait être installé et actionné avec une distance minimum de 20 centimètres entre le radiateur et votre corps.

EUROPEAN UNION AND EUROPEAN ECONOMIC AREA COMPLIANCE

CE

The CE mark applied to this product indicates compliance to applicable EU Directives.

The full text of the EU Declaration of Conformity is located at https://www.xerox.com/en-us/about/ehs.

This product contains a 2.4-GHz and 5-GHz Wireless LAN radio transmitter module.

Radio Frequency (RF) output power of this device will not exceed 20 dBm in either frequency band.

Hereby, Xerox declares that the radio equipment model in Xerox® PrimeLink® C9265/C9275/C9281 Series Printers are in compliance with Directive 2014/53/EU.

This printer, if used properly in accordance with the instructions, is not dangerous for the consumer or for the environment.

Caution:

- 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.

EUROPEAN UNION LOT 4 IMAGING EQUIPMENT AGREEMENT

Xerox® has agreed to design criteria for energy efficiency and environmental performance of our products that are in scope of the European Union (EU) Energy Related Products Directive, specifically the Lot 4 - Imaging Equipment.

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.

TO LEARN MORE ABOUT	GO TO
• Power Consumption and Activation Times • Default Power Saver Settings	Xerox® PrimeLink® C9265/C9275/C9281 Series Printer *User Guide* or *System Administrator Guide* www.xerox.com/office/PLC92XXdocs
• Benefits of purchasing ENERGY STAR® qualified products	https://www.energystar.gov/
• Environmental Benefits of Duplex Printing • Benefits of using lighter paper weights (60 g/m²) and Recyclability • Cartridge disposal and treatment • Xerox participation in sustainability initiatives	https://www.xerox.com/en-us/about/ehs

European Union Lot 19 Ecodesign Directive

Per European Commission Ecodesign Directive, the light source contained within this product or its components is intended to be used for Image Capture or Image Projection only and is not intended for use in other applications.

EPEAT

This device is registered in the EPEAT directory for meeting the ecolabel properties. Included is the factory defaulted Sleep mode enablement. In Sleep mode the printer uses less than 1 Watt of power.

To learn more about Xerox participation in sustainability initiatives, go to www.xerox.com/about-xerox/environment/enus.html or www.xerox.co.uk/about-xerox/environment/engb.html.

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 EN- ERGY STAR program and models qualified to ENERGY STAR can be found at the following website: www.energystar.gov.

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.

For more information on energy or other related topics, go to www.xerox.com/about-xerox/environment/enus.html or www.xerox.co.uk/about-xerox/environment/engb.html.

POWER CONSUMPTION AND POWER SAVER ACTIVATION TIME

The amount of electricity 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.

To reduce energy consumption, your device is configured to use Power Saver modes. After the last print, the device transitions to Ready mode. In Ready mode, the device can print again immediately. If the device is not used for a specified period, the device transitions to Sleep mode. To reduce power consumption, only essential functions remain active in Sleep mode. The device takes longer to produce the first print after it exits Sleep Mode, than it takes to print in Ready mode. This delay is the result of the printer that wakes up and is typical of most imaging devices on the market.

To save power, you can configure Power Saver modes. The following options are available:

- **Job Activated**: The device wakes when it detects activity. To set the delay before the device enters Sleep Mode, enter the number of minutes.
- **Sleep and wake up at scheduled times**: The device wakes and sleeps according to a schedule that you specify.
- **Auto Power Off**: To allow the device to power off after a period of time in Sleep Mode, select Auto Power Off. To set the delay before the printer powers off from the Sleep Mode setting, enter the number of hours.

Fax, USB Drive, and Wired and Non-Wired Network activity reset the Power Saver timers.

This printer is shipped from the factory with Xerox Remote Print Services diagnostics that can disrupt or delay Low Power mode and Sleep mode. Contact your System Administrator or refer to the *System Administrator Guide* for settings of Xerox Remote Print Services features at www.xerox.com/office/PLC92XXdocs.

To learn more about Xerox participation in sustainability initiatives, go to: www.xerox.com/environment.

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

This device is ENERGY STAR®-qualified under the ENERGY STAR Program Requirements for Imaging Equipment. The Low-Power mode time can be configured up to 120 minutes. The default value is 1 minute. The Sleep mode time can be configured up to 120 minutes. The default value is 1 minutes. The Sleep mode begins after it's configured time of inactivity rather than time after Low-Power mode.

To change the Power Saver settings, or enable Auto Standby capability, contact your System Administrator or refer to *Xerox® PrimeLink® C9265/C9275/C9281 Series Printer System Administrator Guide* at www.xerox.com/office/PLC92XXdocs.

ENVIRONMENTAL BENEFITS OF DUPLEX PRINTING

Most Xerox® products have duplex printing capability, also known as 2-sided printing. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox® models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work. However, should you require simplex/1-sided printing, you may change the print settings in the print driver.

PAPER TYPES

This 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 save resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

EURASIAN ECONOMIC COMMUNITY CERTIFICATION

The EAC mark applied to this product indicates certification for use on the markets of the Member States of the Customs Union.

GERMANY

Germany - Blue Angel

RAL, the German Institute for Quality Assurance and Labeling, has awarded the following configuration of this device the Blue Angel Environmental Label:

Network printer with automatic 2-sided printing and USB or network connectivity.

This label distinguishes it as a device that satisfies Blue Angel criteria for environmental acceptability in terms of device design, manufacture, and operation. For more information, go to: www.blauer-engel.de.

Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

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 yönetmeliðine uygundur.”

UKRAINE ROHS COMPLIANCE

Обладнання відповідаєвимогам Технічного регламенту щодо обмеження

використання деяких небезпечних речовин в електричному та електронному

обладнані, затвердженого постановою Кабінету Міністрів України від 3 грудня 2008 № 1057

The equipment complies with requirements of the Technical Regulation, approved by the Resolution of Cabinet of Ministry of Ukraine as of December 3, 2008, in terms of restrictions for the use of certain dangerous substances in electrical and electronic 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, Treasury, 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

- 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.

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, contact the appropriate service center for repair or warranty information. Contact information is contained in the Machine Status menu 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 can consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices not exceed 5. For the Canadian REN value, 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.

Note: Modification of this product, or connection to external control software or control apparatus not authorized by Xerox, invalidates its certification.

SOUTH AFRICA

This modem must be used in conjunction with an approved surge protection device.

Safety Certification

This device is compliant with IEC and EN product safety standards certified by a National Regulatory Test Laboratory (NRTL).

Material Safety Data Sheets

For Material Safety Data information regarding your printer, go to:

- Web address: https://safetysheets.business.xerox.com/en-us/
- United States and Canada, only: 1-800-275-9376
- Other markets, send an email request to EHS-Europe@xerox.com.

Recycling and Disposal

This appendix contains:

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European Union 246
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All Countries

If you are managing the disposal of your Xerox product, 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, refer to https://dtsc.ca.gov/perchlorate/.

BATTERY REMOVAL

Batteries should only be replaced by a manufacturer-approved service facility.

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 https://www.xerox.com/en-us/about/ehs.

For recycling and disposal information, contact your local authorities.

European Union





These symbols indicate that this product is not to be disposed of with your household waste, according to the Waste Electrical and Electronic Equipment (WEEE) Directive (2012/19/EU), the Battery Directive (2006/66/EC) and national legislation implementing those Directives.

If a chemical symbol is printed beneath the symbol shown above, in accordance with the Battery Directive, this indicates that a heavy metal (Hg = Mercury, Cd = Cadmium, Pb = Lead) is present in this battery or accumulator at a concentration above an applicable threshold specified in the Battery Directive.

Some equipment may be used in both a domestic/household and a professional/business application. Private households within European Union may return used electrical and electronic equipment to designated collection facilities free of charge. For more information about collection and recycling of old products and batteries, contact your local municipality, your waste disposal service, or the point of sale where you purchased the items. In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. For more information, contact your retailer.

Business Users in the European Union, in accordance with European legislation, end-of-life electrical and electronic equipment subject to disposal must be managed within agreed procedures. If you wish to discard electrical and electronic equipment, contact your dealer or supplier, local reseller, or Xerox representative for end of life take-back information prior to disposal.

Improper handling of this type of waste could have a possible impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. Your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources.

DISPOSAL OUTSIDE OF THE EUROPEAN UNION

These symbols are only valid in the European Union. If you wish to discard these items, contact your local authorities or dealer and ask for the correct method of disposal.

Other Countries

Contact your local waste management authority to request disposal guidance.

Vertical Transport Module

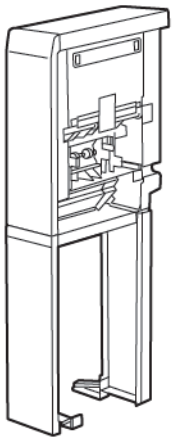
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Overview of the Vertical Transport Module

The Vertical Transport Module acts as a communication device and provides a vertical transport path between the printer output location and the input to the finishing device.

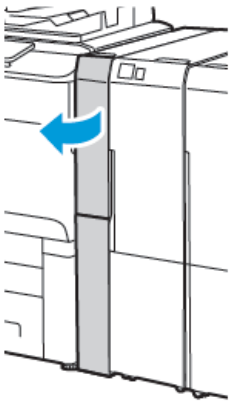
The Business Ready Finisher 2.0 and the Business Ready Booklet Maker Finisher 2.0 require the Vertical Transport Module.



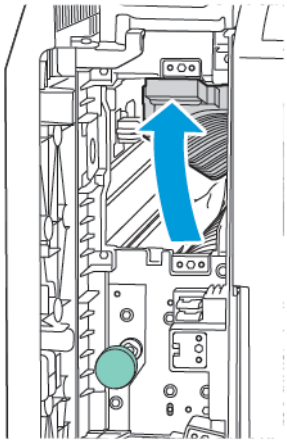
Clearing Jams in the Vertical Transport Module

To clear jams in the Vertical Transport Module, do the following:

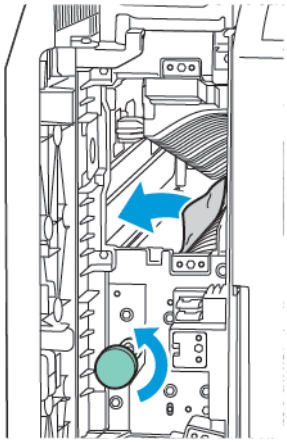
1. Open the front door of the Vertical Transport Module.



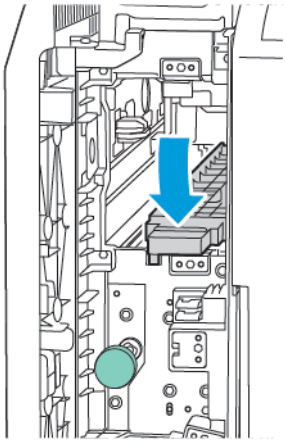
2. Lift the handle **1a**.



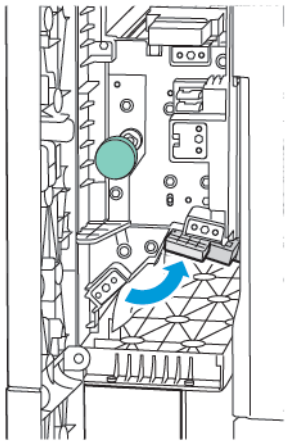
3. To remove the jammed paper, turn the green knob **1b** clockwise.



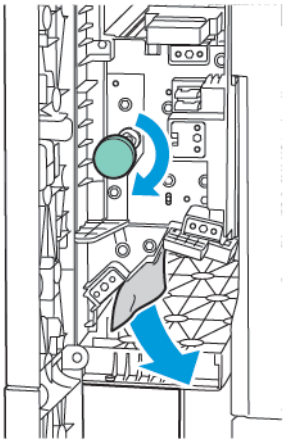
4. Carefully remove the jammed paper. If the paper is torn, remove all torn pieces from the module.
5. Return the handle **1a** to the original position.



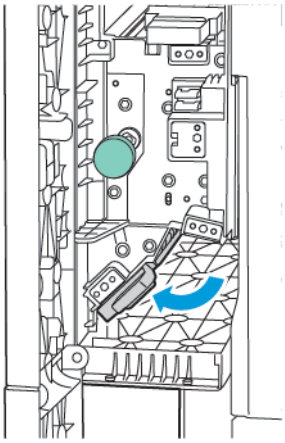
6. Lift the handle **1c**.



7. To remove the jammed paper, turn the green knob **1b** clockwise.



8. Carefully remove the jammed paper. If the paper is torn, remove all torn pieces from the module.
9. Return the handle **1c** to the original position.



10. Close the front door of the Vertical Transport Module.

C/Z Folder

This appendix contains:

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C/Z Folder Components 258
C/Z Folder Troubleshooting 260
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Overview of the C/Z Folder

Note: The C/Z Folder is available with the optional Business Ready (BR) Finishers and the Production Ready (PR) Finishers.

The C/Z Folder is an optional finishing module that provides C-fold and Z-fold output for 210 x 297 mm (8.5 x 11 in.) and 297 x 432 mm (11 x 17 in.) media.



The Fold feature produces folded output.

- For network print jobs, from the print driver, select the **Fold** feature.
- For copy and scan jobs, from the scanner, select the **Fold** feature.

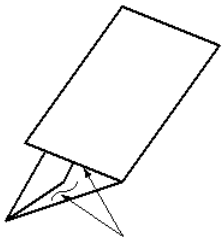
Note: Copy and scan jobs are applicable only if the printer includes a scanner.

- To use the Fold feature, ensure that the orientation of documents is short-edge feed (SEF).
- Select a tray that contains SEF media.
- There are three types of folds available: C-fold, Z-fold, and Z-fold Half-Sheet.

C/Z Fold Types

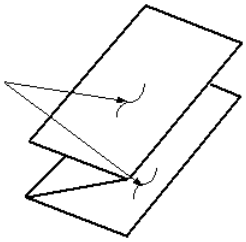
C-Fold

A C-Fold has two folds that create a two-panel output.



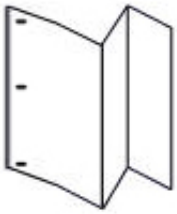
Z-Fold

A Z-Fold has two folds that are folded in opposite directions, resulting in a type of fan fold.



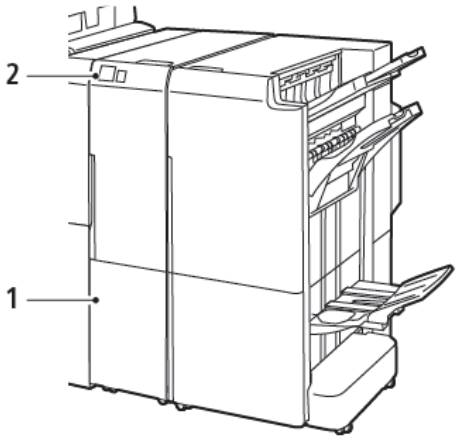
Z-Fold Half Sheet with three-hole punch

As with a regular Z-Fold, the Z-Fold Half-Sheet has two folds that are folded in opposite directions. The difference between a regular Z-Fold and a Z-Fold Half Sheet is that the Z-Fold Half Sheet is not folded in two equal folds. The two folds are unequal, which allows one edge of the Z-Fold Half Sheet to have a longer edge. This longer edge allows for stapling or hole-punching.

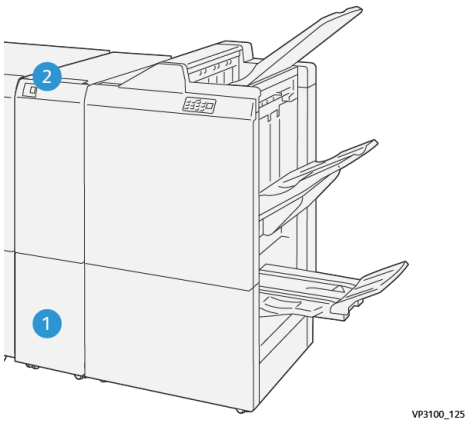


C/Z Folder Components

Note: For detailed information about the folding feature, refer to *Adjust Fold Position* in the *Xerox® PrimeLink® C9200 Series Printers System Administrator Guide*.



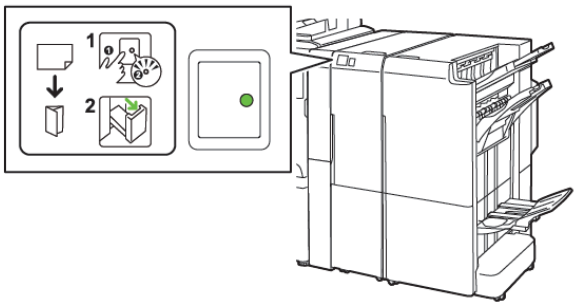
Business Ready Finisher 2.0 with C/Z Folder



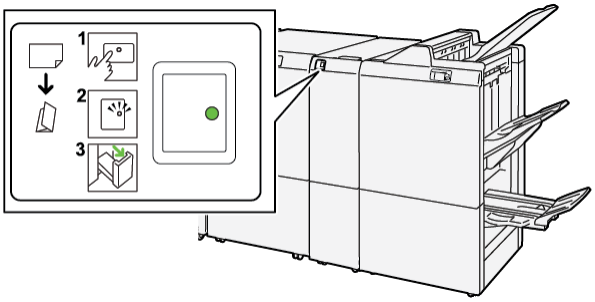
Production Ready Finisher with C/Z Folder

NUMBER	COMPONENT	DESCRIPTION
1	C/Z Fold output tray	Receives output sheets.
2	C/Z Fold output tray button	To open the output tray, press this button.

C/Z FOLD OUTPUT



Business Ready Finisher 2.0 with C/Z Folder



Production Ready Finisher with C/Z Folder

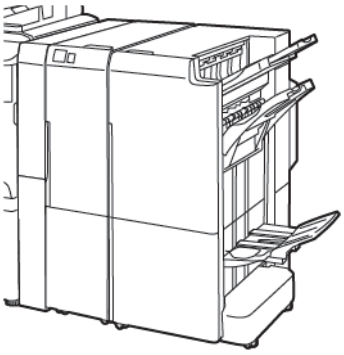
NUMBER	COMPONENT	DESCRIPTION
1	C/Z Fold output tray button	When you press the C/Z Fold output tray button, the indicator flashes. When the output tray is unlocked and the indicator shows a steady or non-blinking light, pull out the output tray.
2	C/Z Fold output tray	C-Fold or Z-Fold jobs are delivered to the C/Z Fold output tray only. Note: C/Z Fold jobs cannot be delivered to any other tray.

C/Z Folder Troubleshooting

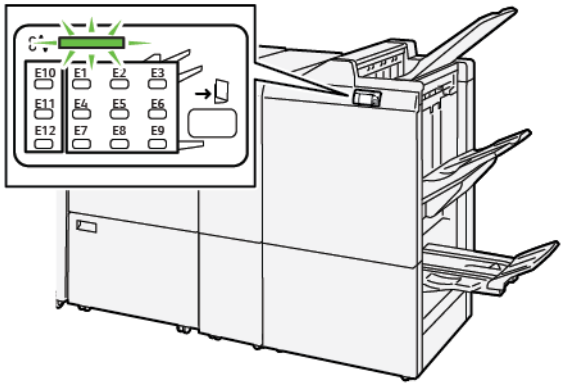
C/Z FOLDER PAPER JAMS

Note: The jam clearance procedures for the C/Z Folder are same when attached to the Business Ready Finisher 2.0 and the Production Ready Finisher.

When the printer stops printing, refer to the following information:



Business Ready Finisher 2.0 with C/Z Folder



Production Ready Finisher with C/Z Folder

- The printer stops printing and an error message appears on the printer control panel.
- The error message includes an illustration that shows the location of the error and corrective actions to clear the error.
- Paper jams can occur in multiple areas of the printer and in any optional modules connected to the printer. When jams occur in multiple areas, the illustration changes to show the multiple locations and the corrective actions.
- If an error occurs with the C/Z Folder, an indicator illuminates on the BR or PR Finisher control panel. The indicator shows the area on the C/Z Folder where the error occurred.

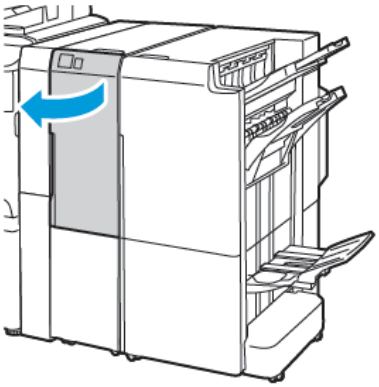
Always refer to the following information when clearing paper jams:

- When you remove paper jams, do not power off the printer. You can remove paper jams with the printer still powered on. When you power off the printer, all information stored to the system memory is erased.
- Before you resume print jobs, clear all the paper jams.
- To avoid print defects, do not touch components inside the printer.
- Before you proceed with print jobs, ensure that you clear all paper jams, including any small, torn pieces of paper.
- Gently, remove the paper, taking care not to tear it. If paper is torn, ensure that you remove all torn paper pieces.
- After you remove paper jams, close all doors and covers. The printer cannot print when doors or covers are open.
- After you clear a paper jam, printing resumes automatically from the state before the paper jam occurred.

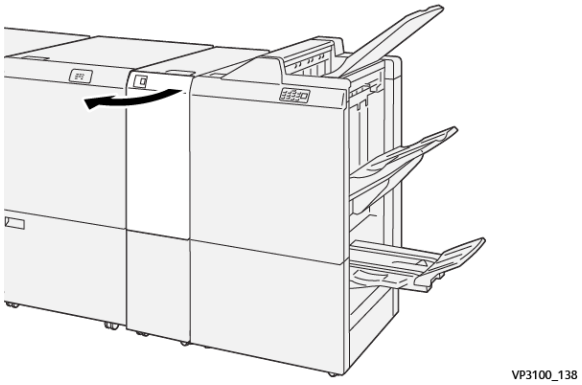
- If you do not clear all paper jams, an error message continues to appear on the printer control panel. To remove any remaining paper jams, refer to the printer control panel for instructions and information.

Clearing Paper Jams from Folder Area E10

1. Open the folder front door.

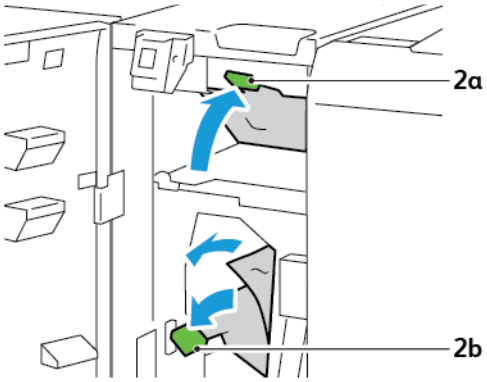


Business Ready Finisher 2.0 with C/Z folder

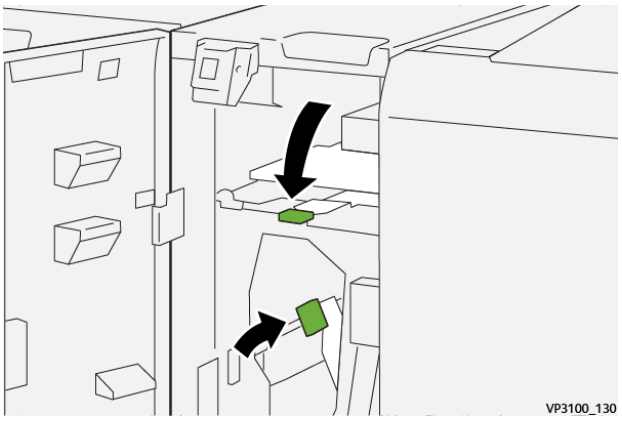


Production Ready Finisher with C/Z Folder

2. Pull up lever **2a**. Push lever **2b** to the left. Remove the jammed paper.



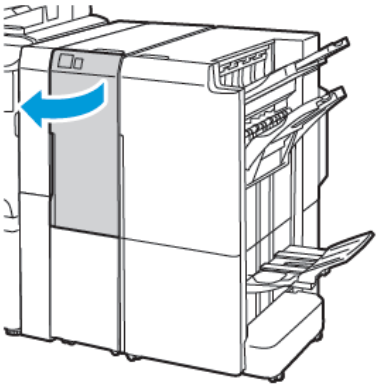
3. Push lever **2b** to the right. Push down lever **2a**.



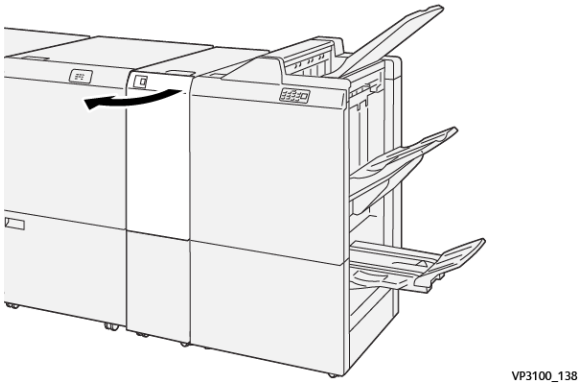
4. Close the folder front door.
5. If an error message about more paper jams appears on the control panel, to clear the jams, follow the on screen instructions.

Clearing Paper Jams from Folder Area E11

1. Open the folder front door.

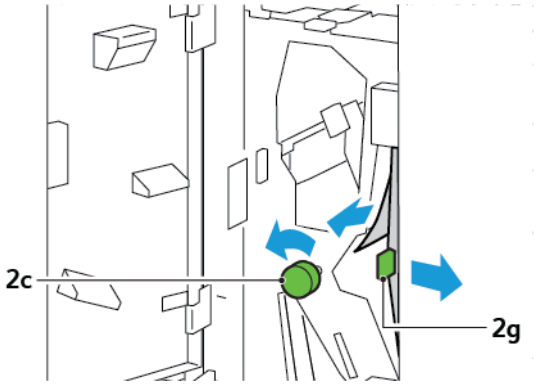


Business Ready Finisher 2.0 with C/Z Folder

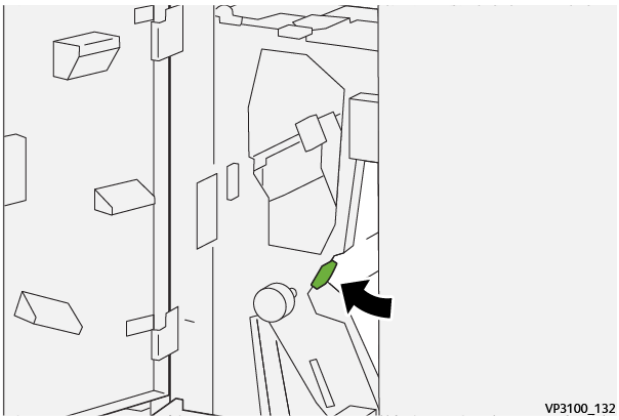


Production Ready Finisher with C/Z Folder

2. Pull lever **2g** to the right, then rotate knob **2c** counterclockwise. Remove the jammed paper.



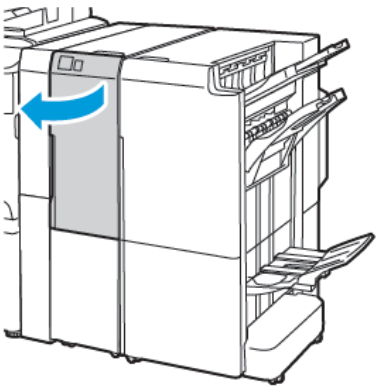
3. Push lever **2g** to the original position.



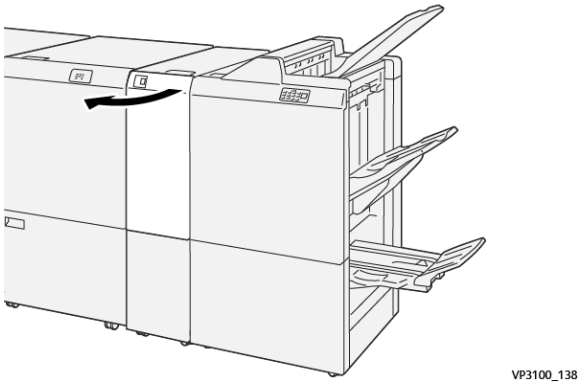
4. Close the folder front door.
5. If a control panel message appears about more paper jams, to clear the jams, follow the on screen instructions.

Clearing Paper Jams from Folder Area E12

1. Open the front door of the C/Z Folder.

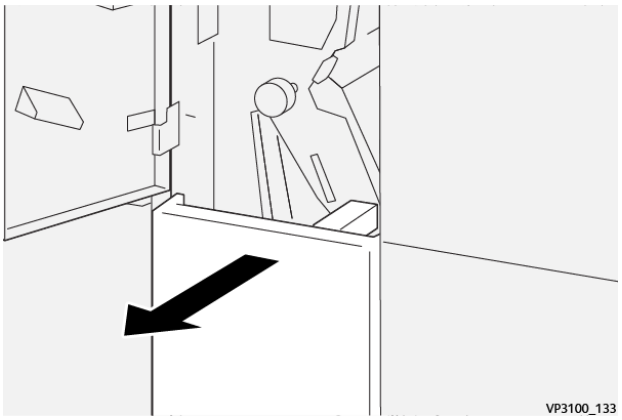


Business Ready Finisher 2.0 with C/Z Folder

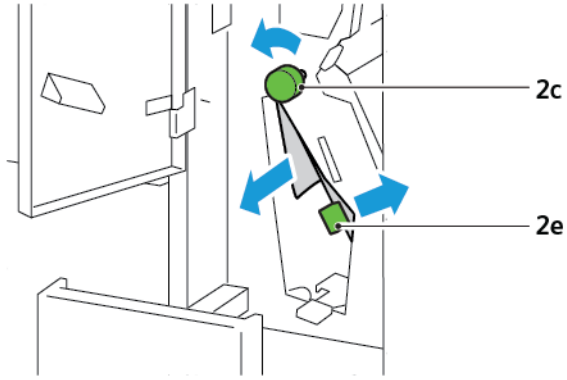


Production Ready Finisher with C/Z Folder

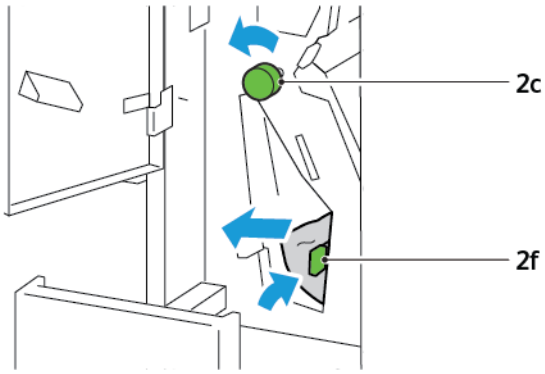
2. Pull out the C/Z fold output tray **2d**.



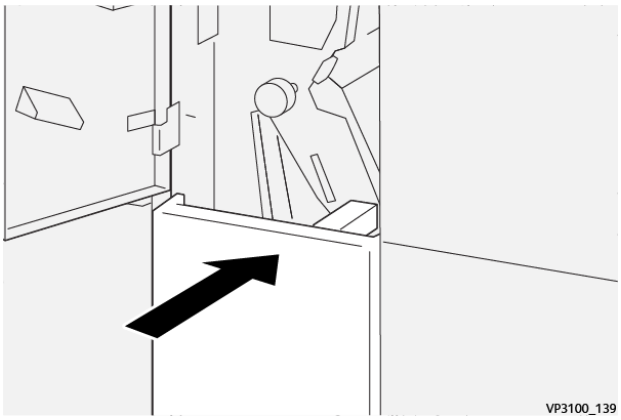
3. To clear jammed paper from the upper area, push lever **2e** to the right, then remove the jammed paper. If required, rotate knob **2c** counterclockwise, then remove the jammed paper. Return lever **2e** to the original position.



4. To clear jammed paper from the lower area, lift lever **2f**, then remove the jammed paper. If required, rotate knob **2c** counterclockwise, then remove the jammed paper. Return lever **2f** to the original position.



5. Push in the C/Z fold output tray **2d** completely.



6. Close the C/Z Folder front door.
7. If a control panel message appears about more paper jams, to clear the jams, follow the onscreen instructions.

ERROR MESSAGES FOR C/Z FOLDER

When errors occur such as a paper jam, an open door or cover, or a printer malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows the locations and the corrective actions.

The E code that appears in the error message shows which error indicator is illuminated on the C/Z Folder control panel.

Error Code Information for the C/Z Folder

Error codes that start with the three-digit numbers 012 or 013 identify faults with the C/Z Folder.

C/Z Folder Specifications

ITEM	SPECIFICATION	
Z-Fold Half Sheet	Paper size	• Tabloid, 11 x 17 in. • A3, 297 x 420 mm • JIS B4, 257 x 364 mm
	Paper weight	60–90 g/m^2, Uncoated
Tri-fold for C or Z folds	Paper size	• Letter, 8.5 x 11 in. • A4 , 210 x 297 mm
	Paper weight	60–90 g/m^2, Uncoated
Tray capacity	30 sheets Note: Values are based on Colotech+90 paper.	

Business Ready Finisher 2.0 and Business Ready Booklet Maker Finisher 2.0

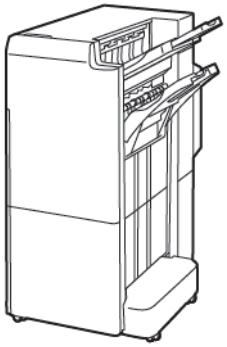
This appendix contains:

Overview of a Business Ready Finisher 2.0 and a Business Ready Booklet Maker Finisher 2.0 268
Identifying the Components 269
Maintenance 270
Troubleshooting 274
Business Ready Finisher 2.0 Specifications 281

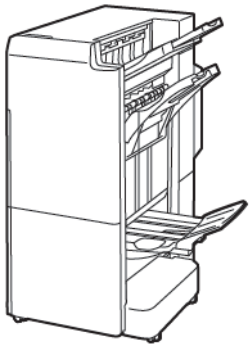
Overview of a Business Ready Finisher 2.0 and a Business Ready Booklet Maker Finisher 2.0

The Business Ready Finisher 2.0 adds several professional-level finishing options to your printer and requires minimal extra space. The finisher is available with or without an optional booklet maker. The finishers and booklet makers have front and back caster locks, located above the casters. Refer to Identifying the Components.

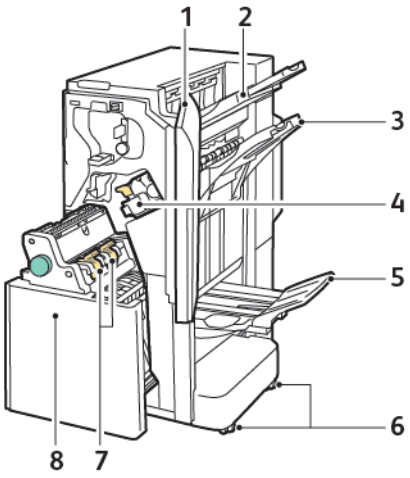
Business Ready Finisher 2.0



Business Ready Booklet Maker Finisher 2.0



Identifying the Components



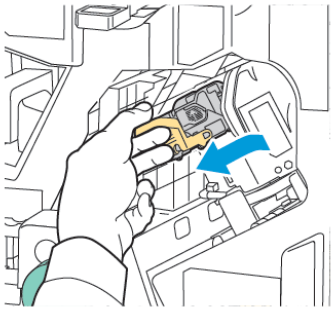
1. Finisher Front Cover
2. Right Top Tray
3. Right Middle Tray
4. Staple Cartridge
5. Booklet Maker Tray
6. Caster Locks
7. Booklet Staple Unit
8. Booklet Maker Unit

Maintenance

REPLACING STAPLES IN THE MAIN STAPLER UNIT

To replace staples in the main stapler unit:

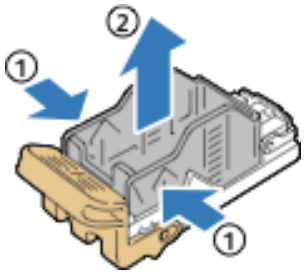
1. Open the front door of the Business Ready Finisher 2.0.
2. To remove the staple cartridge, grip the orange handle on the cartridge, then pull the cartridge toward you.



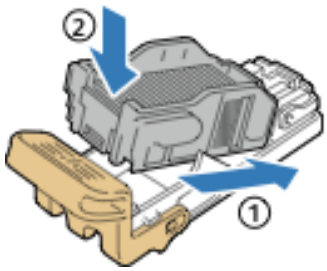
Tip: Use the following part numbers to order the main cartridge, the booklet cartridge, or the refill for the main and booklet cartridges:

- Main cartridge – 008R12964
- Booklet Maker cartridge – 008R13177
- Refill for main and booklet cartridges (Quantity 3) – 008R12941

3. Pinch both sides of the staple refill container and remove the refill container from the cartridge.



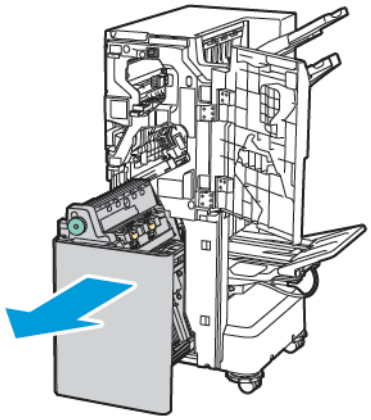
4. Insert the front side of the new staple refill container into the staple cartridge, then push the rear side of the staple refill container into the cartridge.



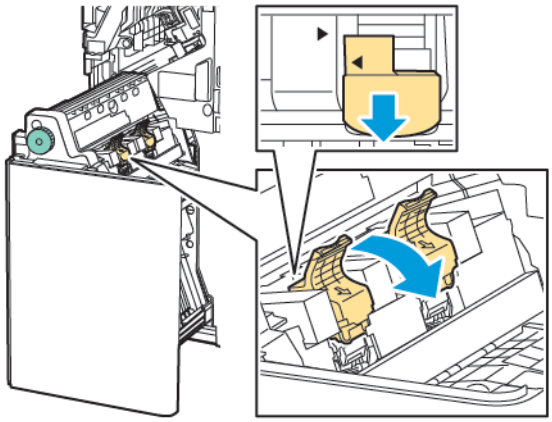
REPLACING STAPLES IN THE BOOKLET MAKER COMPONENT

To replace staples in the booklet maker component:

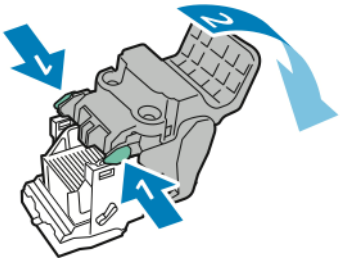
1. Open the front door of the Business Ready Finisher 2.0.
2. Grasp the booklet maker handle, then pull the booklet maker toward you until the staple cartridges appear on the top edge of the module.



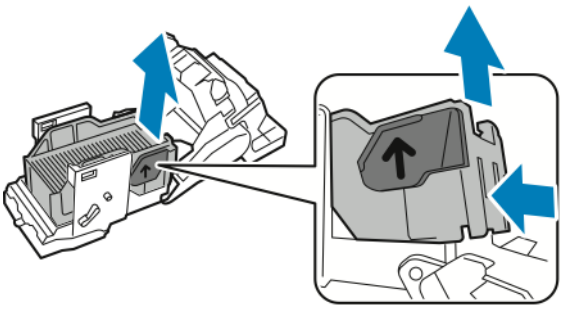
3. To remove the staple cartridge from the booklet maker, push down on the staple cartridge handle as shown. Pull the staple cartridge out and up.



4. Turn over the staple cartridge.
5. To permit the staple cartridge handle to open out and away from the staple refill container, press in the green tabs, then pull back the handle.



6. To remove the staple refill container, press the rear of the refill container as shown.



7. Replace the staple refill container.
8. Position the stapler in a way that it fits in the finisher, then return the staple cartridge to the booklet maker.

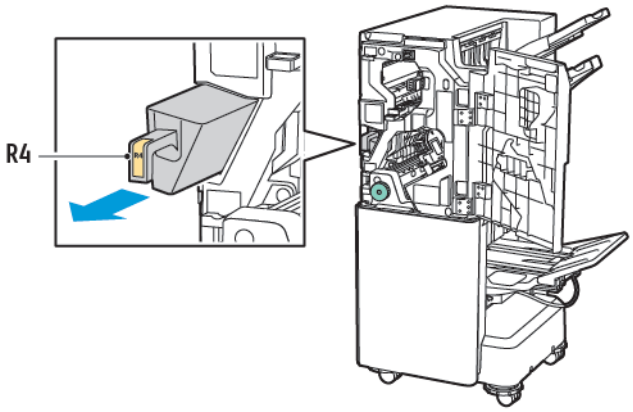
EMPTYING THE HOLE-PUNCH WASTE CONTAINER

When the Hole-Punch Waste Container is full, a message appears on the control panel.

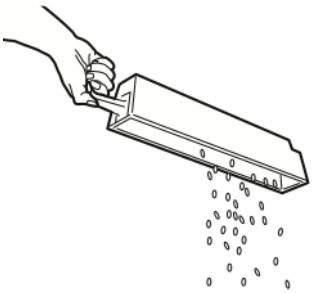
Note: Do not perform this procedure while the printer is copying or printing.

To empty the hole-punch waste container:

1. Open the front door of the Business Ready Finisher 2.0.
2. From the slot near the top left of the finisher, remove the Hole-Punch Waste Container **R4**.



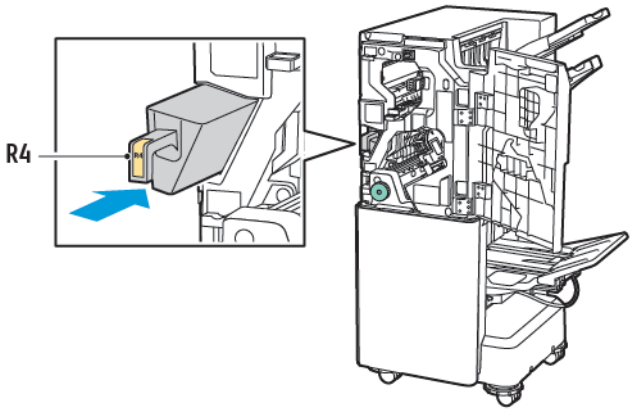
3. Empty the Hole-Punch Waste Container **R4**.



4. Wait 10 seconds before reinserting the Hole-Punch Waste Container into the printer.
   The hole-punch counter needs 10 seconds to reset.

   Note: If you remove the waste container before the module control panel indicates, do not reinsert the waste container into the finisher without emptying the hole-punch waste.

5. Insert the container **R4** into the finisher until the container stops.



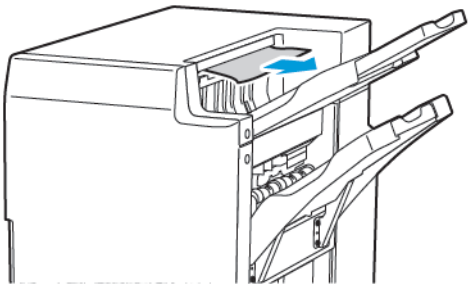
6. Close the front door of the Business Ready Finisher 2.0.

Troubleshooting

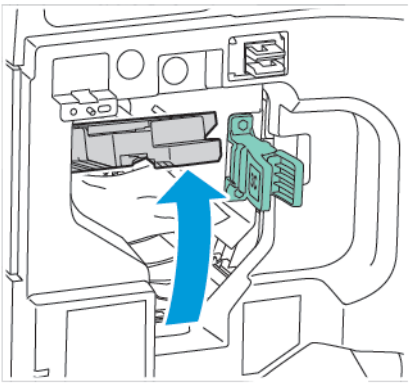
CLEARING JAMS IN THE FINISHER AT POSITION 3A

To clear jams at position **3a**, do the following:

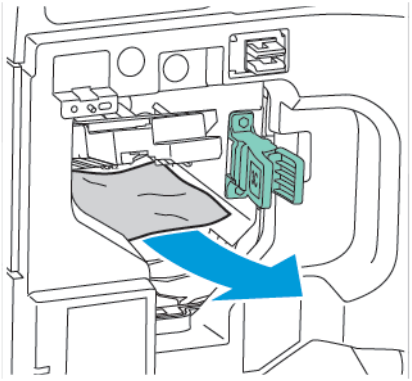
1. If you can see the paper at the output tray exit, pull the paper gently in the direction shown.



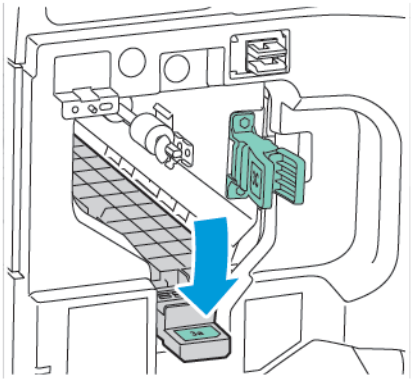
2. Open the front door of the Business Ready Finisher 2.0.
3. Lift the green handle **3a**.



4. Carefully remove the jammed paper. If the paper is torn, remove all torn paper pieces from the finisher.



5. Return the green handle **3a** to the original position.

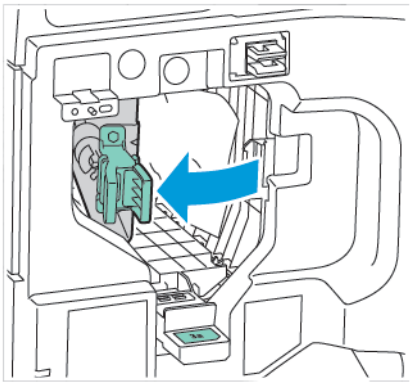


6. Close the front door of the Business Ready Finisher 2.0.

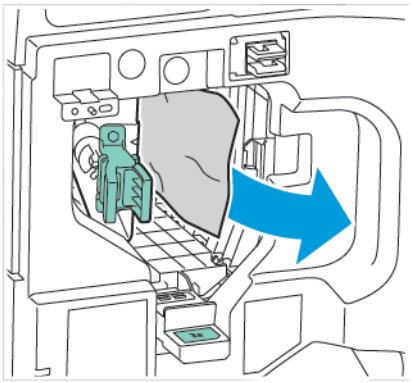
CLEARING JAMS IN THE FINISHER AT POSITION 3C

To clear jams at position 3c:

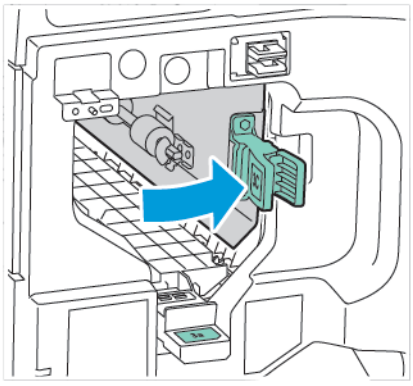
1. Open the front door of the Business Ready Finisher 2.0.
2. Move the green lever **3c** to the left.



3. Carefully remove the jammed paper. If the paper is torn, remove all small, torn paper pieces from the finisher.



4. Return the green lever **3c** to the original position.

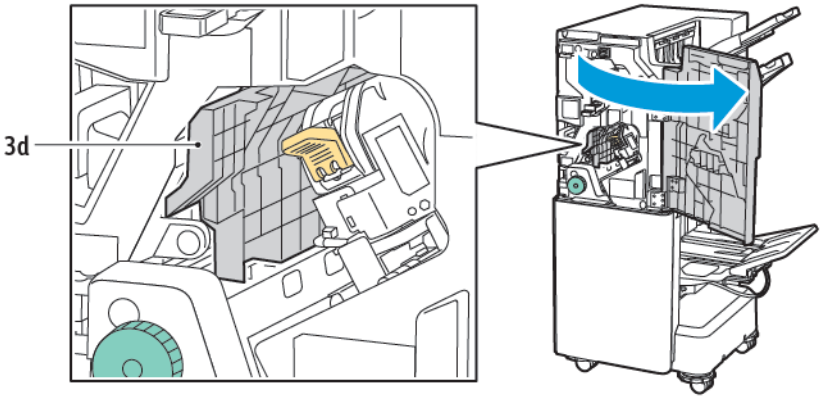


5. Close the front door of the Business Ready Finisher 2.0.

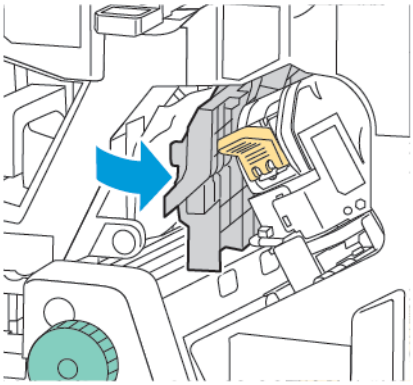
CLEARING JAMS IN THE FINISHER AT POSITION 3D

To clear jams at position 3d:

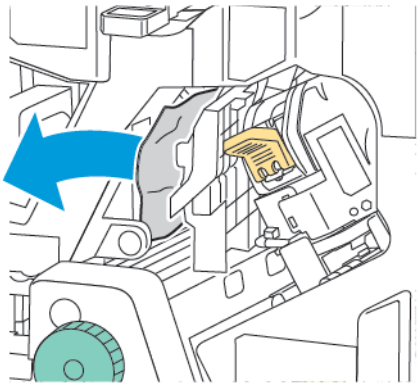
1. Open the front door of the Business Ready Finisher 2.0, then locate the green lever **3d**.



2. Move the green lever **3d** to the right. If the stapler is not positioned correctly, ensure to move the stapler back to the original position.

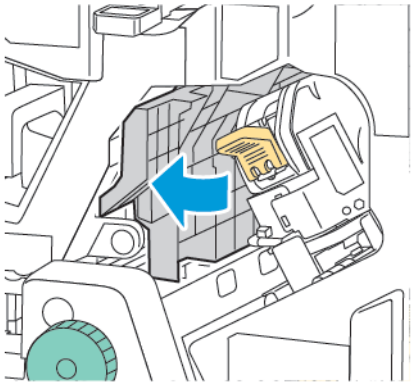


3. Carefully remove the jammed paper.



Note: If the paper is torn, remove all small, torn paper pieces from the finisher.

4. Return the green lever **3d** to the original position.



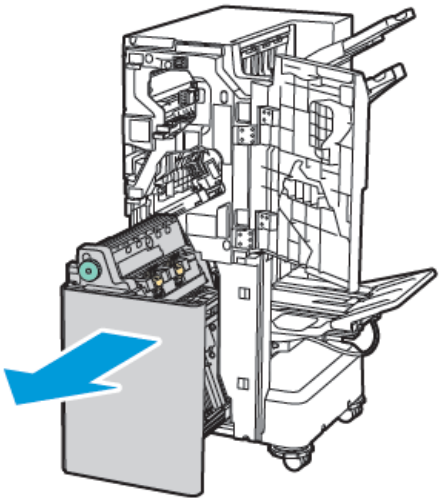
5. Close the front door of the Business Ready Finisher 2.0.

CLEARING JAMS IN THE FINISHER AT POSITION 4A

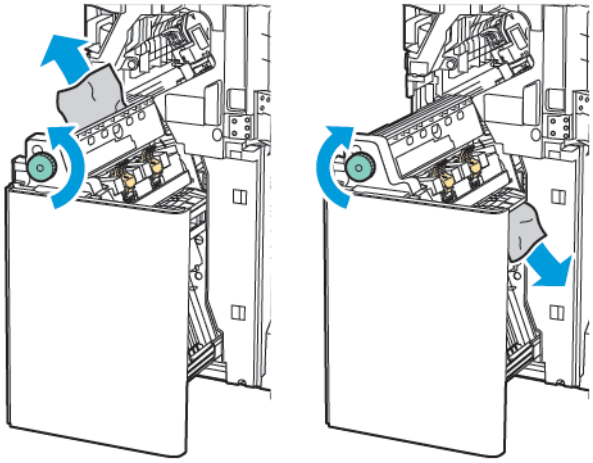
To clear jams at position 4a, do the following:

1. Open the front door of the Business Ready Finisher 2.0.

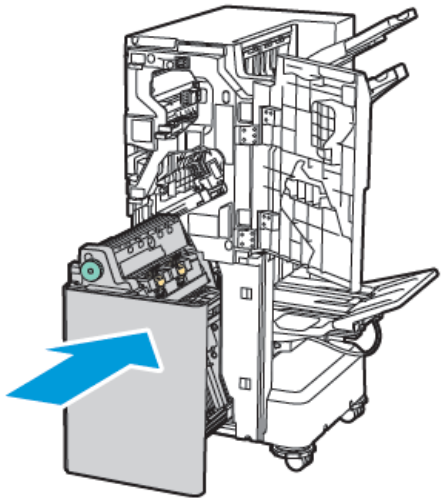
2. Grasp the green handle, then pull out unit **4a** until it stops.



3. To remove the jammed paper, turn the green knob **4a** in either direction as shown.
4. If the paper is torn, remove all torn pieces from the finisher.



5. Return unit **4a** to the original position.

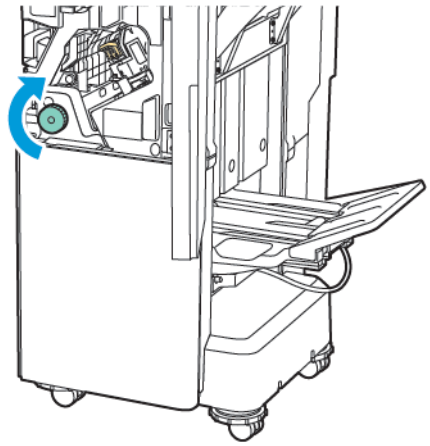


6. Close the front door of the Business Ready Finisher 2.0.

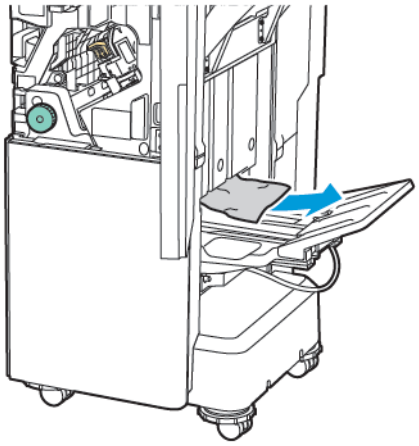
CLEARING JAMS IN THE BOOKLET TRAY

To clear jams in the booklet tray:

1. Open the front door of the Business Ready Finisher 2.0.
2. To release the jammed paper, turn the green knob **4a** clockwise.



3. To remove the paper, pull it in the direction shown.



Note: If the paper is torn, remove all torn paper pieces from the finisher.

4. Close the front door of the Business Ready Finisher 2.0.

Business Ready Finisher 2.0 Specifications

ITEM	SPECIFICATION			
Tray	Top Output Tray	Sort (Offset available)/Stack (Offset available)		
	Finisher Tray	Sort (Offset available)/Stack (Offset available)		
	Booklet Tray	Sort/Stack		
Paper size	Top Output Tray	Standard size	Minimum	A6 (105 x 148 mm, 4.1 x 5.8 in.)
			Maximum	A3 (279 x 432 mm, 11 x 17 in.)
		Custom size	Length	148–1300 mm (5.83–51.18 in.)
			Width	100–330 mm (3.94–13 in.)
	Finisher Tray	Standard size	Minimum	A5 (148 x 210 mm, 5.83 × 8.27 in.)
			Maximum	A3 (297 x 420 mm, 11.7 x 16.5 in.)
		Custom size	Length	148.0–330.2 mm (5.83–13 in.)
			Width	203–330 mm (8–13 in.)
	Booklet tray	According to saddle stitch or Bi-Fold		
Paper weight	Top Output Tray Finisher Tray	Uncoated: 52–400 g/m² Coated: 106–400 g/m²		
	Booklet tray	According to saddle stitch or Bi-Fold		
Note: 52 to 55 g/m² may not be loaded properly according to the output paper.				
Paper capacity	Top Output Tray	500 sheets		
	Finisher Tray (No staple)	A4 (210 x 297 mm, 8.5 x 11 in.)	Business Ready Finisher 2.0: 3000 sheets Business Ready Booklet Maker Finisher 2.0: 1500 sheets	
		JIS B4 or larger	1500 sheets	
		A5 (148 x 210 mm, 5.8 x 8.3 in.)	1000 sheets	

ITEM	SPECIFICATION			
		Mix stack	300 sheets	
	Finisher Tray (With staples)	A4 (210 x 297 mm, 8.5 x 11 in.)	Business Ready Finisher 2.0: 200 copies or 3000 sheets Business Ready Booklet Maker Finisher 2.0: 1500 sheets	
		JIS B4 or larger	100 copies or 1500 sheets	
		A5 (148 x 210 mm, 5.8 x 8.3 in.)	100 copies or 1000 sheets	
		Mix stack	70 copies or 200 sheets	
	Booklet Tray	20 copies when printing the same paper size.		
Note: • This value applies if 80 g/m² paper is used. • Mixed size stacking refers to a condition in which larger paper is stacked on top of smaller paper, such as A4 on top of JIS B5 or JIS B4 on top of A4.				
Staple	Capacity	50 sheets Note: It is possible to use upto 65 sheets if 65 sheet cartridge is installed. Paper may be displaced or not be stapled correctly according to the paper type.		
	Paper size	Standard size	Minimum	A5 (148 x 210 mm, 5.83 x 8.27 in.)
			Maximum	A3 (279 x 432 mm, 11 x 17 in.)
		Custom size	Length	182–432 mm (7.17–17 in.)
			Width	203–297 mm (8–11.7in.)
	Paper weight	Uncoated	52–400 g/m²	
		Coated	106–400 g/m²	
	Stapling position	1 location, 2 locations, 4 locations		

ITEM	SPECIFICATION			
Hole Punch with Punch Unit	Paper size	Standard size	Maximum	A3 (279 x 432 mm, 11 x 17 in.)
			Minimum	A5 (148 x 210 mm, 5.83 x 8.27 in.)
	Paper weight	Uncoated	52–220 g/m²	

ITEM	SPECIFICATION			
		Coated	106–220 g/m²	
	Number of Holes	two holes, four holes or two holes, three holes (US specifications) Note: The number of punch holes that you can choose depends on the paper size.		
Saddle Stitch or Bi-Fold	Capacity	Saddle Stitch	20 sheets	
		Bi-Fold	5 sheets	
	Paper size	Standard size	Maximum	A3 (279 x 432 mm, 11 x 17 in.)
			Minimum	JIS B5 (182 x 257 mm, 7.2 x 10.1 in.)
		Custom size	Length	257–457 mm (10.11–18 in.)
			Width	182.0–330.2 mm (7.17–13 in.)
	Paper weight	Uncoated	64–300 g/m²	
		Coated	106–220 g/m²	
Dimensions	Business Ready Finisher 2.0	Width x Depth x Height	771 x 692 x 1054 mm (30.3 x 27.2 x 41.4 in.)	
	Business Ready Booklet Maker Finisher 2.0	Width x Depth x Height	776 x 692 x 1054 mm (30.5 x 27.2 x 41.4 in.)	
Weight	Business Ready Finisher 2.0: 37 kg (81.5 lb.) Business Ready Booklet Maker Finisher 2.0: 49.5 kg (109 lb.)			

Production Ready Finishers

This appendix contains:

Overview of the Production Ready Finishers 286
Production Ready Finisher Components 288
PR Finisher Maintenance 294
PR Finisher Troubleshooting 302
PR Finisher Specifications 319

Overview of the Production Ready Finishers

There are two Production Ready (PR) Finishers available with your printer:

- Production Ready (PR) Finisher
- Production Ready (PR) Booklet Maker Finisher

Note: The optional finishers require the Interface Decurler Module.

Note: Throughout this chapter, PR Finisher and PR Booklet Maker Finisher are referred as Finisher. Any differences between the finishers are distinguished by using the specific finisher name.

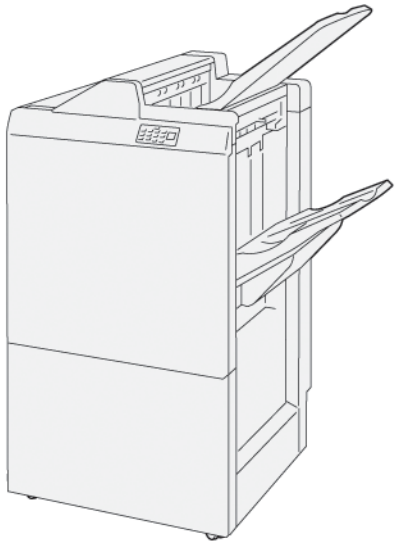
The PR Finishers provide the following capabilities:

- Handling media that is smaller than A5 or 148 x 210 mm (5.8 x 8.3 in.)
- Stapling a maximum of 35 pages of coated paper
- Handling large-sized paper with a maximum size of 330.2 x 488 mm (13 x 19.2 in.)

The PR Finisher Plus device feeds the output media from the printer and inline finishing accessories to a third-party Document Finishing Architecture (DFA) module.

Note: The optional C/Z Folder is available with the PR Finisher and PR Booklet Maker Finisher.

PRODUCTION READY (PR) FINISHER

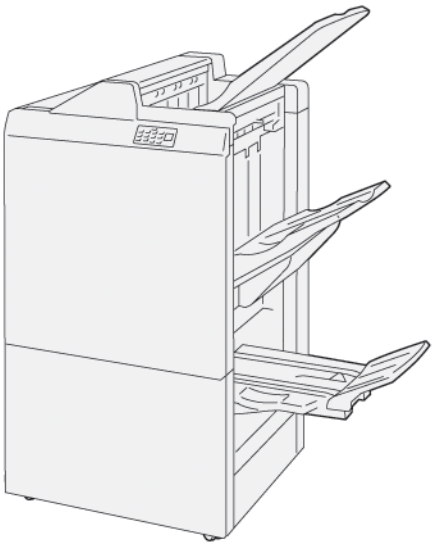


The PR Finisher:

- Two output trays: Top Tray and Stacker Tray
- Stapler
- Optional Basic Punch

PRODUCTION READY (PR) BOOKLET MAKER FINISHER

The Production Ready (PR) Booklet Maker Finisher provides all the same features as the PR Finisher. The Production Ready (PR) Booklet Maker Finisher has two added features that differentiate it from the PR Finisher. The features are the ability to create saddle-stitched booklets of up to 25 sheets automatically and bi-folding, also called single-folding.

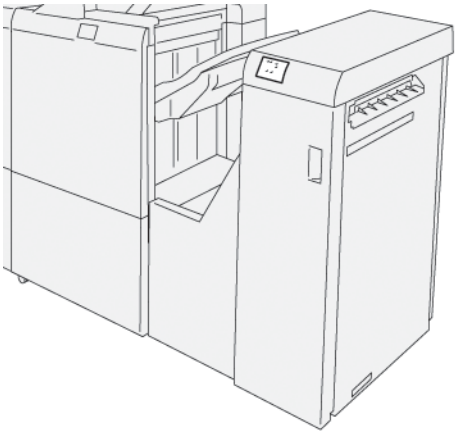


The PR Finisher:

- Three output trays: Top Tray, Stacker Tray, Booklet Output Tray
- Booklet Maker Unit
- Stapler
- Optional Basic Punch

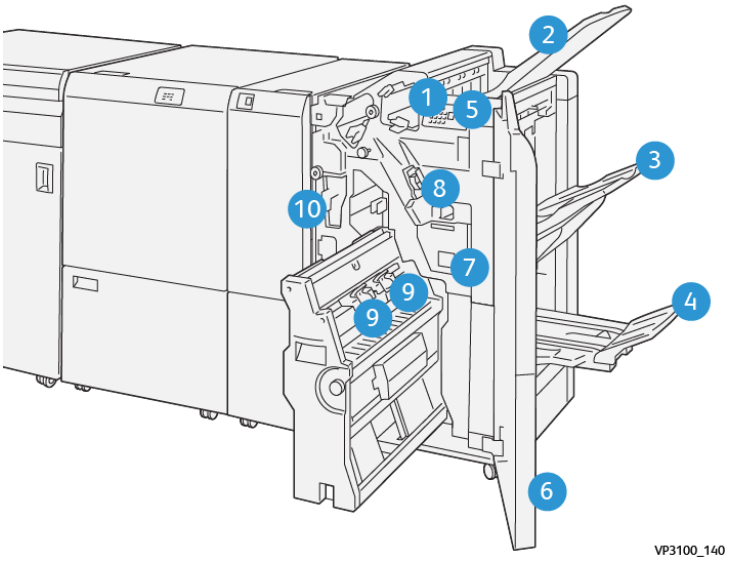
PRODUCTION READY (PR) FINISHER PLUS

The Production Ready (PR) Finisher Plus includes the same features and functions as the PR Finisher. The PR Finisher Plus serves as an interface to transfer paper between the printer and any third-party finishing module attached to the printer.



Production Ready Finisher Components

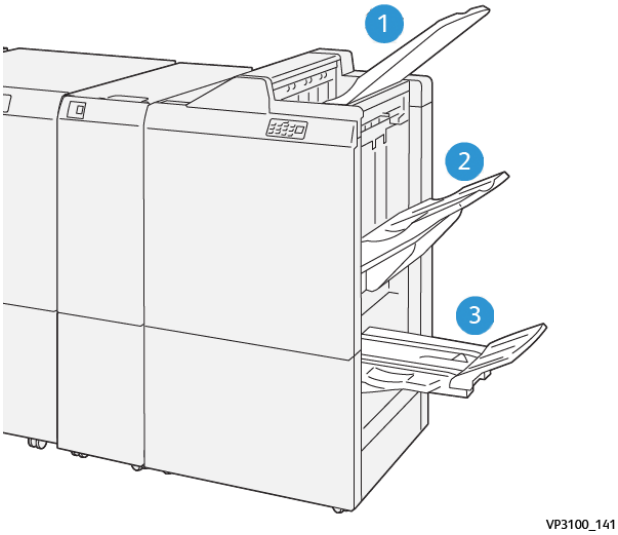
COMPONENTS FOR THE PR FINISHER AND PR BOOKLET MAKER FINISHER



1. Paper Jam Error Indicator
2. Top Tray
3. Stacker Tray
4. Booklet Tray*
5. Booklet Output Button*
6. Front Cover
7. Staple Waste Container
8. Basic Staple Cartridge for Side Stitch
9. Two Booklet Staple Cartridges for Saddle Stitch*
10. Hole Punch Waste Container

Note: * Available only with the PR Booklet Maker Finisher.

Finisher Output Trays



1. Top Tray
2. Stacker Tray
3. Booklet Tray: available only with the PR Booklet Maker Finisher

Top Tray

If your prints do not eject fully from the printer, the printer detects a `Paper Full` condition. If this condition happens frequently, change the angle of the top tray.

To change the top tray angle, refer to the following guidelines:

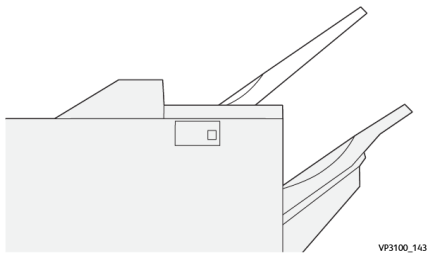
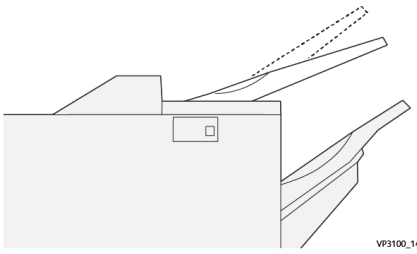
- For normal use, keep the tray in the lower, default position.

  Note: Continual use of the tray in the upper position can cause the following errors:

  - Paper jams
  - Prints can fall from the tray upon delivery

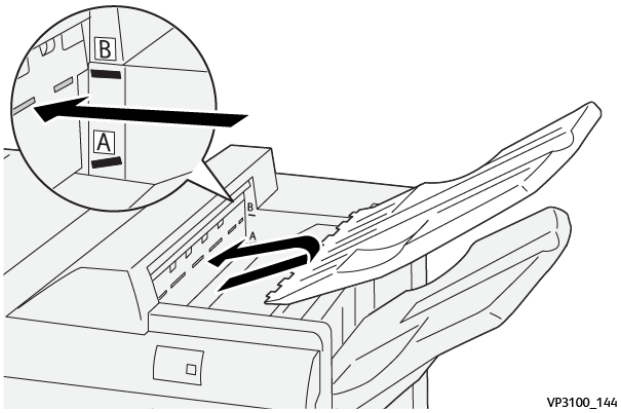
- When using the following paper types, change the angle of the tray to the upper position. These paper types can cause the following frequent `Paper Full` conditions:
  - Lightweight coated paper that is 106 g/m^2 or lighter
  - Coated paper with edges that are 364 mm (14.3 in.) or longer
  - Long paper

  Note: If sheets are curled, changing the tray angle has no effect.

A	B
Default, lower angle	Raised, upper angle
	

To change the angle of the tray:

1. Pull the top tray from the lower position **A**, toward the right.
2. Insert the clutches at the leading edge of the tray into the upper position **B**.



Stacker Tray

The printer delivers side-stitch jobs to the stacker tray only.

Note: Delivering 2000 or more sheets to the stacker tray can cause excessive downward curl on the paper. The excessive load on the stacker tray can cause the output stack to fall out of the stacker tray. If the stack falls:

- On the Interface Decurler Module, set the curl-correction level to the lowest level.
- On the Inserter, set the curl correction to **downward**.

For information, refer to Paper Curl Correction with the PR Finishers.

Booklet Tray

Note: The booklet tray attaches to the PR Booklet Maker Finisher. When the SquareFold Trimmer is installed, the booklet tray attaches to the SquareFold Trimmer.

The printer delivers Bi-Fold and Bi-Fold with Saddle Stitch jobs to the booklet tray only.

Paper Curl Correction with the PR Finishers

If any of the finisher trays deliver curled sheets, refer to the following information.

- Printing on A5,148 x 210 mm (5.8 x 8.3 in.), Long Edge Feed (LEF) paper with upward curl can cause paper jams. If jams occur, do the following:
  - On the interface decurler module, touch the indicator that represents the highest setting for the curl correction level.
  - On the interface decurler module, touch the icon that represents upward curl correction.
- Printing on heavyweight paper with downward curl can cause paper jams. If jams occur, perform the following steps:
  - On the interface decurler module, touch the indicator that represents the lowest setting for the curl correction level.
  - On the interface decurler module, touch the icon that represents downward curl correction.

- Printing on paper that weighs 157 g/m² or heavier, with upward curl, can cause paper jams. If a jam occurs, perform the following steps:
  - On the interface decurler module, touch the indicator that represents the highest setting for the curl correction level.
  - On the interface decurler module, touch the icon that represents upward curl correction.

For more information about paper-curl correction, refer to Curl Correction on the Interface Decurler Module and Inserter Control Panel.

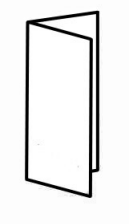
Bi-Fold Feature for the Production Ready Booklet Maker Finisher

Note: Only the Production Ready (PR) Booklet Maker Finisher offers the Bi-Fold feature.

1. To use the Bi-Fold feature, orient documents for short-edge feed (SEF). Select a tray that contains SEF paper.
2. Select the Bi-Fold feature from the appropriate print driver:
   - For network print jobs, select the appropriate printer driver, then select the Bi-fold option.
   - For copy jobs, use the control panel on the PR booklet maker finisher, then select the applicable Bi-fold settings.

Note: Bi-Fold and Single Fold are interchangeable terms. A bi-fold or single fold has one fold that creates two panels on the output.

Note: Only the C/Z Folder offers the C-Fold and Z-Fold options.



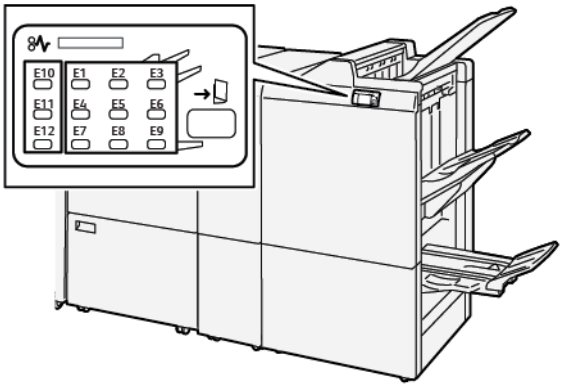
There are three Bi-Fold options available:

- Bi-Fold Single Sheet
- Bi-Fold Multiple Sheets
- Bi-Fold Multiple Sheets Stapled

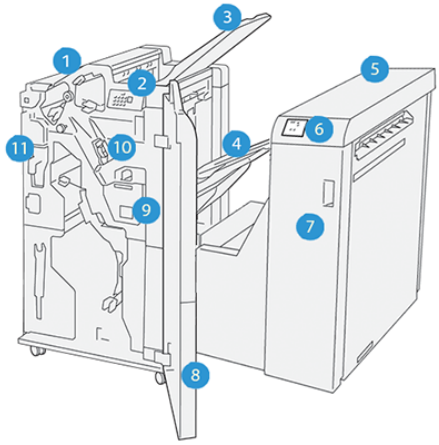
Note: For detailed information about fold types, refer to the Adjusting the Fold Position section in the *System Administrator Guide*.

Booklet Output Button

To remove finished booklets from the finisher, press the button on the finisher control panel.



PR FINISHER PLUS COMPONENTS



1. Finisher Module
2. Finisher Module Paper Jam and Error Indicators
3. Finisher Top Tray
4. Finisher Stacker Tray
5. Finishing Transport
6. Finishing Transport Paper Jam and Error Indicators
7. Finishing Transport Front Cover
8. Finisher Module Front Cover
9. Finisher Staple Waste Container
10. Finisher Basic Stapler; used for Side Stitching
11. Finisher Hole Punch Waste Container

Note: For details on the functions of the finishing module, refer to the manual supplied with the module.

PR Finisher Maintenance

FINISHER CONSUMABLE SUPPLIES

To order Xerox supplies, including staples, staple cartridges, and staple waste containers, go to www.xerox.com/office/supplies. For specific contact information or telephone numbers in your area, click **Contact Us**. To order supplies online, click **Supplies**, then follow the prompts to order the required items.

Note: Always refer to www.xerox.com/office/supplies for the latest Customer Replaceable Units (CRUs) part numbers.

CHECKING THE STATUS OF FINISHER CONSUMABLES

When a consumable nears replacement, a message appears at the control panel. The message indicates when it is time to order or install a new consumable item. With some Customer Replaceable Units (CRUs), the message indicates that the printer can continue to run print jobs without immediately replacing the item. Otherwise, when it is time for replacement, a message appears and the printer stops printing.

To check the status of your consumables, do the following steps:

1. At the control panel, press the **Home** button.
2. To display more information about supplies and their status, touch the **Information** button .

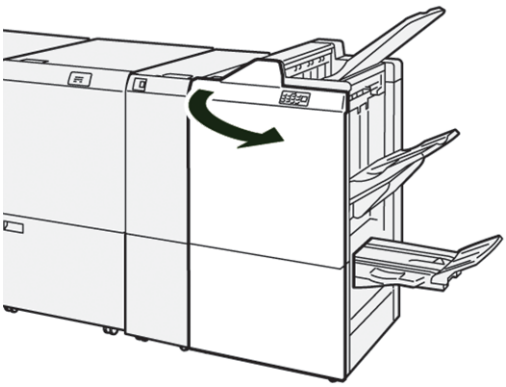
   The Supplies screen appears.
3. From the menu, select **Other Consumables** to see the status of other consumables.

   The Other Consumables window appears. This window provides information about the percentage of remaining life for each consumable.
4. Use the up and down arrows to see more consumables, such as the finisher staples, staple waste container, and consumables for installed optional modules.

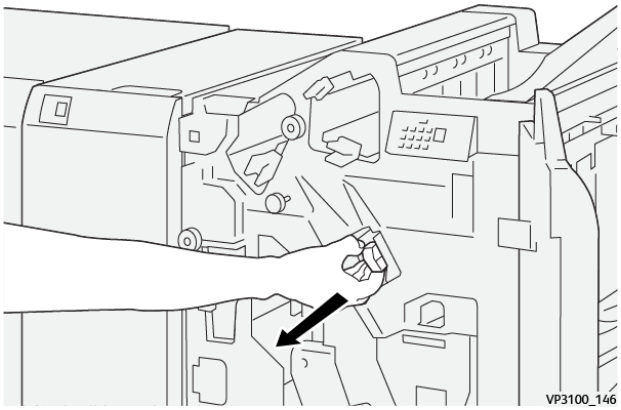
REPLACING THE BASIC STAPLE CARTRIDGE FOR SIDE STITCHING

Note: Before you perform this procedure, ensure that the printer is not printing.

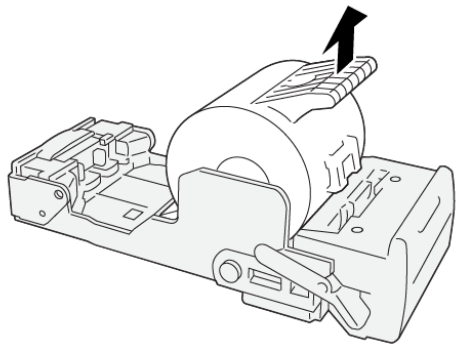
1. Open the finisher front door.



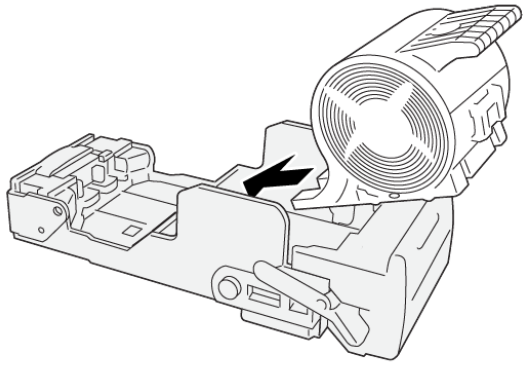
2. Pull out the staple cartridge unit **R1**.



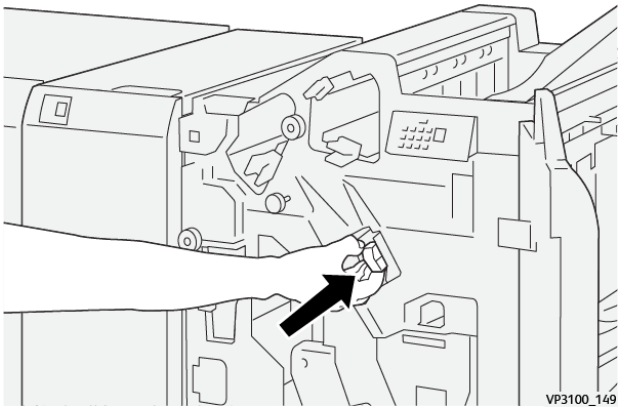
3. Hold the staple cartridge at the position indicated by the arrow, then remove the cartridge from the unit.



4. Insert a new staple cartridge into the unit.



5. To insert the unit to the original position, push in the staple cartridge unit R1.

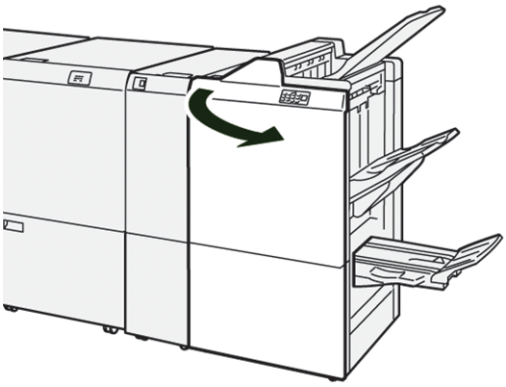


6. Close the finisher front door.

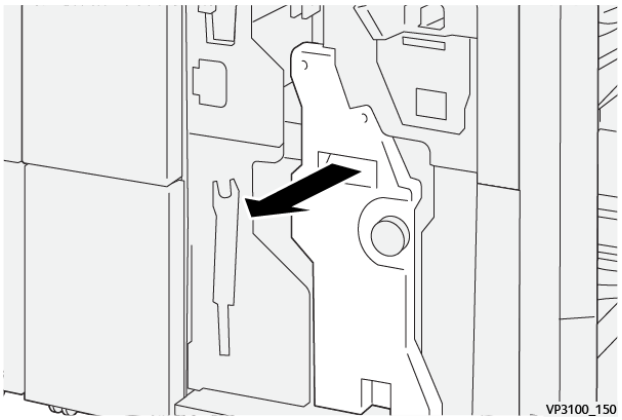
REPLACING THE BOOKLET STAPLE CARTRIDGE FOR SADDLE STITCHING

Note: Before you perform this procedure, ensure that the printer is not printing.

1. Open the finisher front door.

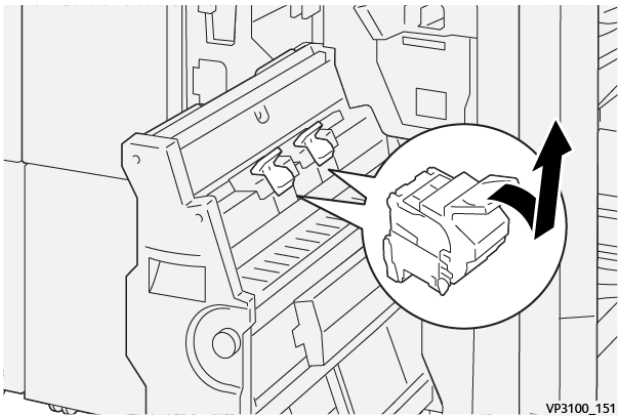


2. Pull out Saddle Stitch Unit 3 toward you until it stops.



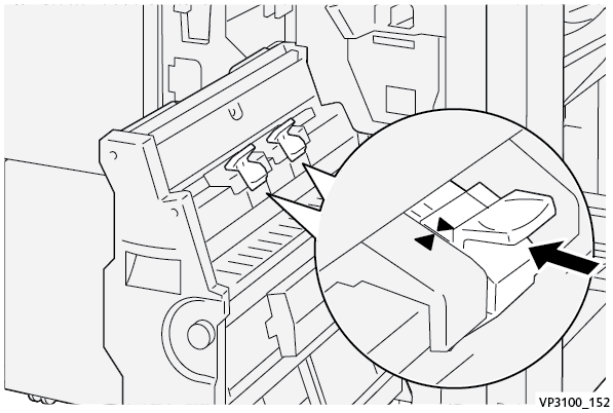
3. To remove the staple cartridge, hold the tabs on the cartridge and pull out the cartridge.

Note: There are two booklet staple cartridges provided. At the control panel, read the message about cartridge replacement.

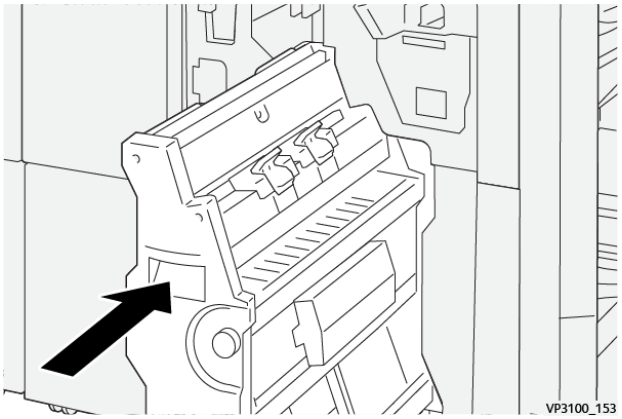


4. Hold the tabs on the new staple cartridge, and push in the cartridge until it stops.

Note: Ensure that the marks align.



5. Gently, push Saddle Stitch Unit 3 into the finisher until the unit stops.



6. Close the finisher front door.

REPLACING THE FINISHER STAPLE WASTE CONTAINER

Caution: To avoid personal injury, use care when you remove the staple waste container.

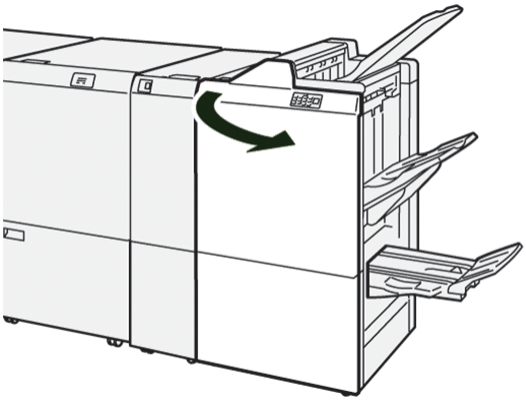
When the staple waste container is full, the printer control panel displays a message. When the message appears, replace the used waste container with a new waste container.

Note:

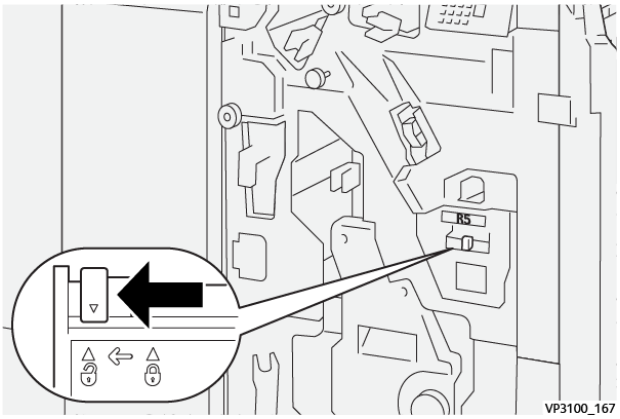
- Before you do this procedure, ensure that the printer is not printing.
- Keep the printer powered on when you replace the staple waste container. If you power off the printer, the printer does not recognize the replacement of the waste container, and a `Full` message remains displayed on the printer control panel.
- To ensure that the printer continues printing after you replace the waste container, close the finisher front door.

Note: A staple waste container is shipped with the basic staple cartridge.

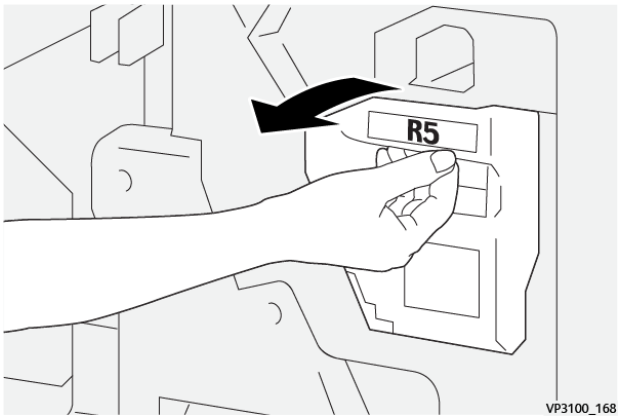
1. Open the finisher front door.



2. For **R5**, move the lock lever to the left to the opened-lock icon.

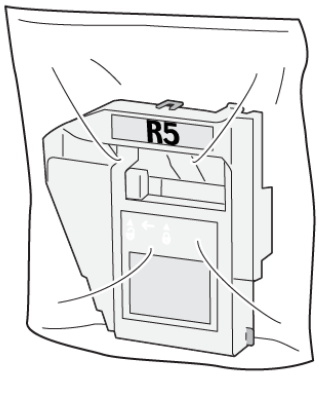


3. Pull out the staple waste container **R5**.



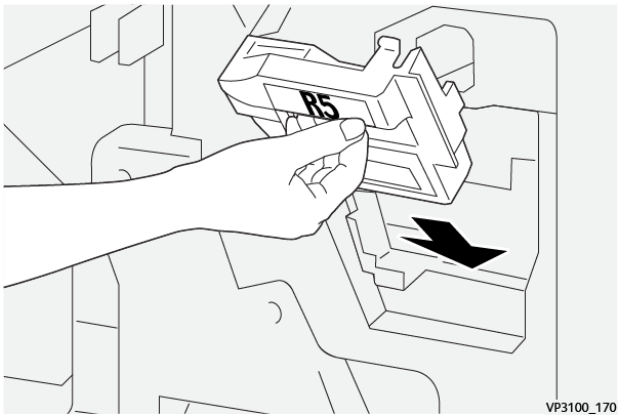
4. Place the used staple waste container into the supplied plastic bag.

Note: Do not disassemble the used waste containers. Return the used staple waste containers to Xerox Technical Customer Support.

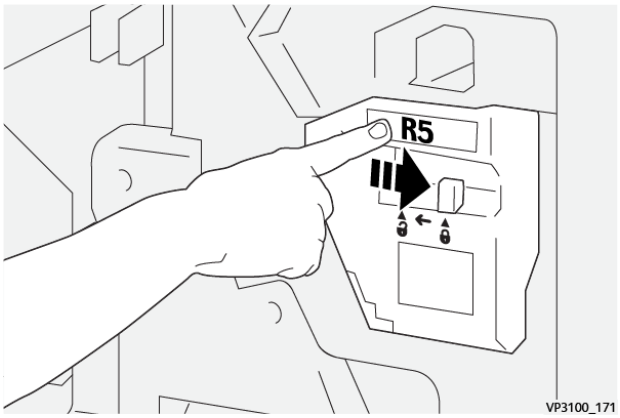


5. To insert the new staple waste container, lower the container into position, then gently push it into place.

Caution: To prevent injury, do not put your fingers on top of the container.



6. For **R5**, move the lock lever to the right to the closed-lock icon.



7. Close the finisher front door.

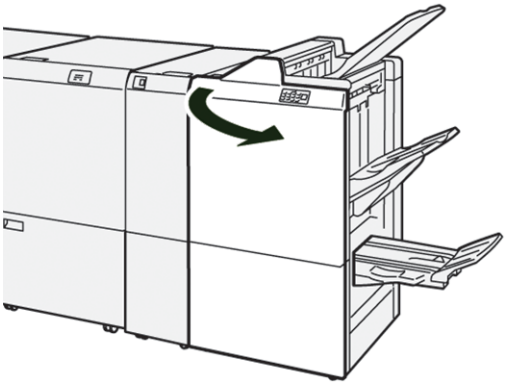
EMPTYING THE HOLE PUNCH WASTE CONTAINER

When the hole-punch waste container is full, a message appears on the printer control panel. When the message appears, empty the waste container of all paper scraps.

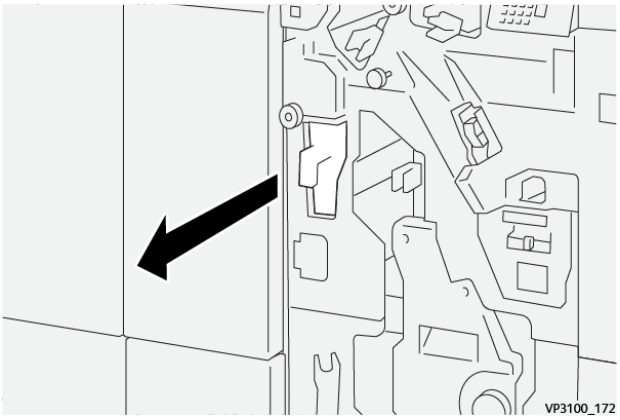
Note:

- Before you perform this procedure, ensure that the printer is not printing.
- When you empty the waste container, keep the printer powered on. If you power off the printer, it does not recognize that you emptied the container, and the `Full` message remains on the printer control panel.
- To ensure that the printer continues to run after you empty the waste container, close the finisher front door.

1. Open the finisher front door.



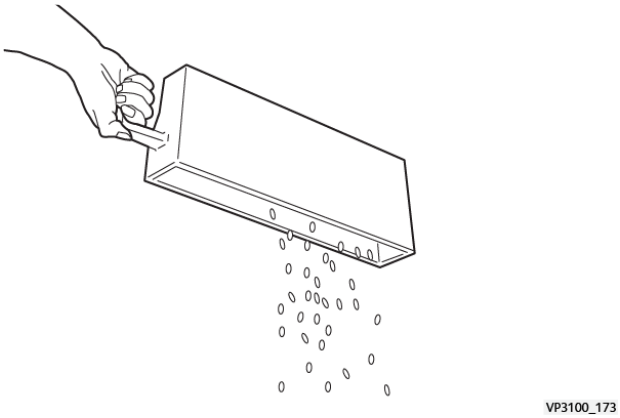
2. Pull out the waste container **R4**.



3. Discard all waste from the container.

Note:

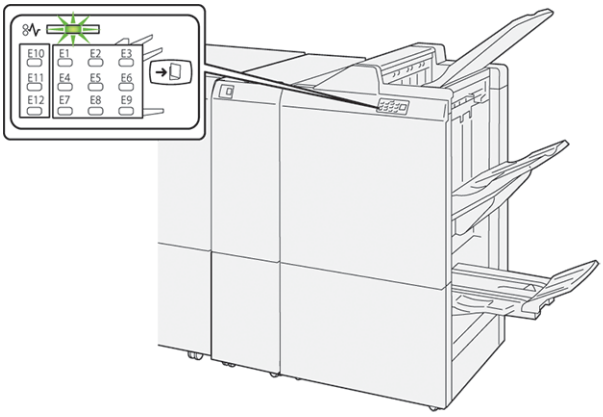
- Before you perform this procedure, ensure that the printer is not printing.
- When you empty the container, keep the printer powered on. If you power off the printer, it does not recognize that you emptied the container, and the `Full` message remains on the printer control panel.
- To ensure that the printer continues to print after you empty the waste container, close the finisher front door.



4. Return the waste container **R4** to the original position.
5. Close the finisher front door.

PR Finisher Troubleshooting

PAPER JAMS IN THE PR FINISHER AND PR BOOKLET MAKER FINISHER



When a fault occurs, such as a paper jam, open door or cover, or a printer malfunction, the following actions occur:

- The printer stops printing and a fault message appears on the control panel.
- The message includes an illustration that shows the fault location and provides corrective actions to clear the fault.
- Paper jams occur in multiple areas of the printer and any optional modules connected to the printer. When multiple jams occur, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs on an optional module, an indicator on the module control panel illuminates. The indicator shows the area on the modules where the fault occurred.

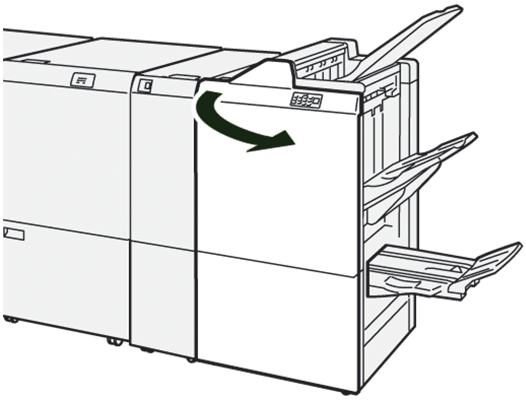
When you clear paper jams, always refer to the following information:

- When you remove paper jams, keep the printer powered on. When you power off the printer, all information stored to the system memory is erased.
- Before you resume print jobs, clear all paper jams.
- To minimize print defects, do not touch components inside the printer.
- Before you resume with print jobs, ensure that you clear all paper jams, including any small, torn pieces of paper.
- Gently remove torn paper. Ensure that you remove all torn pieces.
- After you remove all paper jams, close all doors and covers. The printer cannot print when doors or covers are open.
- After you clear a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If you do not clear all paper jams, an error message continues to appear on the control panel. To clear any remaining paper jams, refer to the control panel message for instructions and information.

CLEARING PAPER JAMS IN THE PR FINISHERS

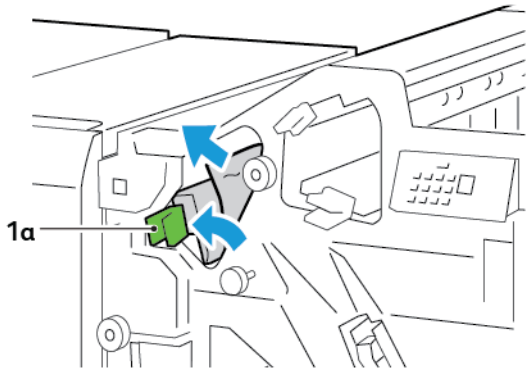
Clearing Paper Jams from Finisher Area E1

1. Open the finisher front door.

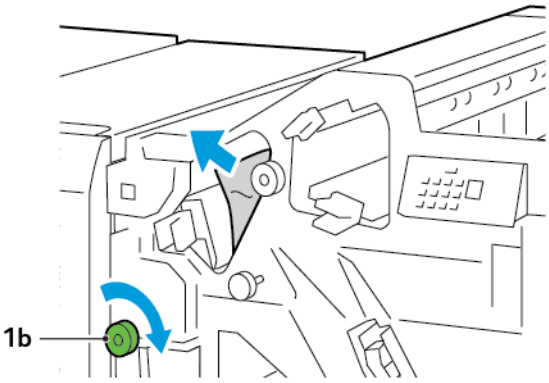


2. Push lever **1a** to the left, then remove the jammed paper.

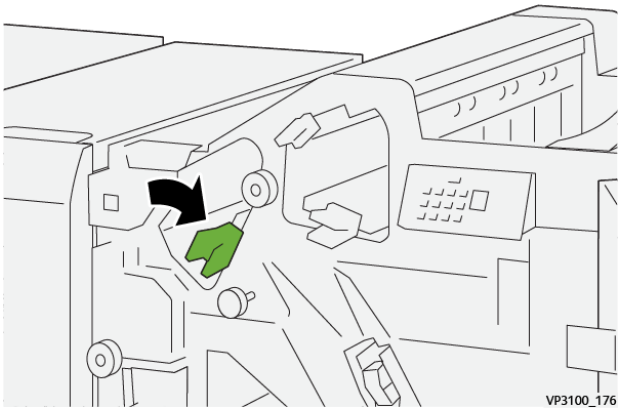
Note: Grasp the leading edge of the jammed paper, then pull out the paper.



3. If you have difficulty removing any jammed paper, rotate knob **1b** clockwise, then remove the jammed paper.



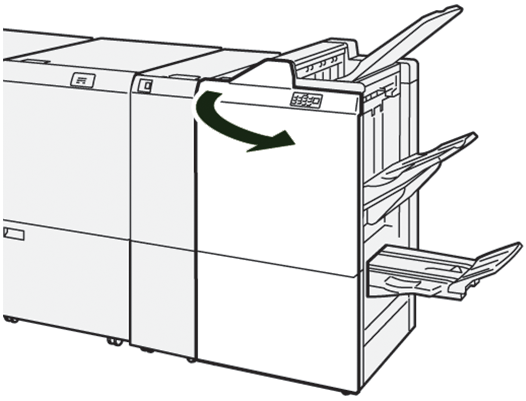
4. Return lever **1a** to the original position.



5. Close the finisher front door.

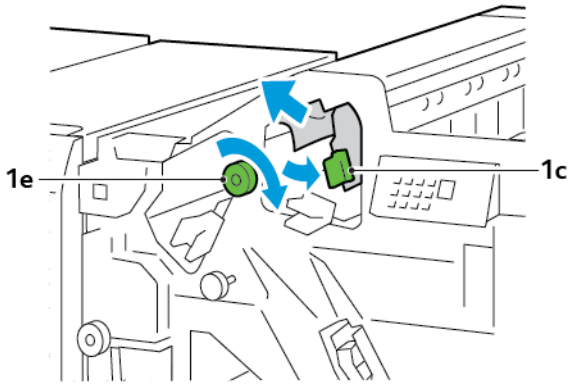
Clearing Paper Jams from Finisher Area E2

1. Open the finisher front door.

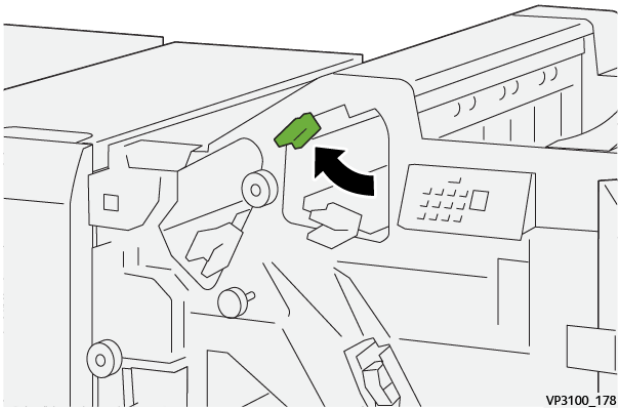


2. Push lever **1c** to the right, then rotate knob **1e** clockwise. Remove the jammed paper.

Note: Ensure that there is no jammed paper behind the upper cover.



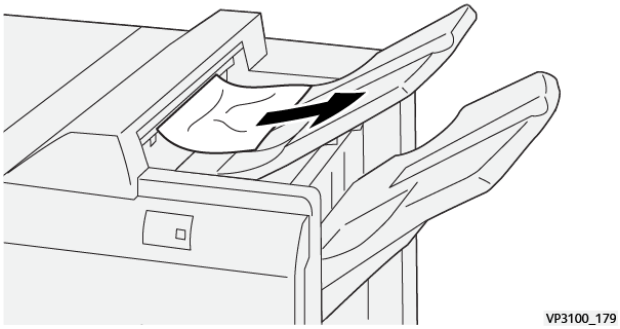
3. Return lever **1c** to the original position.



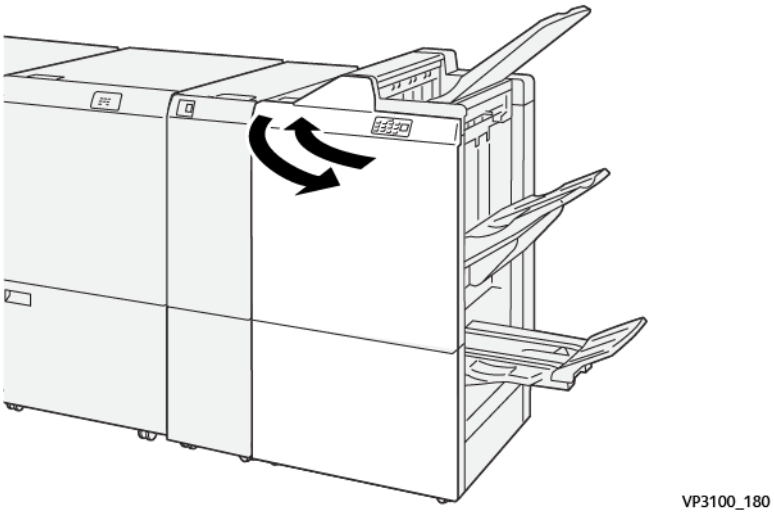
4. Close the finisher front door.

Clearing Paper Jams from Finisher Area E3

1. Pull out the jammed paper from the finisher top tray.

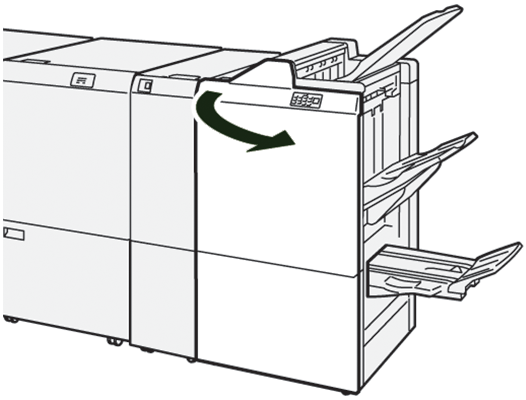


2. Open, then close, the finisher front door.

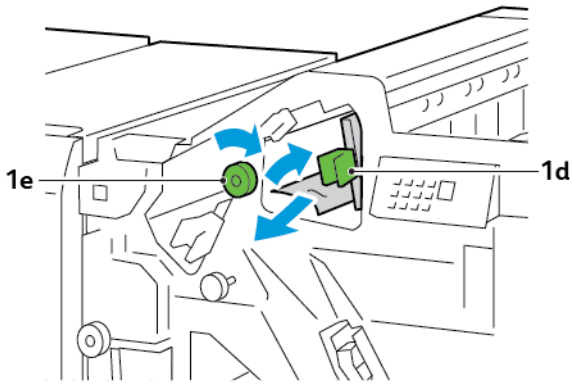


Clearing Paper Jams from Finisher Area E4

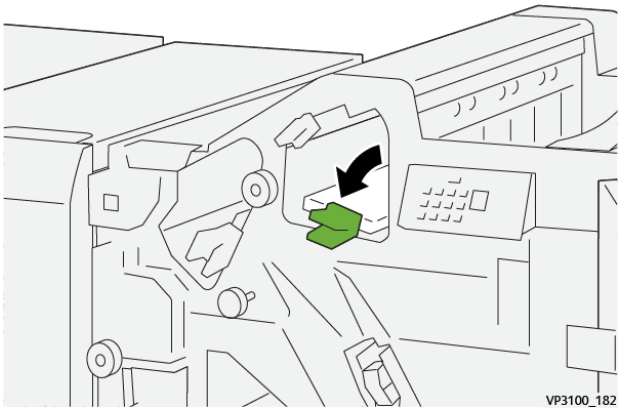
1. Open the finisher front door.



2. Push lever **1d** to the right, then rotate knob **1e** clockwise. Remove the jammed paper.



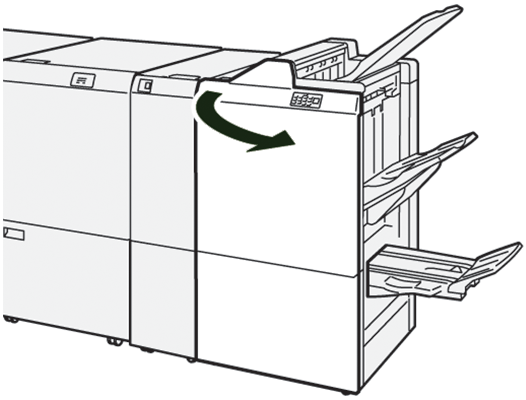
3. Return lever **1d** to the original position.



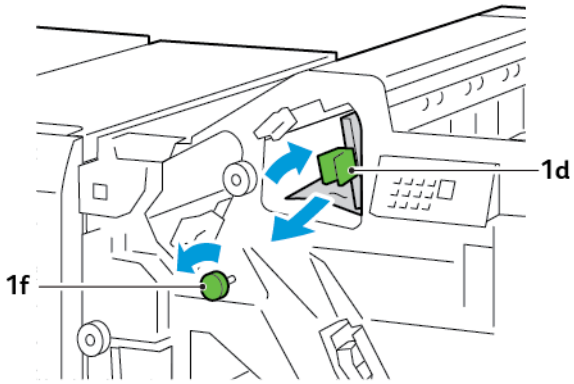
4. Close the finisher front door.

Clearing Paper Jams from Finisher Area E5

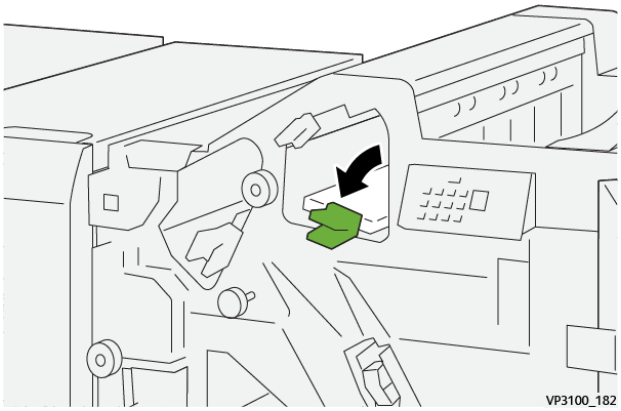
1. Open the finisher front door.



2. Push lever **1d** to the right, then rotate knob **1f** counterclockwise. Remove the jammed paper.



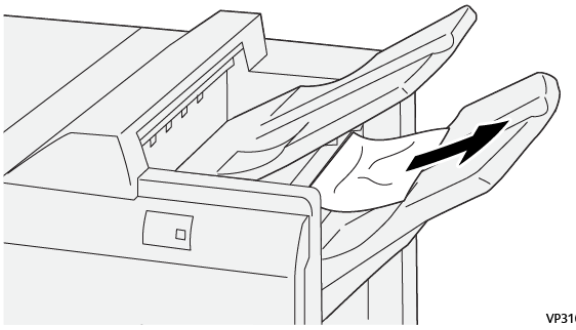
3. Return lever **1d** to the original position.



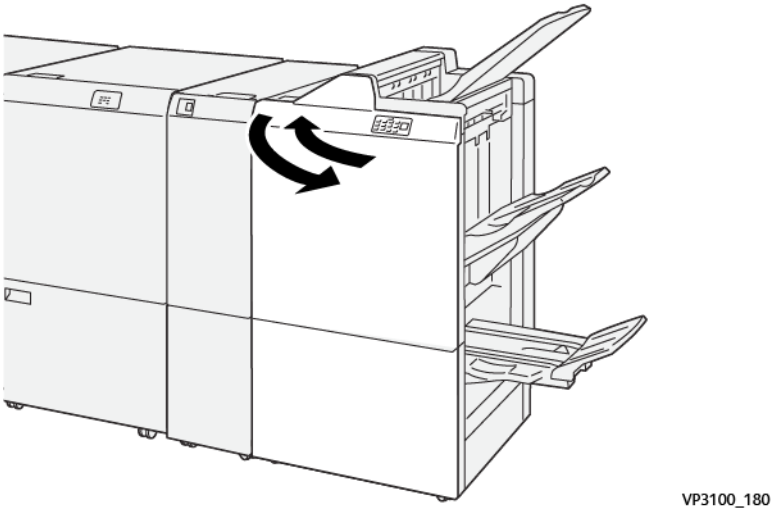
4. Close the finisher front door.

Clearing Paper Jams from Finisher Area E6

1. Pull out the jammed paper from the finisher stacker tray.

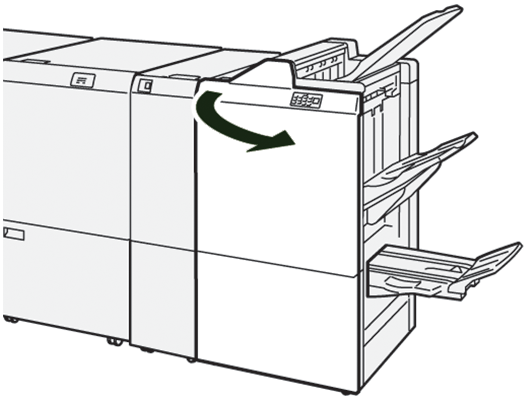


2. Open, then close the finisher front door.

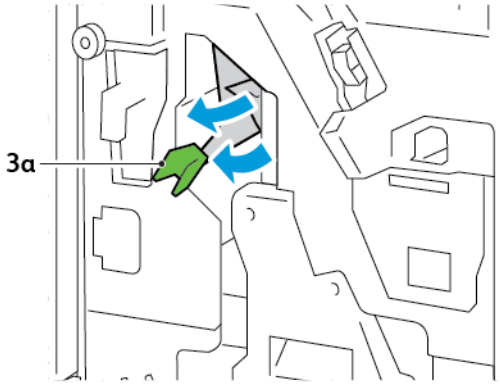


Clearing Paper Jams from Finisher Booklet Area E7

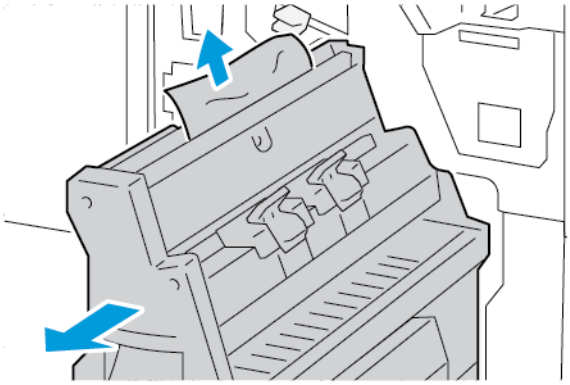
1. Open the finisher front door.



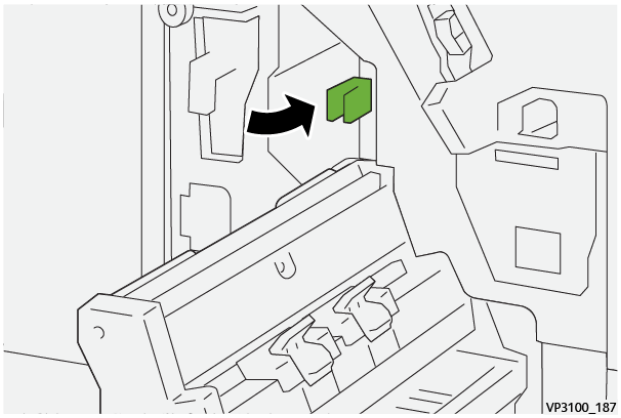
2. Push lever **3a** to the left, then remove the jammed paper.



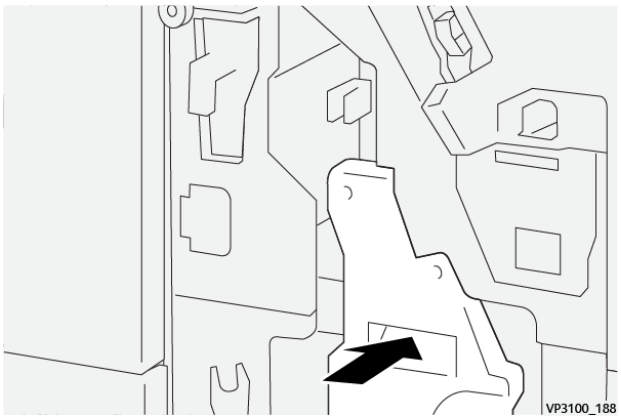
3. If you have difficulty removing the paper jam, pull out the Saddle Stitch Unit 3, then remove the jammed paper.



4. Return lever **3a** to the original position.



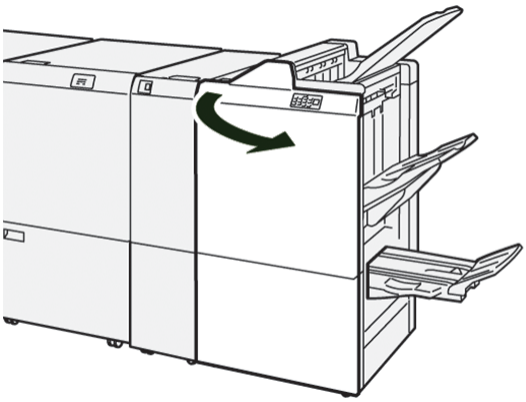
5. Gently, push in the Saddle Stitch Unit 3 until it stops.



6. Close the finisher front door.

Clearing Paper Jams from Finisher Booklet Area E8

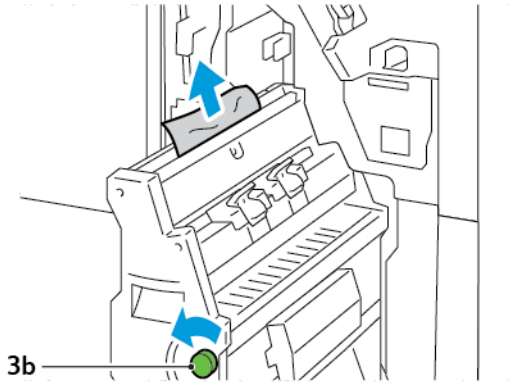
1. Open the finisher front door.



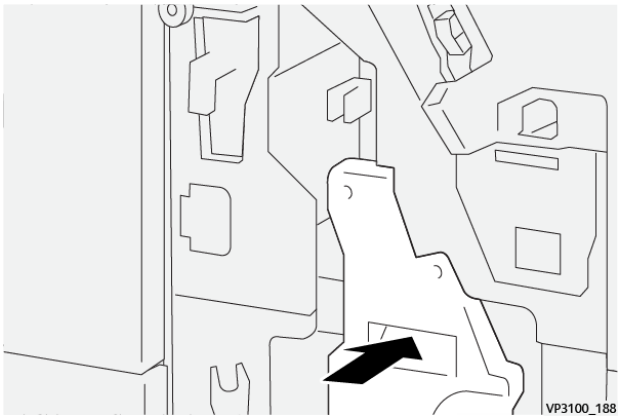
2. Locate label 3. Place your hand in the cutout area under the label. Pull out the Saddle Stitch Unit 3 until it stops.



3. Rotate knob **3b** counterclockwise, then remove the jammed paper.



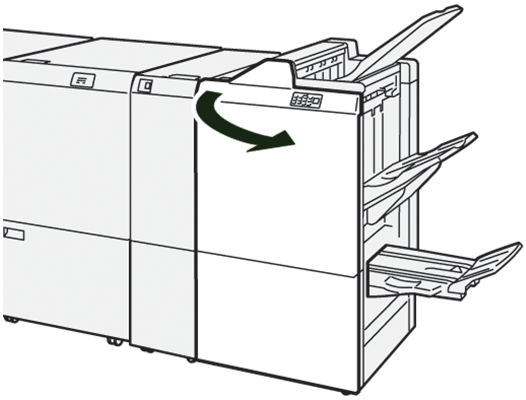
4. Gently, push in Saddle Stitch Unit 3 until it stops.



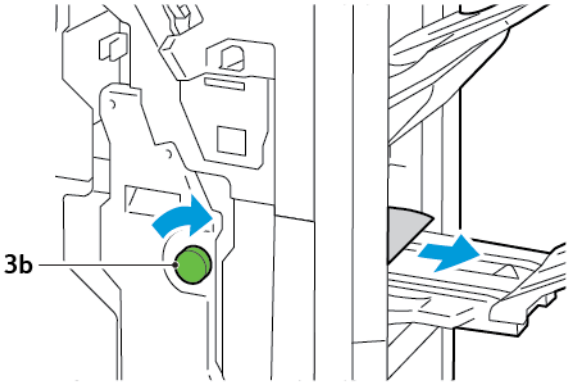
5. Close the finisher front door.

Clearing Paper Jams from Finisher Booklet Area E9

1. Open the finisher front door.



2. Rotate knob **3b** clockwise, then remove the jammed paper from the booklet tray area.



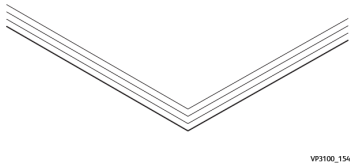
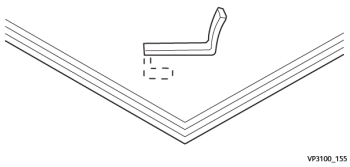
3. Close the finisher front door.

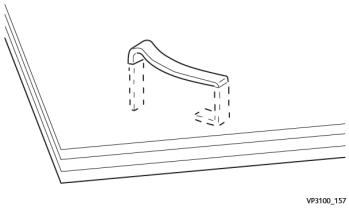
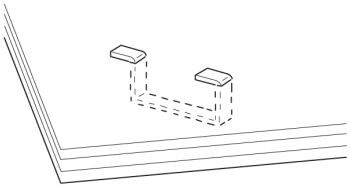
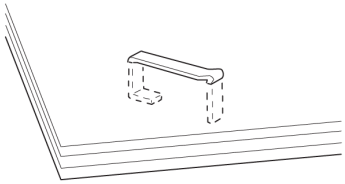
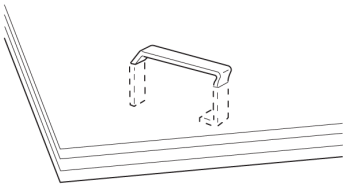
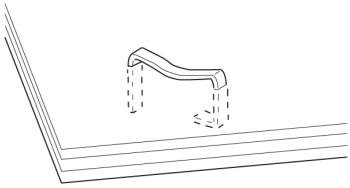
FINISHER STAPLE FAULTS

When either of the stapling issues listed here occurs, use the following procedures:

- Sheets are not stapled
- Staples are bent

If the problems continue after you try the following solutions, contact your service representative.

Not stapled	Bent staple
	

If printed sheets are stapled as shown in the following figures, contact your service representative.		
One side of staple raised up	Staple bent in reverse direction	Flattened staple
		
Entire staple raised up	Staple raised up with center pressed in	
		

Important: Depending on the type of paper stapled, the staple nails can become bent. If the bent nails are stuck inside the finisher, they can cause paper jams.

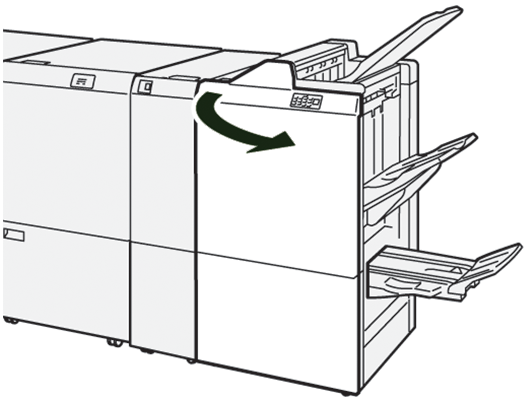
Caution: To minimize staple jams, when you open the cover of the staple cartridge, remove any bent staples. To prevent injury to your fingers and fingernails, use the cover of the staple cartridge to remove the jammed staples.

Clearing Staple Jams in the Basic Stapler

Note: If the staple cartridge detaches from the holder, refer to Reinserting the Basic Staple Cartridge.

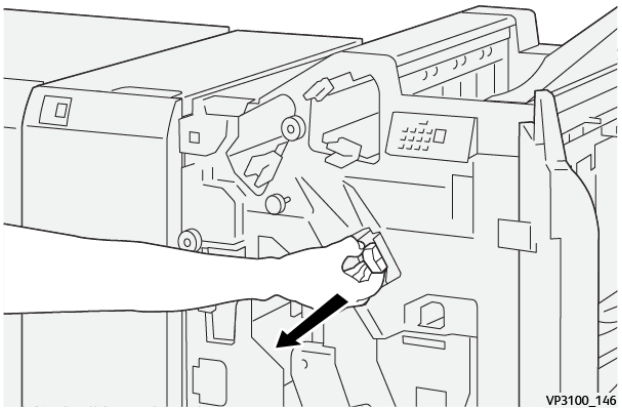
Note: Before you perform this procedure, ensure that the printer is not printing.

1. Open the finisher front door.



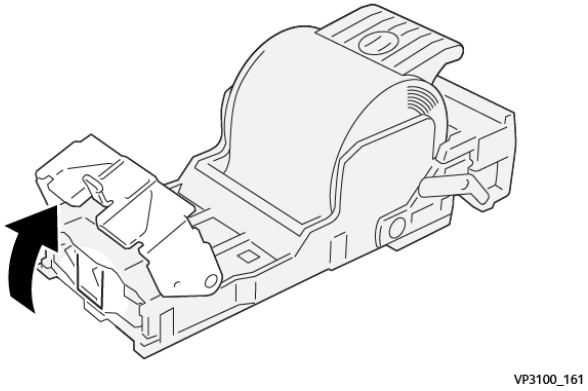
2. Pull out the staple cartridge unit **R1**.

Note: After you remove the staple cartridge, check inside the finisher for any remaining staples.

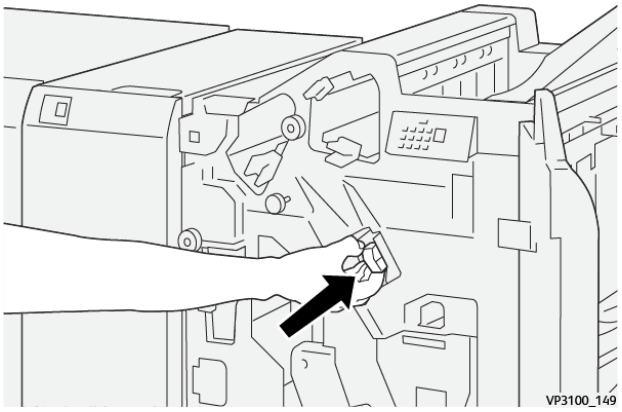


3. Open the staple cartridge unit cover, then remove the jammed staples.

Caution: To avoid personal injury, use care when removing jammed staples.



4. Reinsert the staple cartridge unit **R1** into the original position.

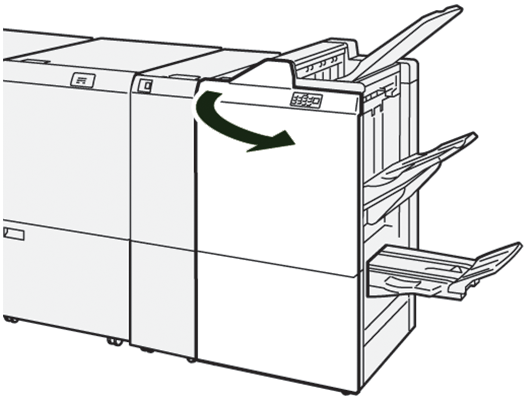


5. Close the finisher front door.

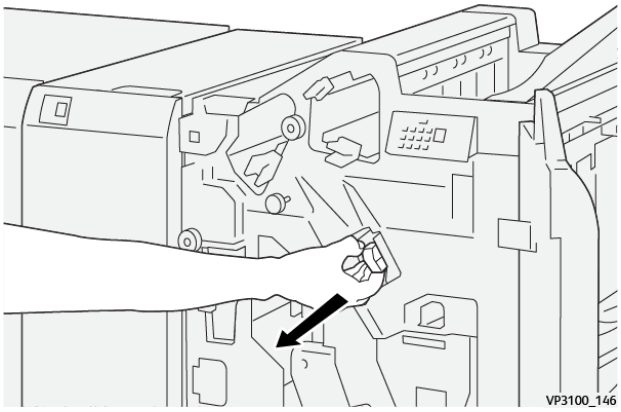
Reinserting the Basic Staple Cartridge

If a staple cartridge is inserted incorrectly or removed accidentally, reinsert the staple cartridge correctly into the cartridge unit.

1. Open the finisher front door.

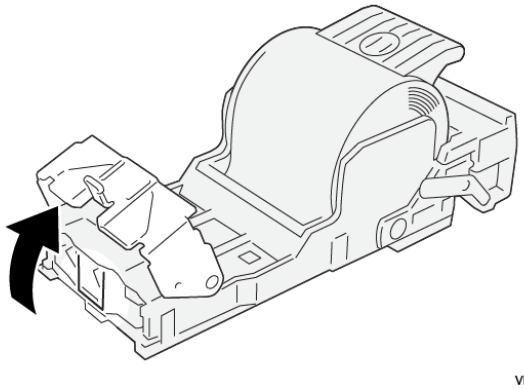


2. Pull out the staple cartridge unit **R1**.



3. Open the staple cartridge unit cover, then remove the jammed staples.

> **Caution:** To avoid personal injury, use care when removing jammed staples.



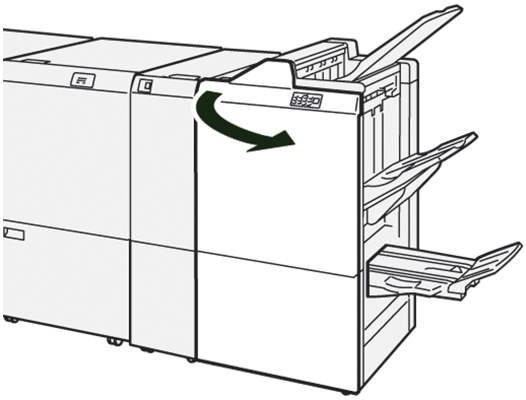
4. Close the staple unit cover.

5. Push in the staple cartridge unit **R1**.
6. Close the finisher front door.

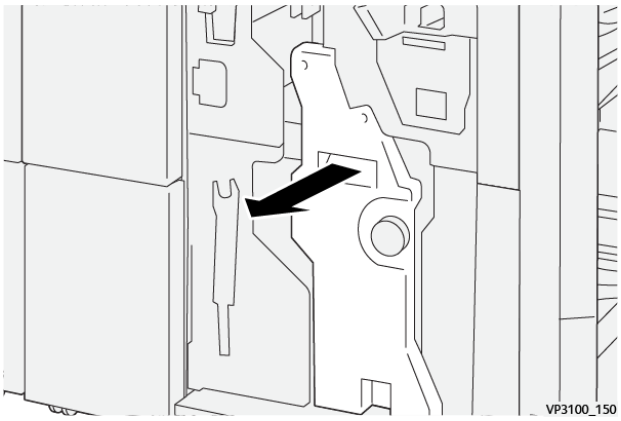
Clearing Staple Jams in the Booklet Stapler

Note: Before you perform the procedure, ensure that the printer is not printing.

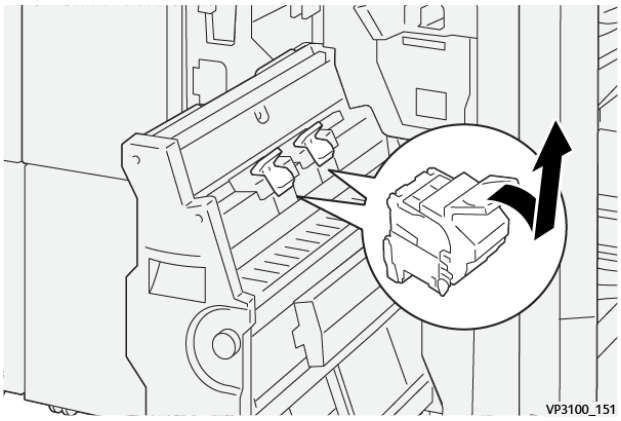
1. Open the finisher front door.



2. Pull out the Saddle Stitch Unit 3 until it stops.

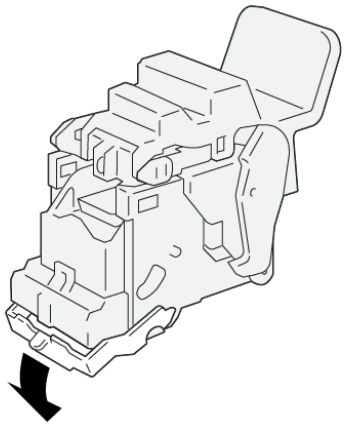


3. Hold the tabs on the staple cartridge and pull out the cartridge.



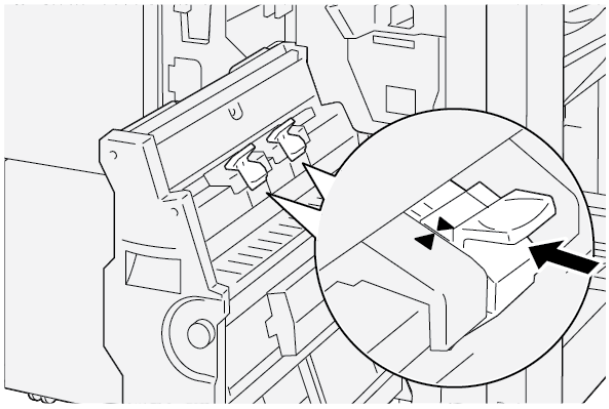
4. Remove any jammed staples.

> **Caution:** To avoid personal injury, use care when removing jammed staples.

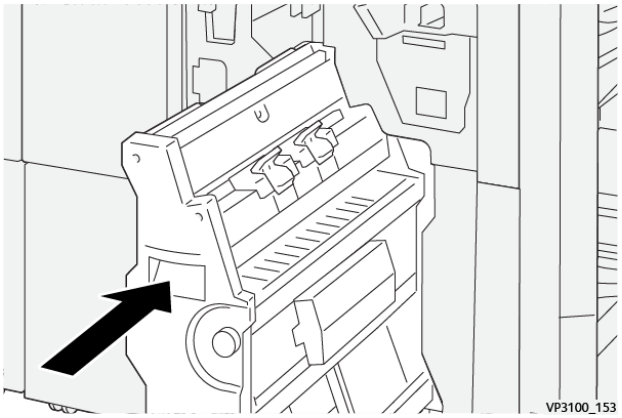


5. Hold the tabs on the staple cartridge, then push in the cartridge until it stops.

Note: Ensure that the marks on the staple cartridge are aligned.



6. Gently, push the Saddle Stitch Unit 3 into the finisher until the unit stops.



7. Close the finisher front door.

ERROR MESSAGES ON THE PR FINISHER AND PR BOOKLET MAKER FINISHER

When errors occur, such as a paper jam, an open door or cover, or a printer malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows which error indicator is illuminated on the inserter control panel.

The E code in the error message displays which error indicator is illuminated on the Finisher control panel.

Fault Code Information for the Finisher

When faults occur such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing. When printing stops, a message appears on the control panel.

The control panel displays a Faults button. For information about the fault and instructions for correcting the fault, touch **Faults**.

Tip: You can identify Finishing faults by the codes that start with the three-digit numbers: **012**, **013**, **024**, **041**, **112**, or **124**

PR Finisher Specifications

ITEM		DESCRIPTION	SPECIFICATIONS	
Tray	Top tray	Collate and stack		
	Stacker tray	Collate: offsetting is supported. Stack: offsetting is supported.		
	Booklet tray	Collate and stack		
Paper size	Top tray	Standard size	Minimum	Postcard: 100 x 148 mm (4 x 6 in.)
			Maximum	A3: 330.2 x 482.6 mm (13 x 19 in.)
		Custom size	Length	98.0–330.2 mm (3.9 x 13.0 in.)
			Width	A5: 148.0–660.4 mm (5.8 x 26.0 in.)
	Stacker tray	Standard size	Minimum	A5: 148 x 210.0 mm (5.83 x 8.27 in.)
			Maximum	A3: 330.2 x 482.6 mm (13 x 19 in.)
		Custom size	Length	148.0–330.2 mm (5.8 x 13 in.)
			Width	148.0–488.0 mm (5.8 x 19.2 in.)
	Booklet tray	Standard size	Minimum	JIS B5
			Maximum	A3: 330.2 x 482.6 mm (13 x 19 in.)
		Custom size	Length	182.0–330.2 mm (7.2–13 in.)
			Width	257.0–488.0 mm (10.1–19.2 in.)
Paper weight	Top tray	52–350 g/m^2		
	Stacker tray	52–350 g/m^2		
	Booklet tray	60–350 g/m^2		
Tray capacity	Top tray	500 sheets		

ITEM		DESCRIPTION	SPECIFICATIONS
	Stacker tray without staples	A4: 210 x 297 mm (8.3 x 11.7 in.)	PR Finisher: 3000 sheets PR Booklet Maker Finisher: 2000 sheets
		JIS B4	1,500 sheets
		Mix stack	350 sheets
	Stacker tray with staples	A4: 210 x 297 mm (8.5 x 11 in.)	PR Finisher: 200 sets or 3000 sheets PR Booklet Maker Finisher: 2000 sheets
		JIS B4	100 sets or 1500 sheets
	Booklet tray	20 sets	

Note:

- The values are based on Colotech+90 paper.
- Mix stack is a set of paper sheets where larger sheets are placed over smaller ones. For example, A4 paper is placed over JIS B5 paper, or JIS B4 paper is placed over A4 paper.
- The booklet tray capacity is 16 sets if one set consists of 17 or more sheets.

Staple	Capacity	100 sheets		
	Note: • The values are based on Colotech+90 paper. • For sheets larger than A4 or Letter (8.5 x 11 in.), the capacity is five.			
	Paper size	Standard size	Minimum	A5: 148.08 x 210.05 mm (5.83 × 8.27 in.)
			Maximum	Tabloid: 11 x 17 in. A3: 279.4 x 431.8 mm
		Custom size	Length	182.0–297.0 mm (71.6–11.69 in.)
			Width	148.0–432.0 mm (5.82–17.00 in.)
	Paper weight	Uncoated	52–350 g/m^2	
		Coated	72–350 g/m^2	
	Stapling position	1 place, 2 places, or 4 places		

ITEM	SPECIFICATION			
Punch with Punch Unit	Paper size	Standard size	Maximum	A3: 279.4 x 431.8 mm. Tabloid: 11 x 17 in.

ITEM	SPECIFICATION				
			Minimum	2–hole punch or 3–hole punch	JIS B5
				4-hole punch	A4 paper: 210 x 297 mm (8.5 x 11 in.), up to 16000 sheets of paper
		Custom size	Length	203.0–297.0 mm (7.99–11.69 in.)	
			Width	182.0–431.8 mm (7.16–17.0 in.)	
	Paper weight	Uncoated	52–220 g/m^2		
		Coated	72–200 g/m^2		
	Number of Holes	Metric paper sizes: 2 or 4 holes US paper sizes: 2 or 3 holes			
		Note: The number of punch holes you can choose depends on the paper size.			
Saddle Stitch/Bi-Fold	Capacity		Saddle Stitch		30 sheets
PR Booklet Maker Finisher			Bi-Fold		5 sheets
	Note: The values are based on the Colortech+90 paper.				
	Paper size	Standard size	Maximum		A3: 330.2 x 482.6 mm (13 x 19 in.)
			Minimum		JIS B5
		Custom size	Length		182.0–330.2 mm (7.16–13 in.)
		Uncoated	Width		257.0–488.0 mm (10.11–19.21 in.)
	Paper weight		60–350 g/m^2		
		Coated	2–350 g/m^2		

STAPLE OUTPUT CAPACITY

PAPER WEIGHT, G/M²	SIDE STITCH				SADDLE STITCH	
	A4 OR SMALLER		LARGER THAN A4			
	STAPLE CAPACITY UNCOATED PAGES	STAPLE CAPACITY COATED PAGES	STAPLE CAPACITY UNCOATED PAGES	STAPLE CAPACITY COATED PAGES	STAPLE CAPACITY UNCOATED PAGES	STAPLE CAPACITY COATED PAGES
52–59	100	35*	65	35*	30*	25*
60–71					30	
72–80		35		35		25
81–90						
91–105	50	30	50	30	20	
106–128			45		15	
129–150	20	20	20	20	10	
151–176						
177–220					5	
221–256					4	
257–300	10	10	10	10	3	
301–350						

*Can be stapled; however, binding accuracy or paper-feed performance is not guaranteed.

Values in the table indicate the maximum number of sheets that can be stapled. Evaluations were made using the following paper types: 82 g/m², Colotech+: 200 g/m², 250 g/m², and 350 g/m².

Note:

- The printer determines paper type and paper weight based on paper information set for the job, not based on paper actually loaded in the tray.
- The printer determines the number of sheets for each job based on job information. When multiple feeds occur, stapling occurs even if the number of sheets fed exceeds the limit. If you feed more sheets than the limit, you can cause staple faults.

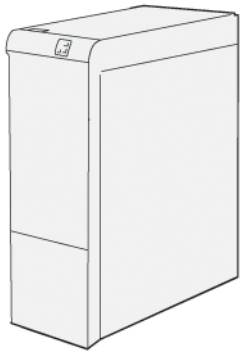
Interface Decurler Module

This appendix contains:

Overview of Interface Decurler Module 324
Finishing Modules Requiring an Interface Decurler Module 325
Interface Decurler Module Components 326
Curl Correction on the Interface Decurler Module 327
Interface Decurler Module Troubleshooting 331

Overview of Interface Decurler Module

The Interface Decurler Module (IDM) is required with most inline finishing modules installed with the printer. The Interface Decurler Module is not required with the Offset Catch Tray.



The Interface Decurler Module provides the following functions:

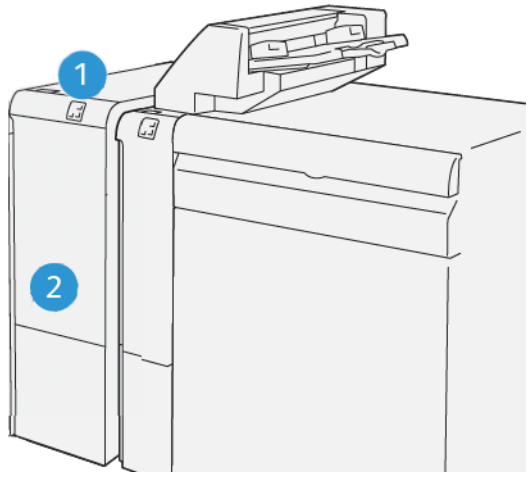
- Communication between the printer and the attached finishing module
- An aligned paper path between the printer and the attached finishing module
- Cooling and decurling of the paper as the paper exits the printer

Finishing Modules Requiring an Interface Decurler Module

The following finishing accessories require the use of the Interface Decurler Module:

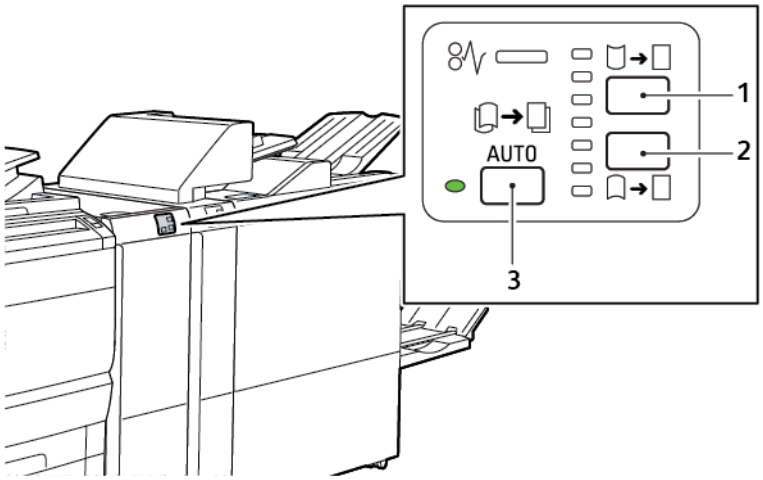
- Inserter module
- Crease and Two-Sided Trimmer
- C/Z Folder
- Production Ready (PR) Finisher
- PR Booklet Maker Finisher
- Xerox® SquareFold® Trimmer module: the SquareFold trimmer requires the PR Booklet Maker Finisher and the Interface Decurler Module

Interface Decurler Module Components



1. Paper Jam and Error Indicator Panel
2. Interface Decurler Module Front Cover

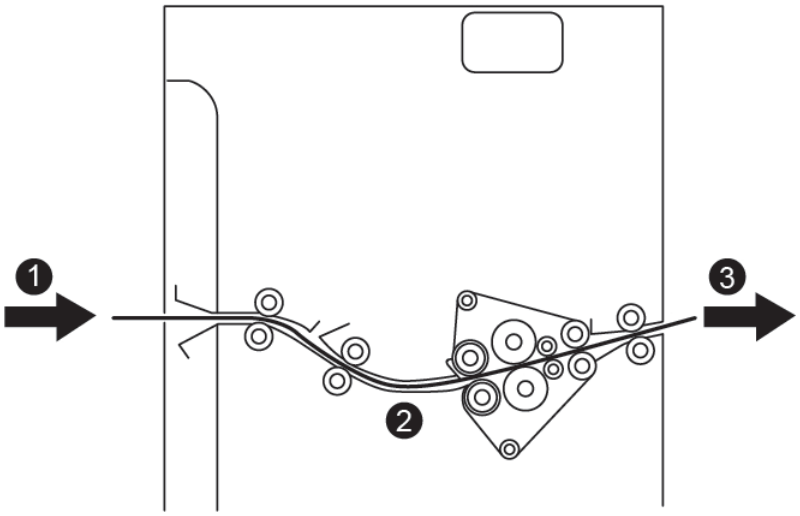
CONTROL PANEL ON THE INTERFACE DECURLER MODULE



1. Curl Up button
2. Curl Down button
3. Auto button and indicator

Curl Correction on the Interface Decurler Module

Note: The purpose of curl correction is to fix paper curl as the paper leaves the printer, and before the paper reaches the next inline-finishing module. Use the interface decurler module (IDM) curl-correction feature while the printer is printing.



1. Printed paper from the printer
2. Interface Decurler Module paper path
3. Printed paper from the IDM to the inline finishing module

Paper enters the inline finishing module, then moves through the IDM for paper-curl correction. The IDM has both upper and lower decurler rolls that apply pressure to the paper, based on the following criteria:

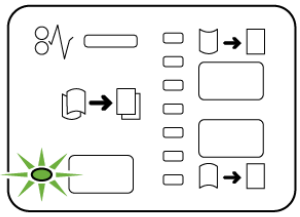
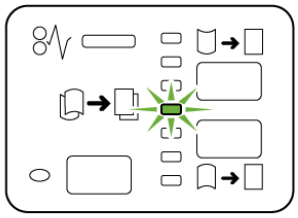
- System default set to Auto on
- Manual selections made from the IDM control panel

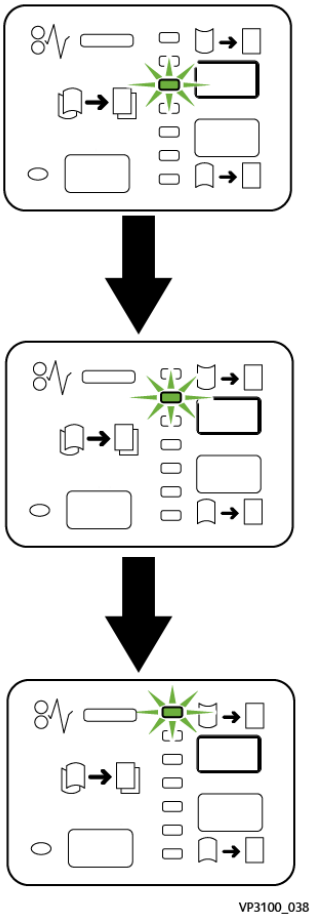
If you want to adjust the paper curl on the printed output quickly, use the manual curl up or down buttons. After you use these buttons, if the printed output contains too much curl, select Adjust Paper Curl. For more information, refer to Custom Paper Settings in the System Administrator Guide.

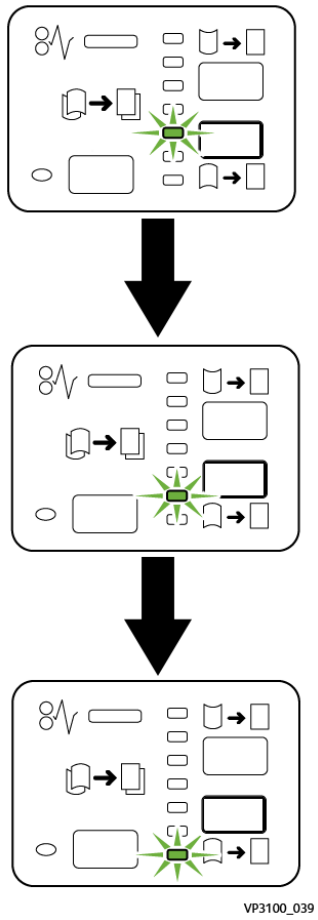
From the decurler, the printed media is cooled and routed from the Interface Decurler Module to the next inline finishing device that is connected to the press.

CURL CORRECTION MODES AND FUNCTIONS ON THE INTERFACE DECURLER MODULE

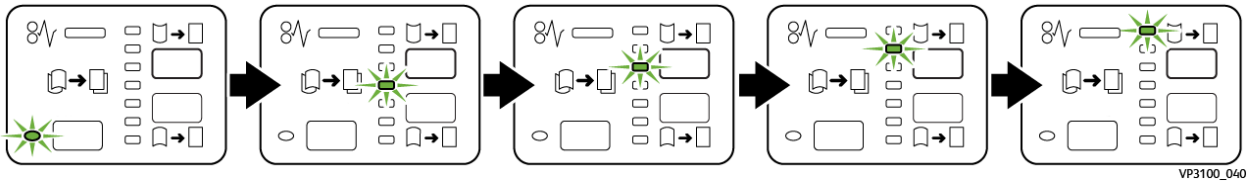
Note: When you select an Interface Decurler Module (IDM) curl-correction mode, the printer applies the new mode to the next sheet of paper that is delivered to the IDM.

INDICATOR	PRINT DRIVER MODES	FUNCTION
 VP3100_036	Auto	Auto is the default mode. • Automatically corrects the paper curl by selecting the curl direction and amount. The selections are based on the paper size and orientation, and the finishing module that receives the output. • When you select the Auto mode, the indicator to the right of the icon illuminates. • The Auto mode has seven automated settings for controlling paper curl: three up-curl settings, three down-curl settings, and off. • When you select the Auto mode, an indicator on the control panel flashes momentarily. The flashes indicate the preselected curl direction and amount of curl applied to the paper.
 VP3100_037	Off	When the Off indicator is illuminated, for either the Auto or Manual modes, no curl correction is applied to the printed output.

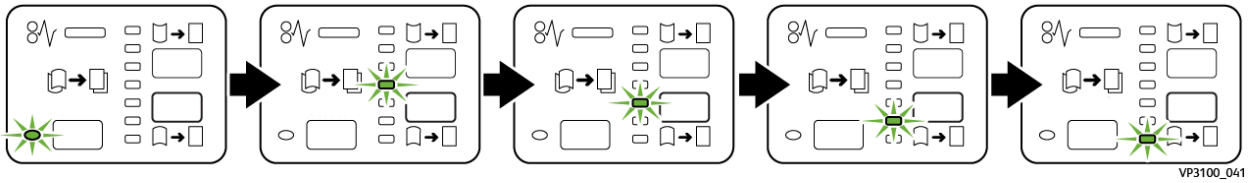
INDICATOR	PRINT DRIVER MODES	FUNCTION
	Manual Upward Curling	• When the printed output curls up, touch the **Curl Up** icon • There are three upward curl-correction values. • The top three indicators show the level of upward curl correction selected. • The top indicator is the highest amount of upward curl correction that can be applied to printed output.

INDICATOR	PRINT DRIVER MODES	FUNCTION
 VP3100_039	Manual Downward Curling	• When the printed output is curled down, touch the **Curl-Down** icon. • There are three downward curl-correction values. • The top three indicators show which level of downward curl correction is selected. • The bottom indicator provides the lowest amount of downward curl correction that can be applied to a print.

When you touch the Curl-Up icon, the curl-correction levels change as shown by the progression of the illuminated indicators:

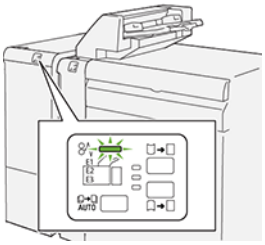

VP3100_040

When you touch the Curl-Down icon, the curl-correction level changes as shown by the progression of the illuminated indicators:


VP3100_041

Interface Decurler Module Troubleshooting

PAPER JAMS IN THE INTERFACE DECURLER MODULE



When a fault occurs such as a paper jam, open door or cover, or a printer malfunction, the following actions occur:

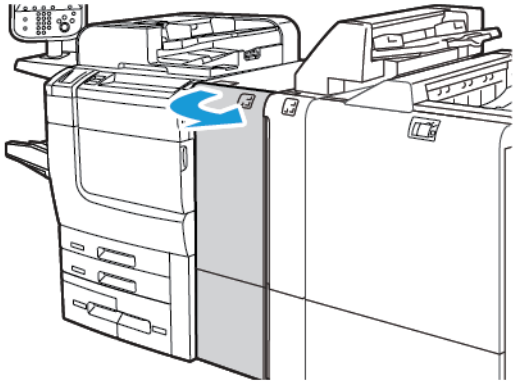
- The printer stops printing and a fault message appears on the control panel.
- The message includes an illustration that shows the fault location and provides corrective actions for clearing the fault.
- Paper jams occur in multiple areas of the printer and any optional modules connected to the printer. When multiple jams occur, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs on an optional module, an indicator on the module control panel illuminates. The indicator shows the area on the module where the fault occurred.

When you clear paper jams, always refer to the following information:

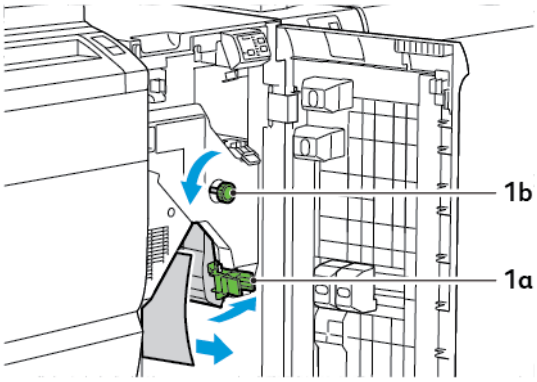
- When you remove paper jams, keep the printer powered on. When you power off the printer, all information stored to the system memory is erased.
- To minimize print defects, do not touch components inside the printer.
- Before you resume the print jobs, ensure that you clear all paper jams.
- Gently remove torn paper. Ensure that you remove all small, torn pieces of paper.
- After you remove all paper jams, close all the doors and covers. The printer cannot print when doors or covers are open.
- After you clear a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If you do not clear all paper jams, an error message continues to appear on the control panel. To clear any remaining paper jams, follow the instructions on the control panel.

Clearing Paper Jams on the Interface Decurler Module

1. Open the front cover on the Interface Decurler Module (IDM).



2. To remove the jammed paper:



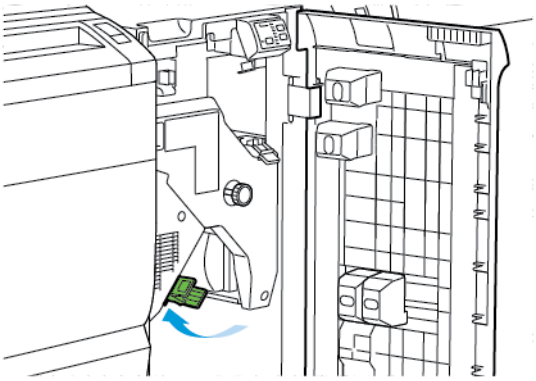
   a. Push lever **1a** down.

   b. Turn knob **1b** counterclockwise.

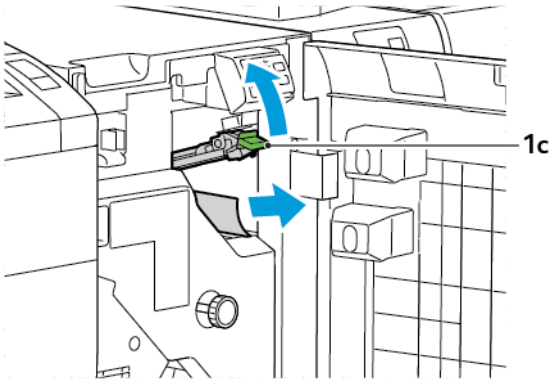
Note: To ensure that the jammed paper exits the area, turn the knob a minimum of 10 times.

   c. Remove the jammed paper.

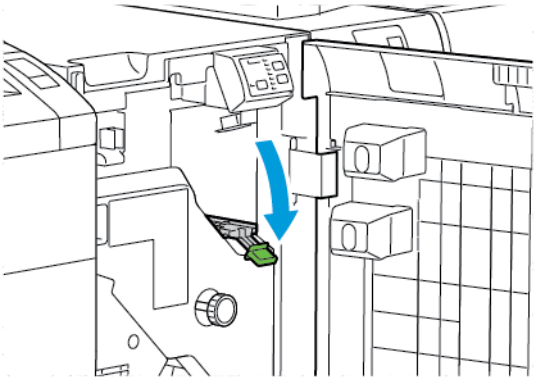
3. Return lever **1a** to the original position.



4. If you encounter difficulty when you remove jammed paper, push up lever **1c**, then carefully remove the jammed paper.



5. Return lever **1c** to the original position.



6. Close the front cover on the Interface Decurler module.
7. If necessary, to clear other areas of the system, follow the instructions on the printer control panel.

ERROR MESSAGES FOR THE INTERFACE DECURLER MODULE

When an error occurs such as a paper jam, open door or cover, or malfunction, the printer stops printing. To resolve the error, follow the instructions on the printer control panel. If errors occur in multiple locations, the printer control panel shows the locations and the corrective actions.

The E code that appears in the error message shows which error indicator is illuminated on the Interface Decurler control panel.

Error Code Information on the Interface Decurler Module

Error codes that start with the three digits 048 identify the Interface Decurler Module.

Inserter Module

This appendix contains:

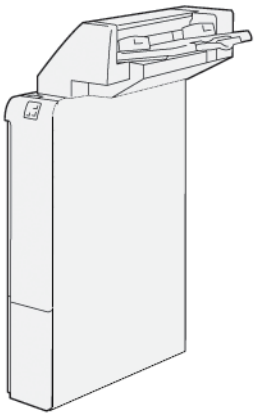
Overview of the Inserter Module 336
Inserter Components 337
Paper and Media for Inserter Tray T1 338
Purge Function for Tray T1 341
Inserter Troubleshooting 343

Overview of the Inserter Module

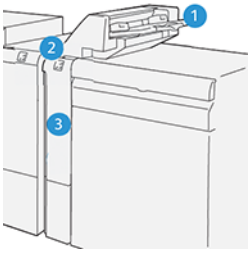
Note: This optional finishing accessory requires an Interface Decurler Module (IDM).

Use the inserter module to load media, such as blank, preprinted, or special stock, that you inserted into the finished output. The media serves as separators and covers for the finished output. The printer does not print media fed from the inserter module. Instead, the printer places media into the printed output at selected locations.

Note: Other names for the inserter include post-process inserter or interposer.

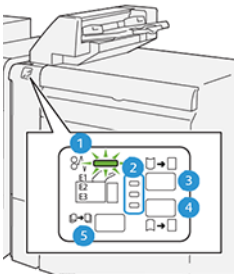


Inserter Components



1. Tray T1 or Inserter Tray
2. Inserter Control Panel
3. Inserter Front Cover

INSERTER CONTROL PANEL



NUMBER	COMPONENT	DESCRIPTION
1	Paper Jam Error Indicator	When a paper jam occurs in the inserter, this indicator illuminates.
2	Curl Up and Down Indicators	Similar to the interface decurler module (IDM), these indicators show the direction of the curl correction. However, there are only three curl-correction options for the inserter: • Upward curl correction is the top indicator. • Downward curl correction is the bottom indicator. • Off, or no curl correction, is the middle indicator.
Important: If paper curl continues after you set the curl-correction level to the highest or lowest setting on the IDM, use one of the following selections.		
3	Manual Curl Upward	When the printed output is curled up, touch the curl-upward option.
4	Manual Curl Downward	When the printed output is curled down, touch the curl-downward option.
5	Auto Curl	Automatically corrects the paper curl by selecting the curl direction and amount.

Paper and Media for Inserter Tray T1

Tip: The printer does not print on paper fed from the inserter module. However, the printer places the paper into the printed output at selected locations.

SUPPORTED PAPER FOR THE INSERTER TRAY T1

PAPER SIZE	PAPER WEIGHT	TRAY CAPACITY
182 x 148 mm–330 x 488 mm (7.2 x 5.8 in.–313 x 19.2 in.)	52–350 g/m² uncoated or 72–350 g/m² coated *	250 sheets based on Colotech+90 paper

Note: Use Tray 5 when combining the following paper types with saddle stitch or bi-fold features:

- Coated paper weighing 127 g/m² or less
- Blank sheets or unprinted paper weighing 80 g/m² or less

If you use a tray other than Tray 5, the combination can cause misalignment of folding positions and wrinkling.

LOADING PAPER IN INSERTER TRAY T1

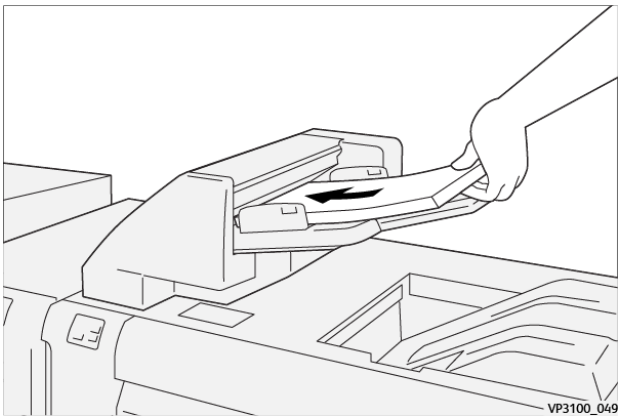
Before using tray T1, review the following guidelines:

- Remove any remaining paper from the tray.
- Load all the paper required for the job into the tray.
- To use saddle stitch and bi-fold options, ensure that the paper loaded in the main feeding tray is the same size as the paper in tray T1.
- For supported paper information, refer to Supported Paper for the Inserter Tray T1.

To insert separator sheets or cover sheets, such as blank or pre-printed sheets, use the Inserter Tray T1. The printer inserts the paper loaded in tray T1 into the finished, printed output. Tray T1 has a maximum capacity of 250 sheets based on Colotech+90 paper.

Tip: The printer cannot print on paper fed from the inserter module. However, the printer places the paper into the printed output at selected locations.

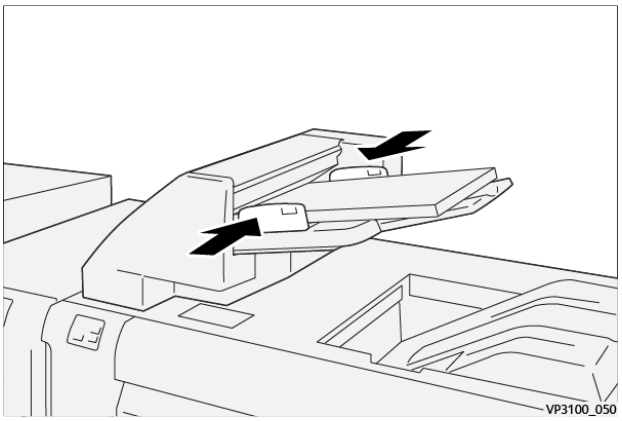
1. Load the paper, then align all edges.



If the paper is pre-printed, load the paper with the printed side facing up.

Note: To prevent paper jams and printer malfunctions, do not load paper above the maximum fill line.

2. Hold the center of the paper guides. Gently slide the guides to the appropriate paper size. Ensure that the guides touch the edges of the paper.



If the distance between the guides is too long or short relative to the paper, paper jams can occur.

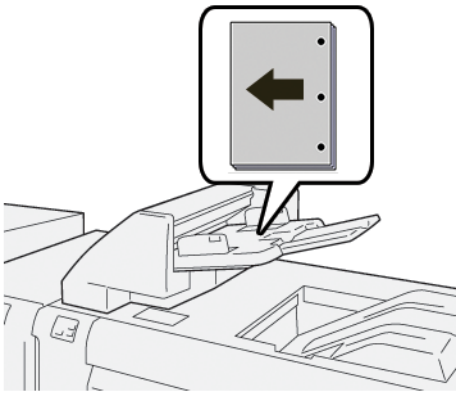
If set by the system administrator, the Tray 1 window appears on the printer control panel.

3. From the Tray 1 window, enter or verify the correct paper information.
4. To save the information and close the Tray 1 window, select **OK**.

PRINTING ON SPECIAL MEDIA

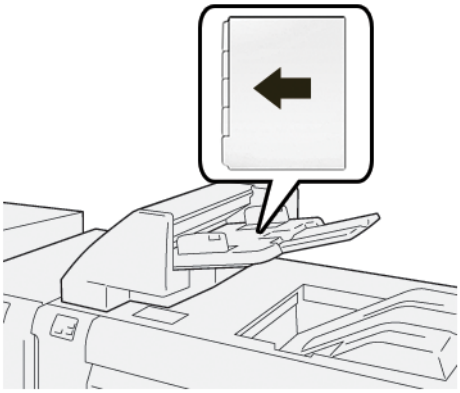
Hole-punched Paper

Load hole-punched paper into tray T1 long-edge feed (LEF). Ensure that the holes are on the right side when you face the front of the inserter module.



Tab Stock

Load tab stock in tray T1 long-edge feed (LEF). Ensure that the tabs are on the left side when you face the front of the inserter module.



Purge Function for Tray T1

If Tray T1 runs out of paper, the printer stops printing. When the printer stops printing, printed output that leaves the printer moves to the inline finishing module output tray.

Tip: To avoid paper jams, do not reuse the output that is ejected by the purge function.

To prevent the purge function when Tray T1 runs out of paper, at the control panel, select **Tools**.

Important: Only a system administrator can change the setting for the purge function for tray T1.

TRAY T1 PURGE FUNCTION SETTINGS

The purge function allows you to specify how the printer behaves when using tray T1. The purge function has two settings:

Standard

Before printing starts, the printer checks that paper is loaded in tray T1 for each printed set that requires paper insertion into the finished set.
This setting increases the wait time between sets, which results in decreased productivity. However, paper purging does not occur even if tray T1 runs out of paper.

Speed First

The printer starts to print regardless of the paper status of tray T1.
This option maintains the productivity level based on the printer productivity setting. When tray T1 is out of paper, the printer stops printing, and the printer purges the paper.

Note: Speed First is the default setting for the tray T1 purge function.

CHANGING THE PURGE FUNCTION SETTING FOR TRAY T1

Note: System administrator access privileges are required for log in.

1. At the control panel, log in as an administrator.
2. Touch **Settings > Device**.
3. Select **System Settings > Common Service Settings**.
4. Touch **Maintenance**.

   The Maintenance screen appears.
5. Use the up and down arrows to scroll the Maintenance screens until you see Print Action When Using Tray T1 (Inserter).
6. Touch **Print Action When Using Tray T1 (Inserter)**.

   The Tray T1 purge function screen appears.

7. Select the appropriate purge function option:
   - **Standard**: Select this option to disable the purge function. The Standard option decreases productivity. The printer continues to run even when tray T1 is out of paper, so the printer can deliver printed output sets without inserts, to the designated finishing tray.
   - **Speed First**: This option maintains productivity. Select the Speed First option to stop the printer from printing, and to purge paper when tray T1 is out of paper.

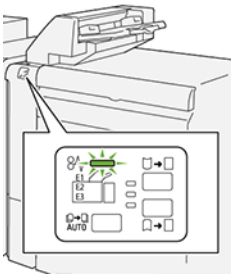
   Note: Speed First is the default setting.
8. Touch **Save** or **OK**.

   The Maintenance screen appears.
9. Touch **Close**.

   The main Tools tab screen appears.
10. Exit the administrator mode.

Inserter Troubleshooting

PAPER JAMS IN THE INSERTER



When a fault occurs, such as a paper jam, open door or cover, or a printer malfunction, the following actions occur:

- The printer stops printing and a fault message appears on the control panel.
- The message includes an illustration that shows the fault location and provides corrective actions to clear the fault.
- Paper jams occur in multiple areas of the printer and any optional modules connected to the printer. When multiple jams occur, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs on an optional module, an indicator on the module control panel illuminates. The indicator shows the area on the modules where the fault occurred.

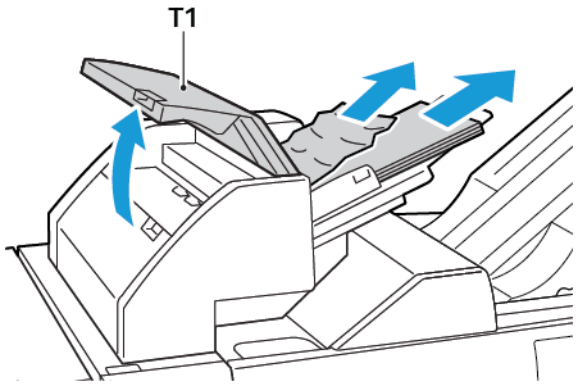
When you clear paper jams, always refer to the following information:

- When you remove paper jams, keep the printer powered on. When you power off the printer, all information stored to the system memory is erased.
- Before you resume print jobs, clear all paper jams.
- To minimize print defects, do not touch components inside the printer.
- Before you resume with print jobs, ensure that you clear all paper jams, including any small, torn pieces of paper.
- Gently remove torn paper. Ensure that you remove all torn pieces.
- After you remove all paper jams, close all doors and covers. The printer cannot print when doors or covers are open.
- After you clear a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If you do not clear all paper jams, an error message continues to appear on the control panel. To clear any remaining paper jams, refer to the control panel message for instructions and information.

Clearing Paper Jams from Inserter E1 Area

1. Open the T1 cover. Remove jammed paper and paper loaded in the tray.

   Note: When two or more sheets of paper are loaded in the tray, remove all sheets.

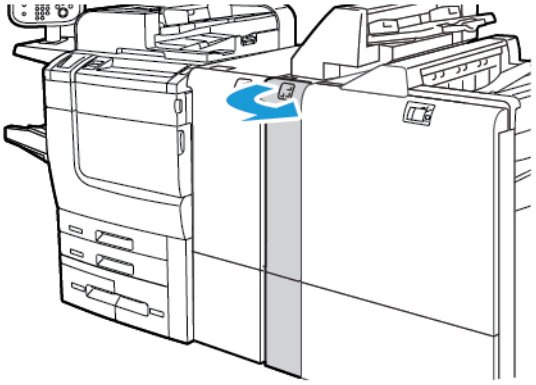


   Fan the paper that you removed. Ensure that all four corners are aligned correctly.

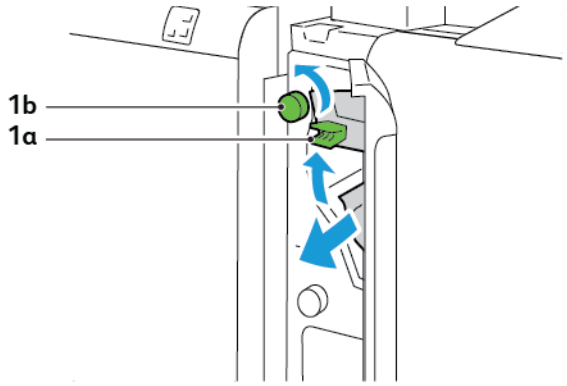
2. Reload the paper into the tray.
3. Close the T1 cover.

Clearing Paper Jams from Inserter E2 Area

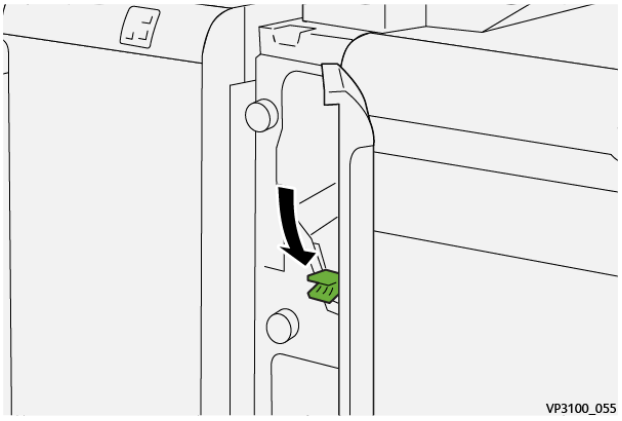
1. Open the inserter front cover.



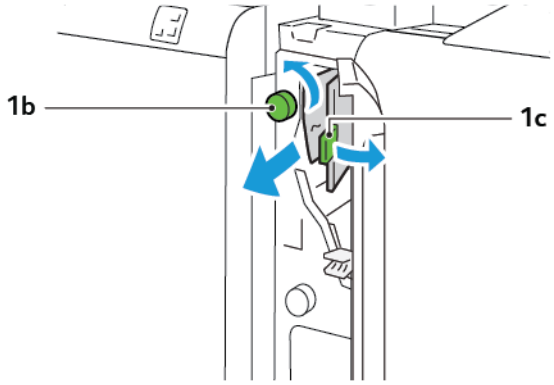
2. Lift lever **1a**, then rotate knob **1b** counterclockwise. Remove any jammed paper.



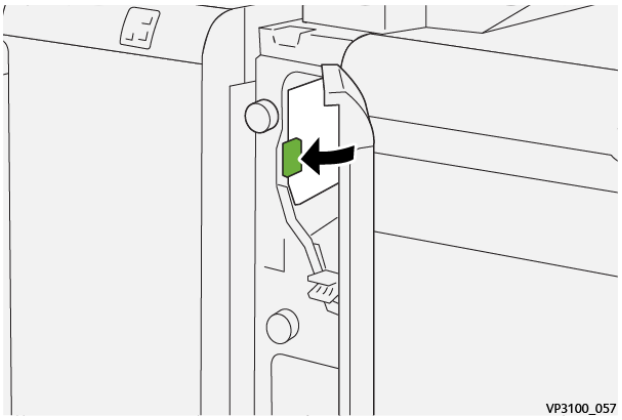
3. Lower lever **1a** to the original position.



4. If you have difficulty removing jammed paper, pull lever **1c** to the right, then rotate knob **1b** counterclockwise. Remove any jammed paper.



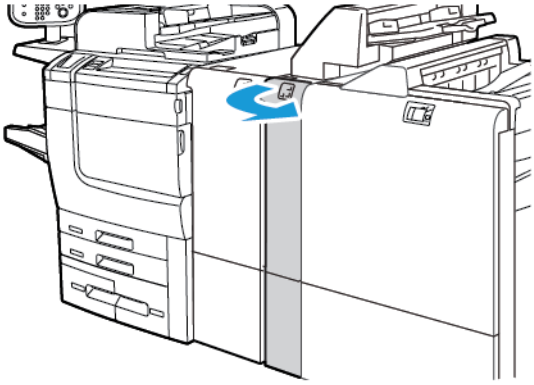
5. Push lever **1c** back to the original position.



6. Close the inserter front cover.

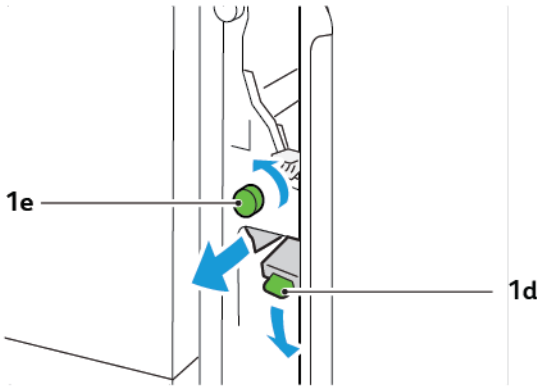
Clearing Paper Jams from Inserter E3 Area

1. Open the inserter front cover.

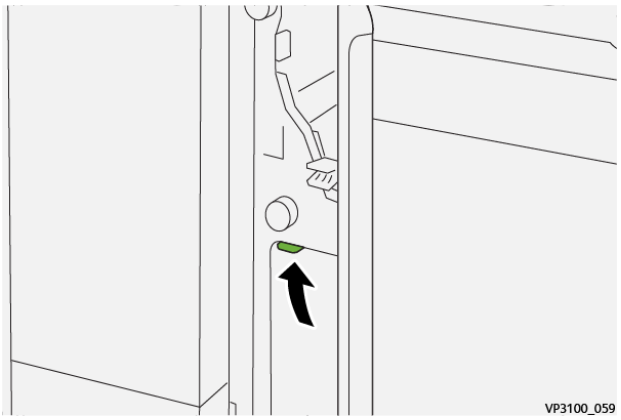


2. Push lever **1d** downward. Turn knob **1e** counterclockwise. Remove the jammed paper.

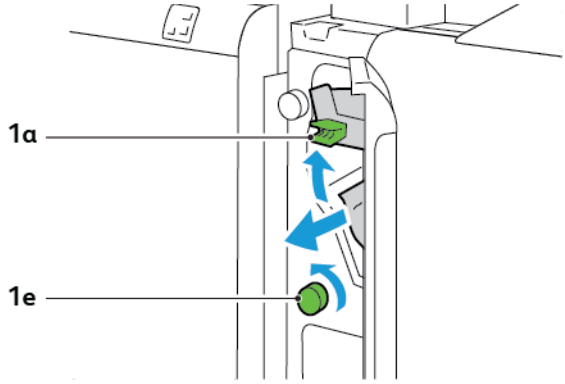
Note: The jammed paper can be hidden behind the cover area.



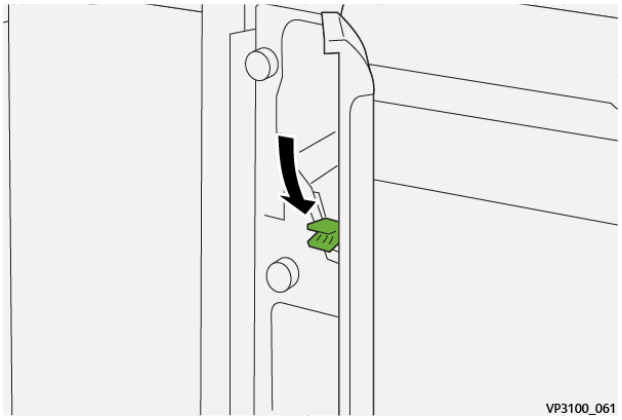
3. Return lever **1d** to the original position.



4. If you have difficulty removing jammed paper, pull up lever **1a**, then turn knob **1e** counterclockwise. Remove any jammed paper.



5. Return lever **1a** to the original position.



6. Close the inserter front cover.

ERROR MESSAGES FOR THE INSERTER

When errors occur such as a paper jam, open door or cover, or malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows the locations and the corrective actions.

The E code that appears in the error message shows which error indicator is illuminated at the Inserter control panel.

Fault Code Information for the Inserter

Fault codes that start with the three-digit numbers 012, 013, or 024 identify faults with the Inserter.

High Capacity Stacker (HCS)

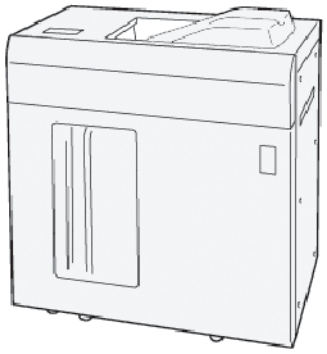
This appendix contains:

High Capacity Stacker Overview 350
High Capacity Stacker (HCS) Components 351
HCS Troubleshooting 355
HCS Specifications 367

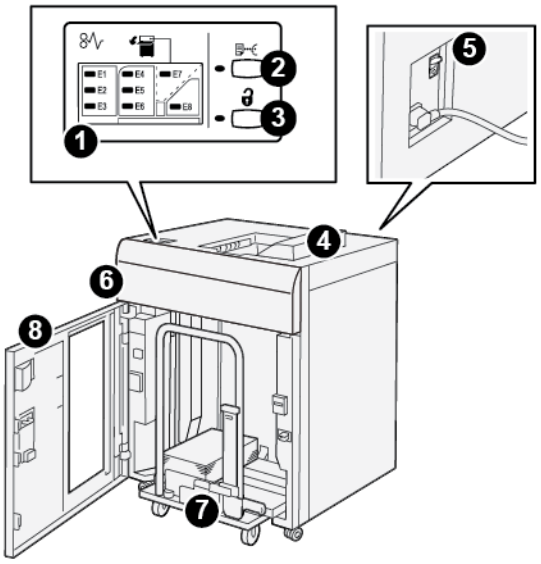
High Capacity Stacker Overview

Note: This optional finishing device requires the Interface Decurler Module.

The High Capacity Stacker is an optional finishing device that provides large-capacity stacking and offsetting capabilities for production output to a stacker tray and cart. The stacker provides a top tray that is convenient for short stack runs.



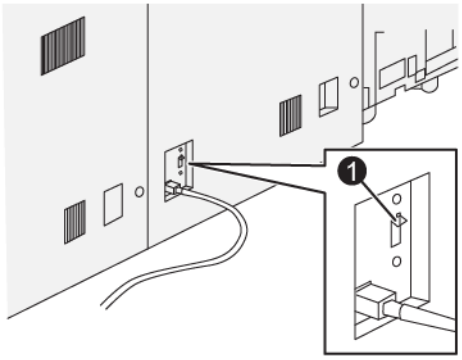
High Capacity Stacker (HCS) Components



NUMBER	COMPONENT	DESCRIPTION
1	Paper jam or error indicators	The indicators illuminate when a paper jam occurs in HCS areas E1–E8.
2	**Sample** button	Press this button to have the HCS deliver a sample sheet to the top tray. The indicator to the left of the button blinks until a sample sheet is delivered to the top tray.
3	**Unload** button	Press this button to stop printing, then remove the paper.
4	Top tray	The tray receives the printed output and sample sheets. The top tray holds a maximum of 500 sheets, 330 x 488 mm (13 x 19.2 in.). When another inline finishing device is installed, this tray is used as a paper path for transporting media through the HCS to another connected finishing device.
5	Circuit breaker switch	The circuit breaker switch is on the rear of the HCS. If there is an electrical failure or a shorted circuit, the switch shuts off electricity automatically.
6	Top cover	Open this cover to clear paper jams.
7	Stacker tray or cart	Collated sets, up to a total of 5000 sheets are transported to the stacker tray that is on a movable stacker cart.
8	Front door	Open this door to remove paper or printed output.

HCS CIRCUIT BREAKER

The High Capacity Stacker circuit breaker is located on the rear of the High Capacity Stacker unit.



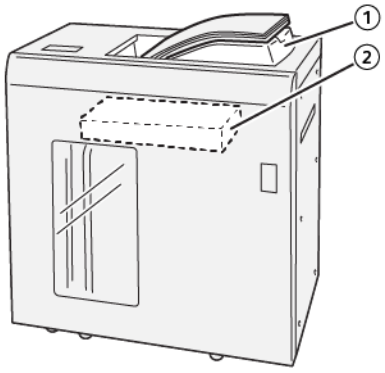
1. Test Button

The circuit breaker switch is usually in the On position.

Note: When an electrical interruption occurs, the circuit breaker automatically switches off to discontinue the electrical flow to the High Capacity Stacker (HCS). For electrical information, refer to Safety.

OUTPUT TRAYS

The High Capacity Stacker (HCS) has two output trays.

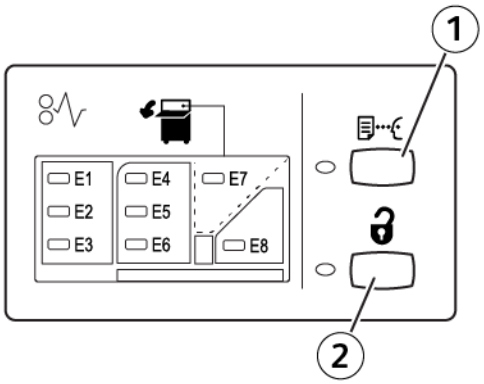


1. Top Tray
2. Stacker Tray or Cart

The top tray offers the following:

- Convenience for short-stack runs, holding up to 500 sheets without offsetting.
- Delivery of purged sheets.

CONTROL BUTTONS

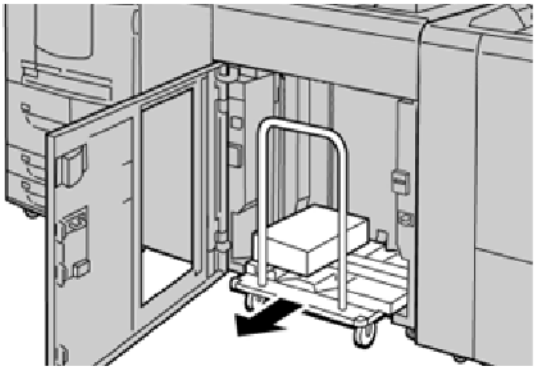


1. Sample button: Press this button to output a sample sheet to the top tray.
2. Unload button: Press this button to stop printing, then remove the paper.

UNLOADING THE STACKER TRAY OR CART

Note: You can unload the High Capacity Stacker tray if the sheets are delivered to the Top Tray or to the PR Finisher.

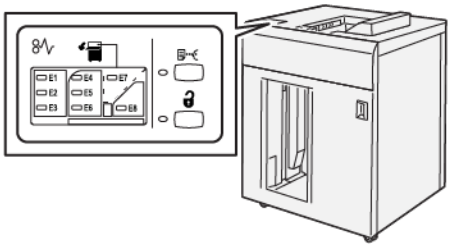
1. At the HCS control panel, press the **Unload** button.
2. After the Unload Indicator illuminates, open the HCS front door.
3. Position the securing bar on top of the stacked paper.
4. Pull the stacker cart straight out of the HCS.



5. Remove the securing bar.
6. Remove the paper from the stacker tray.
7. Push the empty stacker cart straight into the HCS.
8. Position the securing bar on the fixed area inside the HCS.
9. Close the front door. The tray rises to the operate position.

HCS Troubleshooting

HCS PAPER JAMS



The following occurs when there are faults, such as paper jams, open doors or covers, or a printer malfunction:

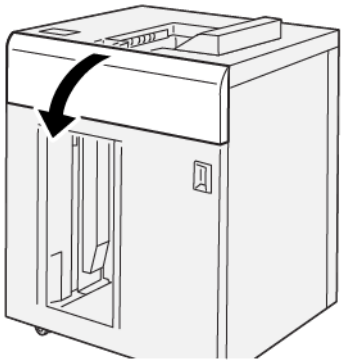
- The printer stops running and a fault message appears on the printer touch screen.
- The message includes an illustration that shows the location of the fault and a brief explanation of corrective actions for clearing the fault.
- Paper jams can occur in multiple areas of the printer and in any optional devices connected to the printer. When multiple jams occur, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs with an optional device, an indicator illuminates on the optional device control panel and shows the corresponding area on the device where the fault occurred.

When clearing paper jams, always refer to the following information:

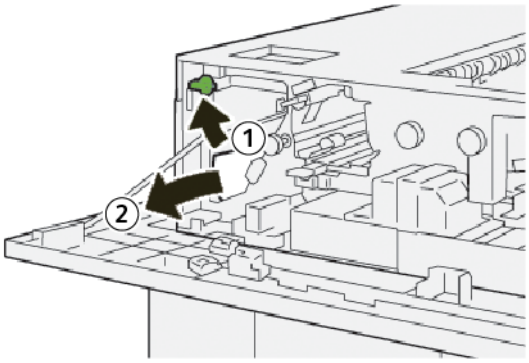
- When removing paper jams, do not power off the printer.
- Paper jams can be removed with the printer still powered on. When the power is powered off, all information stored to the system memory is erased.
- Before resuming print jobs, clear all paper jams.
- To avoid print defects, do not touch components inside the printer.
- Before preceding with print jobs, ensure that all paper jams, including any small, torn pieces of paper, are cleared.
- Gently, remove the paper, taking care not to tear it. If paper is torn, be sure to remove all the torn pieces.
- After removing paper jams, close all doors and covers. When doors or covers are open, the printer does not print.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to appear on the printer touch screen. To clear any remaining jams, refer to the printer touch screen for instructions and information.

Clearing Paper Jams from HCS Area E1

1. Open the HCS top cover.



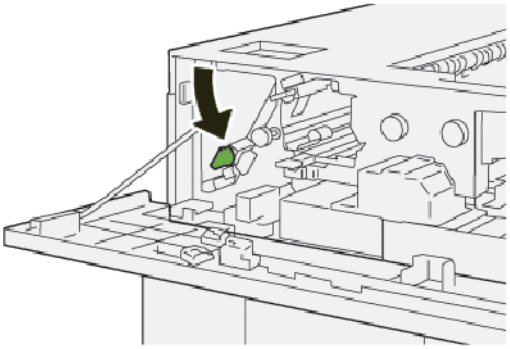
2. Do the following:



   a. Lift lever **1b**.

   b. Remove the jammed paper.

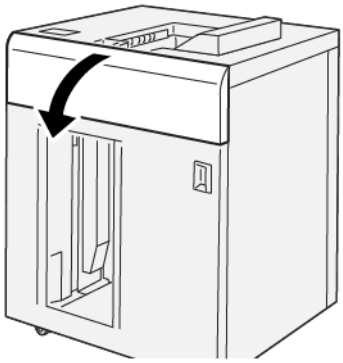
3. Return lever **1b** to the original position.



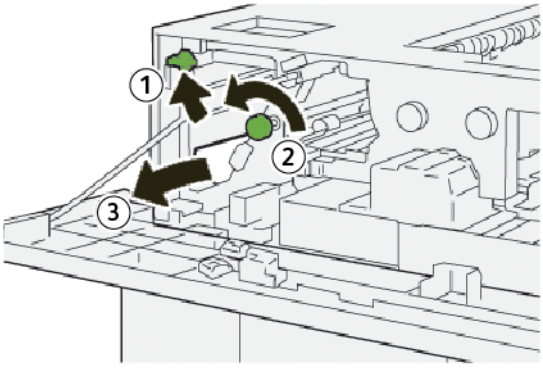
4. Close the HCS top cover.
5. If the printer indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

Clearing Paper Jams from HCS Area E2

1. Open the HCS top cover.

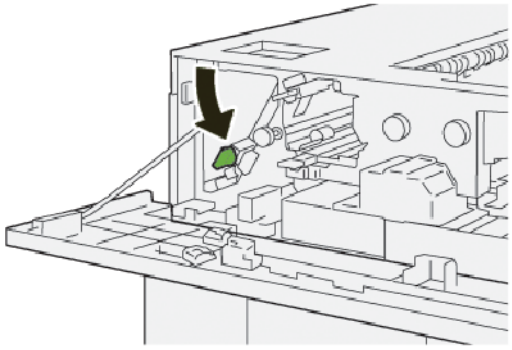


2. Do the following:



   a. Lift lever **1b**.
   b. Rotate knob **1a** counterclockwise.
   c. Remove the jammed paper.

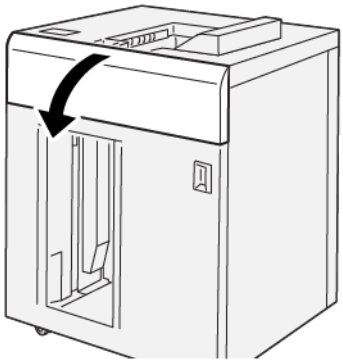
3. Return lever **1b** to the original position.



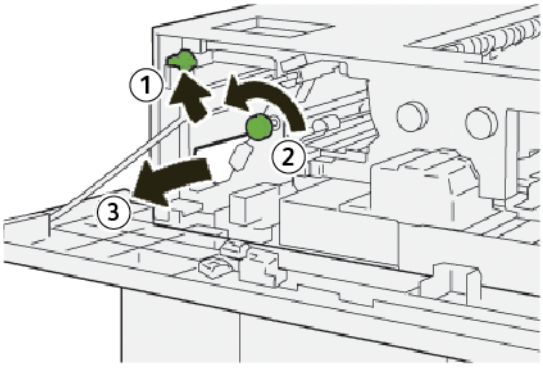
4. Close the HCS top cover.
5. If the printer indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

Clearing Paper Jams from HCS Area E3

1. Open the HCS top cover.

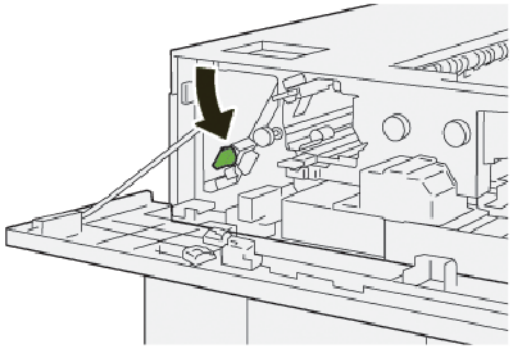


2. Do the following:

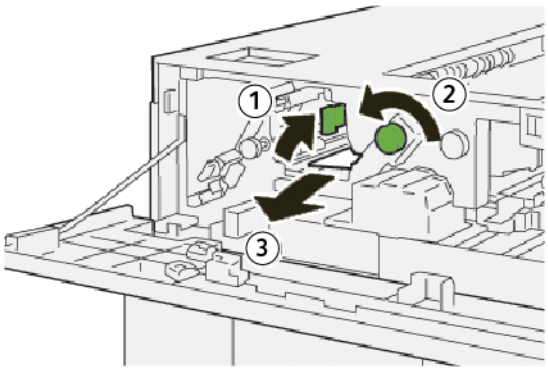


   a. Lift lever **1b**.
   b. Rotate knob **1a** counterclockwise.
   c. Remove the jammed paper.

3. Return lever **1b** to the original position.



4. Do the following:

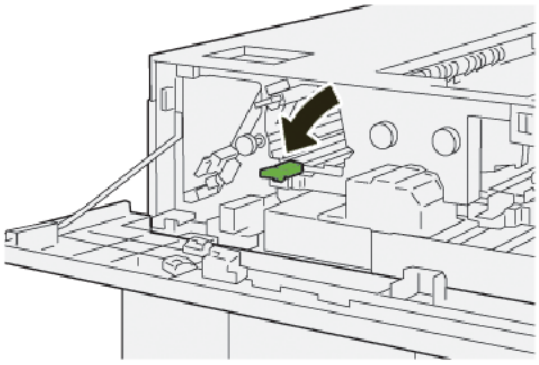


a. Lift lever **2b**.

b. Rotate knob **2c** counterclockwise.

c. Remove the jammed paper.

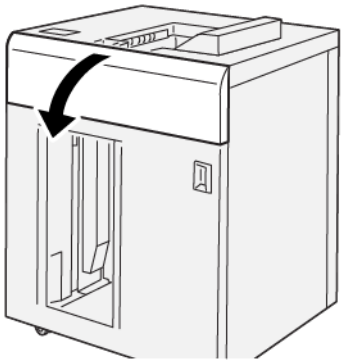
5. Return lever **2b** to the original position.



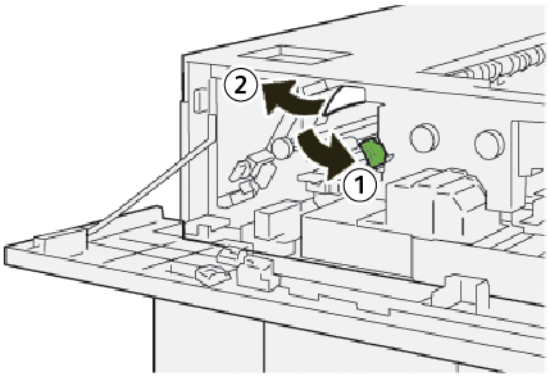
6. Close the HCS top cover.
7. If the printer indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

Clearing Paper Jams from HCS Area E4

1. Open the HCS top cover.



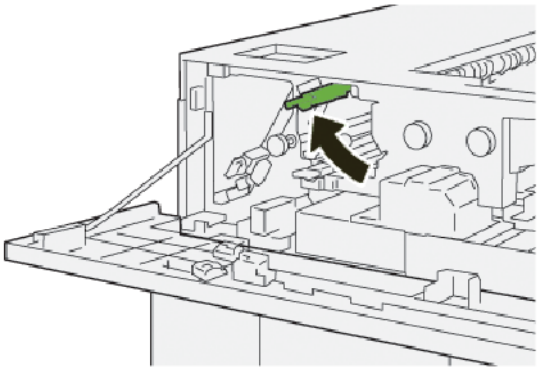
2. Do the following:



   a. Push down lever **2a**.

   b. Remove the jammed paper.

3. Return lever **2a** to the original position.

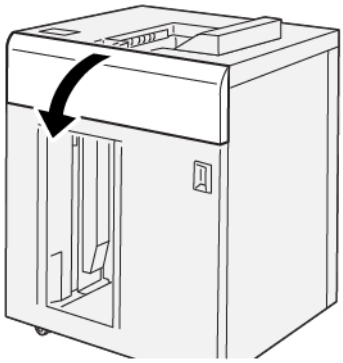


4. Close the HCS top cover.

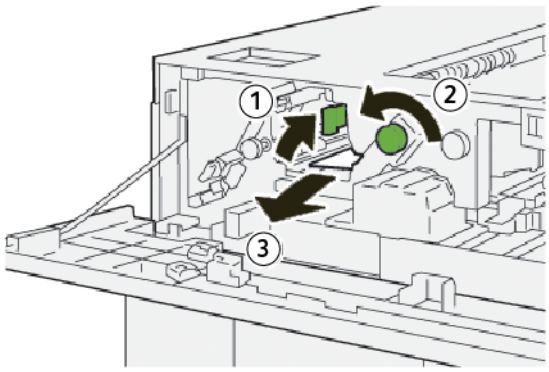
5. If the printer control panel indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

Clearing Paper Jams from HCS Area E5

1. Open the HCS top cover.

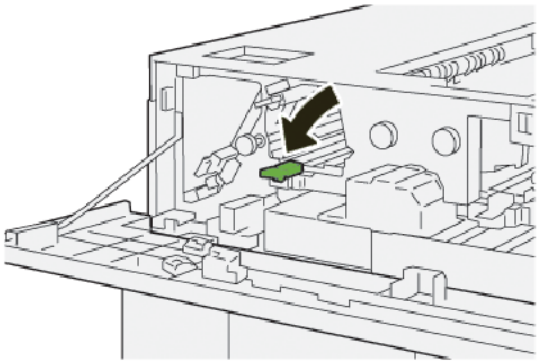


2. Do the following:



   a. Lift lever **2b**.
   b. Rotate knob **2c** counterclockwise.
   c. Remove the jammed paper.

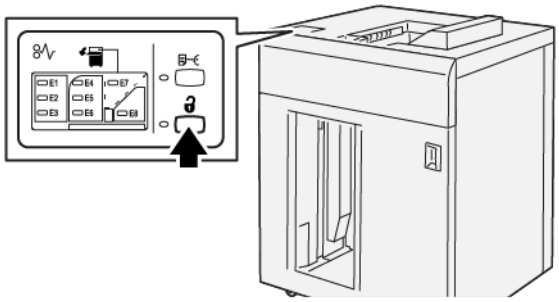
3. Return lever **2b** to the original position.



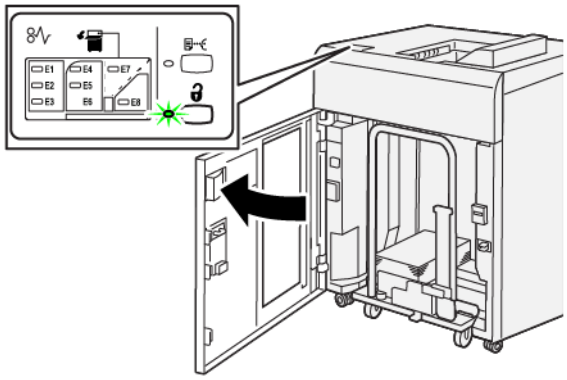
4. Close the HCS top cover.
5. If the printer indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

Clearing Paper Jams from HCS Area E6

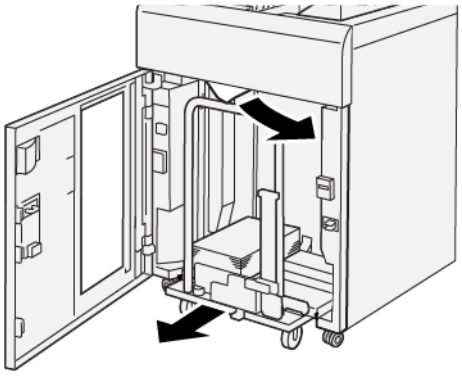
1. Press the **Unload** button.



2. Ensure that the HCS front door is unlocked, then open the door.



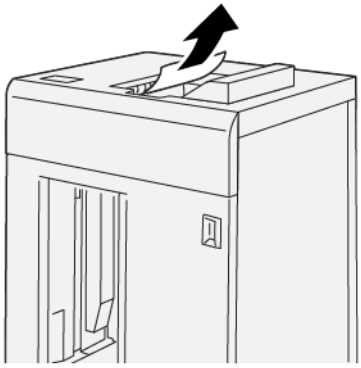
3. Pull out the stacker cart slowly, then remove any jammed paper.



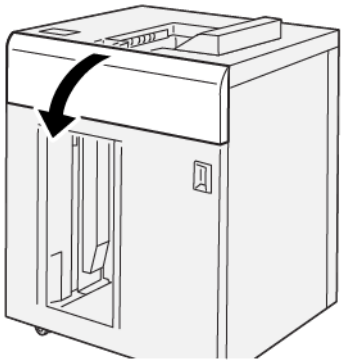
4. Push the stacker cart back into the original position.
5. Close the HCS front door.
6. If the printer indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

Clearing Paper Jams from HCS Area E7

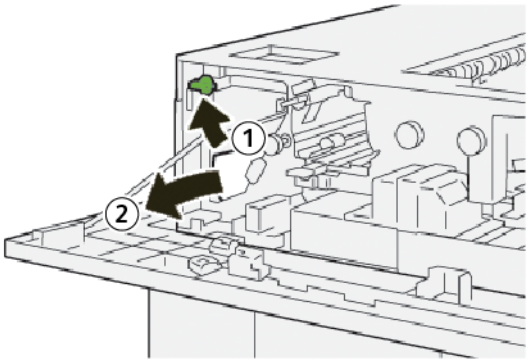
1. Remove any output delivered to the top tray.



2. Open the HCS top cover.



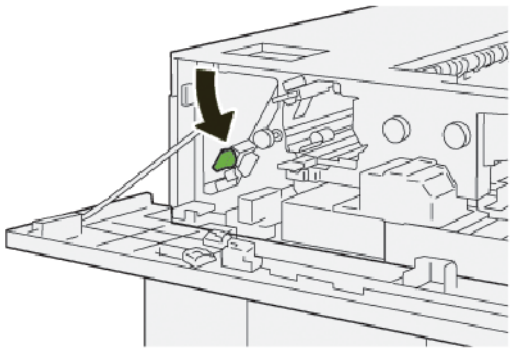
3. Do the following:



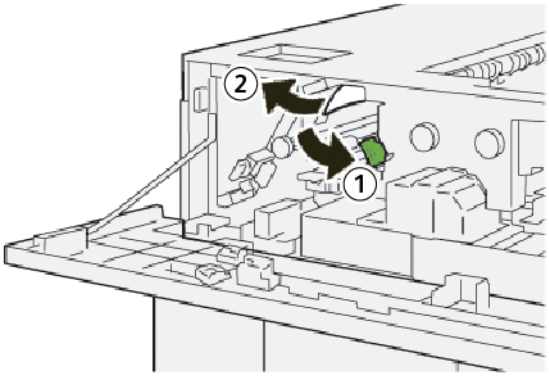
   a. Lift lever **1b**.

   b. Remove the jammed paper.

4. Return lever **1b** to the original position.



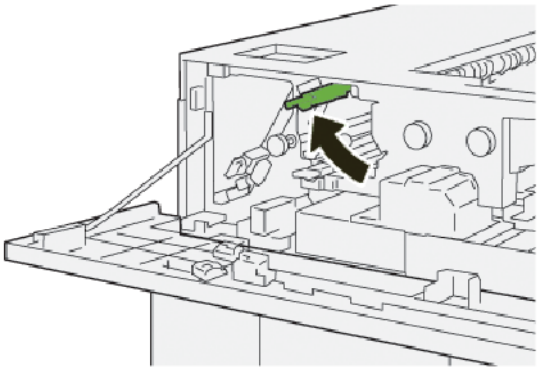
5. Do the following:



   a. Push down lever **2a**.

   b. Remove the jammed paper.

6. Return lever **2a** to the original position.

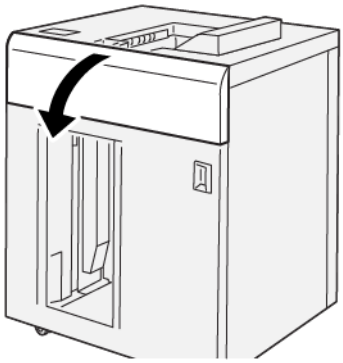


7. Close the HCS top cover.

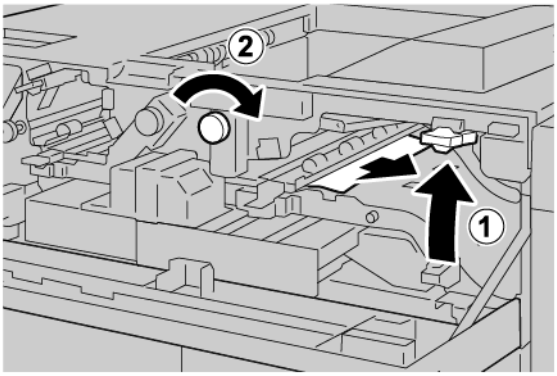
8. If the printer indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

Clearing Paper Jams from HCS Area E8

1. Open the HCS top cover.

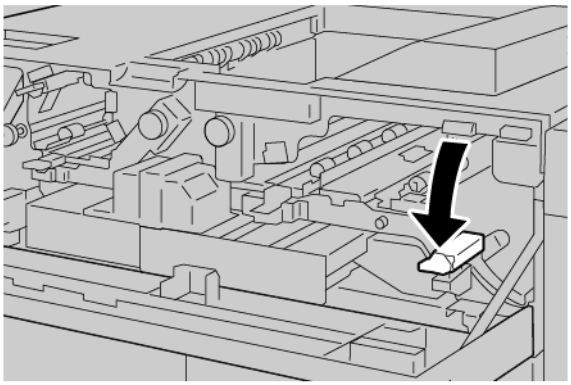


2. Do the following:



   a. Lift lever **3b**.
   b. Rotate knob **3a** clockwise.
   c. Remove jammed papers.

3. Return lever **3b** to the original position.



4. Close the HCS top cover.

HCS FAULT MESSAGES

When faults occur, such as paper jams, open doors or covers, or a press malfunction, the printer stops printing, and a message appears on the printer touch screen. An illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

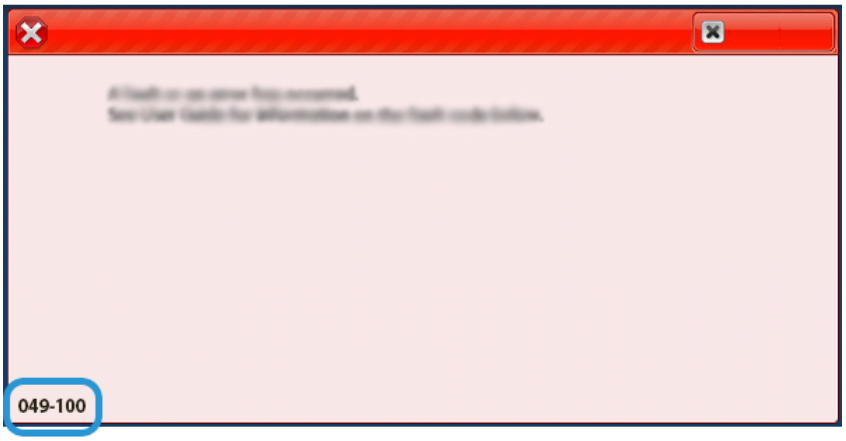
The touch screen displays a Faults button that provides information about the fault and detailed instructions for correcting the fault. The (E) code in the upper-left part of the fault message displays which error indicator E1–E8 is illuminated on the HCS control panel.

HCS Fault Code Information

When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, and a message appears on the printer touch screen.

The touch screen displays a Faults button that provides information about the fault and detailed instructions for correcting the fault.

Tip: HCS faults are identified by the codes that start with the three-digit numbers 049.



HCS HINTS AND TIPS

When you use the HCS, refer to the following hints and tips:

1. Verify the paper curl in the applicable HCS tray:
   - If no paper curl is present, and if the output is acceptable and meets your requirements, you are finished.
   - If no paper curl is present, but the output is not acceptable, call for service.
   - If paper curl is present, continue to the next step.
2. To correct the paper curl, use the paper curl-correction controls on top of the Interface Decurler Module (IDM).
3. If the output has not improved, adjust the paper curl again.
4. If the output still has not improved, call Xerox Technical Customer Support.

HCS Specifications

ITEM	SPECIFICATION			
Tray capacity	Top tray: 500 sheets			
	Stacker tray or cart: 5000 sheets			
Note: The values are based on paper weights less than 80 g/m².				
Paper size	Top tray	Standard size	Minimum	Postcard 100 x 148 mm 4 x 6 in.
			Maximum	SRA3 330 x 487 mm 13 x 19 in.
		Custom size	Length	3.9–13 in. 100–330.2 mm
			Width	6-26 in. 148.0–660.4 mm
	Stacker tray or cart	Standard size	Minimum	JIS BS
			Maximum	SRA3 330 x 487 mm 13 x 19 in.
		Custom size	Length	8–13 in. 203.0–330.2 mm
			Width	7.2–19.2 in. 148.0–488.0 mm
Paper weight	Top Tray	52–350 g/m²		
	Stacker tray or cart	52–350 g/m²		

HIGH CAPACITY STACKER (HCS) MEDIA GUIDELINES

- The stacker tray or cart accepts 52–350 g/m² coated or uncoated paper, with the possibility of using a degraded stock quality. The printer can exhibit higher jam rates when you use paper that is heavier 300 g/m².
- Transparencies can deliver to the top tray, the stacker tray, or the cart. Stack height is limited to 100 transparencies.

- Coated paper that is lighter than 100 g/m^2 does not run as reliably as coated paper that is heavier than 100 g/m^2.
- Non-standard papers that are longer than 305 mm (12 in.) in the feed direction require a 210 mm (8.3 in.) minimum measurement across the feed direction.
- Non-standard papers that are shorter than 254 mm (10 in.) in the cross-feed direction require a 330 mm (13 in.) minimum measurement in the feed direction.

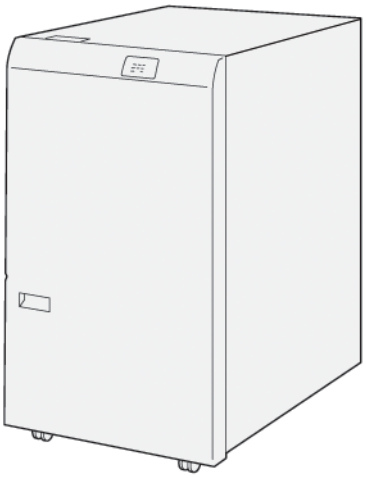
Crease and Two-Sided Trimmer

This appendix contains:

Overview of the Crease and Two-Sided Trimmer 370
Crease and Two-Sided Trimmer Components 371
Crease and Two-Sided Trimmer Maintenance 372
Crease and Two-Sided Trimmer Troubleshooting 375
Crease and Two-Sided Trimmer Specifications 391

Overview of the Crease and Two-Sided Trimmer

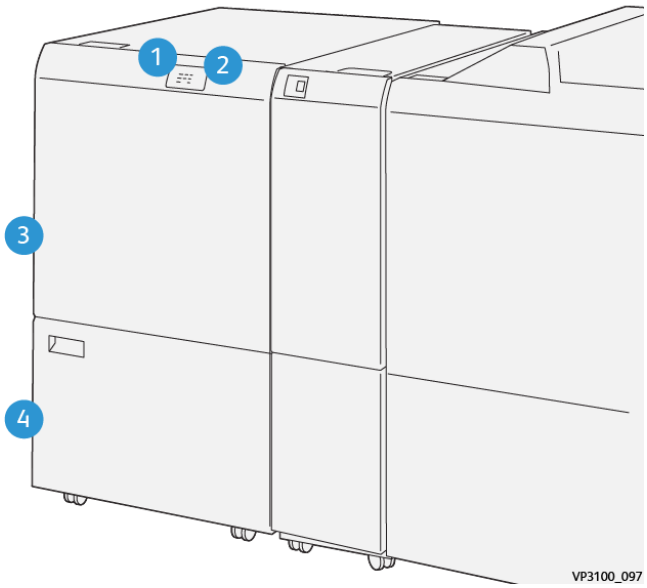
Note: This optional finishing module requires the Interface Decurler Module (IDM).



The optional Crease and Two-Sided Trimmer provides crease capabilities and trimming on two sides of the output.

- The Crease and Two-Sided Trimmer trims 6–25 mm (0.24–0.99 in.) from the top and bottom of prints or booklets to produce an even edge.
- When paired with the SquareFold® Trimmer, all sides of booklets get trimmed except the binding, which enables full-bleed booklets. For information, refer to Guidelines for Using the Xerox® SquareFold® Trimmer Module.
- The trimmer trims paper sizes 182 x 257 mm (7.2 x 10.1 in.) to 330 x 488 mm (13 x 19.2 in.).
- The trimmer handles uncoated paper 52–350 g/m^2 or coated paper 106–350 g/m^2.

Crease and Two-Sided Trimmer Components



NUMBER	COMPONENT	DESCRIPTION
1	Paper jam and error indicator	When a paper jam occurs, the status indicator illuminates. If the indicator blinks, clear the paper jam.
2	Trimmer waste container full indicator	When it is time to empty the trimmer waste container, the status indicator illuminates. When the waste container is full, the indicator blinks.
3	Upper cover	To clear paper jams, open the cover.
4	Lower cover	To empty the trimmer waste container, open the cover.

Crease and Two-Sided Trimmer Maintenance

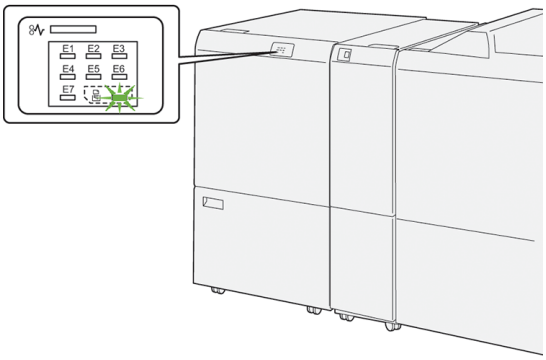
EMPTYING THE CREASE AND TWO-SIDED TRIMMER WASTE CONTAINER

When the trimmer waste container nears a full condition, a status indicator illuminates on the top of the crease and two-sided trimmer.

Note: You can empty the waste container before it reaches a full condition, and while the printer is printing.

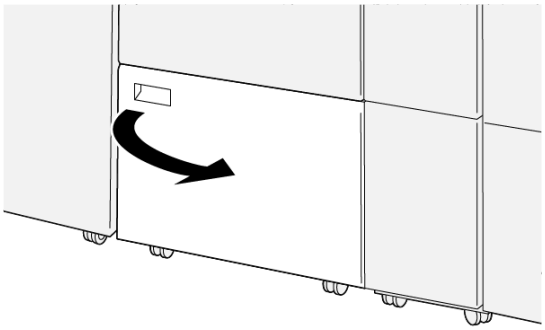
When the waste container reaches a full condition, the following changes occur:

- The indicator changes from a steady light to a blinking light.
- A message appears on the printer control panel indicating that the waste container is full.

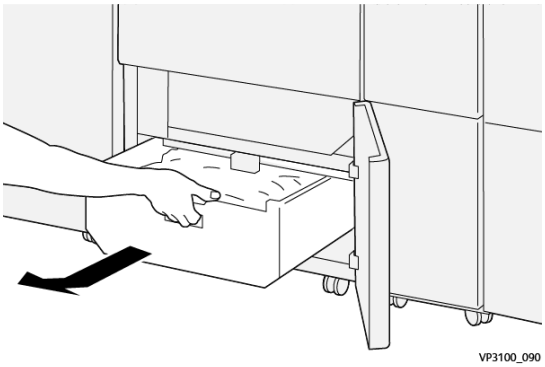


To empty the trimmer waste container, do the following steps:

1. Open the lower door of the crease and two-sided trimmer.



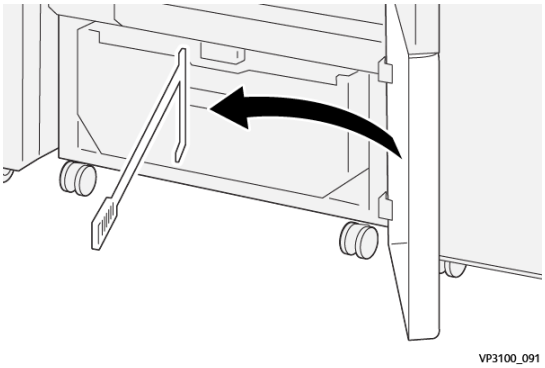
2. Pull out and remove the waste container.

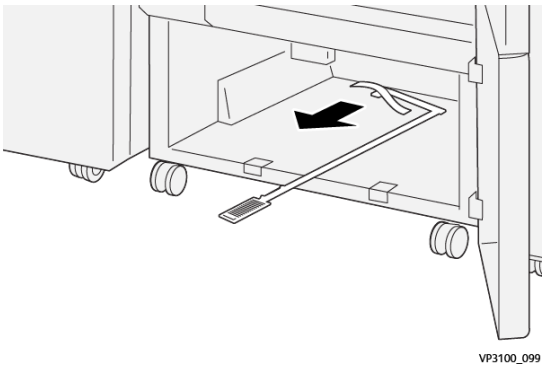


3. Discard all waste.

Note: Ensure that the waste container is empty. If waste or debris remains in the container, the trimmer can malfunction.

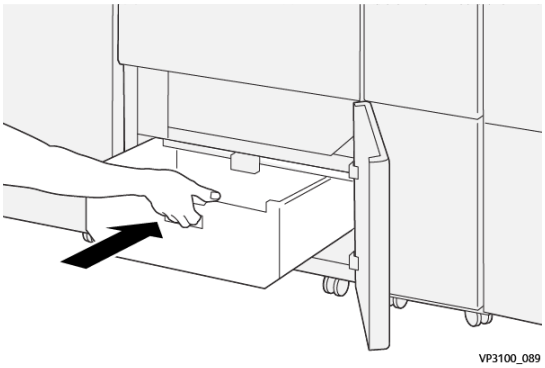
4. To remove all waste and debris beneath the frame, use the cleaning rod to clean debris from inside the trimmer.





5. Return the cleaning rod to the original position inside the lower door.

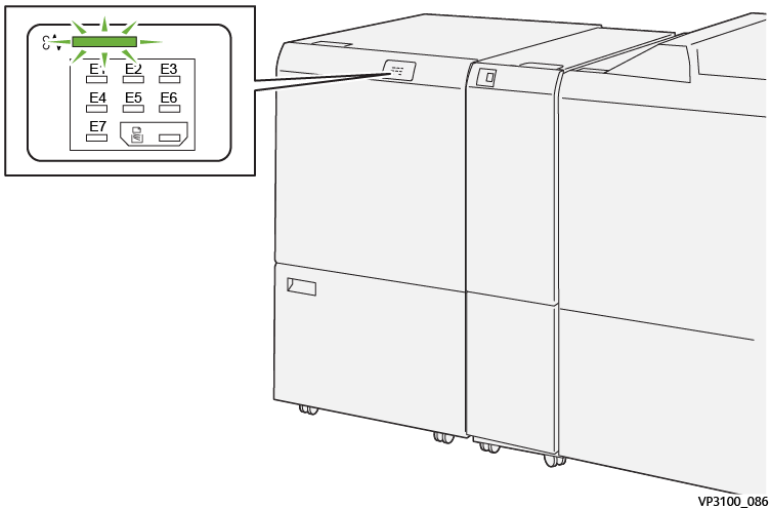
6. Reinsert the waste container and push it in until it stops.



7. Close the lower door.

Crease and Two-Sided Trimmer Troubleshooting

PAPER JAMS IN CREASE AND TWO-SIDED TRIMMER



When faults occur, such as a paper jam, open door or cover, or a printer malfunction, the following actions occur:

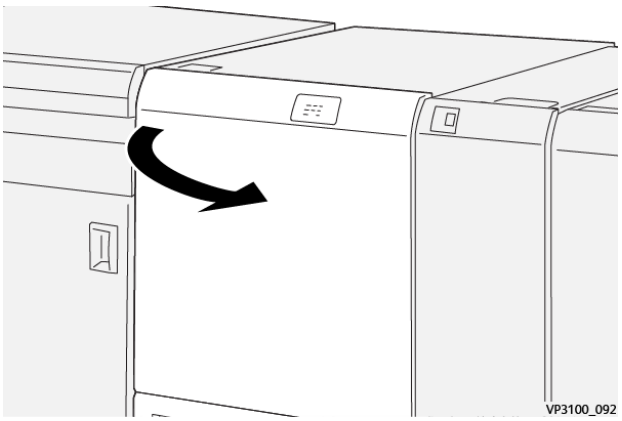
- The printer stops printing and a fault message appears on the control panel.
- The message includes an illustration that shows the fault location and provides corrective actions to clear the fault.
- Paper jams can occur in multiple areas of the printer and any optional modules connected to the printer. When multiple jams occur, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs in an optional module, an indicator on the module control panel illuminates. The indicator shows the area on the modules where the fault occurred.

When you clear paper jams, always refer to the following information:

- When you remove paper jams, keep the printer powered on. When you power off the printer, all information stored to the system memory is erased.
- Before you resume print jobs, clear all paper jams.
- To minimize print defects, do not touch components inside the printer.
- Before you resume the print jobs, ensure that you clear all paper jams, including any small, torn pieces of paper.
- Gently, remove the torn paper. Ensure that you remove all torn paper pieces.
- After you remove all paper jams, close all doors and covers. The printer cannot print when doors or covers are open.
- After you clear a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If you do not clear all paper jams, an error message continues to appear on the control panel. To clear any remaining paper jams, refer to the control panel message for instructions and information.

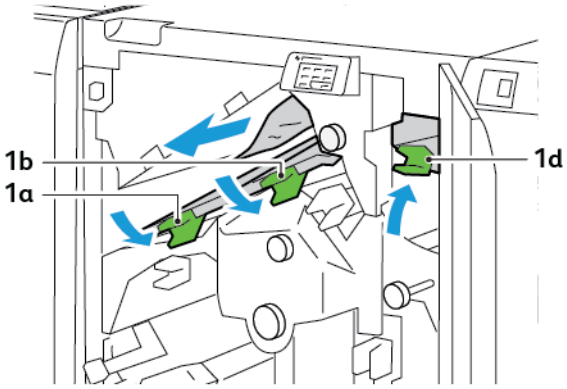
Clearing Paper Jams from Trimmer Area E1

1. Open the trimmer upper cover.

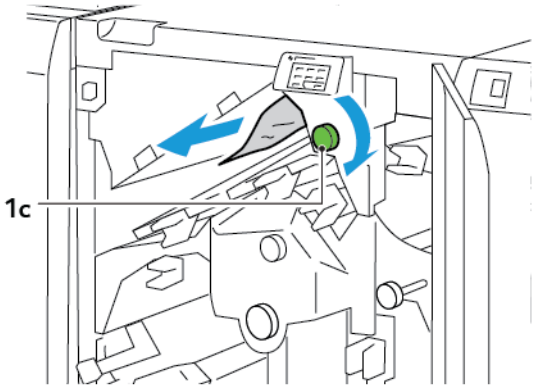


2. Push down lever **1a**. Push down lever **1b**. Pull up lever **1d**. Remove the jammed paper.

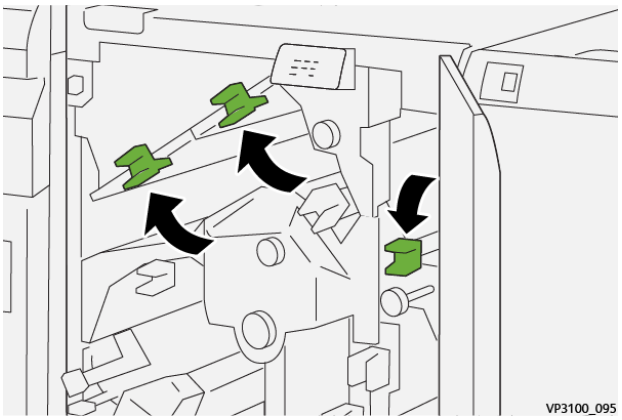
Note: Check behind the upper cover for any hidden jammed paper.



3. If you have difficulty removing any paper jams, rotate knob **1c** clockwise, then remove the jammed paper.



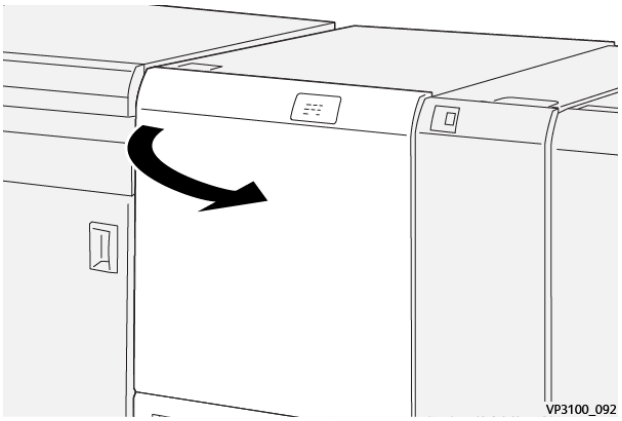
4. Return levers **1a**, **1b**, and **1d** to the original positions.



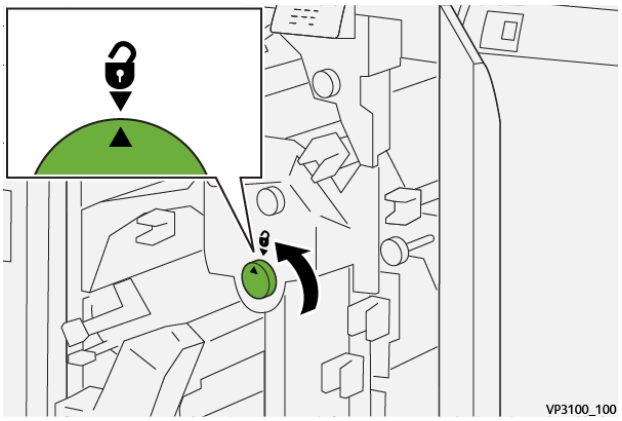
5. Close the trimmer upper cover.
6. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

Clearing Paper Jams from Trimmer Area E2

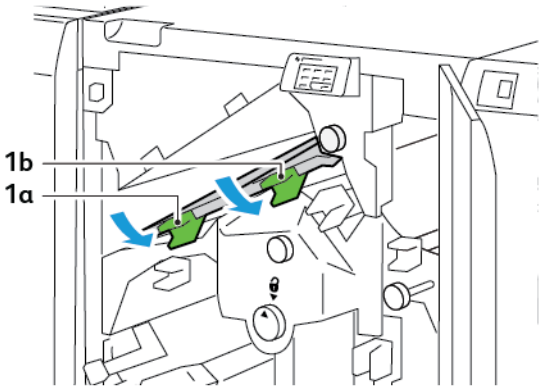
1. Open the trimmer upper cover.



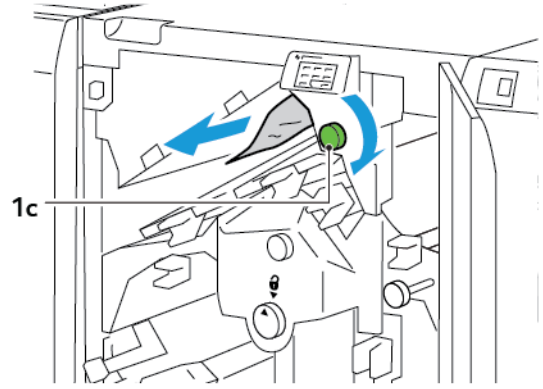
2. Rotate knob **2** counterclockwise and align the mark on the knob with the unlock position.



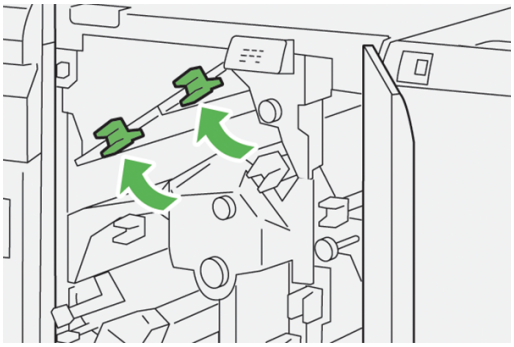
3. Push down lever **1a**. Push down lever **1b**.



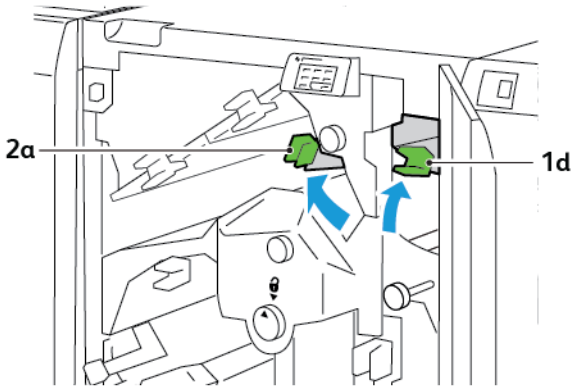
4. Rotate knob **1c** clockwise, then remove the jammed paper.



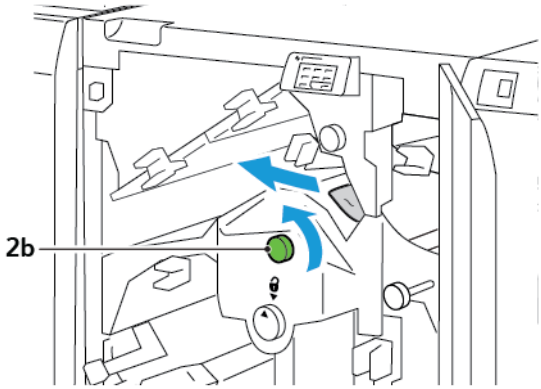
5. Return levers **1a** and **1b** to the original positions.



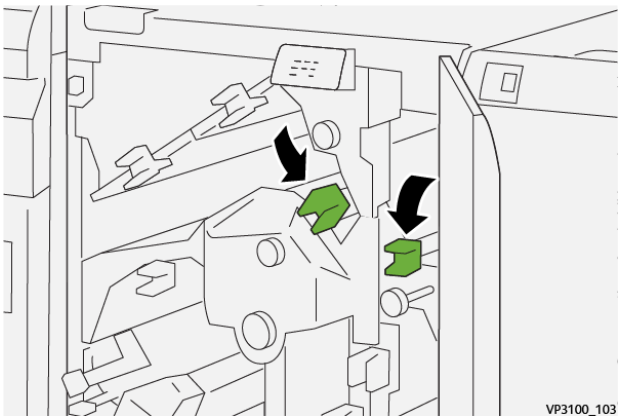
6. If you have difficulty removing any paper jams, raise lever **1d**, then push lever **2a** to the left.



7. Rotate knob **2b** counterclockwise, then remove the jammed paper.



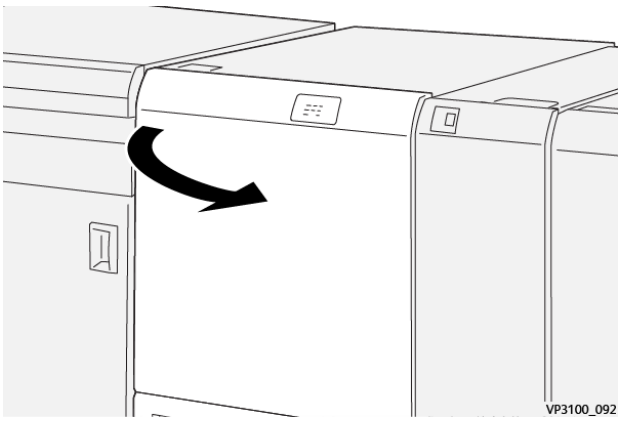
8. Return levers **1d** and **2a** to the original positions.



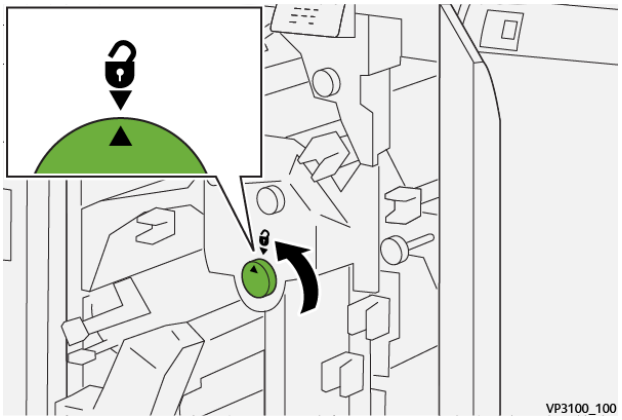
9. Close the trimmer upper cover.
10. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

Clearing Paper Jams from Trimmer Area E3

1. Open the trimmer upper cover.

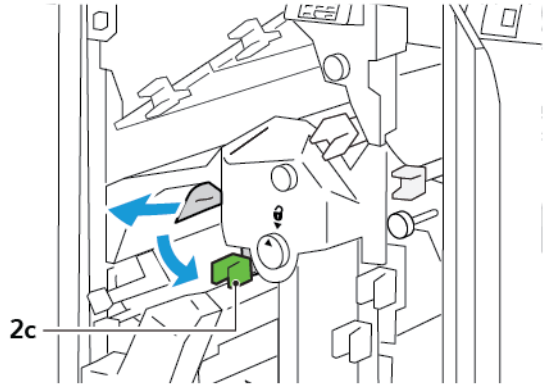


2. Rotate knob **2** counterclockwise and align the mark on the knob with the unlock position.

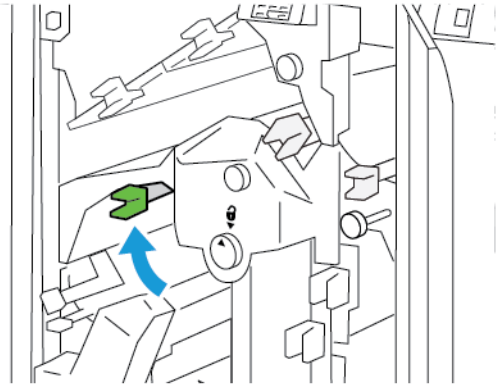


3. Push down lever **2c**, then remove the jammed paper.

Note: Check behind the upper cover for any hidden jammed paper.



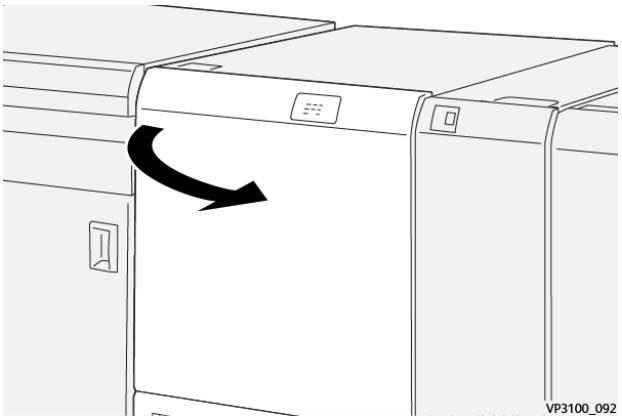
4. Return lever **2c** to the original position.



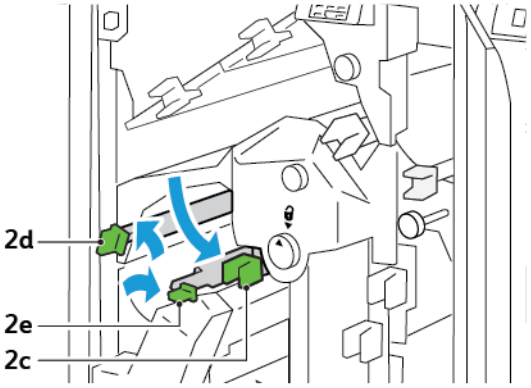
5. Close the trimmer upper cover.
6. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

Clearing Paper Jams from Trimmer Area E4

1. Open the trimmer upper cover.

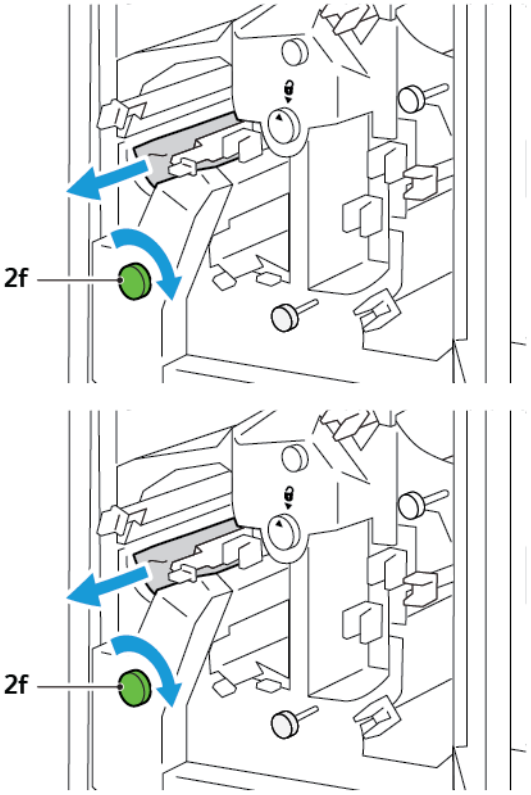


2. Push down lever **2c**. Pull up lever **2d**. Push lever **2e** to the right.

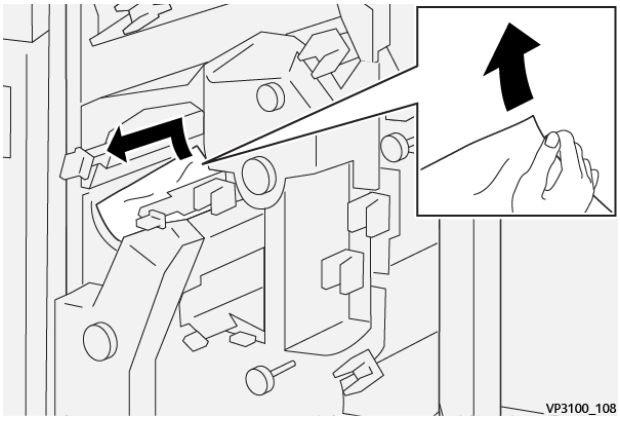


3. Rotate knob **2f** clockwise, then remove the jammed paper.

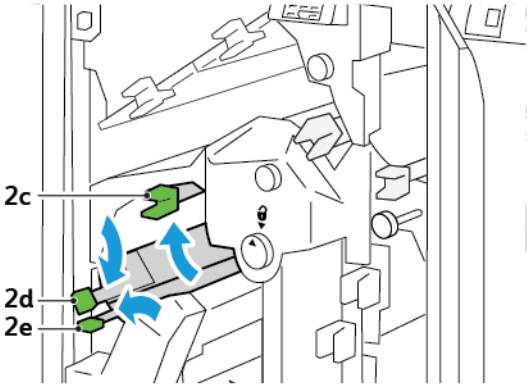
Note: To remove a paper jam, grasp the end of the paper, then gently pull out the sheet.



4. If you cannot remove the jammed sheet easily, grasp the side edge of the sheet, then gently pull out the sheet.



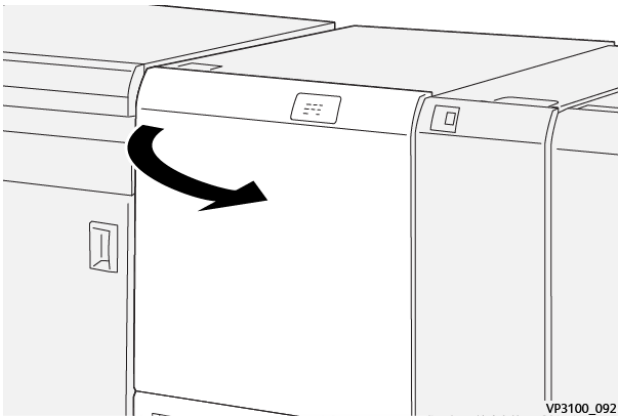
5. Return levers **2e**, **2d**, and **2c** to the original positions.



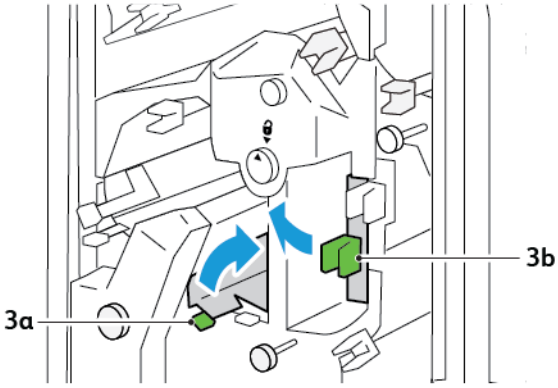
6. Close the trimmer upper cover.
7. If another paper jam message appears on the printer control panel, to remove the jam, follow the on screen instructions.

Clearing Paper Jams from Trimmer Area E5

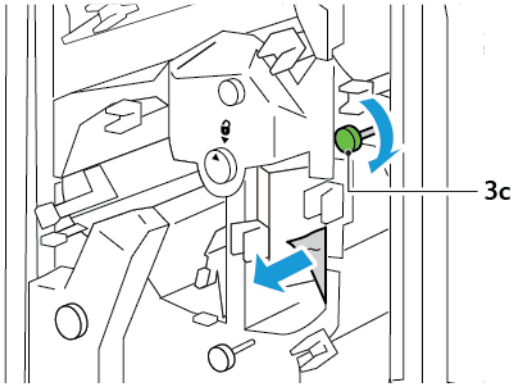
1. Open the trimmer upper cover.



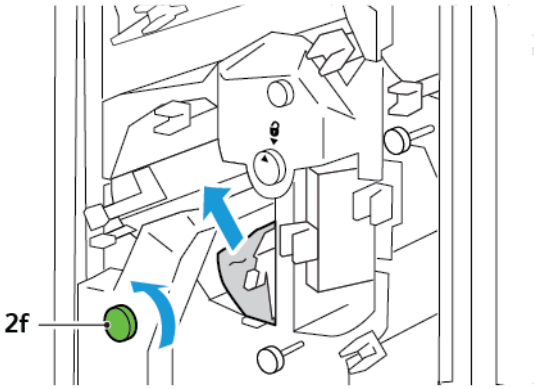
2. Lift lever **3a** up and to the right. Push lever **3b** to the left.



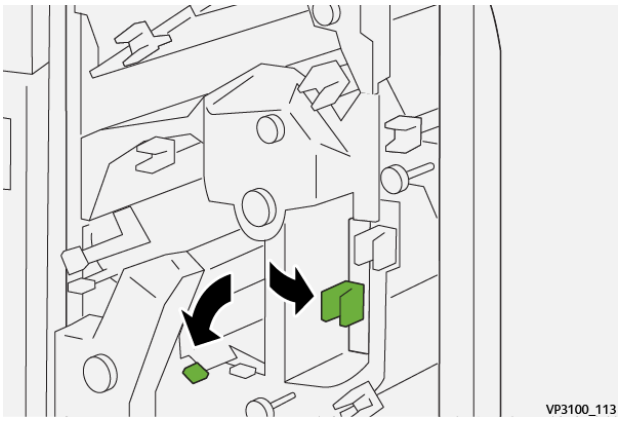
3. Rotate knob **3c** clockwise, then remove the jammed paper.



4. Rotate knob **2f** counterclockwise, then remove the jammed paper.



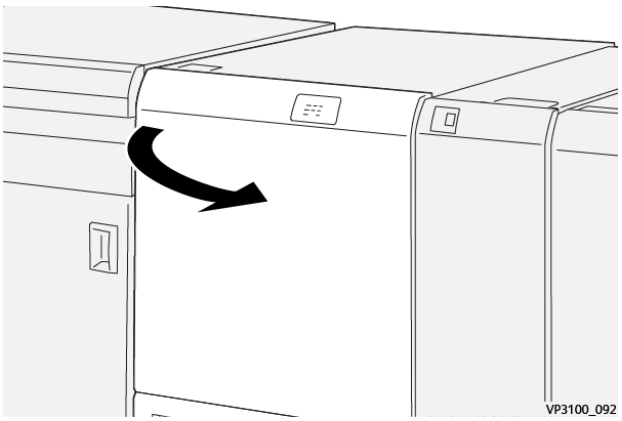
5. Return levers **3a** and **3b** to the original positions.



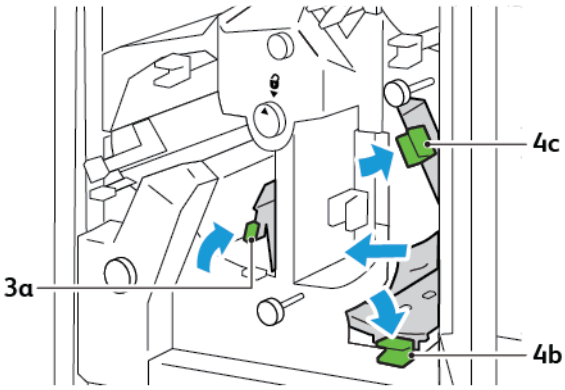
6. Close the trimmer upper cover.
7. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

Clearing Paper Jams from Trimmer Area E6

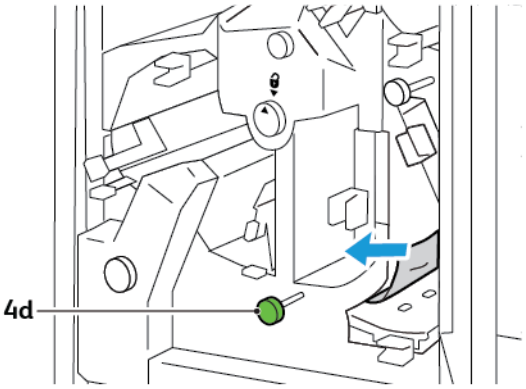
1. Open the trimmer upper cover.



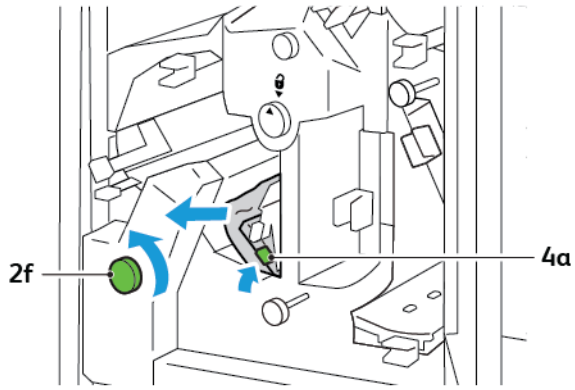
2. Lift lever **3a** up and to the right. Push down lever **4b**. Lift and move lever **4c** to the right. Remove the jammed paper.



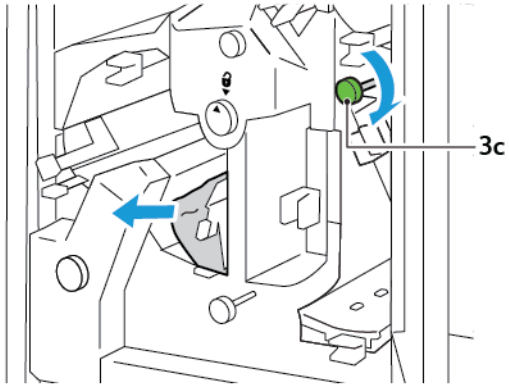
3. Rotate knob **4d** counterclockwise, then remove the jammed paper.



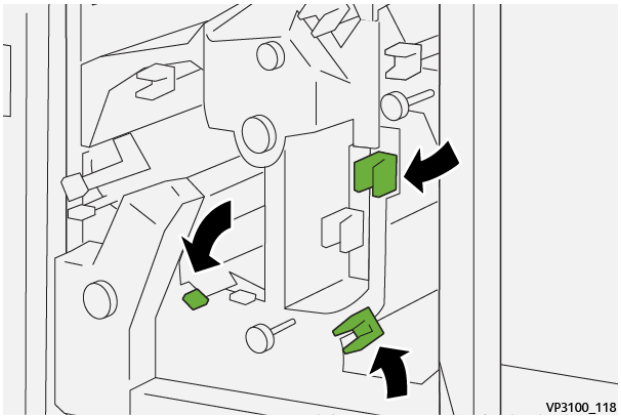
4. Lift and move lever **4a** to the right, and while holding 4a in the raised position, rotate knob **2f** counterclockwise. Remove the jammed paper.



5. Rotate knob **3c** clockwise, then remove the jammed paper.



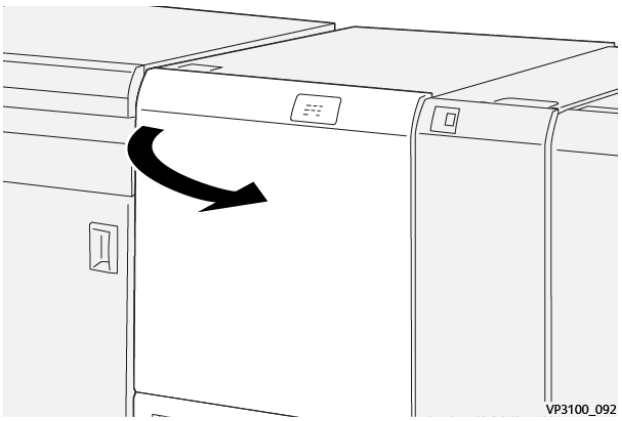
6. Return levers **3a**, **4b**, and **4c** to the original positions.



7. Close the trimmer upper cover.
8. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

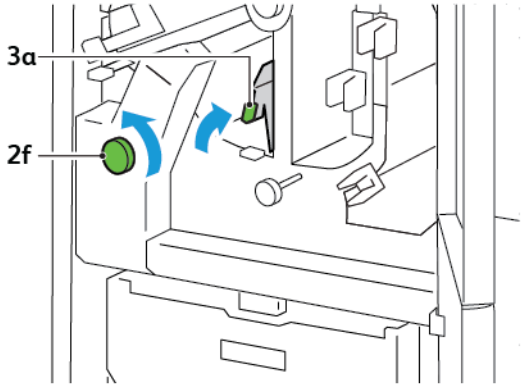
Clearing Paper Jams from Trimmer Area E7

1. Open the trimmer upper door.

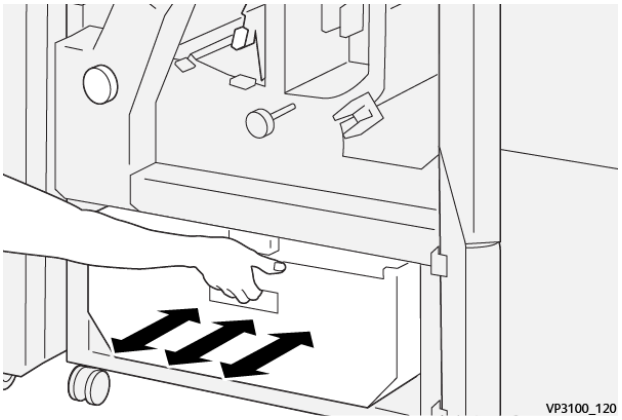


2. Push lever **3a** to the right. Rotate knob **2f** counterclockwise.

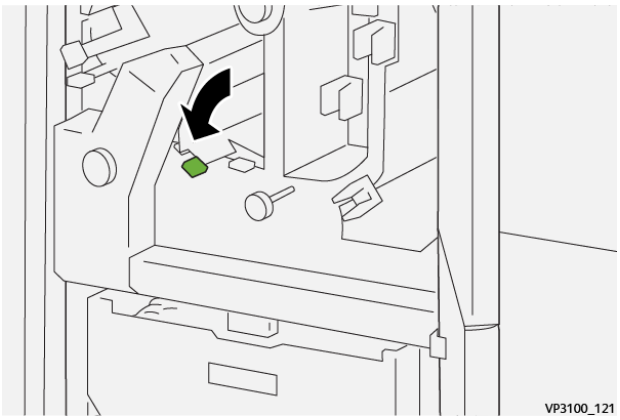
Note: To ensure that paper is moved out of the paper path, rotate knob **2f** five or more times counterclockwise.



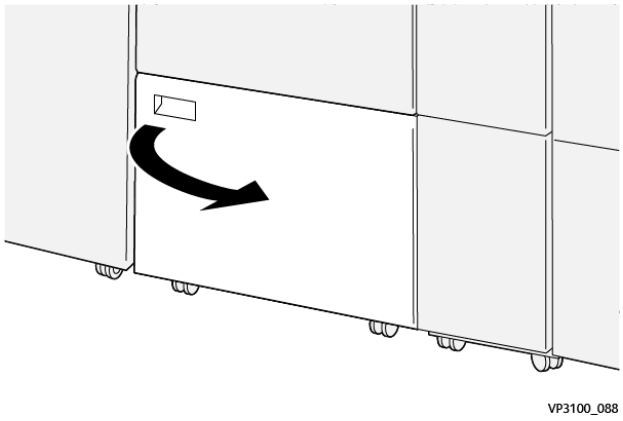
3. To clear waste or debris, pull out and push in the trimmer waste container three or more times.



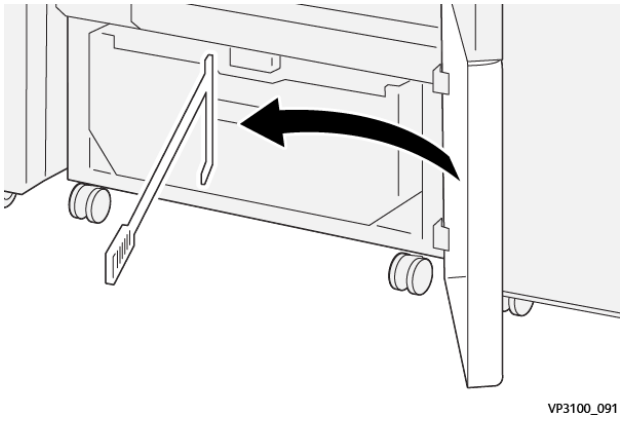
4. Return lever **3a** to the original position.



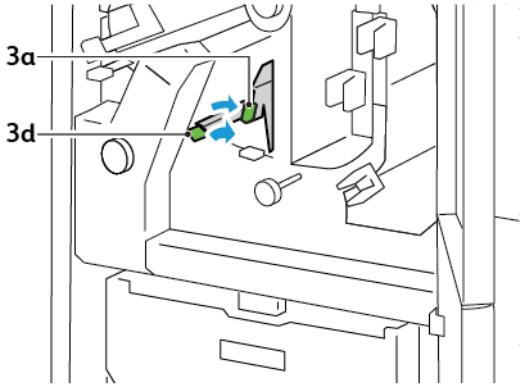
5. If indicator **E7** remains lighted, do the following steps:
   a. Open the lower door.



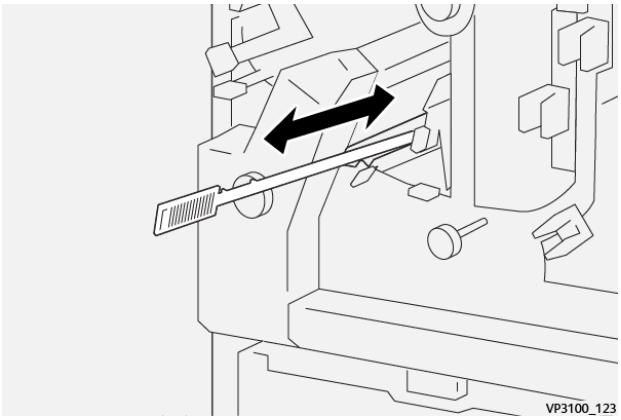
   b. From inside the lower door, remove the supplied cleaning rod.



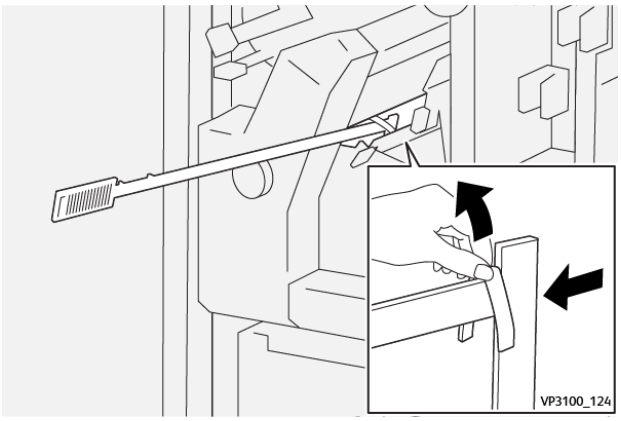
c. Push lever **3a** to the right. Push lever **3d** to the right.



d. Use the cleaning rod to sweep any remaining waste or debris from inside the trimmer into the trimmer waste container.



e. If you have difficulty sweeping waste into the trimmer waste container, use the cleaning rod to gather the waste, then remove the waste by hand.



f. Return levers **3a** and **3d** to the original positions.

6. To ensure that you remove all waste and debris, especially beneath the frame, use the cleaning rod to remove remaining waste from inside the trimmer.

Note: For information, refer to Emptying the Crease and Two-Sided Trimmer Waste Container.

7. Close the trimmer upper and lower doors.
8. If another paper jam message appears on the printer control panel, to remove the jam, follow the onscreen instructions.

ERROR MESSAGES FOR THE CREASE AND TWO-SIDED TRIMMER

When errors occur such as a paper jam, an open door or cover, or malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows the locations and the corrective actions.

The E code that appears in the error message shows which error indicator is illuminated on the Crease and Two-Sided Trimmer control panel.

Fault Code Information for the Crease and Two-Sided Trimmer

Fault codes that start with the three digits 012, 013, 014, 024, or 028 identify faults with the Crease and Two-Sided Trimmer.

Crease and Two-Sided Trimmer Specifications

ITEM	SPECIFICATION			
Two-sided Trim	Paper size	Standard size	Minimum	A4: 210 x 297 mm or Letter: 8.5 x 11 in.
			Maximum	A3: 297 x 420 mm (13 x 19 in.)
		Custom size	Length	194.0–330.2 mm (7.7–13 in.)
			Width	10.0–488.0 mm (8.26–19.2 in.)
	Paper weight	Uncoated		52–350 g/m^2
		Coated		106–350 g/m^2
	Trimming size	6–25 mm (0.24–0.99 in.)		
		Note: Setting a head-to-toe trimming area size of 7 mm (0.275 in.) or less can cause damage to the trimmed edges.		

Xerox® SquareFold® Trimmer Module

This appendix contains:

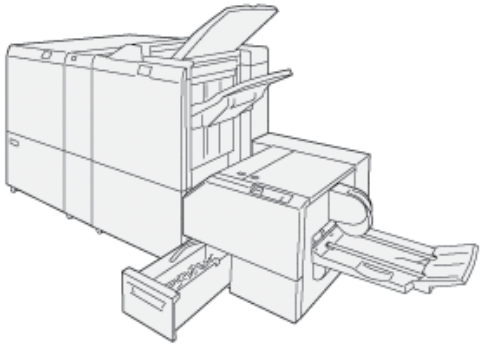
Xerox® SquareFold® Trimmer Module Overview..... 394
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Xerox® SquareFold® Trimmer Module Overview

Note: This optional finishing module requires the Interface Decurler Module.

Tip: The SquareFold® Trimmer module is available only with a booklet maker finisher.

The Xerox® SquareFold® Trimmer module is an optional finishing module that flattens the spine of a booklet and performs a face trim on the booklet.

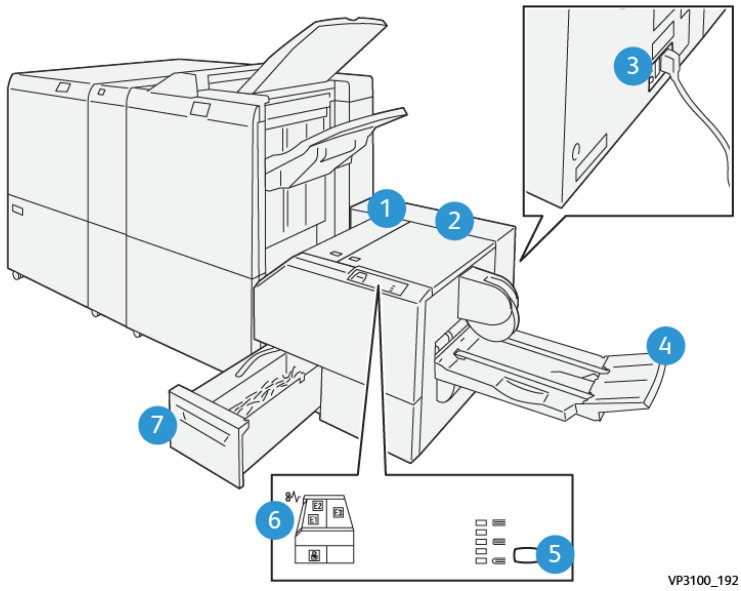


The SquareFold® Trimmer module:

- Receives the booklet from the booklet maker area of the finisher
- Flattens the booklet spine, which reduces the booklet thickness and gives the booklet the appearance of a perfect-bound book
- Trims and cuts away the face edge of the booklet, resulting in a neat finished edge

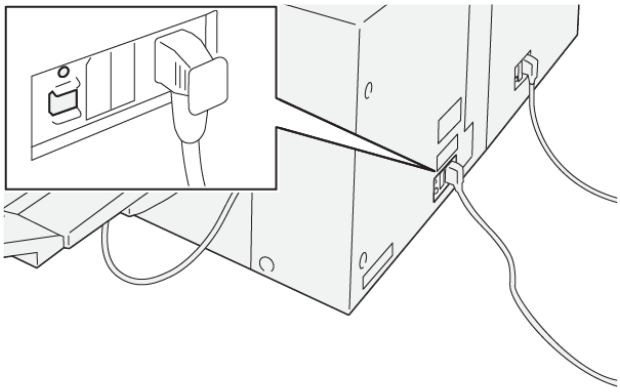
The booklet area of the finisher assembles and staples the booklet. The booklet enters the SquareFold® Trimmer module already assembled. To adjust the image of the original document and the image placement on the booklet page, make the adjustments at the print server.

Xerox® SquareFold® Trimmer Components



NUMBER	COMPONENT	DESCRIPTION
1	Left Cover *	To remove paper jams, open the left cover.
2	Right Cover *	To remove paper jams, open the right cover.
3	Circuit Breaker Switch on the rear of the module	If an electrical fault or a short circuit occurs, the printer powers off automatically.
4	Booklet Tray	The booklet tray receives square-fold booklet output from the finisher.
5	Square-fold Adjustment Button	To adjust the thickness of printed booklets, press the square-fold adjustment button.
6	Paper Jam Error Indicators: quantity 3	When a paper jam occurs, the paper jam error indicator illuminates and remains lighted until you remove the jammed paper and clear the error.
7	Trimmer Waste Container	The waste container collects waste from the trimmer area of the module.
*You cannot open the covers during normal operation or when the printer is idle. You can open covers only when an indicator is illuminated and a jam or error occurs within the SquareFold® Trimmer module.		

XEROX® SQUAREFOLD® TRIMMER CIRCUIT BREAKER

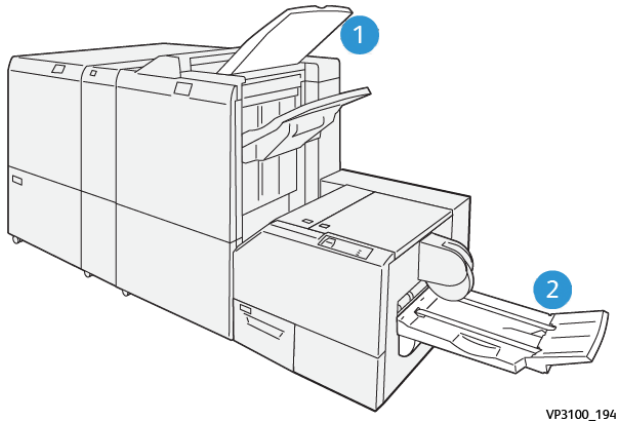


The circuit breaker is on the rear of the module. The circuit breaker is normally in the On position.

Note: When an electrical interruption is detected, the circuit breaker powers off automatically and stops the electrical flow to the module. For electrical information, refer to the *Xerox® PrimeLink® C9265/C9275/C9281 Series Printers Safety, Regulatory, Recycling, and Disposal Reference Guide*.

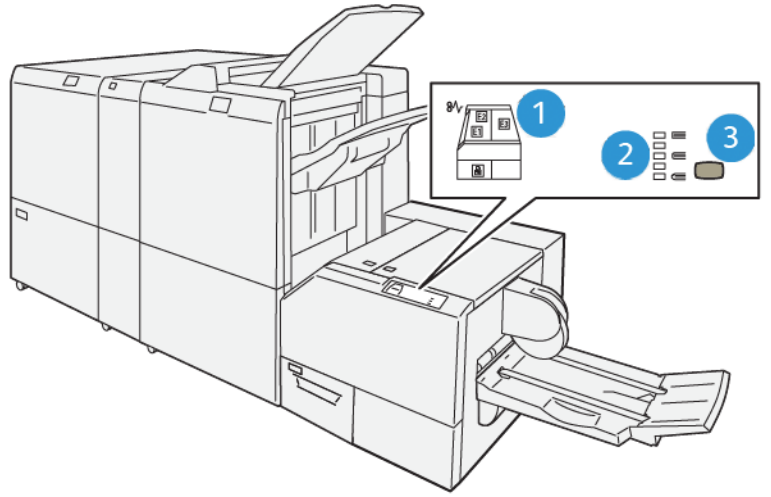
Under normal operating conditions, do not touch the power switch. If the printer is relocated, move the circuit breaker to switch off power to the module.

OUTPUT TRAYS



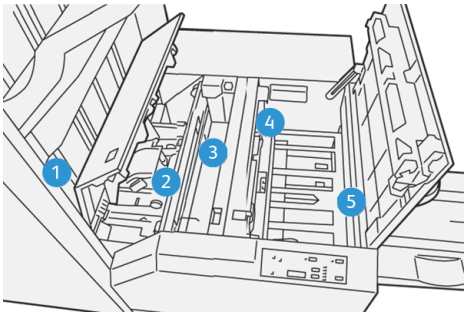
1. Finisher Output Tray: The printer ejects unused, purged sheets to the finisher output tray.
2. Booklet Tray: The printer delivers bi-fold and trim or square-fold jobs to the booklet tray only.

CONTROL PANEL



NUMBER	DESCRIPTION
1	Error indicators: The error indicators illuminate when an error or jam occurs in a particular area of the SquareFold® Trimmer module. When the trimmer waste container is pulled out, or when the container is full, the lower indicator with the lock icon illuminates. Note: If E1, E2, or E3 illuminates, you can open the left and right covers, then clear the error or jam. Otherwise, during normal operation, or when the printer is idle, you cannot open the covers.
2	Select the appropriate square fold setting. For more information, refer to item 3 in this table.
3	To adjust the shape of the square-fold book spine setting, press the spine shape adjustment button.

XEROX® SQUAREFOLD® TRIMMER PAPER PATH



NUMBER	DESCRIPTION
1	The booklet leaves the booklet area of the finisher, then enters the SquareFold® Trimmer module. The booklet-exit sensor inside the SquareFold® Trimmer module detects the leading-edge spine of the booklet, then moves the booklet to the square-fold area.
2	When the booklet spine reaches the square-fold area, the booklet is clamped, then the square-folding operation begins.
3	After the SquareFold® Trimmer module flattens the booklet, the spine is squared according to the square-fold setting indicated on the control panel.
4	After the SquareFold® Trimmer module flattens the booklet and squares the spine, the booklet moves to the trimmer area. • Based on the finished booklet size, the booklet moves until the trailing edge reaches the trimmer cutter. • Based on the finished booklet size that you entered for the trimmer mode setting, the device trims the trailing edge.
5	The booklet moves to the exit area, then moves to the booklet tray.

Note: Due to static electricity, booklets exiting the SquareFold® Trimmer module can contain trim remnants or paper scraps from the previous trimmed booklet. The buildup of paper scraps is normal.

- Check for paper scraps throughout the booklet.
- Remove and discard the trim remnants and paper scraps.

Xerox® SquareFold® and Trim Features

XEROX® SQUAREFOLD® FEATURE

The Square Fold feature is available only when the printer is connected to both a finisher with a booklet maker and the SquareFold® Trimmer module.

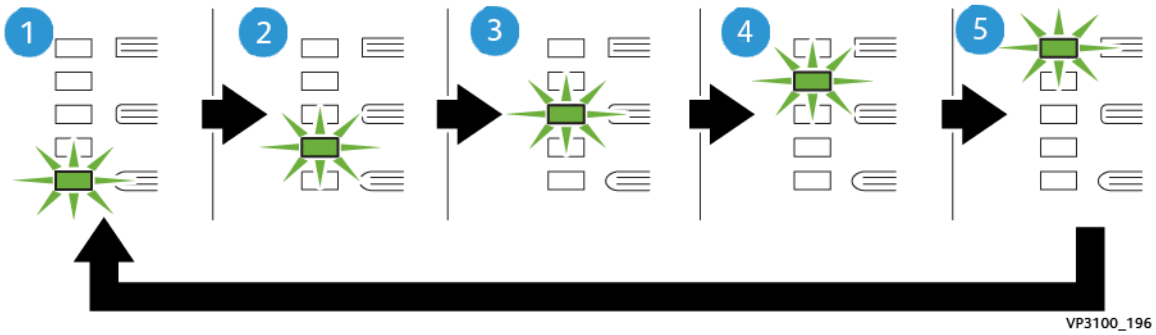
You can select and access the Square Fold feature from the print driver, the printer control panel, or from the print server.

Note: Within this user guide, the term Book Pressing is used synonymously with the terms Square Fold or Square Folding.

Xerox® SquareFold® Adjustment Settings

Based on your preferences, enable or disable the Square Fold feature. With this feature enabled, you have five options, depending on your requirements for the finished booklet job.

Note: Before you print large jobs, print one or more test prints.



NUMBER	DESCRIPTION
1	When a finished booklet is five or fewer pages, and is on lightweight paper of 100 g/m², select the **2/Lower/Low 2** feature. The least amount of pressure that can be applied to the booklet is -2.
2	When you want less pressure applied to the spine of a booklet, select the **1/Low/Low 1** setting.
3	For most jobs, select the **Auto/Normal** setting. Auto/Normal is the default setting.
4	When you want a greater amount of pressure applied to the spine of the booklet, but not as much as the +2 setting, select the **+1/High/High 1** setting.
5	When you want the most amount of pressure applied to the spine of a booklet, select the **+2/Higher/High 2** setting. The more pressure that is applied, the more square the booklet spine becomes.

Booklet Example

The following illustration shows two different booklet types:



1. Booklet 1 is not square-folded. The spine has a rounded, thicker appearance.
2. Booklet 2 is square-folded. The booklet spine is flattened and squared, which gives a perfect-bound book appearance.

TRIM FEATURE

Access the trim feature from your computer print driver, the printer control panel, or from the print server.

Trim Options

When using the trim options, always consider the following:

- When booklets exit the SquareFold® Trimmer module, the booklets can contain trim remnants or scraps from the previously trimmed booklet. Static electricity causes this build-up and it is normal. If booklets contain trim remnants, remove and discard the remnants.
- When you select the trim feature, you can adjust the trim setting in 0.1 mm (0.0039 in.) increments. The incremental settings depend on your requirements for the finished booklet job.

The trim options include the following:

- Trimming On/Off: The Trimming feature has two positions: On and Off . The default setting is Off.
- Cut to Size: To decrease or increase the trimmer settings, use the **Left/Right Arrow** buttons. Adjustments are made in 0.1 mm (0.0039 in.) increments.

When you select a trim setting, the trim amount is based on two factors:

- The number of sheets in the finished booklet
- The finished booklet width size

Note: Experiment with various settings to determine the best selections for your job. For the best booklet output, print one or more test pages before you print larger jobs.

Note: You cannot adjust Trim settings to remove less than 2 mm (0.078 in.) or more than 20 mm (0.787 in.) of material from the booklet edge. Adjustments less than 2 mm can produce poor trim quality. Adjustments greater than 20 mm result in no trimming to the booklet edge.

Trim Guidelines

The following table shows various scenarios that use different paper weights, media types, and trim-setting selections. Use the table as a guideline when selecting a trim setting for your job.

Note: The settings shown in the table serve as examples and do not represent every possible job scenario.

SCENARIO NUMBER	PAPER SIZE	FINISHED BOOKLET SIZE	PAPER WEIGHT (G/M²)	APPROXIMATE TRIM SETTING	NUMBER OF PAGES IN THE FINISHED BOOKLET
1	A4: 210 x 298 mm (8.5 x 11 in.)	149 x 210 mm (5.5 x 8.5 in.)	75 g/m²	130 mm (5.11 in.)	20
2	A4: 210 x 298 mm (8.5 x 11 in.)	149 x 210 mm (5.5 x 8.5 in.)	90 g/m²	125 mm (4.92 in.)	14
3	A4: 210 x 298 mm (8.5 x 11 in.)	149 x 210 mm (5.5 x 8.5 in.)	120 g/m²	135 mm (5.31 in.)	10
4	A4: 210 x 298 mm (8.5 x 11 in.)	149 x 210 mm (5.5 x 8.5 in.)	75 g/m²	125 mm (4.92 in.)	10
5	A4: 210 x 298 mm (8.5 x 11 in.)	149 x 210 mm (5.5 x 8.5 in.)	120 g/m²	135 mm (5.31 in.)	12
6	B4: 250 x 353 mm (8.5 x 14 in.)	250 x 176.5 mm (8.5 x 7 in.)	75 g/m²	172 mm (6.77 in.)	6
7	B4: 250 x 353 mm (8.5 x 14 in.)	250 x 176.5 mm (8.5 x 7 in.)	90 g/m²	170 mm (6.69 in.)	6
8	A3: 297 x 420 mm (11 x 17 in.)	A4: 210 x 297 mm (8.5 x 11 in.)	90 g/m²	200 mm (7.87 in.)	14
9	A3: 297 x 420 mm (11 x 17 in.)	A4: 210 x 297 mm (8.5 x 11 in.)	216 g/m²	205 mm (8.07 in.)	5
10	A3: 297 x 420 mm (11 x 17 in.)	A4: 210 x 297 mm (8.5 x 11 in.)	80 g/m²	210 mm (8.26 in.)	22
11	A3: 297 x 420 mm (11 x 17 in.)	A4: 210 x 297 mm (8.5 x 11 in.)	90 g/m²	210 mm (8.26 in.)	8
12	A3: 297 x 420 mm (11 x 17 in.)	A4: 210 x 297 mm (8.5 x 11 in.)	120 g/m²	205 mm (8.07 in.)	10
13	305 x 458 mm (12 x 18 in.)	152 x 229 mm (6 x 9 in.)	120 g/m²	220 mm (8.66 in.)	6
14	305 x 458 mm (12 x 18 in.)	152 x 229 mm (6 x 9 in.)	120 g/m²	215 mm (8.46 in.)	5

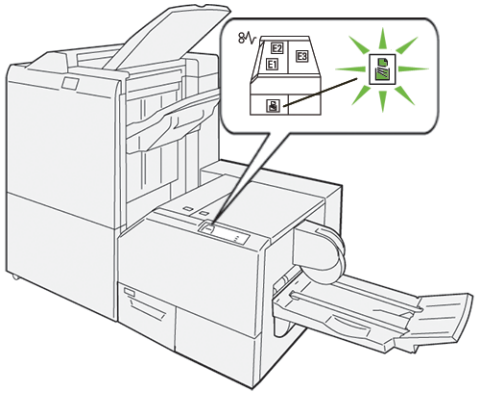
SCENARIO NUMBER	PAPER SIZE	FINISHED BOOKLET SIZE	PAPER WEIGHT (G/M²)	APPROXI-MATE TRIM SETTING	NUMBER OF PAGES IN THE FINISHED BOOKLET
15	305 x 458 mm (12 x 18 in.)	152 x 229 mm (6 x 9 in.)	120 g/m²	210 mm (8.26 in.)	4
16	305 x 458 mm (12 x 18 in.)	152 x 229 mm (6 x 9 in.)	105 g/m²	220 mm (8.66 in.)	16
17	305 x 458 mm (12 x 18 in.)	152 x 229 mm (6 x 9 in.)	120 g/m²	210 mm (8.26 in.)	14

Xerox® SquareFold® Trimmer Maintenance

EMPTYING THE XEROX® SQUAREFOLD® TRIMMER WASTE CONTAINER

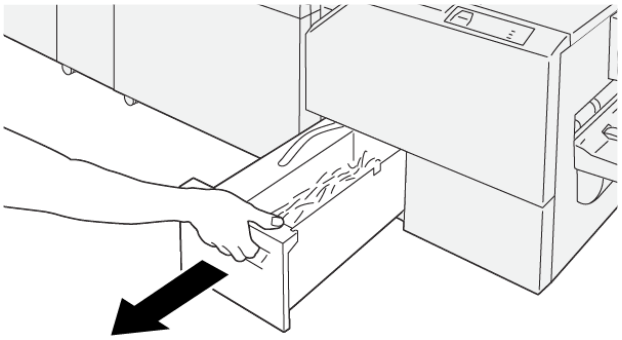
When the waste container is full, an indicator illuminates on the SquareFold® trimmer module, and a message appears on the printer control panel. When the message appears, dispose of the paper scraps.

Note: Keep the printer powered on when disposing of the waste. If powered off, the printer does not recognize that you emptied the waste container.



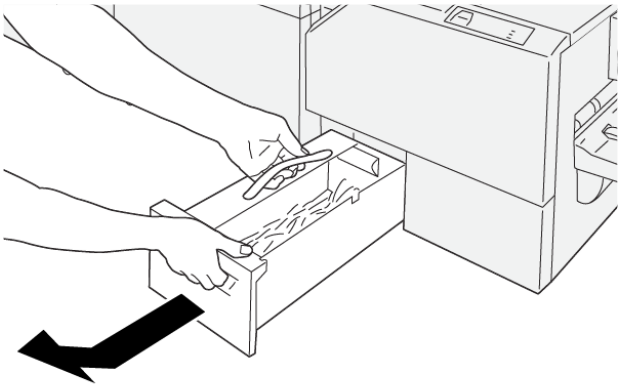
To empty the trimmer waste container, perform the following steps.

1. Ensure that the printer is powered on, but is not printing a job. Slowly, pull out, but do not remove, the trimmer waste container.



VP3100_199

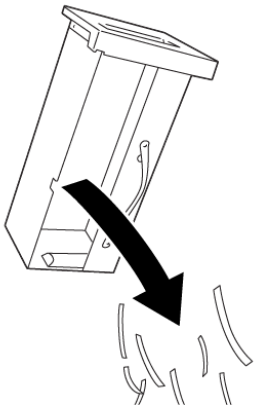
2. On the waste container, grasp the belt and the end of the container. Remove the waste container from the trimmer.



VP3100_200

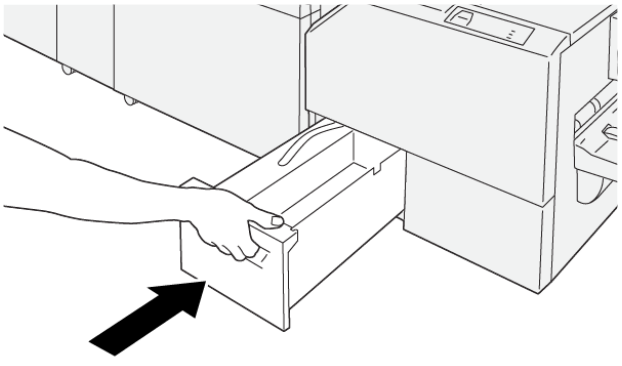
3. Discard all waste and paper scraps.

Note: To avoid a printer malfunction, ensure that the waste container is empty. If you let waste or paper scraps remain in the container, the container becomes full before a message appears on the control panel. If the container becomes full before a message appears, the printer malfunctions.



VP3100_201

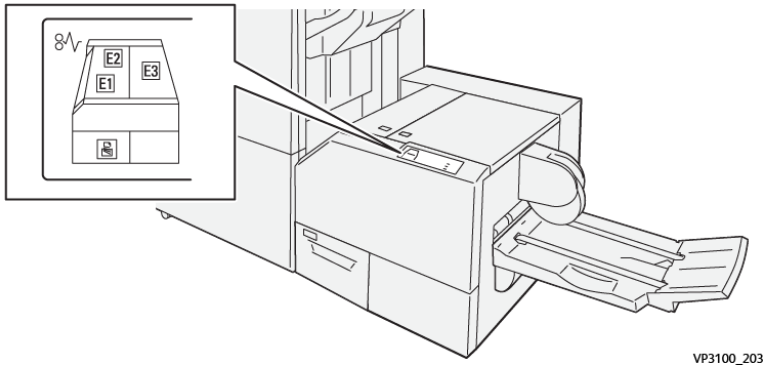
4. Reinsert the empty waste container in the trimmer, then slowly push in the container until it stops.



VP3100_202

Xerox® SquareFold® Trimmer Troubleshooting

PAPER JAMS IN THE XEROX® SQUAREFOLD® TRIMMER



When faults occur, such as a paper jam, open doors or covers, or a printer malfunction, the following actions occur:

- The printer stops printing and a fault message appears on the control panel.
- The message includes an illustration that shows the fault location and provides corrective actions to clear the fault.
- Paper jams occur in multiple areas of the printer and in any optional modules connected to the printer. When multiple jams occur, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs on an optional module, the module control panel displays an indicator that shows the location of the fault.

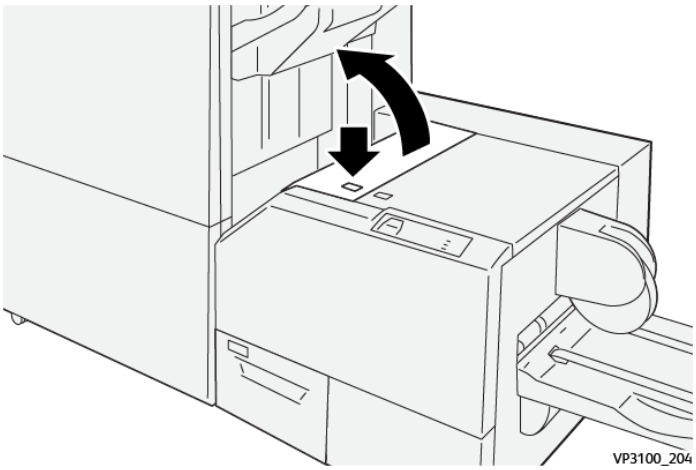
When you clear paper jams, always refer to the following information:

- When you remove paper jams, keep the printer powered on. When you power off the printer, all information stored to the system memory is erased.
- Before you resume print jobs, clear all paper jams.
- To minimize print defects, do not touch components inside the printer.
- Before you resume the print jobs, ensure that you clear all paper jams, including any small, torn pieces of paper.
- Gently remove torn paper. Ensure that you remove all torn pieces of paper.
- After you remove all paper jams, close all the doors and covers. The printer cannot print when doors or covers are open.
- After you clear a paper jam, printing resumes automatically from the state before the paper jam occurred.
- If you do not clear all paper jams, an error message continues to appear on the control panel. To clear any remaining paper jams, refer to the control panel message for instructions and information.

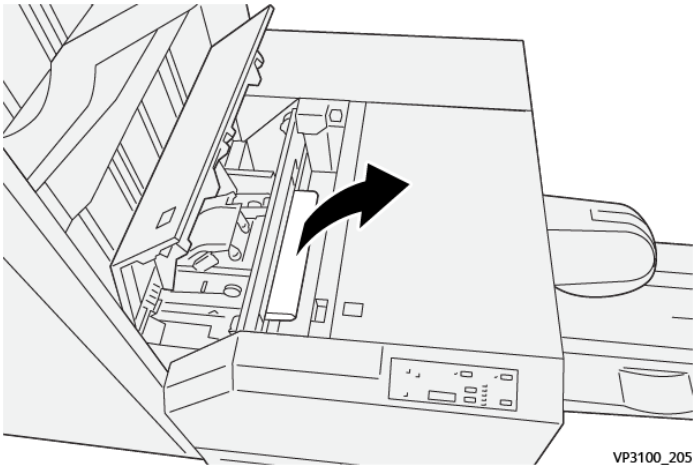
Clearing Paper Jams from Xerox® SquareFold® Trimmer Areas E1 and E2

Note: Before you perform the procedure, ensure that the printer is not printing.

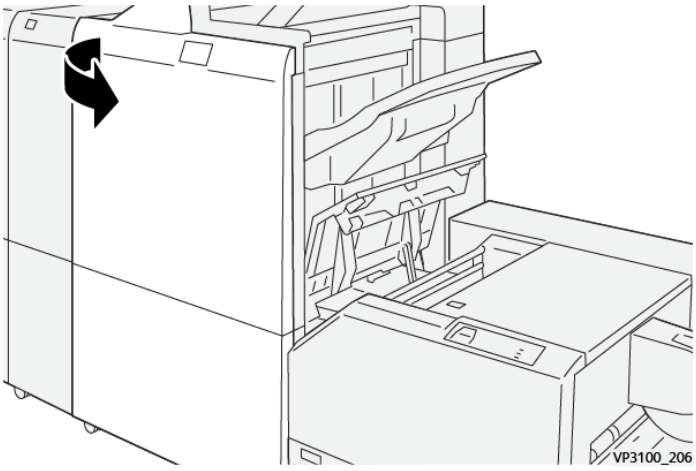
1. To open the left cover of trimmer module, press the button on the cover.



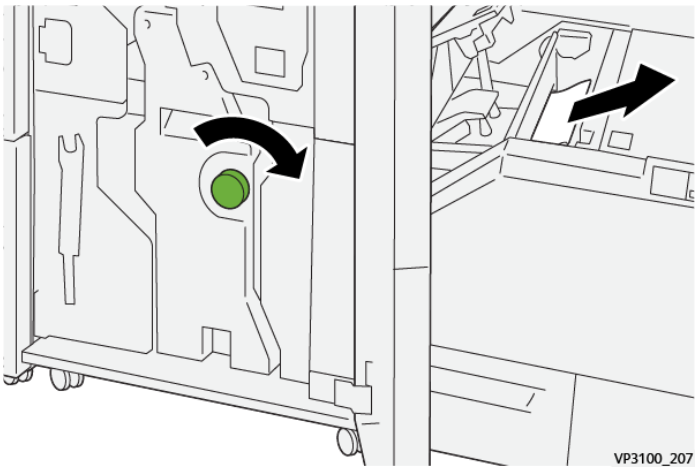
2. Remove the jammed paper.



3. If you have difficulty removing the jammed paper, open the front cover of the finisher.



4. Rotate knob **3b** to the right, then remove the jammed paper.

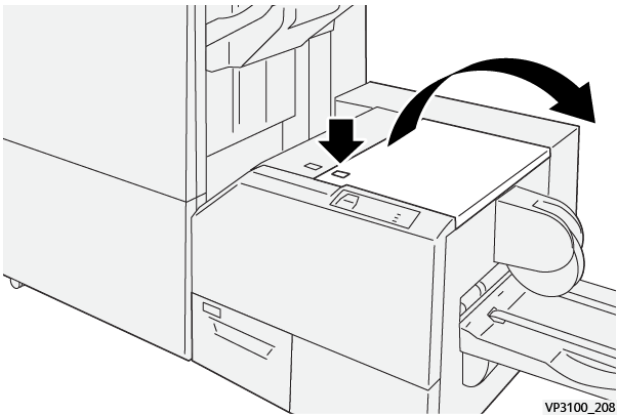


5. If necessary, close the front cover of the finisher.
6. Close the left cover of the trimmer module.
7. If a paper jam error message appears on the control panel, follow the onscreen instructions to clear the jam.

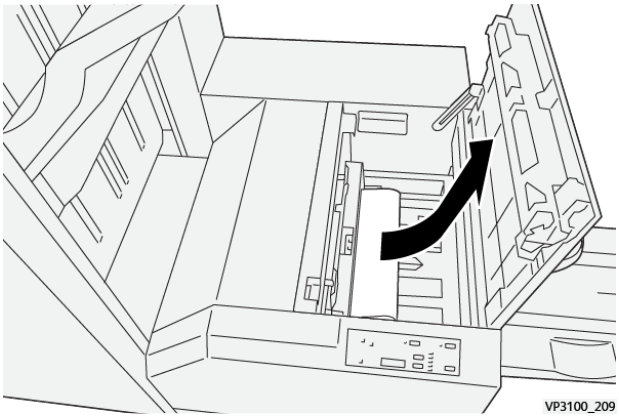
Clearing Paper Jams from Xerox® SquareFold® Trimmer Area E3

Note: Before you perform this procedure, ensure that the printer is idle and not printing an active job.

1. To open the right cover of the trimmer module, press the button on the cover.



2. Remove the jammed paper.



3. Close the right cover of the trimmer module.
4. If a printer control panel message indicates that there are more paper jams, to clear the jam, follow the onscreen instructions.

ERROR MESSAGES FOR THE XEROX® SQUAREFOLD® TRIMMER

When an error occurs such as a paper jam, open door or cover, or a malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows the locations and the corrective actions.

The E code in the error message shows which error indicator appeared on the SquareFold® Trimmer control panel.

Fault Code Information for the Xerox® SquareFold® Trimmer

When errors occur such as a paper jam, open door or cover, or malfunction, the printer stops printing. To resolve the error, follow the onscreen instructions. If errors occur in multiple locations, the control panel shows the locations and the corrective actions.

The E code in the error message shows which error indicator appeared on the SquareFold® Trimmer control panel.

GUIDELINES FOR USING THE XEROX® SQUAREFOLD® TRIMMER MODULE

Full-Page Images on Booklets

Ensure that the finished booklet size accommodates any full-page images so that when the booklet is trimmed, the images are not truncated.

The following are examples of a booklet with preprinted front and back covers with a full-page image, printed on different paper sizes:



1. Booklet 1 is printed on B4 250 x 353 mm (8.5 x 14 in.) paper: The trimmed front cover accommodates the entire full-page image.
2. Booklet 2 is printed on A4 210 x 297 mm (8.5 x 11 in.) paper: After trimming the front cover, the full-page image is truncated.

Booklet Considerations

Before you print any booklet, consider the following:

- Where to place images on the original document. If the images are not centered, do you have to shift the images to ensure that they fit on the finished booklet?
- What is the appropriate size of the finished booklet?
- Does the booklet contain full-page images?
- Are you using preprinted covers with full-page images?
- Are you trimming the booklet?

Considerations for Obtaining the Appropriate Booklet Output

Follow these tips to ensure that you get the appropriate output:

- Before you run a larger output quantity, always print one or more test pages of your job.
- Review your test pages for truncated images and text.
- If necessary, to shift images or text, use the settings in the print driver. For more information, refer to your print driver help.

Note: It can take one or more test prints before you achieve the required output.

Xerox® SquareFold® Trimmer Specifications

ITEM	SPECIFICATIONS
Paper size	Maximum: 330 x 457 mm (13 x 18 in.) Minimum SEF: 216 x 270 mm (8.5 x 11 in.)
Trim capacity	• A booklet contains 5–20 sheets or up to 80 imaged sides of 90 g/m^2 (24 lb.) paper • A booklet contains 5–25 sheets or up to 100 imaged sides of 80 g/m^2 (200 lb.) paper
Trim size	2–20 mm (0.078–0.78 in.), adjustable in 0.1 mm (0.003 in.) increments
Paper weights	64–300 g/m^2 uncoated paper or 106–300 g/m^2 coated paper; 16 lb. Bond or 90 lb. Cover paper

More Information

This appendix contains:

More Information 412

More Information



www.xerox.com/security

EN More Information

Refer to the Xerox security website for the security certification status. If you use the printer as an ISO/IEC 15408 certified product, refer to the *Security Function Supplementary Guide* for this model from the Xerox security website and configure the settings appropriately.

FR Informations supplémentaires

Pour connaître l'état de la certification de sécurité, consultez le site Web de sécurité de Xerox. Si vous utilisez l'imprimante comme un produit certifié ISO/IEC 15408, consultez le *Security Function Supplementary Guide* (Guide supplémentaire de la fonction de sécurité) pour ce modèle sur le site Web de sécurité de Xerox et configurez conformément les paramètres.

IT Ulteriori informazioni

Fare riferimento al sito Web della sicurezza Xerox per lo stato della certificazione sulla sicurezza. Se si utilizza la stampante come prodotto con certificazione ISO/IEC 15408, fare riferimento alla *Security Function Supplementary Guide* (Guida supplementare alle funzioni di sicure) zza relativa a questo modello, reperibile sul sito Web della sicurezza Xerox, e configurare le impostazioni in modo appropriato.

DE Weitere Informationen

Informationen zum Status der Sicherheitszertifizierung finden Sie auf der Xerox Security-Website. Wenn Sie den Drucker als ISO/IEC 15408-zertifiziertes Produkt verwenden, nehmen Sie den auf der Xerox Security-Website erhältlichen *Security Function Supplementary Guide* (ergänzenden Leitfaden zu Sicherheitsfunktionen) für dieses Modell zu Hilfe und konfigurieren Sie die Einstellungen entsprechen.

ES Más información

Consulte el sitio web de seguridad de Xerox para el estado de la certificación de seguridad. Si utiliza la impresora como un producto con certificado ISO/IEC 15408, consulte la guía *Security Function Supplementary Guide* (Guía suplementaria de la función de seguridad) para este modelo en el sitio web de seguridad de Xerox y configure las opciones adecuadamente.

CA Més informació

Consulteu el lloc web de seguretat de Xerox per determinar l'estat de la certificació de seguretat. Si utilitzeu una impressora com a producte certificat ISO/IEC 15408, consulteu la *Security Function Supplementary Guide* (Guia complementaria de funcions de seguretat) d'aquest model al lloc web de seguretat de Xerox i configureu les opcions com calgui.

PT Mais informações

Consulte o site de segurança da Xerox para obter o status do certificado de segurança. Se você usar a impressora como um produto certificado ISO/IEC 15408, consulte o *Security Function Supplementary Guide* (Guia suplementar da função de segurança) para este modelo no site de segurança da Xerox e defina as configurações apropriadamente.

NL Meer informatie

Raadpleeg de Xerox-beveiligingswebsite voor de status van de beveiligingscertificering. Als u de printer als een ISO/IEC 15408-gecertificeerd product gebruikt, raadpleegt u de *Security Function Supplementary Guide* (aanvullende gids met beveiligingsfuncties) voor dit model op de Xerox-beveiligingswebsite en configureert u de instellingen dienovereenkomstig.

SV Mer information

Se status för säkerhetscertifiering på Xerox säkerhetswebbplats. Om du använder skrivaren som en ISO/IEC 15408 certifierad produkt, se *Security Function Supplementary Guide* (Kompletterande guide för säkerhetsfunktionen) för denna modell från Xerox säkerhetswebbplats och konfigurera inställningarna på lämpligt sätt.

NO Mer informasjon

Se Xerox-nettstedet for sikkerhet for å finne status for sikkerhetssertifiseringer. Hvis du bruker skriveren som et ISO/IEC 15408-sertifisert produkt, kan du se *Security Function Supplementary Guide* (tilleggsveiledning for sikkerhetsfunksjoner) for denne modellen fra Xerox-nettstedet for sikkerhet og konfigurere innstillingene i henhold til den.

DA Flere oplysninger

Se status for sikkerhedscertificering på Xerox-sikkerhedswebstedet. Hvis du bruger printeren som et ISO/IEC 15408-certificeret produkt, skal du se *Security Function Supplementary Guide* (Supplerende vejledning til sikkerhedsfunktioner) for denne model på Xerox-sikkerhedswebstedet og konfigurere indstillingerne korrekt.

FI Lisätietoja

Katso turvallisuussertifioinnin tila Xeroxin turvallisuusverkkosivustolta. Jos käytät tulostinta ISO/IEC 15408 -sertifioituna tuotteena, katso *Security Function Supplementary Guide* (turvallisuustoimintojen lisäopas) tälle mallille Xeroxin turvallisuusverkkosivustolta ja määritä asetukset vastaavasti.

CS Další informace

Informace o bezpečnostní certifikaci najdete na webových stránkách společnosti Xerox, které obsahují informace o bezpečnosti. Pokud tiskárnu používáte jako výrobek certifikovaný podle normy ISO/IEC 15408, vyhledejte si na stránkách s informacemi o bezpečnosti příručku *Security Function Supplementary Guide* (doplňková příručka pro bezpečnostní funkce) a proveďte odpovídající konfiguraci nastavení.

PL Więcej informacji

Informacje na temat statusu certyfikatu zabezpieczeń podano w witrynie zabezpieczeń Xerox. Użytkując drukarkę jako produkt z certyfikatem ISO/IEC 15408, należy zapoznać się z *Security Function Supplementary Guide* (podręcznikiem uzupełniającym funkcji zabezpieczeń) dla danego modelu w witrynie zabezpieczeń Xerox oraz odpowiednio skonfigurować ustawienia urządzenia.

HU További információ

A biztonsági tanúsítvány állapotát a Xerox biztonsági webhelyén tekintheti meg. Ha a nyomtatót az ISO/IEC 15408 által tanúsított termékként használja, tekintse meg a modellhez tartozó *Security Function Supplementary Guide* (A biztonsági funkció kiegészítő útmutatója című) dokumentumot a Xerox biztonsági webhelyén, és annak megfelelően konfigurálja a beállításokat.

RO Informații suplimentare

Consultați site-ul web de securitate Xerox pentru starea certificării de securitate. Dacă utilizați imprimanta ca produs certificat ISO/IEC 15408, consultați *Security Function Supplementary Guide* (Ghidul suplimentar pentru funcții de securitate) aferent acestui model de pe site-ul web de securitate Xerox și configurați setările în mod corespunzător.

BG Повече информация

Вижте уеб сайта за защита на Xerox относно състоянието на сертификацията за защитата. Ако използвате принтера като ISO/IEC 15408 сертифициран продукт, вижте *Security Function Supplementary Guide* (Допълнителното ръководство за функцията за защита) за този модел от уеб сайта на Xerox и конфигурирайте съответно настройките.

RU Дополнительные сведения

Сведения о состоянии сертификации по безопасности доступны на веб-сайте Xerox по безопасности. При использовании данного принтера в качестве устройства с сертификацией по стандартам ISO/IEC 15408 установите соответствующие настройки, см. *Security Function Supplementary Guide* (Дополнительное руководство по функциям обеспечения безопасности) для данной модели на веб-сайте Xerox по безопасности.

TR Daha Fazla Bilgi

Güvenlik sertifikasının durumu için Xerox güvenlik web sitesine bakın. Yazıcıyı bir ISO/IEC 15408 sertifikalı ürün olarak kullanıyorsanız Xerox güvenlik web sitesinden bu modelin *Security Function Supplementary Guide* (Güvenlik İşlevi Ek Kılavuzuna) bakın ve ayarları uygun şekilde yapılandırın.

EL Περισσότερες πληροφορίες

Ανατρέξτε στον ιστότοπο για την ασφάλεια της Xerox για την κατάσταση του πιστοποιητικού ασφάλειας. Αν χρησιμοποιείτε τον εκτυπωτή ως ένα προϊόν με πιστοποίηση ISO/IEC 15408, ανατρέξτε στο *Security Function Supplementary Guide* (Συμπληρωματικός Οδηγός για τη Λειτουργία Ασφάλειας) για αυτό το μοντέλο από τον ιστότοπο για την ασφάλεια της Xerox και διαμορφώστε τις ρυθμίσεις κατάλληλα.

AR المزيد من المعلومات

Xerox على الويب للتعرف على حالة شهادة الأمان. إذا كنت تستخدم الطابعة كمنتج معتمد من ISO/IEC1508، فراجع Xerox على الويب وقم لهذا الطراز من موقع أمانSecurity Function Supplementary Guide راجع موقع أمان بتكوين الإعدادات بشكل مناسب.