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Xerox® B210 Printer User Guide

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Safety

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- Electrical Safety 11
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- Maintenance Safety 16
- Printer Symbols 17
- Environmental, Health, and Safety Contact Information 21

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

Notices and Safety

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

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

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

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

Electrical Safety

General Guidelines

 **WARNING:**

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

The following are hazards to your safety:

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


If any of these conditions occur, do the following:

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

Power Cord

Use the power cord supplied with your printer.

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

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

- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.

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

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


Emergency Power Off

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

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

Laser Safety

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

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

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards. Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Operational Guidelines

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

WARNING:

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

Ozone Release

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

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


Printer Location

- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold its weight. To find the weight for your printer configuration, refer to [Physical Specifications](#).
- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- Place the printer in a dust-free area.

- Do not store or operate the printer in an extremely hot, cold, or humid environment.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning system.
- Do not place the printer in locations susceptible to vibrations.
- For optimum performance, use the printer at the elevations specified in [Environmental Specifications](#).


Printer Supplies

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









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










Maintenance Safety







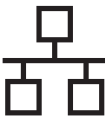

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Clean with a dry lint-free cloth only.
- Do not burn any consumables or routine maintenance items. For information on Xerox® supplies recycling programs, go to www.xerox.com/gwa.


 **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can cause explosions or fires when used on electromechanical equipment. When installing the device in a hallway or similar restricted area, additional space requirements can apply. Ensure that you comply with all workspace safety regulations, building codes, and fire codes for your area.

Printer Symbols

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

Symbol	Description
	Do not push.
	Do not expose the unit to direct sunlight.
	Do not expose the unit to temperatures lower or higher than specified.
	Do not insert the unit in a different orientation.
	Toner
	Clean the areas indicated.
	Load media face down, and in the direction indicated.
	Load media face up.
	Push down.

Symbol	Description
	Push to open.
	2-Sided
	Power Button
	Stop Button
	Wi-Fi Protected Setup Button
	Toner Indicator
	Status Indicator
	LAN Local Area Network
	USB Universal Serial Bus

Symbol	Description
 A standard recycling symbol consisting of three chasing arrows forming a triangle.	This item can be recycled. For details, see Recycling and Disposal .

Environmental, Health, and Safety Contact Information

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

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

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

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

Getting Started

2

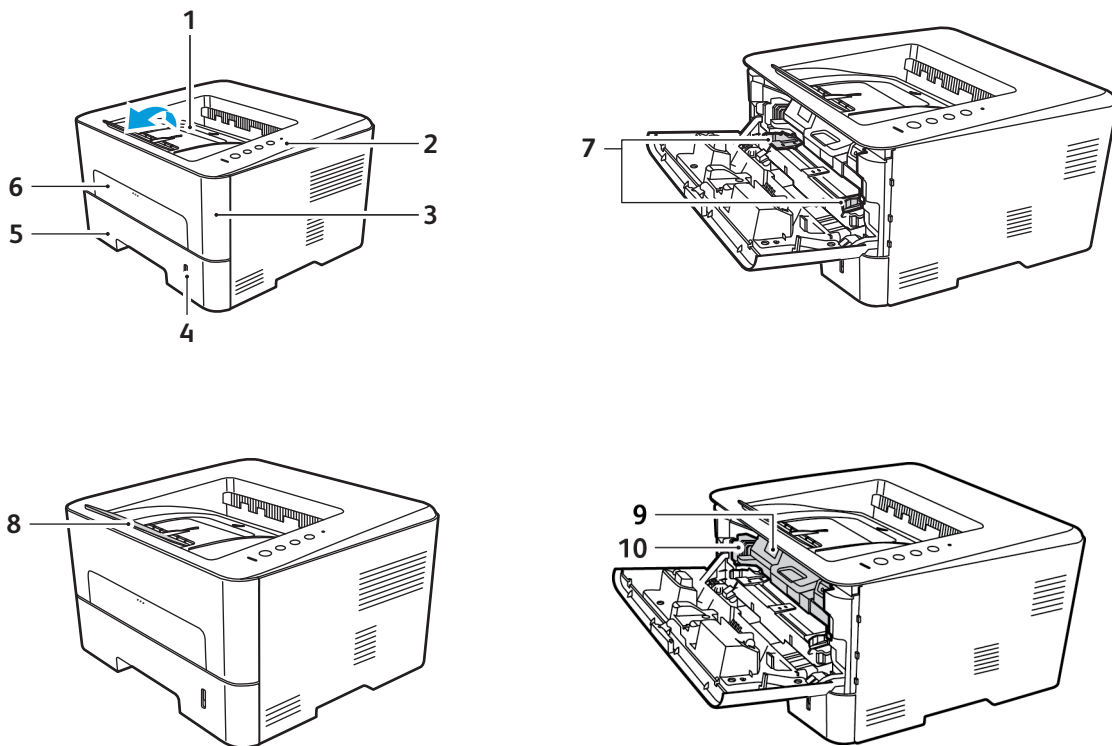
This chapter includes:

- Parts of the Printer 24
- Power Options 28
- Information Pages 29
- Xerox® CentreWare® Internet Services 31
- Xerox Easy Printer Manager 34
- Installing Software 35
- More Information 36

Parts of the Printer

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

Front View



1	Output Tray	6	Manual Feeder Slot
2	Control Panel	7	Paper Width Guides
3	Front Cover	8	Output Tray Extension
4	Paper Level Indicator	9	Toner Cartridge
5	Paper Tray 1	10	Drum Cartridge

Media Output Locations

The device has two output locations:

- Output tray, face down, up to a maximum of 150 sheets of 20 lb (80 g/m²) paper.

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

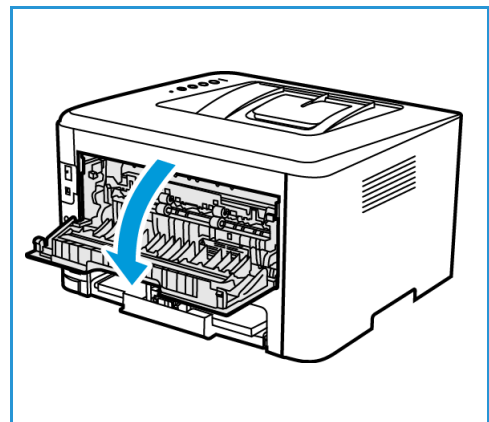
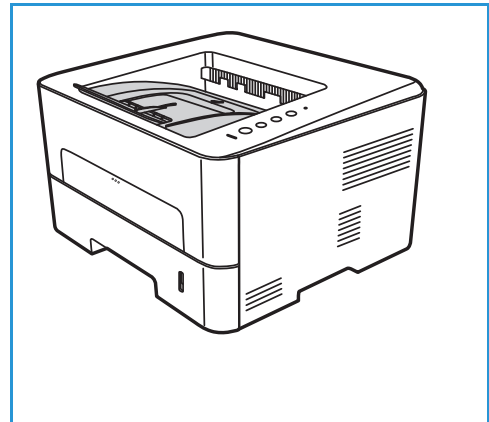
To use the output tray, make sure that the rear cover is closed.

Notes:

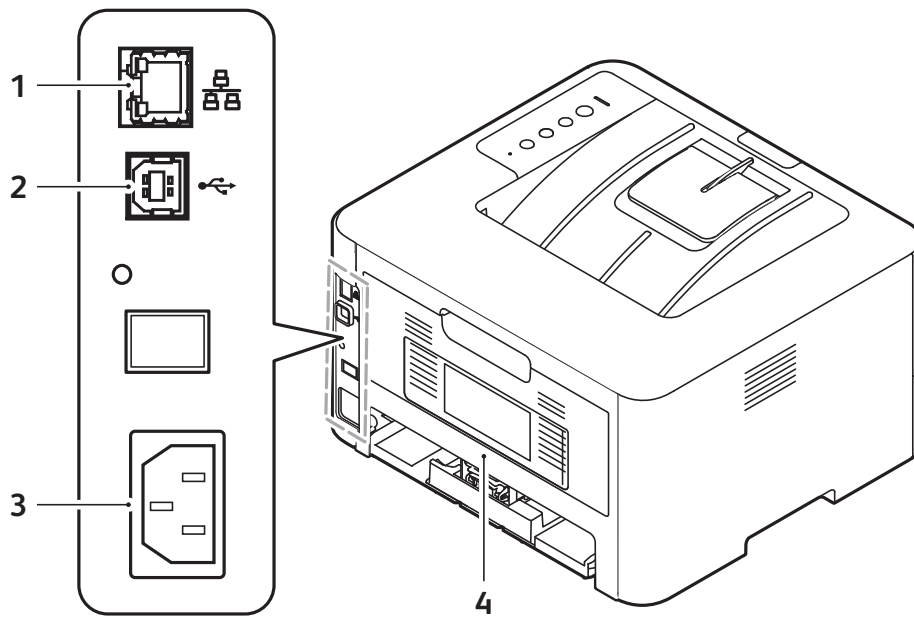
- If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear cover.
 - To reduce paper jams, do not open or close the rear cover while the printer is printing.
- Rear cover, face up, one sheet at a time.
The device sends output to the output tray by default. If using special media, such as envelopes, or excessive curl or creases appear, the rear cover should be used for the output. Open the rear cover and keep it open while printing one sheet at a time.

Note: The rear cover output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

- **CAUTION:** The fuser area inside the rear cover of your device becomes very hot when in use. Take care when you access this area.



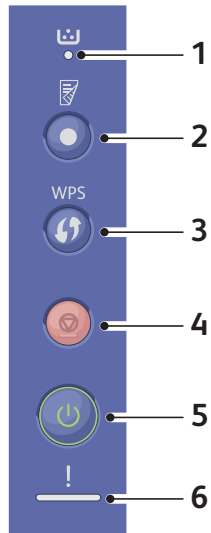
Rear View



1	Network Port	3	Power Receptacle
2	USB Port	4	Rear Cover

Control Panel Overview

The control panel consists of buttons you press to control the functions available on the printer.



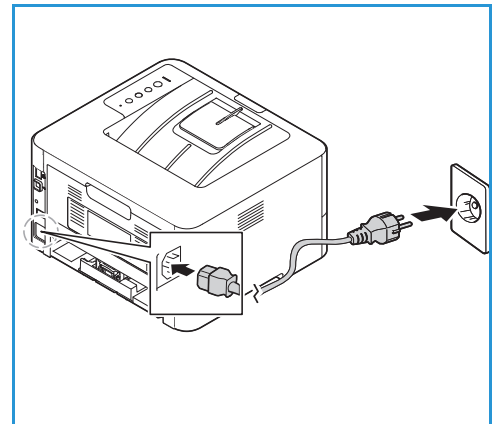
Number	Button	Description
1		Toner LED: Shows the status of the toner. Displays a blinking light when the toner level is low. Displays a solid light when the toner is out.
2		Duplex Printing: Prints duplex output to reduce paper usage.
3		WPS: Configures the wireless network connection without a computer.
4		Stop: Stops an operation at any time and cancels the current job. To print a Configuration Report, press and hold this button for about 4 seconds until the status LED blinks fast. Supplies Information and Usage Counter: Press and hold this button for about 6 seconds.
5		Power On/Off: Powers the printer on or off.
6		Status LED: Shows the status of your printer.

Power Options

Powering On the Printer

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

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



Power Saver Mode

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

Powering Off the Printer

Press and hold the **Power On/Off** button.

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

Information Pages

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

The following reports are available on your printer:

Report	Description
Configuration Report	This report provides information about your device setup, including the serial number, IP Address and the software version.
Supplies Usage Report	The Supplies Usage Report provides print coverage information.
PostScript Font List	Prints the PS font list.
PCL Font List	Prints the PCL font list.
Print All Reports	Use this option to print all the Information Pages.

Printing the Configuration Report Using the Control Panel

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

1. On the printer control panel, press and hold the red **Cancel** button for about 4 seconds.
2. When the Printer Status LED blinks fast, release the button.
The Configuration report is printed.

Printing the Supplies Usage Report Using the Control Panel

The Supplies Usage Report provides coverage information and part numbers for reordering supplies. The date a supply item was installed appears on the report.

1. On the printer control panel, press and hold the red **Cancel** button for about 6 seconds.
2. When the Printer Status LED blinks fast, release the button.
The Supplies Usage report is printed.

Printing Reports using Xerox® CentreWare® Internet Services

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

1. Click **Properties** → **Services** → **Printing**.

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

2. Click **Reports**.

3. To print a report, for the required report, click **Print**.

4. Click **OK**.

Xerox® CentreWare® Internet Services

Xerox® CentreWare® Internet Services is the administration and configuration software installed on the embedded web pages in the printer. It allows you to configure, manage and use the printer from a Web browser.

Xerox® CentreWare® Internet Services requires:

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

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

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

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

Accessing Xerox® CentreWare® Internet Services

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

Note: If you are prompted to change the default password for the Administrator Account, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

Finding the IP Address of Your Printer

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

Obtaining the Printer IP Address from the Configuration Report

The Configuration report provides information about your device setup, including the serial number, IP address, installed settings and the software version.

To obtain the printer IP address from the Configuration Report:

1. On the printer control panel, press and hold the red **Cancel** button for about 4 seconds.
2. When the Printer Status LED blinks fast, release the button. The Configuration report is printed. The IP address appears in the Network Setup section of the Configuration Report.

Certificates for Xerox® CentreWare® Internet Services

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

Note:

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

For information on obtaining, installing, and enabling certificates, refer to [Security Certificates](#).

Using Xerox® CentreWare® Internet Services

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

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

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

Xerox Easy Printer Manager

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

Xerox Easy Printer Manager installs automatically during driver installation. For details about installing printer software, refer to [Installing Printer Software](#).

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

Installing Software

After you have set up your device and connected it to your computer, you must install the printer software. The software required for Windows is supplied on the Software and Documentation CD delivered with your device, additional software, and Macintosh and Linux drivers can be downloaded from www.xerox.com/office/B210support.

The following software is available:

CD	Operating System	Contents
Printer Software	Windows	<ul style="list-style-type: none"> • Print Driver: Use the print driver to take full advantage of your printer's features. PCL5e, PCL6, Postscript and XPS drivers are provided. • Xerox Easy Printer Manager (EPM): Conveniently combines access to device settings, printing environments, and launching applications such as Xerox® CentreWare® Internet Services in one location. <p>Note: Login is required to change Printer Settings.</p> <ul style="list-style-type: none"> • Xerox Easy Wireless Setup: When installing the printer you can use the wireless setup program that was automatically installed with the print driver to configure the wireless settings.
Printer Software	Linux	<ul style="list-style-type: none"> • Print Driver: Use this driver to take full advantage of your printer's features. <p>Note: Xerox driver software for Linux is only available at www.xerox.com/office/B210drivers.</p>
Printer Software	Macintosh	<ul style="list-style-type: none"> • Print Driver: Use this driver to take full advantage of your printer's features. • Xerox Easy Printer Manager (EPM): Conveniently combines access to device settings, printing environments, and launching applications such as Xerox® CentreWare® Internet Services in one location. <p>Note: Xerox driver software for Macintosh is only available at www.xerox.com/office/B210drivers.</p>

For instructions on how to install Windows, Macintosh and Linux printer software, refer to [Installing Printer Software](#).

More Information

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

Resource	Location
Installation Guide	Packaged with the printer and can be downloaded at www.xerox.com/office/B210docs
Other documentation for your printer	www.xerox.com/office/B210docs
Technical support information for your printer, including online technical support, Online Support Assistant and print driver downloads	www.xerox.com/office/B210support
Information Pages	Print reports from the control panel or using Xerox® CentreWare® Internet Services. For details, refer to Information Pages .
Order supplies for your printer	www.xerox.com/office/B210supplies
Local Sales and Support Center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Business Resource Center	www.xerox.com/office/businessresourcecenter

Installation and Setup

3

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Installation and Setup Overview

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

For instructions on unpacking and installing your printer, refer to the Installation Guide packaged with your printer. You can also access the Online Support Assistant at www.xerox.com/office/B210support.

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

1. Connect your printer to a network using a wired or wireless connection, or to a computer using a USB cable connection.
For a network installation, confirm that your network recognizes your printer. By default, the printer receives an IP address from a DHCP server over a TCP/IP network. If you have a different type of network, or want to assign a static IP address, refer to [TCP/IP](#).
2. To view the new IP address and ensure that the connection is successful, print a Configuration Report. For details, refer to [Printing the Configuration Report](#).
3. Configure settings for your printer installation:
 - For information about configuring General Setups, refer to [General Setup](#).
 - For information about configuring Network Connectivity settings, refer to [Network Connectivity](#).
 - For information about configuring Security settings, refer to [Security](#).
 - For information about configuring Print settings, refer to [Setting Up the Printing Service](#).
4. Install the print driver software and utilities on your computer. For details, refer to [Installing Printer Software](#).

Note: If the Software and Documentation disc is not available, download the latest drivers at www.xerox.com/office/B210drivers.

Xerox® CentreWare® Internet Services

Xerox® CentreWare® Internet Services is the administration and configuration software installed on the embedded Web server in the printer. Xerox® CentreWare® Internet Services software allows you to configure and administer the printer from a Web browser.

Xerox® CentreWare® Internet Services requires:

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

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

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

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

Finding the IP Address of Your Printer

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

Obtaining the Printer IP Address from the Configuration Report

The Configuration report provides information about your device setup, including the serial number, IP address, installed settings and the software version.

To print a configuration report:

1. On the printer control panel, press and hold the red **Cancel** button for about 4 seconds.
2. When the Printer Status LED blinks fast, release the button.

The Configuration report is printed.

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

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

The initial default password is the printer serial number. The printer serial number is located on the data label on the rear cover, and is printed on the Configuration report.

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

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

1. At your computer, open a Web browser.
2. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
Note: If you do not know the IP address of your printer, refer to [Finding the IP Address of Your Printer](#).

A message appears prompting you to change the Administrator Settings.

3. To enter the default password, in the **Password** field, type the printer serial number.
4. To enter a new password, in the New **Password** field, type the new password.
Passwords can contain between 4 and 32 characters and the following characters can be used:
 - Letters: a - z, A - Z
 - Numbers: 0 - 9
 - Special Characters: @ / . ' & + - # * , _ % () !
5. To verify the password, enter the password again in the **Verify Password** field.
6. To save the new password, click **Save**.

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

Accessing the Xerox® CentreWare® Internet Services Administrator Account

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

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

1. At your computer, open a Web browser.
2. In the address field, type the IP address of the printer.
Note: If you do not know the IP address of your printer, refer to [Finding the IP Address of Your Printer](#).

3. Press **Enter** or **Return**.

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

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

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

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

You are now able to configure and save settings.

Changing the System Administrator Password

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

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

1. In Xerox® CentreWare® Internet Services, click **Properties**.
2. Click **Maintenance**.
3. Click **Administrator Password**.
4. To change the Administrator Account password, enter a new password in the **Password** field. Passwords can contain between 4 and 32 characters and the following characters can be used:
 - Letters: a - z, A - Z
 - Numbers: 0 - 9
 - Special Characters: @ / . ' & + - # * , _ % () !
5. To verify the password, enter the password again in the **Verify Password** field.
6. To save the new password, select the **Select to save a new password** check box.
7. Click **Save**.

Initial Setup

Physically Connecting the Printer

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

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

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

Assigning a Network Address

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

Accessing Administration and Configuration Settings

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

- The administrator password is required when accessing locked settings in Xerox® CentreWare® Internet Services. The first time you access Xerox® CentreWare® Internet Services, you will be prompted to change the Administrator Account password. For information about accessing the Xerox® CentreWare® Internet Services and changing the default Administrator password, refer to [Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password](#).
- Xerox Easy Printer Manager is available for Windows and Macintosh operating systems and conveniently provides access to device settings as well as functions. To change settings using Xerox Easy Printer Manager, at your computer, open Easy Printer Manager. Select the printer, then click Advanced Setting or Machine Settings and configure the settings required. Xerox Easy Printer Manager installs automatically during driver installation. For details about installing printer software, refer to [Installing Printer Software](#).

USB Direct Connection

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

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

General Setup

General Setup Using Xerox® CentreWare® Internet Services

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

Assigning a Printer Name and Location

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

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

Printing the Configuration Report

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

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

Using the Configuration Page

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

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

Monitoring Alerts

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

To view alerts:

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

Power Management Settings

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

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

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

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

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

Configuring the Power Saver Mode Settings

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

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

4. Click **Apply**.
5. Click **OK**.

Configuring Auto Power Off

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

Duplex Mode

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

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

Tray Settings

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

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

Configuring Tray Settings

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

Billing and Counters

Billing Information

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

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


Usage Counters

The Usage Counters page displays the total number of pages printed or generated by the printer. You can see usage amounts for impressions made, sheets and 2 sided sheets printed.

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

Resetting the Printer to Network Factory Default

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

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

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

Note: If the printer is connected to the network using an ethernet cable, if network settings are reset, the printer settings default to wireless. To reconfigure the network settings to wired, connect the printer to a computer using a USB AB cable, then use Xerox Easy Printer Manager to change the network settings. For instructions, refer to [USB Direct Connection](#).

Network Connectivity

TCP/IP

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

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

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

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

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

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

Configuring IPv4

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

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

8. To send a release request to the DHCP and DNS servers, for **Dynamic DNS Registration**, select **Enabled**. If the servers grant the request, when the printer is powered off, the current IP address and dynamic DNS name are released.
9. For Zero-Configuration Networking, perform the following steps.
 - To configure the printer to assign itself an address if a DHCP server does not provide one, for **Self-Assigned Address**, select **Enabled**.
 - To allow users to see and connect to the printer using Bonjour, for **Multicast DNS**, select **Enabled**.
10. Click **Apply**.

Configuring IPv6

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

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **TCP/IP**.
3. To enable TCP/IPv6, for **Protocol**, select **Enabled**.
4. For **Default Dynamic Host Configuration Protocol**, select how DHCP operates for IPv6.
5. To specify an address manually, perform the following steps.
 - For **Manual Address**, select **Enabled**.
 - Select a **Router Prefix** from the menu, or to populate the prefix for manual entry address, click **Add**.
6. To configure DNSv6, perform the following steps.
 - Enter a valid IPv6 Domain Name.
 - For **Primary DNSv6 Server Address**, enter an IP address.
 - For **Secondary DNSv6 Server Address**, enter an IP address.
 - To enable **Dynamic DNSv6 Registration**, select **Enable**.
7. Click **Apply**.

SLP

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

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

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

Configuring SLP Settings Using Xerox® CentreWare® Internet Services

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

SNMP

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

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

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

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

Enabling SNMP Using Xerox® CentreWare® Internet Services

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

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

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

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

SNMPv3

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

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

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

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

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

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

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

Note: Some options become editable after you enable SNMPv3.

5. For User Name, type the administrative user name for SNMPv3 authentication.
6. For Authentication Password, type a password. The Authentication Password is used to generate a key used for authentication.
7. For Algorithm, select an encryption checksum algorithm.
8. For Privacy Password, type a password. The Privacy Password is used for encryption of SNMPv3 data. The passphrase used to encrypt the data must match the passphrase on the Server.

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

9. Click **Apply**.

WINS

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

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

Configuring WINS Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **WINS**.
3. For **Protocol**, select **Enable**.
4. For **Primary Server IP Address**, type the IP address for your primary server.
5. For **Secondary Server IP Address**, enter the IP Address as needed.

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

6. Click **Apply**.

LPR/LPD

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

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

Configuring LPR/LPD Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **LPR/LPD**.
3. For **Protocol**, select **Enable**.
4. Type an LPR/LPD Port Number or use the default port number of 515.
5. Click **Apply**.

Raw TCP/IP Printing

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

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

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

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

IPP

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

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

Configuring IPP Using Xerox® CentreWare® Internet Services

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

HTTP

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

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

Configuring HTTP Settings Using Xerox® CentreWare® Internet Services

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

Note: Increasing the Keep Alive Timeout can cause connections to slow down.

5. Change the Port Number as needed.

Note: If a Machine Digital Certificate is configured, you can edit the following fields.

6. For HTTP Security Mode, select a security option.

Note: To allow connections to the Xerox device using HTTPS only, select **Require HTTPS**.

7. To enable one or more TLS versions, for TLSv 1.0, TLSv 1.1, or TLSv 1.2, select **Enable**.
8. Click **Apply**.

Google Cloud Print

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

Before you begin:

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

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

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

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

Note: Locate your printer IP address using the Configuration Report. For details, refer to [Printing the Configuration Report](#).

2. Click **Properties** → **Connectivity** → **Protocols** → **Google Cloud Print**.
3. To enable Google Cloud Print, for Google Cloud Print, click **Enable**. Enable other services as needed.
 - To allow discovery and printing for local network devices, for each function that you want to allow, select **Enable**.
 - To allow format conversion for jobs that are in a format not supported by the printer, for Enable conversion printing, select **Enable**.

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

- To allow Printer Working Group (PWG) printing, for Enable PWG, select **Enable**.
 - To set a minimum time period before the Extensible Messaging and Presence Protocol (XMPP) times out, in the XMPP timeout field, type a number.
4. Review the information in the Anonymous Registration section. Modify settings as necessary.
 5. To change the proxy server settings, click **Proxy Setting**.
 6. To test the connection to the Google Cloud Print service, click **GCP Connection Test**.
 7. To be redirected to the Google website, in the Anonymous Registration area, for Registration Status, click **Register**. At the prompt, click **OK**.
 - a. Log in to your Google email account.
 - b. To register the printer with Google Cloud Print, follow the on screen instructions.
 - c. To complete the printer registration and return to Xerox® CentreWare® Internet Services, click **Finish Registration**.

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

8. From the Google Cloud Print window in Xerox® CentreWare® Internet Services, click **Apply**.
9. To update the Registration Status displayed in your Web browser, refresh the Xerox® CentreWare® Internet Services Web page.
10. To access the Google Cloud Print feature, in your Google account, click **Manage Your Printer**. The default printer name appears in this format: **Model name (MAC address)**.

Proxy Server

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

A proxy server has two main purposes:

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

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

Configuring the Proxy Server Using Xerox® CentreWare® Internet Services

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

Note: If Auto Detect Proxy Settings is enabled, you cannot edit the fields for HTTP Proxy Server, Name or IP Address, and IPV4 Address and Port.

4. For HTTP Proxy Server, select **Enabled**.
5. Select the Name or IP Address type.
6. Type the appropriately formatted address and port number.
7. If your proxy server requires authentication, for Authentication, select **Enabled**.
8. If authentication is enabled, for Login Name, type the login name for the proxy server.
9. Type the password, then type the password again to verify.
10. To save the new password, click **Select to save new password**.
11. To add a proxy exception list, for Exception List, type the URL.
12. To use the configured default proxy settings script, for Use automatic configuration script, type the URL.
13. Click **Apply**.

Connecting to a Wireless Network

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

If your router supports Wireless Protected Setup (WPS), you can use the WPS button on your device to connect to the wireless network. If the device is connected to a wired network, you can configure wireless settings using Xerox® CentreWare® Internet Services.

Note:

- For networked devices, the printer uses either the wireless or the wired network connection. Activating one network connection deactivates the other network connection.
- Advanced enterprise networks require certificates loading prior to setup. For details, refer to [Security Certificates](#).

Connecting to a Wireless Network Using Wireless Protected Setup (WPS)

If your router supports WPS, you can use the WPS button on your printer to simplify the process of connecting your device to an available wireless network. WPS automatically sends the network password to other devices with WPS capability.

To connect to a wireless network using the WPS button:

1. At your router, press the WPS button to enable discovery of new devices.
2. At the printer control panel, press the WPS button.
The device is connected to the wireless network automatically, without entering the network password.

Connecting to a Wireless Network Manually

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

Before you begin:

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

- Passphrase

Note: The network name and passphrase are case sensitive.

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

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

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

 - To enter the SSID, click **Enter SSID**, then in the field, type the SSID.
5. For **Security Type**, select **Shared Key** or **WPA/WPA2-Personal**.
6. For **Encryption Type**, select an option.
7. For **Security Key** or **Passphrase**, type the passphrase.
8. For **Address Acquisition**, select a protocol option. If you select **STATIC**, you can change the **IPAddress**, **Subnet Mask**, and **Gateway Mask**, as needed.
9. Click **Apply**.

Configuring the Printer for an Open System

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

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

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

Configuring the Printer for Wireless LAN WPA-Enterprise

Note: Advanced enterprise networks require certificates loading prior to setup. For details, refer to [Security Certificates](#).

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **Wireless Setup**.
3. Click **Edit Settings**.
4. For **Network Name SSID**, select an option:

- To search for an SSID, click **Search Available** and click the drop-down menu. Select an SSID from the list.

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

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

Wi-Fi Direct™

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

Note:

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

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

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

WSD

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

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

Enabling WSD Using Xerox® CentreWare® Internet Services

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

AirPrint

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

Note:

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

Configuring AirPrint Using Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity** → **Protocols**.
2. Click **AirPrint**.
3. To configure HTTP settings, for **HTTP**, click **Edit**. For details, refer to [HTTP](#).
4. To configure IPP settings, for **IPP**, click **Edit**. For details, refer to [IPP](#).
5. To configure **Multicast DNS (Bonjour)**, click **Edit**. For details, refer to [TCP/IP](#).

6. To change the software upgrade setting, for **Software Upgrades**, click **Details**.
7. To add a device certificate, for **Machine Digital Certificate**, click **Details**.
8. To configure Protocol Settings, for **Protocol**, select **Enabled**. Configure the settings required:
 - a. For **Bonjour Friendly name**, click **Edit**. Enter required information in the field provided, click **Apply**.
 - b. For **Device Location**, click **Edit**. Enter required information in the field provided, click **Apply**.
 - c. For **Geographic Location Name**, click **Edit**. Enter required information in the field provided, click **Apply**.
9. In the Optional Information area, to check consumables, click **Supplies Details**.
10. Click **Apply**.

SNTP

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

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

Configuring SNTP Using Xerox® CentreWare® Internet Services

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

Mopria

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

Note:

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

Configuring Mopria Using Xerox® CentreWare® Internet Services

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

Installing Printer Software

The printer supports the following operating systems:

Platform	Operating Systems
Windows®	<ul style="list-style-type: none"> Windows® 7 - 10 Windows® Server 2008, 2008 R2, 2012, 2012 R2, 2016, 2019
Macintosh®	Macintosh OS X 10.9 - 10.14
Linux	<ul style="list-style-type: none"> Fedora 15 - 26 OpenSuSE® 11.2, 11.4, 12.1, 12.2, 12.3, 13.1, 13.2, 42.1, 15.2 Ubuntu 11.10, 12.04, 12.10, 13.04, 13.10, 14.04, 14.10, 15.04, 15.10, 16.04, 16.10, 17.04, 17.10, 18.04, 18.10 Debian 6, 7, 8, 9 Redhat® Enterprise Linux 5, 6, 7 SuSE Linux Enterprise Desktop 10, 11, 12 Mint 15, 16, 17, 17.1

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

The software required for Windows is supplied on the CD delivered with your device, additional software, and Macintosh and Linux drivers can be downloaded from www.xerox.com/office/B210drivers.

Installing Windows Drivers

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

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

Installing Drivers and Connecting to a Local Printer

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

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

1. Make sure that the printer is connected to your computer and powered on.
 2. Insert the Software and Documentation disc into the appropriate drive on your computer. The installer starts automatically.
If the installer does not start automatically, navigate to the drive, then double-click the **Setup.exe** installer file.
 3. Select **Yes** in the User Account Control window.
 4. Select **Install Software**. A Printer Connection Type window displays.
 5. Select **USB connection**, then select **Next**.
 6. Select the software to install, or select a setup type using the menu:
 - **Recommended:** This is the default install type and is recommended for most users. All components necessary for printer operations are installed.
 - **Minimum:** With this option, only the drivers are installed.
 - **Custom:** If you select Custom, you can choose individual components to install.
- Note:** When you select an option, a description of that option displays at the bottom of the screen.
7. Select **Advanced Options** if you would like to do any of the following:
 - Change the printer name
 - Change the default printer
 - Share the printer with other users on the network
 - Change the destination path where driver files and user guide files will be copied to. Select **Browse** to change the path.
 8. Select **Next** and follow the wizard instruction to select and install the printer.
 9. After the installation is finished, the Setup Completed window displays.
 10. Select **Print a test page** and select **Finish**.

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

Installing Drivers and Connecting to a Networked Printer

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

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

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

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

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

Installing Drivers and Connecting to a Wireless Networked Printer

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

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

1. Make sure that the printer is connected to your computer and powered on.
2. Insert the Software and Documentation disc into the appropriate drive on your computer. The installer starts automatically.
If the installer does not start automatically, navigate to the drive, then double-click the **Setup.exe** installer file.
3. Select **Yes** in the User Account Control window.

4. Select **Install Software**. A Printer Connection Type window displays.
5. Select **Wireless network connection**, then select **Next**.
6. Select the software to install, or select a setup type using the menu:
 - **Recommended:** This is the default install type and is recommended for most users. All components necessary for printer operations are installed.
 - **Minimum:** With this option, only the drivers are installed.
 - **Custom:** If you select Custom, you can choose individual components to install.
- Note:** When you select an option, a description of that option displays at the bottom of the screen.
7. Select **Advanced Options** if you would like to do any of the following:
 - Change the printer name
 - Change the default printer
 - Share the printer with other users on the network
 - Change the destination path where driver files and user guide files will be copied to. Select **Browse** to change the path.
8. Select **Next** and follow the wizard instruction to select and install the printer.
9. Select **OK** to continue, then select **Next**. The Copying Files window displays, and then the Installing Software window.
10. After the installation is finished, the Setup Completed window displays.
11. Select **Print a test page** and select **Finish**.

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

Using the Xerox Easy Wireless Setup Program

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

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

1. At the computer, click search and type **Xerox Easy Wireless Setup**.
2. Connect the printer to your computer using the USB cable.

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

Note: You cannot use your printer on a wired and wireless network at the same time. If your printer is currently connected to the network with an Ethernet cable, unplug the cable.
3. Select **Next**.
4. Once the printer is connected to the computer with the USB cable, the program searches for WLAN data.
5. When the search is complete, the Select Wireless Network window displays. Select your network from the list.
6. Follow the wizard instruction to install the printer.

The Wireless Network Security screen displays.

7. Enter your **Network Password** and select **Next**.
8. When the Wireless Network Setup Complete page displays, select **Finish**.

Uninstalling the Windows Drivers

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

Installing Macintosh Drivers

You need to download the Macintosh software package from www.xerox.com/office/B210drivers to install the printer software.

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

Installing Macintosh Drivers

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

Uninstalling the Macintosh Drivers

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

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

Installing Linux Drivers

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

The printer driver software required for Linux can be downloaded from www.xerox.com/office/B210drivers.

Installing Linux Drivers

1. Make sure that the printer is connected to your computer and powered on.
You must log in as a *super user* (root) to install the printer software. If you are not a *super user*, ask your system administrator.
2. When the **Administrator Login** window appears, type in **root** in the **Login** field and enter the *system password*.
3. From the Xerox web site, download the Unified Linux Driver package zip file to your computer.
4. Select the **Unified Linux Driver** package and extract the package.
5. Copy the **Unified Linux Driver** (uld Directory) onto the Desktop
6. Open a terminal window, then navigate to the uld directory.
7. To install the printer driver, type: **sudo ./install-printer.sh**, then press **Enter**.
8. To access printing options and properties, navigate to **Settings** → **Devices** → **Printers**. Select the printer and configure the settings required.

Uninstalling the Linux Drivers

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

Setting Up the Printing Service

Configuring Printing Settings Using Xerox® CentreWare® Internet Services

Enabling the Device Startup Page

The Startup page provides basic printer configuration and network information.

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Services**.
2. Click **Printing** → **Device Start-Up Page**.
3. To enable the Startup page, for **Device Start-Up Page**, select **Enabled**.
4. Click **Apply**.

Managing Banner Page Printing

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

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

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

Enabling Error Page Printing

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

Configuring General Print Settings

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

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Services**.
2. Click **Printing** → **General**.
3. For **PCL Menu**, select the required settings.
4. For **Tray Menu**, select the required settings.
5. For **Configuration Menu**, select the required settings.
6. For **Defaults & Polices**, select the required settings.
7. Click **Apply**.

Printing Reports

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

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

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

3. To print a report, next to the report name, click **Print**.

Printing

4

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Printing Overview

This product produces high quality prints from electronic documents. You can access the printer from your computer by installing the appropriate print driver. To access the many print drivers which can be used with your printer, refer to the Software and Documentation CD delivered with your printer, or download the latest versions from www.xerox.com/office/B210drivers.

Printing Using Windows





The following provides an overview of the print procedure and features available when printing using Windows.

Note:

- Some options may be unavailable depending on your printer model and configuration.
- Images are representative only.

Print Procedure

Documents can be printed from your computer using the print drivers supplied. The print driver must be loaded on each PC which uses the device for printing.

Note: When you select an option in Printing Properties or Preferences, you may see a warning mark  or . A  mark means you can select that certain option but it is not recommended, and a  mark means you cannot select that option due to the device setting or environment.

1. Select **Print** in your application.
2. From the **Printer** drop- down menu, select your printer.
3. Select **Printer Properties** or **Preferences** to make your print selections on the individual tabs. For more information refer to the following:
 - [Favorites Tab](#)
 - [Basic Tab](#)
 - [Paper Tab](#)
 - [Graphics Tab](#)
 - [Advanced Tab](#)
 - [Xerox Tab](#)
4. Select **OK** to confirm your selections.
5. Select **Print** or **OK** to print your document.

Print Options

Paper, Device and Printer Status

Additional options are available on some tabs which provide information about your device.

Paper Tab

The **Paper** tab, in the right panel, is visible on each main tab except for the Favorites and Xerox tabs. It displays a graphical summary of your selections.

Device Tab

The **Device** tab, in the right panel, is visible on each main tab except for the Favorites and Xerox tabs. It displays a summary of the device settings.

Printer Status

Note: The Printer Status window and its contents shown in this user guide may differ depending on the printer or operating system in use.

The **Printer Status** option, which is visible on each tab, monitors and informs you of the device status. The Xerox Printer Status dialog includes the following options:

- **Toner Level:** You can view the level of toner remaining in the toner cartridge.
- **Option:** You can set printing job alert related settings.
- **Order Supplies:** You can order replacement supplies online.
- **User's Guide:** Use this option to access the User Guide when an error occurs. You can then open the troubleshooting section in the user guide.

Favorites Tab

The **Favorites** tab lists default favorites and user-generated favorites.

The Favorites option, which is visible on each tab except for the Xerox tab, allows you to save the current preferences for future use.

To save a Favorites item, follow these steps:

1. Change the settings as needed on each tab.
2. Click **Save**.
3. Enter a name and a description, and then select the desired icon.
4. Click **OK**. When you save Favorites, all current driver settings are saved.

To use a saved setting, select it in the **Favorites** tab. The printer is now set to print according to the settings you have selected.

To delete a saved setting, select it in the Favorites tab and click **Delete**.

Note: Only user-generated favorites can be deleted.

Default Favorites

The printer provides a set of regularly used favorites.

- **Last Used Setting:** This favorite enables you to print with the last used settings.
- **Normal Printing:** This favorite enables you to print with all factory default settings.
- **2-Sided Printing:** This favorite enables you to save paper by printing on 2-sides of a sheet.
- **2-in-1 Printing:** This favorite enables you to save paper by printing 2 pages on one side of a sheet.
- **Booklet Printing:** This favorite reduces the original document images to fit two images on each side of the printed page. Page images are reordered to enable you to fold the paper after printing to make a booklet.

Preview Tab

The Preview tab, in the right panel, is visible only on the Favorites tab. It displays a graphical summary of your selections.

Details Tab

The Details tab, in the right panel, is visible only on the Favorites tab. It displays a summary of the selected Favorite and notes incompatible options.

Basic Tab

The Basic tab provides selections for the print mode to use and options to adjust how the document appears on the printed page. These options include orientation settings, layout options, and 2-sided printing settings.

Note: Some options may be unavailable depending on your printer model and configuration.

Orientation

Orientation allows you to select the direction in which information is printed on a page.

- **Portrait:** Prints across the width of the page, letter style.
- **Landscape:** Prints across the length of the page, spreadsheet style.
- **Rotate 180 Degrees:** Allows you to rotate the page 180 degrees.

Layout Options

Layout Options allow you to select a different layout for your output. You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify.

- **Single Page Per Side:** Use this option if the layout does not require changing.
- **Multiple Pages Per Side:** Use this option to print multiple pages on each page. You can print up to 16 pages on one sheet. Select the number of images required on each side, the page order and if borders are required.
- **Poster Printing:** Use this option to divide a single-page document onto 4, 9 or 16 segments. Each segment will be printed on a single sheet of paper for the purpose of pasting the sheets together to form one poster-size document. Select **Poster 2x2** for 4 pages, **Poster 3x3** for 9 pages, or **Poster 4x4** for 16 pages. Then choose the overlap amount in mm or inches.
- **Booklet Printing:** This option reduces the original document images to fit two images on each side of the printed page. Page images are reordered to enable you to fold the paper after printing to make a booklet.

Page Border: Use this option to select from a variety of borders for your output.

2-Sided Printing

You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented.

- **Printer Default:** If you select this option, this feature is determined by the settings made on the control panel of the printer.
- **None:** The document is printed single-sided.
- **Long Edge:** This is the conventional layout used in book binding.
- **Short Edge:** This is the type often used with calendars. The second side images are rotated 180 degrees.

Smart Duplexing

If the Smart Duplexing mode has been enabled in Xerox® CentreWare® Internet Services, 2-Sided printing is selected or deselected automatically. Use Smart Duplexing to reduce the amount of energy and paper used in the printing process.

For information about enabling Smart Duplexing, refer to [Monitoring Alerts](#).

Paper Tab

Use the **Paper Tab** options to set the basic paper handling specifications when you access the printer properties.

Copies

This allows you to choose the number of copies to be printed. You can select 1 to 999 copies.

Collate

Select this check box to collate multi-page jobs automatically to produce output in sets.

Paper Options

Select the Paper or Envelope tab and choose the settings required for your job:

- **Original Size:** This allows you to set the size of the original you are printing.
If the required size is not listed in the Size box, select **Edit**. When the Custom Paper Size Settings window appears, enter a custom paper size name, then set the paper size. Select **OK**. The custom setting appears in the list so that you can select it.
- **Output Size:** This allows you to set the size of paper required for printing.
- **Percentage:** Use this option to change the contents of a page to appear larger or smaller on the printed page. Enter the scaling rate in the **Percentage** input box.
- **Source:** Use this option to select the paper tray required. Use **Manual Feed Slot** when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.

- **Type:** Set **Type** to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If printing **Envelopes**, ensure the Envelope tab is selected, then select **Envelope** type.
- **Advanced:** The advanced paper options allow you to select a different paper source for the first page of your document.
 - To have the first page printed on a different paper type from the rest of the document select the paper tray containing the paper required from the Source drop-down menu.
 - Use **Manual Feed Slot** when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.
 - Select **OK** to confirm your **Advanced** selections and return to the **Paper** tab.

Graphics Tab

Use the following options to adjust the print quality for your specific printing needs.

Quality

This option allows you to select **Standard** or **High Resolution** graphics.

Font/Text

- **Clear Text:** Select this option to darken the text. Choose **Minimum**, **Medium** or **Maximum** to select the level of darkness required.
- **All Text Black:** Select this check box to have all text in your document print in solid black, regardless of the color it appears on the screen.
- **Advanced:** Use this option to set font options. True Type fonts can be downloaded as Outline or Bitmap Images or printed as Graphics. Select the **Use Printer Fonts** option if the fonts do not require downloading and the printer fonts should be used. Select **OK** to save your selections.

Graphic Controller

- **Edge Enhancement:** Use this option to improve image definition.
- **Advanced:** Use this option to adjust the brightness and contrast levels. Select **OK** to save your selections.

Toner Saver

- Select **On** to save toner.

Advanced Tab

You can select **Advanced** output options for your document, such as watermarks or overlay text.

Watermark

This option allows you to print text over an existing document. There are several predefined watermarks that come with the printer which can be modified, or you can add new ones to the list.

- **Using an Existing Watermark:** Select the required watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.
- **Creating a New Watermark:**
 - a. Select **Edit** from the Watermark drop-down list. The **Edit Watermarks** window appears.
 - b. Enter a text message in the Watermark Message box. You can enter up to 40 characters. The message displays in the preview window. When the **First Page Only** box is checked, the watermark prints on the first page only.
 - c. Select the watermark options. You can select the font name, style, size, or shade from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.
 - d. Click **Add** to add the new watermark to the list.
 - e. When you have finished editing, click **OK**.
- **Editing a Watermark:**
 - a. Select **Edit** from the Watermark drop-down list. The **Edit Watermarks** window appears.
 - b. Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message options.
 - c. Click **Update** to save the changes.
 - d. When you have finished editing, click **OK**.
- **Deleting a Watermark:**
 - a. Select **Edit** from the Watermark drop-down list. The **Edit Watermarks** window appears.
 - b. Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**. Click **Yes** to confirm the deletion.
 - c. Click **OK**.

Overlay

An overlay is text and/or images stored on the computer hard disk drive as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper.

Note: This option is only available when you use the PCL6 Print Driver.

- **Creating a New Page Overlay:** To use a page overlay, you must first create one containing your logo or another image.
 - a. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you want them to appear when printed as an overlay.
 - b. Select **Edit** from the Overlay drop-down list. The **Edit Overlay** window appears.
 - c. Select **Create** and type a name in the File name box. Select the destination path, if necessary.
 - d. Click **Save**. The name appears in the **Overlay List** box.
 - e. Click **OK**.
 - f. The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.
 - g. Click **OK** on the **Advanced** tab page.
 - h. Click **Print** or **OK** in the main **Print** window.
 - i. An Are you Sure? message displays. Click **Yes** to confirm.
- **Using a Page Overlay:**
 - a. Select the required overlay from the **Overlay** drop-down list box. If the overlay file you want does not appear in the overlay list, select the **Edit** button and **Load Overlay**, and select the **Overlay file**. If you have stored the overlay file you want to use in an external source, you can also load the file when you access the Load Overlay window.
 - b. After you select the file, click **Open**. The file appears in the Overlay List box and is available for printing. Select the overlay from the Overlay List box.
 - c. If necessary, click **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.
 - d. If this box is not checked and an overlay has been selected, the overlay automatically prints with your document.
 - e. Click **OK**.
- **Deleting a Page Overlay:**
 - a. Select **Edit** from the Overlay drop-down list. The **Edit Overlay** window appears.
 - b. Select the Overlay you want to delete from the **Overlay List** box.
 - c. Click **Delete**. When a confirming message window appears, click **Yes**.
 - d. Click **OK**.

Output Options

Select the required Print order from the drop-down list box:

- **Normal:** All pages are printed.
- **Reverse All Pages:** Your printer prints all pages from the last page to the first page.
- **Print Odd Pages:** Your printer prints only the odd numbered pages of the document.
- **Print Even Pages:** Your printer prints only the even numbered pages of the document.

Select the **Skip Blank Pages** check box if you do not want blank pages to be printed.

To add a binding margin, select the **Manual Margin** check box and select **Details** to select the margin position and width.

Xerox Tab

This tab provides version and copyright information as well as links to drivers and downloads, supplies ordering, and the Xerox Web site.

Xerox Easy Printer Manager

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

Xerox Easy Printer Manager installs automatically during driver installation. For details about installing printer software, refer to [Installing Printer Software](#).

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

Printing Using Macintosh

This section explains how to print using a Macintosh. You need to download and install the print drivers and configure the printer before printing. For information about installing Macintosh print drivers, refer to [Installing Macintosh Drivers](#).

Print Procedure

When you print with a Macintosh, you need to check the print driver setting in each application you use. Follow the steps below to print from a Macintosh.

1. Open the document you want to print.
2. Select **Print** in your application.
3. From the **Printer** drop-down menu, select your printer.
4. If you have stored preset options you wish to use, from the **Presets** drop-down menu, select the preset settings.
5. From the **Copies & Pages** options, choose the number of copies you want and indicate which pages you want to print.
To select additional print options, choose the print options page required from the drop-down menu, then select the settings. For information about print options, refer to [Print Options](#).
6. To save the file in a different print format, from the drop-down menu, choose the format required.
7. Click **Print**.

Print Options

The following features are provided by your printer.

Note: The setting options may differ depending on the application being used and the Macintosh OS version.

Copies & Pages

The **Copies & Page** page provides selections for basic job options.

- **Copies:** This allows you to choose the number of copies to be printed. You can select 1 to 999 copies.
- **Pages:** Select the pages or range of pages to print.
- **Show Quick Preview:** Select this option to display a graphical summary of your selections.

Media & Quality

Use the Media & Quality page to choose the paper source and paper type required for the print job.

- **Feed from:** Use this option to select the paper tray required. Use **Manual Feed** when printing on special materials like envelopes and transparencies. If **Auto Select** is selected, the printer automatically selects the paper source based on the requested size.
- **Media Type:** Set this option to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If **Auto Select** is selected, the printer automatically selects the media type based on the available paper types.

Layout

The **Layout** page options allow you to select a different layout for your output. You can select the number of pages to print on a single sheet of paper and the layout direction. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify.

- **Pages per Sheet:** Use this option to print multiple pages on each page. You can print up to 16 pages on one sheet. Select the number of images required on each side.
- **Layout Direction:** Select the order to print the images on the page.
- **Border:** Use this option to add a border around each page image. Choose the style of border required.
- **Two-Sided:** You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented. To print 2-Sided output, select **On**, then choose an option:
 - **Long-Edge binding:** This is the conventional layout used in book binding.
 - **Short Edge binding:** This is the type often used with calendars. The second side images are rotated 180 degrees.
 - **Booklet:** This option reduces the original document images to fit two images on each side of the printed page. Page images are reordered to enable you to fold the paper after printing to make a booklet.
 - **Reverse page orientation:** Your printer prints all pages from the last page to the first page.
 - **Flip horizontally:** Use this option to rotate all pages 180 degrees.

Paper Handling

Use the **Paper Handling** options to set the basic paper handling specifications when you access the printer properties.

- **Pages to Print:** Use this option to choose the pages to print:
 - **All page:** All pages are printed.
 - **Odd only:** Your printer prints only the odd numbered pages of the document.
 - **Even only:** Your printer prints only the even numbered pages of the document.
- **Page Order:** Use this option to choose the order to print the pages.
 - **Automatic:** Select this option to choose the default settings.
 - **Normal:** All pages are printed in the order they appear in the source file.
 - **Reverse:** Your printer prints all pages from the last page to the first page.
- **Scale to fit paper size:** Select this option to reduce or enlarge the image to fit on the paper size selected.
- **Destination Paper Size:** This allows you to set the size of paper required for printing.
- **Scale down only:** Select this option to reduce images to fit on the paper size selected.

Cover Page

The Cover Page options allow you to print a cover page before or after the document.

- **Print Cover Page:** This option allows you to print a cover page before or after the document
- **Cover Page Type:** Use this option to select a classification stamp for the cover page.

Using AirPrint

AirPrint is a software feature that allows for driverless printing from Apple iOS-based mobile devices and Macintosh OS-based devices. AirPrint-enabled printers let you print directly from a Macintosh or from an iPhone, iPad, or iPod touch. For more information, refer to [AirPrint](#).

Using Google Cloud Print

Google Cloud Print is a service that allows you to print to a printer using your smart phone, tablet, or any other web-connected devices. For more information, refer to [Google Cloud Print](#).

Printing Using Linux

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

For information about installing the Unified Linux Driver, refer to [Installing Linux Drivers](#).

Printing from Linux Applications

Make sure you have configured your device, connected it to your computer, and installed the Unified Linux Driver software.

To print from an application:

1. Open an application, and select **Print** from the **File** menu.
2. In the Print window, select the device from the printer list and select **Properties**.
3. Select the print options required.
 - **Paper:** This option allows you to change the paper size, orientation, duplex printing options and the paper tray.
 - **Device:** This option allows you to specify the media type, print quality modes and scaling options. You can also select the printer language type, color settings and color depth.
4. Click **OK** to apply the changes and close the **Properties** window.
5. Click **OK** to start printing.

The Printing window appears, allowing you to monitor the status of your print job.

Printing with CUPS

You can print many different file types on your printer using the standard CUPS utility, directly from the command line interface. CUPS supports the use of both the System V (`lp`) and Berkeley (`lpr`) printing commands.

If you use CUPS, ensure that CUPS is installed and running on your workstation. The instructions for installing and building CUPS are contained in the CUPS Software Administrators Manual, written and copyrighted by Easy Software Products. For complete information on CUPS printing capabilities, refer to the CUPS Software Users Manual available from www.cups.org/documentation.php.

To print any document file:

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

Printer Options

Using the Printers utility, you can change the various print options for your printer. Printer Properties can be configured using the Additional Printers Settings option.

1. To access and configure printer settings, navigate to **Settings** → **Devices** → **Printers**.
2. From the list of printers, select your printer, then select the **Settings** icon.
3. From the menu, select **Printing Options**.
The **Page Setup** and **Advanced** printing options are displayed.
4. Set the **Page Setup** options:
 - **Pages per side:** You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size.
 - **Two-sided:** You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented. Use **Short Edge (Flip)** to rotate the pages on the second side.
 - **Orientation:** Allows you to select the direction in which information is printed on a page.
 - **Media Size:** This allows you to set the size of paper required for printing.
 - **Paper Source:** Use this option to select the paper tray required. Use **Manual** when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.
 - **Paper Type:** Set this option to correspond to the paper loaded in the tray selected. This will provide the best quality printout.
5. Set the **Advanced** options:
 - **Print Quality:** Choose draft to lighten the image and reduce the amount of toner used. Use Normal for higher quality prints.
6. To set printer properties, select **Additional Printer Settings**, then select the printer. The **Printer Properties** window opens.
The following printer properties are available for configuration:
 - **Settings:** This option allows you to change the printer name and location. The name entered in this tab displays on the printer list in Printers configuration. You can also change the Device URL, print a test page and view status information.
 - **Policies:** This tab provides access to the printing policies for the device. You can set sharing options, Error and Operation policies. Use the Banner options to configure the printer banner sheet.

- **Access Control:** Use this tab to configure access settings.
 - **Printer Options:** Use this tab to set color, quality, paper source and paper size options. Use the toner save option to reduce toner consumption. Additional options such as Edge Enhancement and Two-sided printing can be set.
 - **Job Options:** This tab provides access to the options required to program your print job. Enter the number of copies required, orientation settings, layout options and image quality settings. You can also increase or decrease the margins, and set scaling options.
 - **Ink/Toner Levels:** This option provides status information about the printer. Click **Refresh** to update the page.
 - **Jobs:** This option shows the list of Print jobs. Select **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
7. Click **OK** to apply the changes and close the Printer Properties window.

Printing Using Xerox® CentreWare® Internet Services

You can print .pdf, .ps, .pcl, and .xps files directly from Xerox® CentreWare® Internet Services without having to open another application or the print driver. The files can be stored on a local computer hard drive, mass storage device, or network drive.

Print Procedure

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Print**.
3. Select the **Printing**, **Paper** and **Delivery** options required for the job.
4. Select the print job file using the **Browse** button. Locate the file required, then click **Open**.

Note: Only print ready files (*.pdf, *.ps, *.pcl, *.txt, *.prn, *.tif, *.tiff, *.jpg, *.jpeg.) may be submitted to the device from this page.

5. To submit a job, click **Submit Job**.

Note: To ensure the job is printed, wait for the Job Submission confirmation window before navigating to another page.

Print Options

Job Submission provides selections for the print mode to use and options to adjust how the document appears on the printed page.

Printing

Use the Printing options to select the number of copies, orientation, and 2-Sided printing options.

- **Copies:** This allows you to choose the number of copies to be printed. You can select 1 to 9999 copies. To use the default setting for number of copies, select the **Auto** button.
- **Orientation:** This allows you to select the direction in which information is printed on a page.
 - **Auto:** Selects the default orientation setting.
 - **Portrait:** Prints across the width of the page, letter style.
 - **Landscape:** Prints across the length of the page, spreadsheet style.
- **2-Sided Printing:** You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented.
 - **Auto:** Selects the default 2-Sided Printing setting.
 - **1-Sided:** This option prints on one side of the media. Use this option when printing on envelopes, labels, or other media that cannot be printed on both sides.

- **2 Sided, Flip on Long Edge:** This option prints the job on both sides of the paper to allow binding on the long edge of the paper. The following illustrations show the result for documents with portrait and landscape orientations.



- **2 Sided, Flip on Short Edge:** Prints on both sides of the paper. The images print to allow binding on the short edge of the paper. The following illustrations show the result for documents with portrait and landscape orientations.



Paper

You can print on custom paper sizes that are within the minimum and maximum size range supported by the printer.

- **Paper Size:** This allows you to set the size of paper required for printing. Select the paper size required from the list. If the paper size is set to **Auto**, the printer automatically selects the paper size based on the original document.
- **Paper Type:** Set this option to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If printing **Envelopes**, ensure the Envelope type is selected. If the paper type is set to **Auto**, the printer automatically selects the paper type based on the printer settings.

Delivery

To print the job now, click the **Immediate print** option.

To restore the default values of any print job, click the **Restore Default Values** button.

Paper and Media

5

This chapter contains information about the different types of stock and stock sizes that can be used on your printer, available paper trays, and the types of stock and sizes supported by each tray.

This chapter includes:

- Supported Paper..... 97
- Loading Paper 101
- Setting Paper Size and Type 105
- Media Output Locations 107

Supported Paper


Your printer is designed to use various paper and other media types. To ensure the best print quality and to avoid jams, follow the guidelines in this section. For best results, use Xerox paper and media recommended for your printer.

Ordering Paper

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

General Paper Loading Guidelines

- Do not overfill the paper trays. When loading paper, do not fill above the Maximum Fill line indicated by the symbol ∇∇∇.
- Adjust the paper guides to fit the paper size.
- Fan paper before loading it in the paper tray.
- If excessive jams occur, use paper or other approved media from a new package.
- Use only paper envelopes. Print envelopes 1-sided only.
- Always use paper and other media that conforms to the specifications.
- Only use the special media recommended for use in laser printers.
- To prevent special media such as transparencies and label sheets from sticking together, remove them from the exit tray as they are printed.
- Place transparencies on a flat surface after removing them from the printer.
- Do not leave special media in the manual feed slot for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle transparencies carefully.
- To avoid fading, do not expose the printed transparencies to prolonged sunlight.
- Verify that your labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
- Ensure that there is no exposed adhesive material between labels.


 **CAUTION:** Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to printer components.

- Do not feed a sheet of labels through the printer more than once. The adhesive backing is designed for one pass only through the printer.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

Paper That Can Damage Your Printer

Some paper and other media types can cause poor output quality, increased paper jams, or damage your printer. Do not use the following:

- Rough or porous paper
- Inkjet paper
- Non-laser glossy or coated paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with embossed lettering, perforations, or texture that is too smooth or too rough
- Stapled paper
- Envelopes with windows, clasps and snaps, side seams, coated lining, self-adhesive seals, or other synthetic materials
- Damaged or poorly made envelopes
- Padded envelopes
- Plastic media

 **CAUTION:** The Xerox Warranty or Service Agreement does not cover damage caused by using unsupported paper or specialty media. Coverage could vary outside these areas. Please contact your local representative for details.

Paper Storage Guidelines

Storing your paper and other media properly contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. Ultraviolet light, from the sun and fluorescent bulbs, is particularly damaging to paper.
- Reduce the exposure of paper to strong lights for long periods of time.
- Maintain constant temperatures and relative humidity. Store unused media at temperatures between 59°F and 86°F (15°C to 30°C). The relative humidity should be between 10 % and 70 %.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture. Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load the paper into the printer. Leave stored paper in the original packaging. The paper wrapper protects the paper from moisture loss or gain.
- Some special media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it. Keep unused media in the bag and reseal it for protection.

Supported Standard Paper Sizes

Note: Some features may not be available on your model. Check your printer type in [Getting Started](#).

The table below shows the paper sizes supported for each tray for printing:

Name	Paper Size
A4	8.27 x 11.69 inches (210 x 297 mm)
Letter	8.5 x 11.0 inches (216 x 279 mm)
Legal	8.5 x 14.0 inches (216 x 355 mm)
Oficio	8.5 x 13.5 inches (216 x 343 mm)
Folio	8.5 x 13.0 inches (216 x 330 mm)
JIS B5	7.17 x 10.12 inches (182 x 257 mm)
ISO B5	6.93 x 9.84 inches (176 x 250 mm)
Executive	7.25 x 10.50 inches (184.2 x 266.7 mm)
A5	5.85 x 8.27 inches (148.5 x 210 mm)
A6	4.13 x 5.85 inches (105 x 148.5 mm)
Postcard	4 x 6 inches (101.6 x 152.4 mm)
Monarch Envelopes	3.88 x 7.5 inches (98.4 x 190.5 mm)
DL Envelopes	4.33 x 8.66 inches (110 x 220 mm)
C5 Envelopes	6.38 x 9.02 inches (162.0 x 229 mm)
C6 Envelopes	4.49 x 6.38 inches (114 x 162 mm)
No.10 Envelopes	4.12 x 9.5 inches (105 x 241 mm)

Supported Paper Types and Weights

The table below shows the paper types and weights supported for each tray::

Types	Supported Weights	Tray 1	Manual Feed Slot	Duplex Unit
Plain	19 to 24 lb (70 to 90 g/m ²)	O	O	O
Heavy weight	24 to 28 lb (91 to 105 g/m ²)	O	O	O
Thicker	43 to 58 lb (164 to 220 g/m ²)	X	O	X
Light weight	16 to 18 lb (60 to 70 g/m ²)	O	O	O
Cotton	20 to 24 lb (75 to 90 g/m ²)	X	O	X
Colored	20 to 24 lb (75 to 90 g/m ²)	X	O	X
Preprinted	20 to 24 lb (75 to 90 g/m ²)	X	O	X
Recycled	19 to 24 lb (70 to 90 g/m ²)	O	O	O
Transparency (A4 / Letter only)	37 to 39 lb (138 to 146 g/m ²)	X	O	X
Labels	32 to 40 lb (120 to 150 g/m ²)	X	O	X
Card Stock	32 to 43 lb (121 to 163 g/m ²)	O	O	X
Bond	28 to 32 lb (105 to 120 g/m ²)	O	O	O
Archive	28 to 32 lb (105 to 120 g/m ²) if you need to keep the print-out for a long period time, such as archives, select this option	O	O	X
Postcard	32 to 43 lb (121 to 163 g/m ²) card stock	X	O	X
Envelopes	20 to 24 lb (75 to 90 g/m ²)	X	O	X

Key:

O Supported **X** Not Supported

Loading Paper

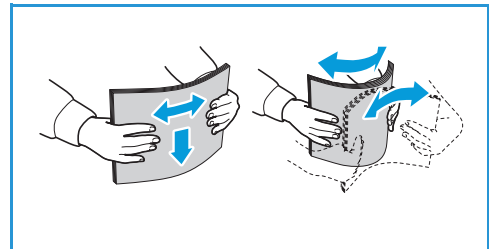
One paper tray and a manual feed slot are standard on your printer.

Various media sizes and types can be used in the trays. For more media specifications, refer to [Supported Paper](#).

Preparing Paper for Loading

Before loading paper into the paper trays, flex or fan the edges of the paper stack. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

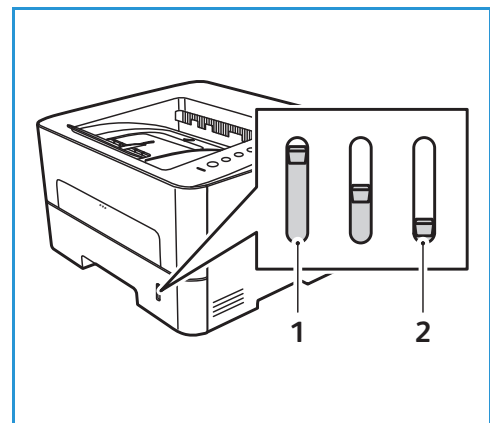
Note: To avoid unnecessary paper jams and misfeeds do not remove paper from its packaging until required.



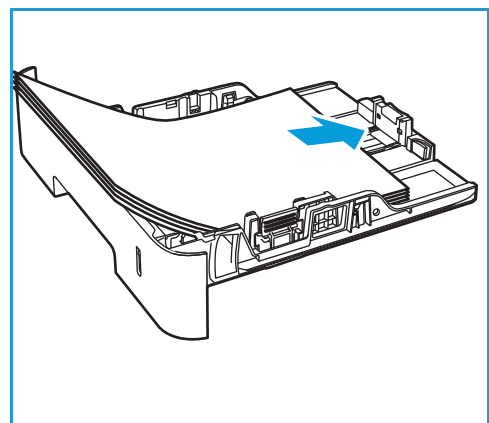
Loading Tray 1

The paper level indicator on the front of tray 1 shows the amount of paper currently left in the tray. When the tray is empty, the indicator is completely lowered as shown in the illustration: 1 shows full, 2 shows empty.

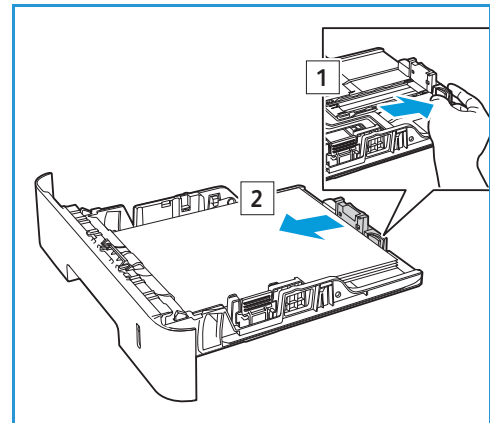
Using the instructions provided below, load paper into the printer. Tray 1 holds up to 250 sheets of 20 lb (80 g/m²) paper, A4 and letter only. It holds fewer sheets of other media sizes. For more media specifications, refer to [Supported Paper](#).



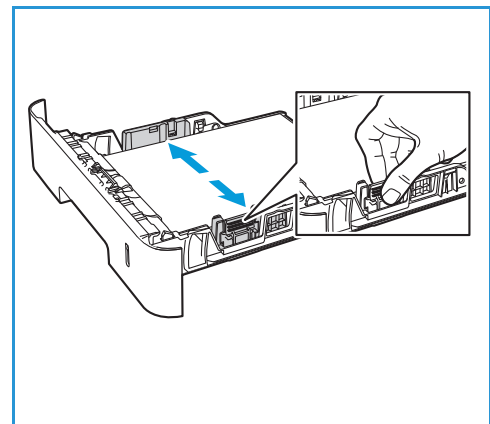
1. Pull out tray 1 and load paper into the tray, print side down. Do not fill above the Maximum Fill line indicated by the symbol $\nabla\nabla\nabla$.



2. To accommodate longer paper, press the paper tray extender lever (1) and slide the lever to the desired position. Press and slide the paper length guide (2) until it lightly touches the end of the paper stack.



3. Position the width guide by pressing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack.
4. Insert the paper tray into the printer.
5. After loading paper in the paper tray, ensure you select the **Paper** option in the print driver to specify the correct paper size and type. Not confirming the paper details may result in printing delays.



Using the Manual Feed Slot

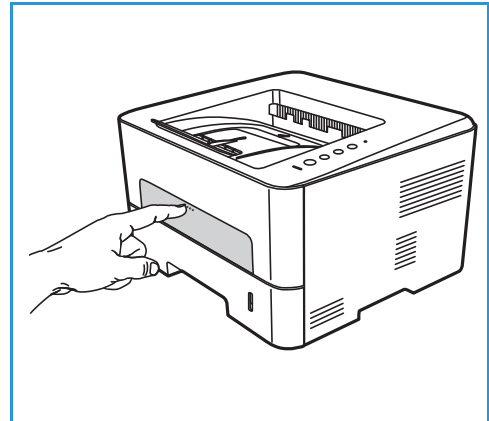
The manual feed slot is located on the front of your printer. It can be closed when not in use, making the product more compact. Use the manual feed slot to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper tray.

When using the manual feed slot for special media, it may be necessary to use the rear cover for the output. For further information refer to [Media Output Locations](#).

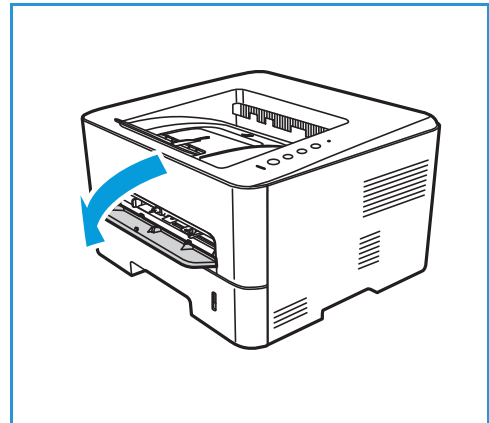
Acceptable print media is plain paper from 3.0 x 5.0 inches to 8.5 x 14 inches Legal (76 mm x 127 mm to 216 mm x 356 mm) and weighing between 16 lb and 58 lb (60 g/m² and 220 g/m²). For more media specifications, refer to [Supported Paper](#).

Loading the Manual Feed Slot

1. Press to open the manual feed slot, located on the front of the printer.



Note: The manual feed slot holds 1 sheet of the following media: 20 lb (80 g/m²) plain paper, transparency, label, envelope or cardstock.



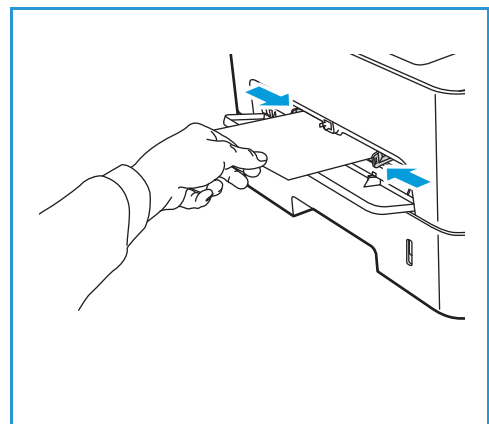
2. Load the print material between the width guides with the print side facing up.

Note: Hold a transparency by the edge and avoid touching the print side.

3. Adjust the paper guide to the width of the print material.

Note: If the media prints with curl, wrinkles, a crease, or black bold lines, open the rear cover and print again.

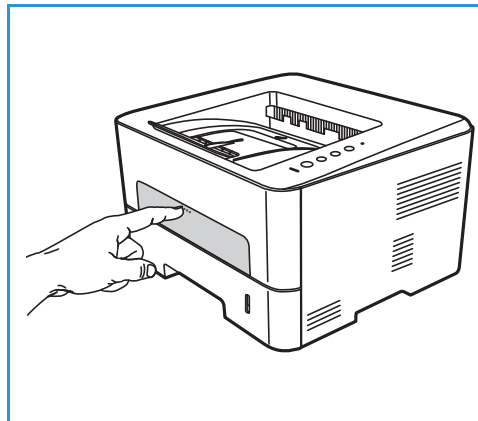
4. After loading paper in the manual feed slot, ensure you select the **Paper** option in the print driver to specify the correct paper size and type. For the source, you must select **Manual Feed Slot**. Not confirming the paper details may result in printing delays.



Envelope Mode

1. Press to open the manual feed slot, located on the front of the printer.
2. Remove any curl on the envelope before loading it into the manual feed slot.

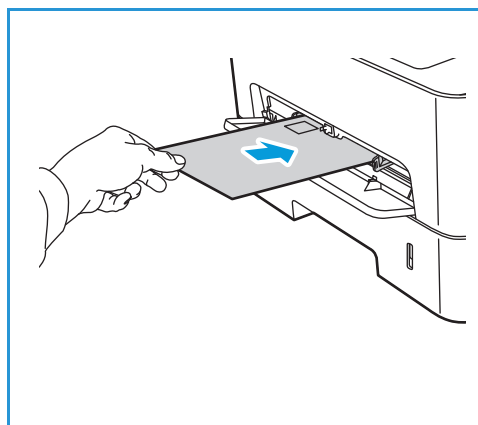
Note: For more information on media specifications, refer to [Media Specifications](#).



3. Load the envelope short edge feed and with the flap facing down as shown in the illustration.
4. Adjust the paper guide to the width of the print material.

Note: If the media prints with curl, wrinkles, a crease, or black bold lines, open the rear cover and print again.

5. After loading paper in the manual feed slot, ensure you select the **Paper** option in the print driver to specify the correct paper size and type. For the source, you must select **Manual Feed Slot**. Not confirming the paper details may result in printing delays.
6. After printing, close the manual feed slot.



Setting Paper Size and Type

To change the paper tray settings on your computer, use Xerox Easy Printer Manager or Xerox® CentreWare® Internet Services. For details, refer to [Changing Tray Settings at the Computer](#).

Alternatively, when printing, select the paper size and type in the application program you use on your computer. The settings made from the print driver on your computer override the settings on the control panel.

Changing Tray Settings at the Computer

If your device is directly connected to your computer using a USB direct connection, the paper settings can be set using Xerox Easy Print Manager. If your device is Ethernet or Wireless connected, the Xerox Easy Printer Manager connects to Xerox® CentreWare® Internet Services for configuring device settings.

Changing Tray Settings Using Xerox® CentreWare® Internet Services

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

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).
3. Click **Tray Settings**, then configure the tray mode and prompt settings:
 - **Manual Feed Slot:**
Select **Static** or **Bypass** mode.
 - **Bypass mode:** This option ignores the tray attributes for printing a job. The print job will use the media in the tray.
 - **Static mode:** This option designates a tray as available for all jobs that use the type of paper in the tray, and for print jobs that do not specify a tray.

To display a message at the control panel to prompt users to change paper settings, click **Enable**.
 - **Tray 1:** To display a message at the control panel to prompt users to change paper settings, click **Enable**.
4. Click **Apply**.
5. Click **Services** → **Printing** → **General**.
6. Scroll to the **Tray Menu** settings, then configure the paper size and type settings:
 - **Tray 1:** Select a paper size and paper type from the drop-down menus.
 - **Manual Feed Slot:** Select a paper size and paper type from the drop-down menus.
7. Click **Apply**.

Changing Tray Settings Using Xerox Easy Printer Manager

1. At your computer, open **Xerox Easy Printer Manager**.
2. Select the printer.
3. Click **Advanced Setting** or **Machine Settings**.
4. If using Windows, click **Device Settings**.

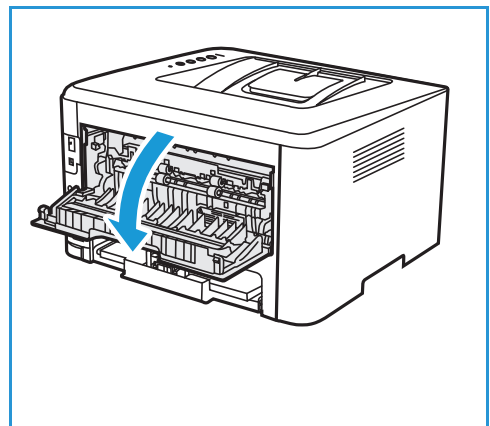
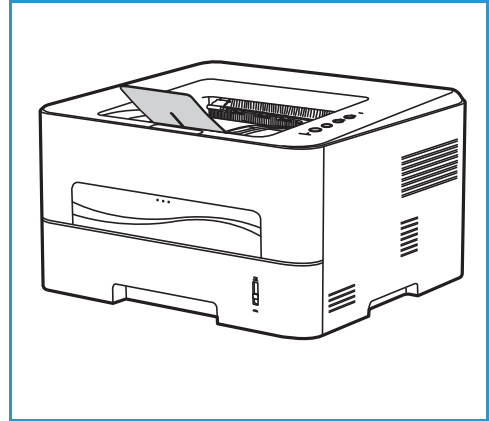
Note: If your device is Ethernet or Wireless connected, device settings are configured using Xerox® CentreWare® Internet Services. Refer to [Changing Tray Settings Using Xerox® CentreWare® Internet Services](#).

5. Select **Input Tray** and change the settings for each paper source:
 - Set the **Tray 1** paper size and type.
 - Set the **Manual Feed Slot** paper size and type.
6. If available, for **Tray Settings**, select the options required.
7. Click **Save**.

Media Output Locations

The device has two output locations:

- Output tray, face down, up to a maximum of 150 sheets of 20 lb (80 g/m²) paper.
- Rear cover, face up, one sheet at a time.



The device sends output to the output tray by default. If special media, such as envelopes, print out with wrinkles, curl, creases, or black bold lines, the rear cover should be used for the output. Open the rear cover and keep it open while printing one sheet at a time.

Note: The rear cover output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

Using the Output Tray

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

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

Notes:

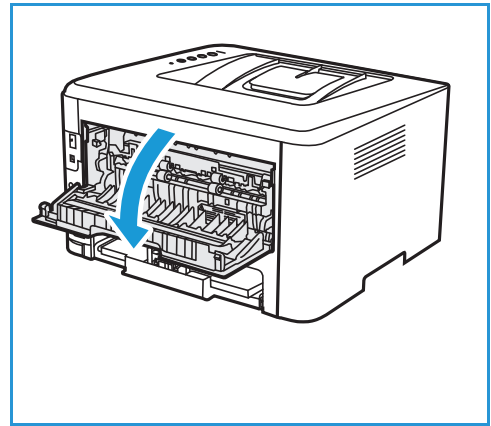
- If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear cover.
- To reduce paper jams, do not open or close the rear cover while the printer is printing.

Using the Rear Cover

When using the rear cover, paper comes out of the device face up. Printing from the manual feed slot to the rear cover provides a straight paper path and might improve the output quality when printing on envelopes or special media. Whenever the rear cover is open, the output is delivered there.

Note: The rear cover output can only be used for simplex jobs. Duplex printing with the rear cover open causes paper jams.

! **CAUTION:** The fuser area inside the rear cover of your device becomes very hot when in use. Take care when you access this area.




Maintenance


6


This chapter includes:


- General Precautions 110
- Cleaning the Printer 111
- Supplies..... 114
- Managing the Printer 121
- Moving the Printer 123


General Precautions


 **CAUTION:** Do not expose the drum cartridge to direct sunlight or strong indoor fluorescent lighting. Do not touch or scratch the surface of the drum.

 **CAUTION:** When cleaning your printer do not use organic or strong chemical solvents or aerosol cleaners. Do not pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation.

 **WARNING:** Keep all cleaning materials out of the reach of children.

 **WARNING:** Do not use pressurized spray cleaning aids on or in the printer. Some pressurized sprays contain explosive mixtures and are not suitable for use in electrical applications. Use of pressurized spray cleaners increases the risk of fire and explosion.

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

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

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

Cleaning the Printer

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

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

Cleaning the Exterior

Control Panel, Paper Tray, and Output Tray

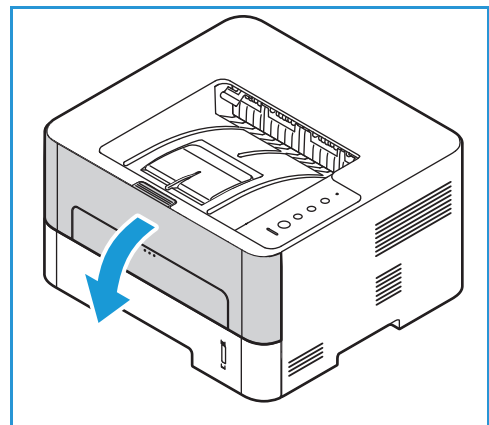
Regular cleaning keeps the control panel, and other printer areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the control panel.
3. Wipe clean the output tray, paper tray, and other outside areas of your printer.
4. Remove any residue with a clean cloth or paper towel.

Cleaning the Interior

During the printing process, paper, toner, and dust particles can accumulate inside the printer. This can cause print quality problems, such as toner specks or smearing. Cleaning inside the printer clears and reduces these problems.

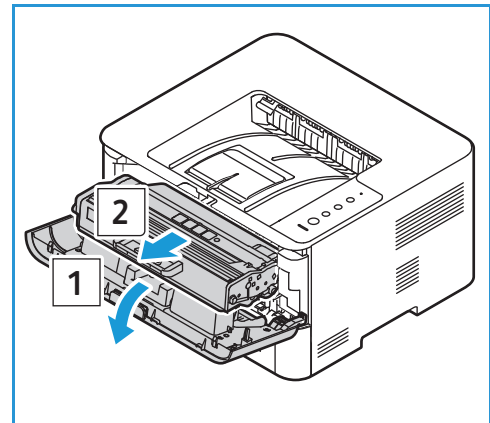
1. Power off the printer and unplug the power cord. Wait for the printer to cool down.
2. Open the front cover of the printer.



- Pull the toner cartridge out and place it on a clean flat surface. Then remove the drum cartridge and place it on a clean flat surface.

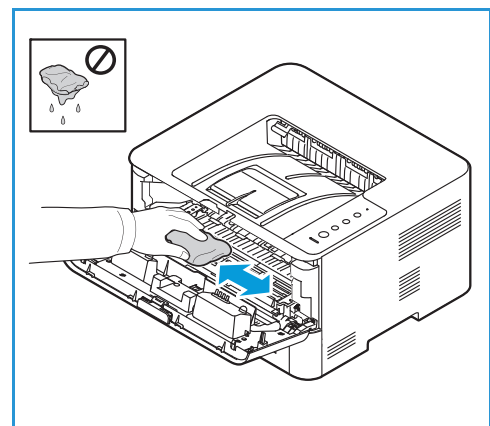
! CAUTION:

- To prevent damage to the drum cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green surface on the underside of the cartridge. Use the handle on the cartridge to avoid touching this area.

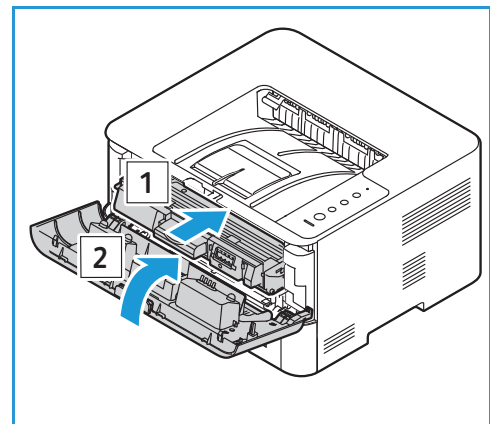


- With a dry, lint-free cloth, wipe away any dust and spilled toner from the cartridge area inside the printer.

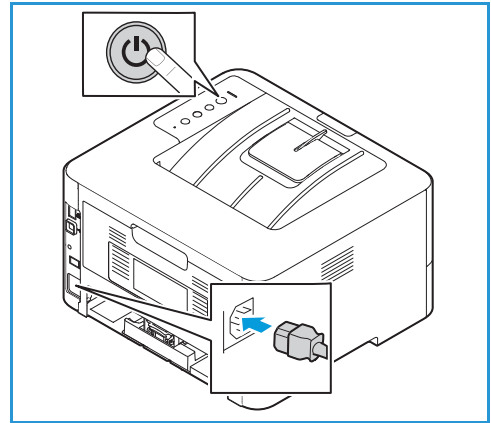
- ! CAUTION:** While cleaning the inside of the printer, be careful not to damage any inside parts. Do not use solvents such as benzene or thinner to clean. Printing quality problems can occur and damage can be caused to the printer.



- Re-install the drum cartridge and then the toner cartridge. Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until each locks into place.
- Close the front cover.



7. Plug in the power cord and power on the printer. When the green system status light is solid, the printer is ready..



Supplies

Consumables

Consumables are printer supplies that get depleted during the operation of the printer. Consumable items for this printer include the following:


- Toner Cartridge
- Drum Cartridge

Install only new cartridges in your printer. If a used toner cartridge is installed, then the toner remaining amount displayed could be inaccurate. To ensure print quality, the toner cartridge has been designed to cease functioning at a predetermined point.

Each new consumable includes installation instructions.

Follow the guidelines below for storing and handling consumables:

- Always store cartridges unopened and inside their original package.
- Store the correct side up in a horizontal position (not standing on end).
- Do not store consumables in:
 - Temperatures greater than 40°C (104°F).
 - Humidity range less than 30 % and not greater than 80 % .
 - An environment with extreme changes in humidity or temperature.
 - Direct sunlight or room light.
 - Dusty places.
 - A vehicle for a long period of time.
 - An environment where corrosive gases are present.
 - An environment with salty air.
- Do not store consumables directly on the floor.

 **CAUTION:** The toner and drum cartridges contain components that are sensitive to light, temperature, and humidity. Follow the recommendations provided to ensure the optimum performance, highest quality, and longest life from your new cartridge.

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

Ordering Supplies

Warning indicators appear on the control panel when supplies near their replacement time. Verify that you have replacements on hand. It is important to order these items when the indicators first appear to avoid interruptions to your printing.

For more information about Status Indicators, refer to [Status Indicators](#).

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

Xerox supplies for your printer can be ordered in several ways:

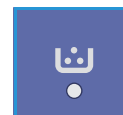
- Contact your local Xerox Representative or reseller. Provide your company name, product number and the printer serial number.

Note: The printer's serial number is located on the data plate on the rear cover, and is printed on the Configuration report.
- Order supplies online at www.xerox.com/office/supplies.
- Access the Xerox web page from Xerox Easy Printer Manager:
 - a. At your computer, open **Easy Printer Manager**.
 - b. Select the printer for which you want to order supplies.
 - c. Select the **Order Supplies** button.
 - d. When another window pops up, select **Order Supplies**. When the Xerox web page for ordering supplies appears, place your order.
- Access the Xerox web page from Xerox® CentreWare® Internet Services:
 - a. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
 - b. Click **Support**.
 - c. Click the link to go to the Xerox website to order supplies online, or use the Supplies contact details shown to place a telephone order.

Supply Status Information

If you enabled the Low Toner Indicator during the setup of your printer, an orange LED symbol at the top of the control panel indicates the status of the toner level in the toner cartridge.

- When the toner symbol light is off, the toner cartridge still has normal capacity.
- When the toner symbol light is blinking orange, a small amount of toner is left in the cartridge. The cartridge is close to its estimated limit of use. Check that a new Xerox replacement toner cartridge is available and order one if not. You may temporarily increase the printing quality by redistributing toner; refer to [Redistributing Toner](#).
- When the toner symbol light is solid orange, it is time to replace the cartridge. Refer to [Replacing the Toner Cartridge](#).



You can check the status and percentage of life remaining for your printer supplies by printing a Supplies Usage report at the control panel, using Xerox® CentreWare® Internet Services, or using Xerox Easy Printer Manager. When printer supplies near their replacement time, warning alerts appear on the control panel.

Printing the Supplies Usage Report at the Control Panel

The Supplies Usage Report provides coverage information and part numbers for reordering supplies. The date a supply item was installed appears on the report.

1. On the printer control panel, press and hold the red **Cancel** button for about 6 seconds.
2. When the Printer Status LED blinks fast, release the button.
The Supplies Usage report is printed.

Checking Supplies Status Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Status**.
3. Click **Consumables**.
Toner Cartridge and Drum Cartridge status information is shown.

Checking Supplies Status Using Xerox Easy Printer Manager

1. At your computer, open **Easy Printer Manager**.
2. Select the printer.
3. Select the **Home** page.
Device status, Supplies information and Paper information is shown.

Toner Cartridge

General Precautions

WARNING:

- When replacing the toner cartridge, be careful not to spill the toner. If any toner spills, avoid contact with clothes, skin, eyes, and mouth. Do not inhale the toner dust.
- Keep toner cartridges out of the reach of children. If a child accidentally swallows toner, have the child spit out the toner, and rinse the mouth with water. Consult a physician immediately.
- Use a damp cloth to wipe off spilled toner. Never use a vacuum cleaner to remove spills. Electric sparks inside the vacuum cleaner can cause a fire or explosion. If you spill a large volume of toner, contact your local Xerox representative.
- Never throw a toner cartridge into an open flame. Remaining toner in the cartridge can catch fire and cause burn injuries or an explosion.

Redistributing Toner

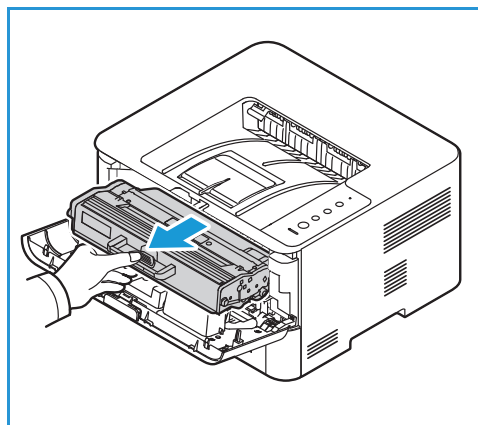
When the toner cartridge is near the end of its life:

- White streaks on prints or light printing occurs.
- The low toner status indicator appears if the Low Toner Alert feature was enabled in Xerox® CentreWare® Internet Services. An error message will also appear on the user interface.

If either condition occurs, you can temporarily improve print quality by redistributing the remaining toner in the cartridge. In some cases, white streaks or light printing will still occur even after you have redistributed the toner.

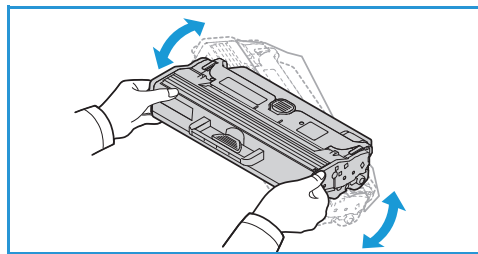
Follow these steps to redistribute the toner in your cartridge and temporarily improve print quality.

1. Open the front cover.
2. Pull the toner cartridge out.

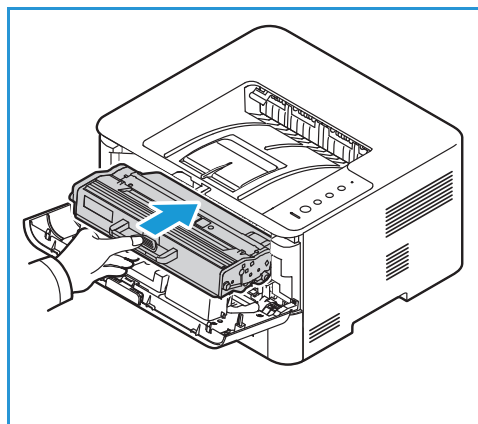


3. Slowly shake the cartridge five or six times to distribute the toner evenly inside the cartridge.

Note: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.



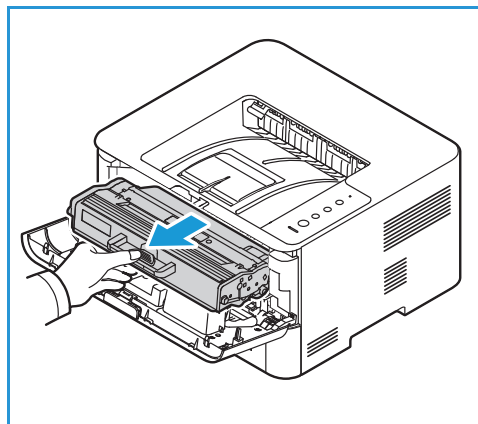
4. Re-install the toner cartridge by inserting it slowly into the printer.
5. Close the front cover. Make sure that the door is securely closed. When the green system status light is solid, the printer is ready.



Replacing the Toner Cartridge

Replace the toner cartridge using the following instructions.

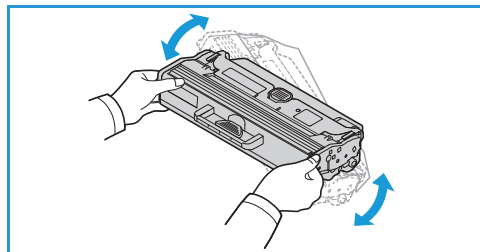
1. Open the front cover.
2. Pull out the toner cartridge.



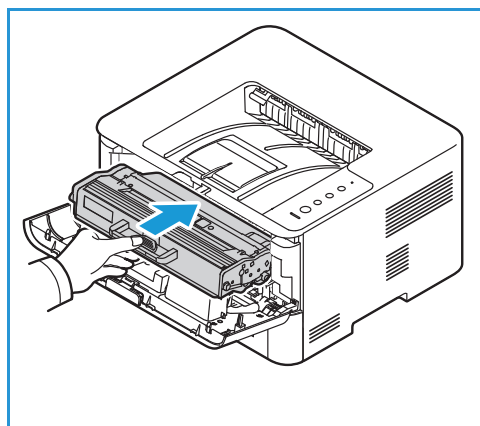
3. Remove the new toner cartridge from the packaging. Remove the protective materials from the cartridge as directed in the packaging labels.

4. Slowly shake the new cartridge five or six times to distribute the toner evenly inside the cartridge.

Note: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.



5. Hold the cartridge by the handle. Slowly insert the cartridge into the opening in the printer. Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until it locks into place.
6. Close the front cover. Make sure that the door is securely closed. When the green system status light is solid, the printer is ready.



Drum Cartridge

General Precautions

 **WARNING:**

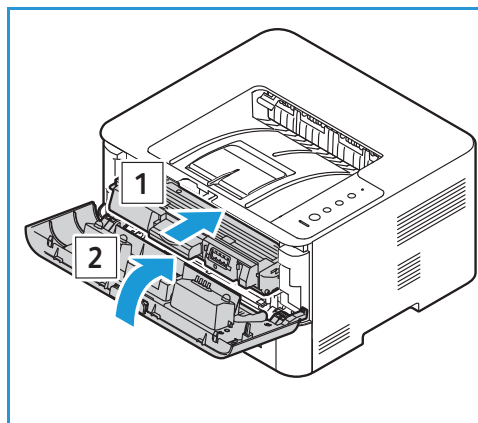
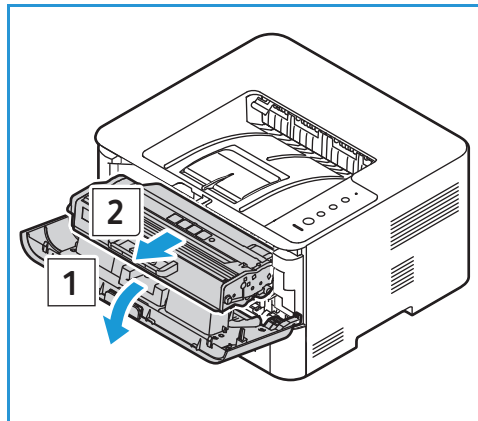
- Keep drum cartridges out of the reach of children.
- Never throw a drum cartridge into an open flame.
- Do not touch the surface of the photosensitive drum in the drum cartridge.
- Do not expose the cartridge to unnecessary vibrations or shock.
- Never manually rotate the drum in the drum cartridge, especially in the reverse direction; this can cause internal damage.
- To prevent damage to the drum cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.

Replacing the Drum Cartridge

1. Open the front cover.
2. Pull the toner cartridge out and place it on a clean flat surface.
3. Pull the drum cartridge out slowly.
4. Remove the new drum cartridge from the packaging. Follow directions on the packaging to remove the tape and appropriate packaging pieces from the new cartridge. Use the handle on the cartridge to avoid touching sensitive parts that can be easily damaged.

! CAUTIONS:

- To prevent damage to the drum cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
 - Do not touch the green surface on the underside of the cartridge. Use the handle on the cartridge to avoid touching this area.
5. Hold the drum cartridge by the handle and insert it into the printer until it locks into place.
 6. Re-install the toner cartridge.
 7. Close the front cover. Make sure that the door is securely closed. When the green system status light is solid, the printer is ready.



Recycling Supplies

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

Managing the Printer

Billing Meter Information

You can view billing meter information using Xerox® CentreWare® Internet Services. The billing meter displays the total number of impressions that the printer generated or printed during its lifetime. You cannot reset the counters. A page is counted as one side of a sheet of paper. For example, a sheet of paper that is printed on two sides counts as two impressions.

Viewing Billing Information Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Properties**.
3. Click **General Setup** → **Billing & Counters**.
4. To view the printer serial number and total impressions, click **Billing Information**. To update the page, click the **Refresh** option.
5. To view the count for each type of device usage, click **Usage Counters**. To update the page, click the **Refresh** option.

Software Updates

Xerox is continually seeking to improve its products. A software revision may become available to improve the functionality of your printer. The Software Upgrade feature allows the customer to upgrade the printer software without needing a Customer Service Representative to be present.

The software can be upgraded over a network connection using Xerox® CentreWare® Internet Services.

Before starting please ensure that the following tasks have been performed:

- Any jobs in the printer queue must be allowed to complete or be deleted before initiating a software upgrade. The software upgrade procedure will prevent further jobs from being received until the upgrade has completed.
- Obtain the new software upgrade file for your printer from www.xerox.com/office/B210drivers. Select the correct upgrade file for your printer model. The upgrade file will have an extension of **.hd**. Download the upgrade file to a local or network drive. You will be able to delete the file after the upgrade procedure.
- TCP/IP and HTTP protocols must be enabled on the printer so that the printer web browser can be accessed.

All configured network settings and installed options will be retained by the printer after the software upgrade process.

Updating the Software

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Select **Properties**.
3. Select **Maintenance**.
4. Select **Upgrade Management**.

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

5. Select the **Upgrades** enable check box.
6. Select the **Firmware Upgrade**.
7. Select **Browse** or **Choose File**. Locate and select the software upgrade **.hd** file obtained earlier, then select **Open**.
8. Select **Install Software**.
The firmware will now be verified and display information about processing the upgrade file.
9. Select **OK**.
The upgrade should take less than 10 minutes unless there are network issues.

Once the printer has completed the upgrade it will reboot automatically. The configuration report will print (if enabled). Check the configuration report to verify that the software level has changed.


Moving the Printer

WARNING:

- To lift the printer, always use the hand holds on each side of the printer.
- When moving the printer, do not tilt or turn it upside down as the inside of the printer may become contaminated with toner, which can cause damage to the printer or adversely affect print quality.
- To prevent you from dropping the printer or injury, lift the printer firmly by gripping the recessed areas on both sides of the printer. Never lift the printer by gripping any other areas.

Follow these instructions when moving the printer:

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


 **WARNING:** To prevent electric shock, never touch the power plug with wet hands. When removing the power cord, ensure that you pull the plug and not the cord. Pulling the cord can damage it, which can lead to fire or electric shock.

2. Remove any paper or other media from the output tray. If the output tray extension is open, close it.
3. Remove any paper from the paper tray. Keep the paper wrapped and away from humidity and dirt.
4. Lift the printer firmly by gripping the recessed areas on both sides of the printer, then move it to the required location.

Note:

- When moving the printer, do not tilt it more than 10 degrees in any direction. Tilting the printer more than 10 degrees can cause toner spillage.
- When moving the printer over a long distance, remove the drum cartridge and toner cartridge to prevent toner from spilling.



 **CAUTION:** Failure to repackage the printer properly for shipment can result in damage not covered by the Xerox Warranty or Service Agreement. The Xerox Warranty or Service Agreement do not cover damage to the printer caused by improper moving.

After moving the printer:

1. Reinstall any parts that you removed.
2. Reconnect the printer to the cables and power cord.
3. Plug in and power on the printer.

Troubleshooting

7

This chapter includes:

- [Troubleshooting Overview](#)..... 125
- [General Troubleshooting](#) 128
- [Paper Jams](#) 133
- [Printing Problems](#)..... 142
- [Print-Quality Problems](#)..... 148
- [Getting Help](#)..... 153

Troubleshooting Overview

This section provides information on what to do if a problem occurs with your printer. If a problem occurs, the printer status light changes to indicate the error.

Problem Solving Procedure

Perform the following problem solving procedure:





1. When the printer status light changes or an error occurs, follow the steps indicated in this section to resolve the problem.
2. If the problem cannot be resolved, power off and on, and try the job again.


If the problem persists, call for service. When you call for service, provide the service representative with the device serial number, IP address, and a description of the error.

For information about locating the printer serial number, refer to [Locating the Serial Number](#).

Status Indicators

The color of each Status LED on the control panel indicates the printer's current status in several areas of operation. The table below describes how to interpret each LED and its status indicators.

Status LED	Color	Status	Description
Printer Status 	None	Off	<ul style="list-style-type: none"> The printer is offline. The printer is in power save mode.
	Green	On	The printer is on-line and ready to be used.
		Blinking	<ul style="list-style-type: none"> Blinking slowly: The printer is receiving and printing data. Blinking rapidly: the printer is printing data.
	Red	Blinking	A minor error has occurred and the printer is waiting for the error to be cleared. When it clears, the printer resumes.
		On	<ul style="list-style-type: none"> A cover is open. Close the cover. There is no paper in the tray. Load paper in the tray, refer to Loading Paper. The printer has stopped due to a major error. Reboot the power and try the print job again. If the problem persists, call for service. The Drum Cartridge has almost reached its estimated life. It is recommended to replace the Drum Cartridge now, refer to Replacing the Drum Cartridge.
	Orange	Blinking	Upgrading firmware.
		On	A paper jam has occurred, refer to Clearing Paper Jams .
Toner 	Orange	Blinking	Small amount of toner is left in the cartridge. Prepare a new cartridge for replacement. You may temporarily increase the printing quality by redistributing the toner, refer to Redistributing Toner .
		On	The toner cartridge has almost reached its estimated cartridge life. It is recommended to replace the toner cartridge, refer to Replacing the Toner Cartridge .
		Off	The toner cartridge is at normal capacity.
WPS 	Blue	Blinking	The printer is connecting to a wireless network.
		On	The printer is connected to a wireless network
		Off	The printer is not connected to a wireless network.
Power 	Blue	On	The printer is in power save mode.
		Off	The printer is in ready mode or the printer's power is off.

Status LED	Color	Status	Description
Duplex Printing 	Green	On	Duplex printing is on.
		Off	Duplex printing is off.

General Troubleshooting

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

Restarting the Printer

To restart the printer, refer to [Power Options](#).

Note: If restarting the printer does not resolve the problem, refer to [Printer Fails to Power On](#) and [Printer Resets or Powers Off Frequently](#).

Printer Fails to Power On

Probable Causes	Solutions
The power switch is not switched on.	At the printer control panel, press the Power On/Off button. For details, refer to Powering On the Printer .
The power cord is not plugged into the outlet correctly.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer.
The printer requires a full reset.	Power off the printer, then unplug the power cord and wait 30 seconds. Plug the power cord into the outlet securely, then press the Power On/Off button.
Something is wrong with the outlet connected to the printer.	<ul style="list-style-type: none"> Plug another electrical appliance into the outlet and check if it operates properly. Try a different outlet.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in Electrical Specifications .

Printer Resets or Powers Off Frequently

Probable Causes	Solutions
The power cord is not plugged into the outlet correctly.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer.
A system error occurred.	Power off the printer, then power on again. If the error persists, contact a service representative.
The printer is connected to an uninterruptible power supply.	Power off the printer, then connect the power cord to a suitable outlet.
The printer is connected to a power strip shared with other high-power devices.	Plug the printer directly into the outlet or into a power strip that is not shared with other high-power devices.

Document Prints from the Wrong Tray

Probable Causes	Solutions
An application and print driver have conflicting tray selections.	<ol style="list-style-type: none"> In the print driver, ensure that you have selected the correct tray. Access the application from which you are printing, then go to the page setup or printer settings. Set the paper source to match the tray selected in the print driver, or set the paper source to Auto Select.

Paper Tray Fails to Close

Probable Causes	Solutions
Debris or an object is blocking the paper tray.	Remove the debris or object that is blocking the paper tray.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower printing mode. For example, the printer is set to print on Heavy weight paper.	It takes more time to print on certain types of special paper. Ensure that the paper type is set properly in the print driver.
The printer is in power saver mode.	It takes time for printing to start when the printer is exiting power saver mode.
The way the printer was installed on the network.	Determine if a print spooler or a computer sharing the printer is buffering all print jobs, then spooling the jobs to the printer. Spooling can slow print speeds. To test the speed of the printer, print information pages, refer to Information Pages . If the page prints at the rated speed of the printer, check for a network or printer installation issue.
The job is complex.	Wait for the document to finish printing.
The print-quality mode in the print driver is set to High Resolution	In the print driver, change the print-quality mode to Standard.

Print Job Fails to Print

Probable Causes	Solutions
The printer has an error.	<ul style="list-style-type: none"> To clear the error, power off the printer, then power it on again. If the error persists, contact a service representative.
The printer is out of paper.	Load paper into the tray. For details, refer to Loading Paper .
The toner cartridge is empty.	Replace the empty toner cartridge. For details, refer to Replacing the Toner Cartridge .
The power cord is not plugged into the outlet correctly.	Power off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then power on the printer.

Probable Causes	Solutions
The printer is busy.	<ul style="list-style-type: none"> • Determine if a previous print job is the problem. If necessary, delete the previous print job. • Load paper in the tray. • Check the Ethernet connection between the printer and computer. Power off the printer, then power it on again. • Check the USB connection between the printer and computer. Power off the printer, then power it on again.
The printer cable is disconnected.	<ul style="list-style-type: none"> • Check the Ethernet connection between the printer and computer. Power off the printer, then power it on again. • Check the USB connection between the printer and computer. Power off the printer, then power it on again.
The toner cartridge is empty.	Check supplies status, for details refer to Supply Status Information . If the toner cartridge is empty, open the front cover, then replace the toner cartridge. For instructions, refer to Replacing the Toner Cartridge .
The drum cartridge has reached end of life.	Check supplies status, for details refer to Supply Status Information . If the drum cartridge has reached end of life, open the front cover, then replace the drum cartridge. For instructions, refer to Replacing the Drum Cartridge .

Printer Makes Unusual Noises

Probable Causes	Solutions
There is an obstruction or debris inside the printer.	<ol style="list-style-type: none"> 1. Power off the printer. 2. Remove the obstruction or debris. <p>Note: If you cannot remove the obstruction or debris, contact a service representative</p>

Condensation has Formed Inside the Printer

Moisture can condense inside a printer when the humidity is above 85 % or when a cold printer is in a warm room. Condensation can form in a printer after it has been sitting in a cold room that is heated quickly.

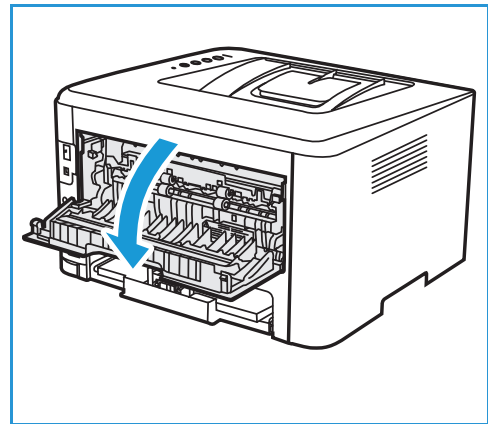
Probable Causes	Solutions
The printer has been sitting in a cold room.	<ul style="list-style-type: none"> • Before operating the printer, allow it to acclimate for several hours. • Allow the printer to operate for several hours at room temperature.
The relative humidity of the room is too high.	<ul style="list-style-type: none"> • Reduce the humidity in the room. • Move the printer to a location where the temperature and relative humidity are within the operating specifications. For details, refer to Environmental Specifications.

Paper Curl

If your printed output has more than 20 mm curl, or wrinkling occurs when printing envelopes, use the rear exit.

1. Open the rear cover.
2. Leave the rear cover open. Prints will be delivered face up.

Note: The rear cover output can only be used for simplex jobs one sheet at a time. Do not leave rear cover open for duplex jobs.



Paper Jams

Minimizing Paper Jams

The printer is designed to function with minimal paper jams using Xerox® supported paper. Other paper types can cause jams. If supported paper is jamming frequently in one area, clean that area of the paper path.

The following can cause paper jams:

- Selecting the incorrect paper type in the print driver.
- Using damaged, creased, damp or highly curly paper.
- Using unsupported paper.
- Loading paper incorrectly.
- Overfilling the tray.
- Adjusting the paper guides improperly.

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

- Use only supported paper. For details, refer to [Supported Paper](#).
- Follow proper paper handling and loading techniques.
- Always use clean, undamaged paper.
- Avoid paper that is curled, torn, moist, creased, or folded.
- To separate the sheets before loading into the tray, fan the paper.
- Observe the paper tray fill line. Do not overfill the paper tray.
- After you insert paper in a tray, adjust the paper guides in the tray. A paper guide that is not properly adjusted can cause poor print quality, misfeeds, skewed prints, and printer damage.
- After you load paper in a tray, select the correct paper type and size in the print driver.
- In the print driver, select the correct paper type and size for the print job.
- Store paper in a dry location.
- Use only Xerox® paper designed for the printer.

Avoid the following:

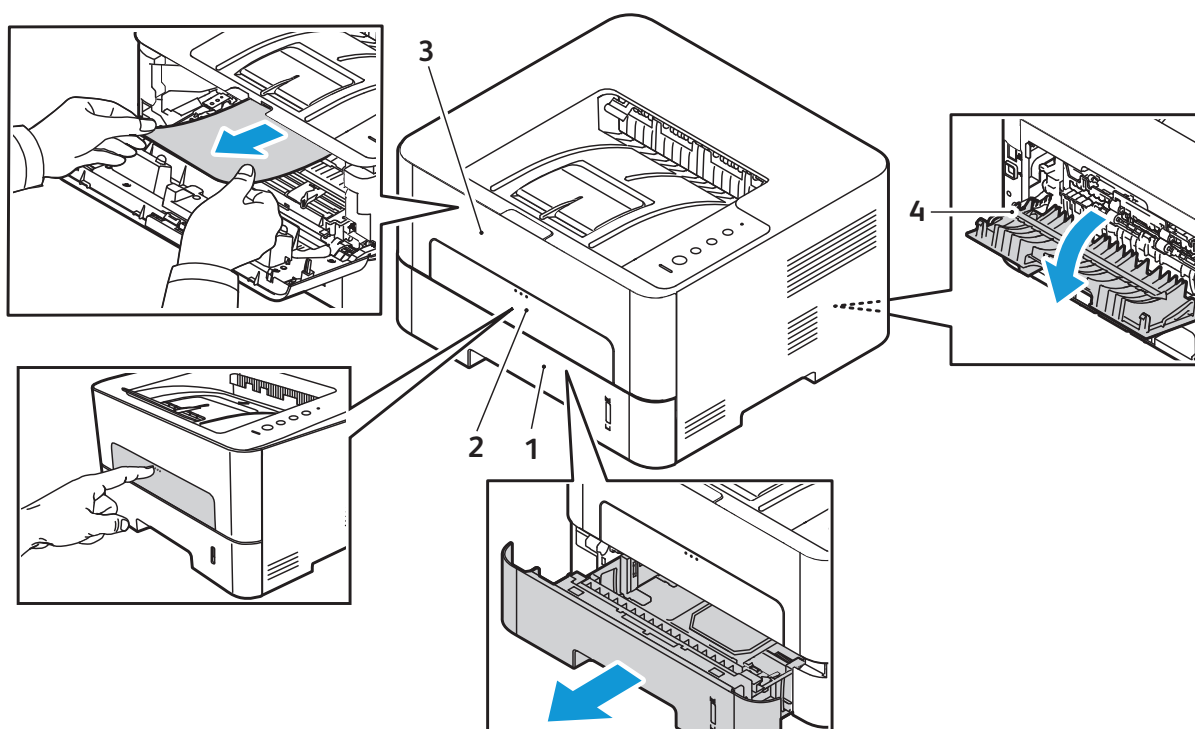
- Polyester-coated paper that is designed specially for ink jet printers.
- Removing paper from the tray while your printer is printing.
- Loading more than one type, size, or weight of paper in a tray at the same time.
- Allowing the output tray to overfill.
- Printing duplex output with the rear door open.

Locating Paper Jams

⚠ WARNING: To avoid injury, never touch a labeled area on or near the heat roller in the fuser. If a sheet of paper is wrapped around the heat roller, do not try to remove it immediately. Power off the printer immediately, and wait 30 minutes for the fuser to cool. After the printer cools, try to remove the jammed paper. If the error persists, contact a service representative.

⚠ CAUTION: Do not attempt to clear any paper jams using tools or instruments. Using tools or instruments can damage the printer permanently.

The following illustration shows where paper jams can occur:



- | | |
|---------------------|-------------------------------|
| 1. Paper Tray 1 | 3. Inside the Printer |
| 2. Manual Feed Slot | 4. Duplex and Rear Exit Areas |

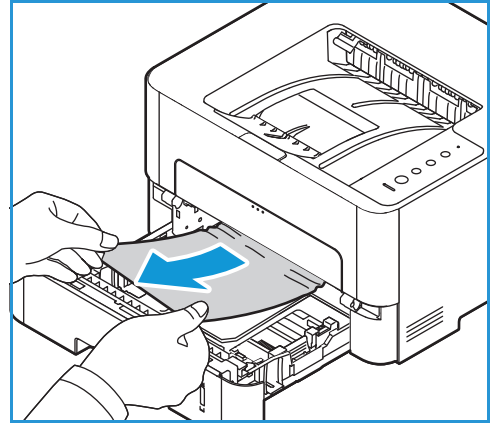
Clearing Paper Jams

Clearing Paper Jams from Tray 1

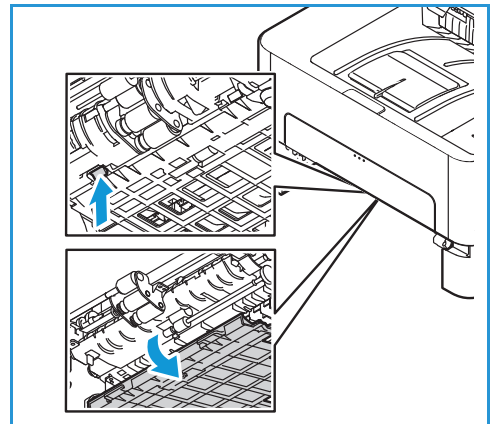
To resolve the error, clear all paper from the paper path.

Note: If you cannot clear the paper jam by following this procedure, refer to [Clearing Paper Jams from Inside the Printer](#).

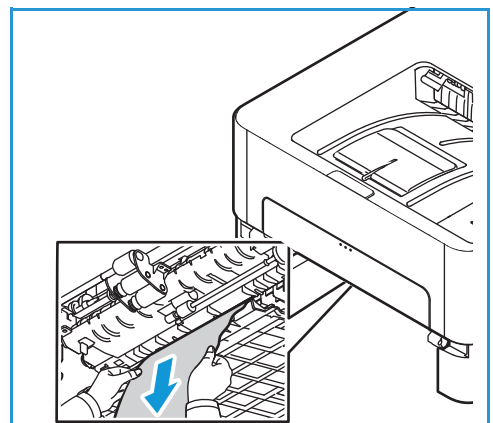
1. Pull out the paper tray.
2. Remove any jammed paper by gently pulling it straight out.



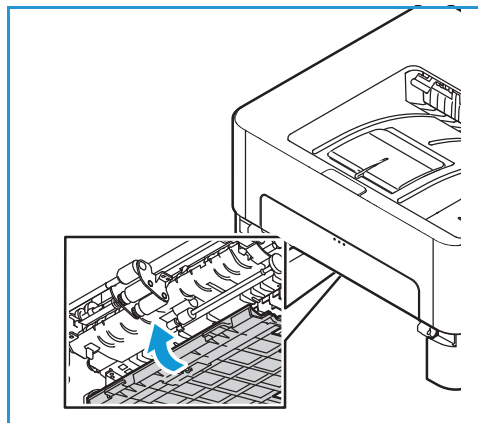
3. Release the green latch positioned on the left side, above where the paper tray sits.



4. When the baffle drops down, remove any paper from that area of the paper path.



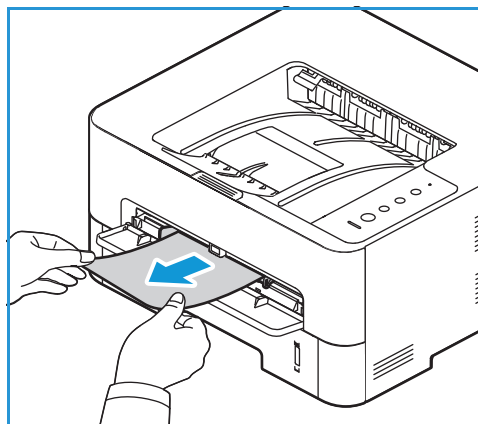
5. Push the baffle back up in place until the green latch clicks into place.
6. Ensure the paper is loaded correctly. Insert the tray back into the printer until it snaps into place. Printing automatically resumes.



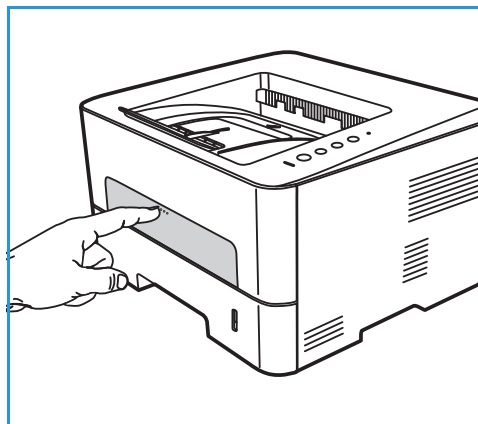
Clearing Paper Jams at the Manual Feed Slot

To resolve the error, clear all paper from the manual feed slot.

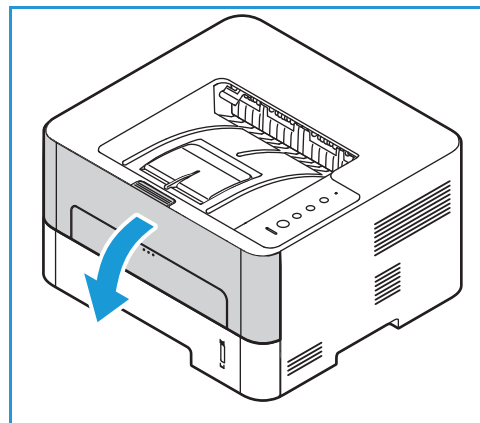
1. If the paper is not feeding properly, pull the paper out of the printer.



2. Close the manual feed slot cover.



3. Open the printer front cover and then close it.
4. Re-load the paper in the manual feed slot to resume printing.

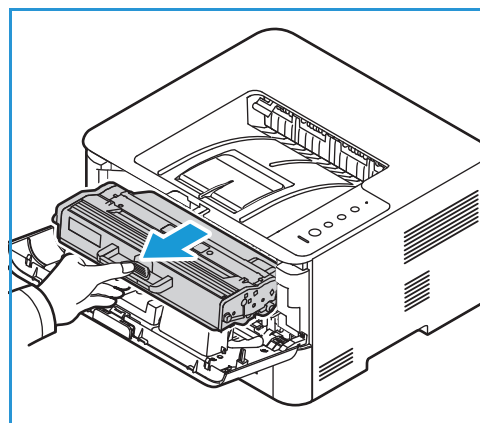


Clearing Paper Jams from Inside the Printer

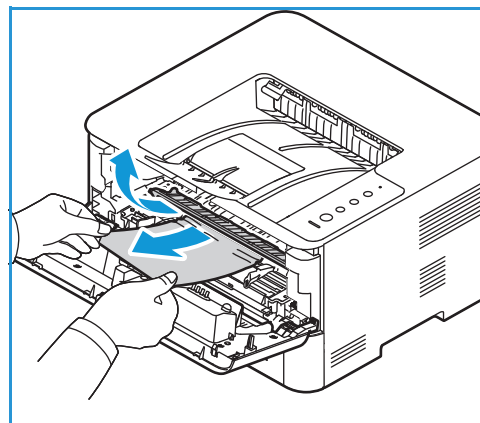
To resolve the error, clear all paper from inside the printer.

! **CAUTION:** Some areas of the printer are hot. Take care when removing paper from the printer.

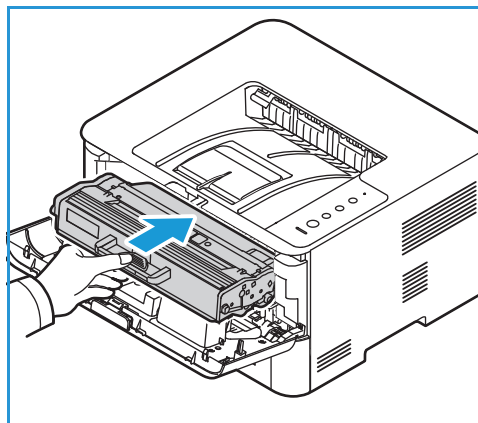
1. Open the front cover. Pull the toner cartridge out.



2. Remove the jammed paper by gently pulling it straight out.



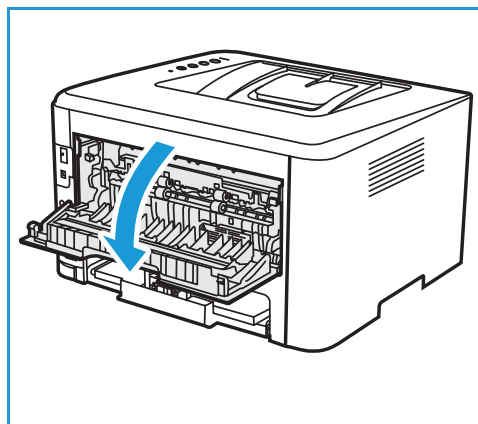
3. Re-install the toner cartridge by inserting it slowly into the printer.
4. Close the printer cover. Printing automatically resumes.



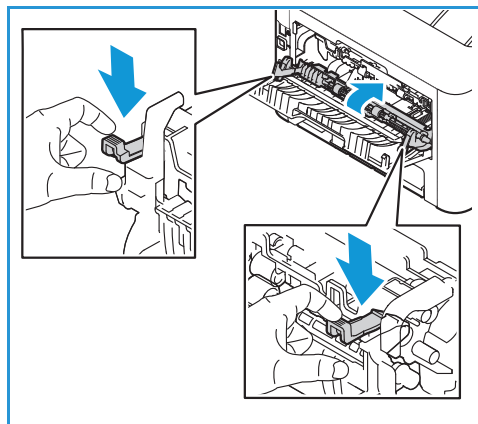
Clearing Paper Jams from the Duplex and Rear Exit Areas

To resolve the error, clear all paper from the duplex and rear exit areas.

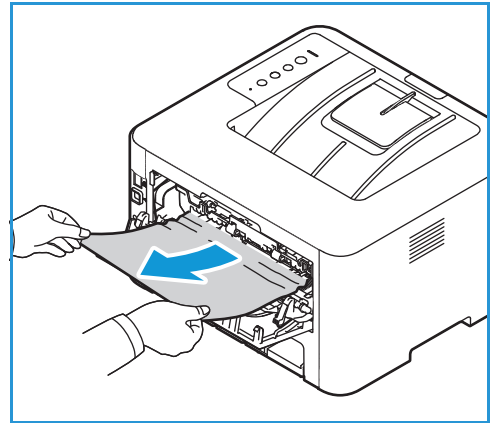
1. Open the rear cover of the printer.



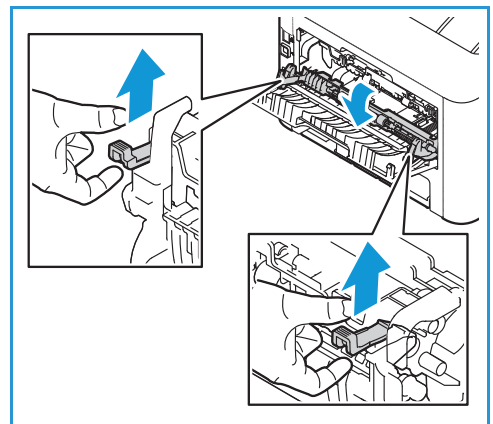
2. Press down and pull out the green latches and attached baffle on either side of opening.



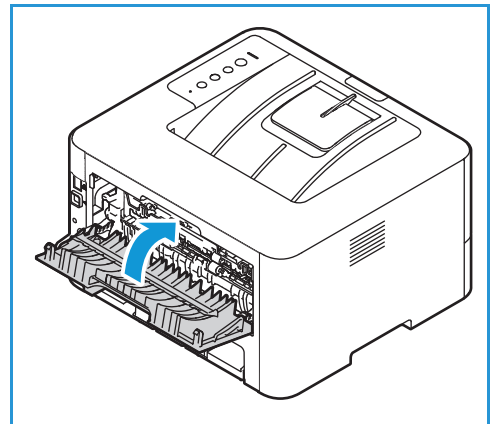
3. Remove any paper you see, working slowly so that you don't tear any pieces or damage printer parts.



4. After removing the paper you see, pull the baffle up until the latches click into place.



5. Close the rear cover. Printing will resume automatically.



Troubleshooting Paper Jams

The following charts list some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, call for service.

Multiple Sheets Pulled Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper above the fill line.
The edges of the paper are not even.	Remove the paper, align the edges, then reload the paper in the tray.
The paper is moist from humidity.	Remove the paper from the tray, then replace it with new, dry paper.
Too much static electricity is present.	Load new paper into the printer.
Using unsupported paper.	Use only Xerox-approved paper. For details, refer to Supported Paper .

Paper Misfeeds

Probable Causes	Solutions
The paper is not positioned correctly in the tray.	<ul style="list-style-type: none"> Remove the misfed paper, then reposition it in the tray. Adjust the paper guides in the tray to match the size of the paper.
The paper tray is too full.	Remove some of the paper. Do not load paper above the fill line.
The paper guides are not adjusted correctly to the paper size.	Adjust the paper guides in the tray to match the size of the paper.
The tray contains warped or wrinkled paper.	Remove the paper, smooth it out, then reload it. If the paper misfeeds, do not use that paper.
The paper is moist from humidity.	Remove the moist paper, then replace it with new, dry paper.
Using paper of the wrong size, thickness or type.	Use only Xerox-approved paper. For details, refer to Supported Paper .
Paper does not feed into the printer correctly.	<ul style="list-style-type: none"> Remove any obstructions from inside the printer. Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. There is too much paper in the tray. Remove excess paper from the tray. The paper is too thick. Use only paper that meets the specifications required by the printer. For details, refer to Supported Paper. If you are printing on special media, use the manual feed slot.
Paper sticks together.	<ul style="list-style-type: none"> Remove paper from the tray and flex or fan the paper. Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight.
Transparencies stick together in the paper exit.	Use only transparencies specifically designed for laser printers. Remove each transparency as it exits from the printer.
Envelopes skew or fail to feed correctly.	<ul style="list-style-type: none"> Ensure that the paper guides are against both sides of the envelopes. Feed envelopes one at a time through the manual feed slot.

Printing Problems

If your printer is not printing correctly, refer to the following tables.

Symptoms	Causes	Solutions
The printer does not print.	The printer is not receiving power.	<ul style="list-style-type: none"> • Check the power cord connections. • Check the power switch and the power source.
	The printer is not selected as the default printer.	Select your printer as your default printer in Windows.
	Check the printer for the following: <ul style="list-style-type: none"> • The front cover is not closed. Close the front cover. • Paper is jammed. Clear the paper jam. Refer to Paper Jams. • No paper is loaded. Load paper. • The toner or drum cartridge is not installed. Install the toner or drum cartridge. If a system error occurs, contact your service representative.	
	The connection cable between the computer and the printer is not connected properly.	Disconnect the printer cable and reconnect it.
	The connection cable between the computer and the printer is defective.	If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different printer cable.
	The port setting is incorrect.	Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the printer is attached to the correct one.
	The printer may be configured incorrectly.	Check the print driver options to ensure that all of the print settings are correct.
	The print driver may be incorrectly installed.	Reinstall the printer software. Refer to Information Pages .
A print job is extremely slow.	The job may be very complex.	Reduce the complexity of the page or try adjusting the print quality settings.
		After 100 consecutive prints the device print speed will slow down until the current job completes. The next job will return to rated speed.

Symptoms	Causes	Solutions
Half the page is blank.	The page orientation setting may be incorrect.	Change the page orientation in your application. See the print driver help screen.
	The paper size and the paper size settings do not match.	<ul style="list-style-type: none"> Ensure that the paper size in the print driver settings matches the paper in the tray. Ensure that the paper size in the print driver settings matches the paper selection in the software application settings you use.
The printer prints, but the text is wrong, garbled, or incomplete.	The printer cable is loose or defective.	<ul style="list-style-type: none"> Disconnect the printer cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the printer to another computer that you know works and try a print job. Try a new printer cable.
	The wrong print driver was selected.	Check the application's printer selection menu to ensure that your printer is selected.
	The software application is malfunctioning.	Try printing a job from another application.
	The operating system is malfunctioning.	Exit applications and reboot the computer. Switch the printer off and then on again.
Pages print, but they are blank.	The toner cartridge is defective or out of toner.	<ul style="list-style-type: none"> Redistribute the toner. If necessary, replace the toner cartridge.
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
The printer does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	Printing the PDF file as an image may enable the file to print. Switch on Print As Image from the Acrobat printing options. It will take longer to print when you print a PDF file as an image.
The print quality of photos is not good. Images are not clear.	The resolution of the photo is very low.	Reduce the photo size. If you increase the photo size in the software application, the resolution will be reduced.

Symptoms	Causes	Solutions
Before printing, the printer emits vapor near the output tray.	Using damp paper can cause vapor during printing.	<ul style="list-style-type: none"> • Load a new batch of paper. • To avoid the paper absorbing too much moisture, do not open packages of paper until required.
The printer does not print special- sized paper, such as billing paper.	Paper size and paper size setting do not match.	Set the correct paper size in the Custom Paper Size Settings in the Print Options. For details, refer to Paper Tab .

Common PostScript Problems

The following situations are PS language specific and may occur when several printer languages are used.

Symptoms	Causes	Solutions
PostScript file cannot be printed.	The PostScript driver may not be installed correctly.	<ul style="list-style-type: none"> • Install the PostScript driver. Refer to Installing Printer Software. • Print a configuration page and verify that the PS version is available for printing. • If the problem persists, contact a service representative.
“Limit Check Error” report prints.	The print job was too complex.	You might need to reduce the complexity of the page.
A PostScript error page prints.	The print job may not be PostScript.	Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the printer.

Common Windows Problems

Messages	Solutions
“File in Use” message appears during installation.	Exit all software applications. Remove all software from the printer’s startup group, then restart Windows. Re-install the print driver.
“General Protection Fault”, “Exception OE”, “Spool 32”, or “Illegal Operation” messages appear.	Close all other applications, reboot Windows and try printing again.
“Fail To Print”, “A printer timeout error occurred” messages appear.	These messages may appear during printing. Wait until the printer finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.

Note: Refer to the Microsoft Windows User Guide supplied with your computer for further information on Windows error messages.

Common Linux Problems

Symptoms	Solutions
The printer does not print.	<ul style="list-style-type: none"> • Check if the print driver is installed on your system. • Make sure that your printer is displayed in the Printers list. If not, open the Add new printer wizard to set up your printer. • Check if the printer is started. Open the Printers configuration window and select your printer from the printer list. Look at the description in the Selected printer pane. If its status contains Stopped, press the Start button. Normal operation of the printer should be restored. The “stopped” status might be activated if problems in printing occurred. • Check if your application has a special print option such as “-oraw”. If “-oraw” is specified in the command line parameter, then remove it to print properly. For Gimp front-end, select the “print” -> “Setup printer” and edit command line parameters in the command item.
The printer does not print whole pages, and output is printed on half the page.	It is a known problem that occurs on version 8.51 or earlier of Ghostscript, 64-bit Linux OS. The problem is solved in AFPL Ghostscript v. 8.52 or above. Download the latest version of AFPL Ghostscript from http://sourceforge.net/projects/ghostscript/ and install it to solve this problem.
Error message “Cannot open port device file” displays when printing a document.	Avoid changing print job parameters while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks the port while printing, the abrupt termination of the driver keeps the port locked and unavailable for subsequent Print jobs. If this situation occurs, try to release the port by selecting Release port in Port configuration window.

Note: Refer to the Linux User Guide supplied with your computer for further information on Linux error messages.

Common Macintosh Problems

Symptoms	Solutions
The printer does not print PDF files correctly. Some parts of graphics, text, or illustrations are missing.	<ul style="list-style-type: none"> Printing the PDF file as an image may enable the file to print. Switch on Print As Image from the Acrobat printing options. It will take longer to print when you print a PDF file as an image.
The document has printed, but the print job has not disappeared from the spooler in Mac OS X10.3.2.	Update your MAC OS to OS X 10.9 or higher.
Some letters are not displayed normally during the cover page printing.	Mac OS cannot create the font during the cover page printing. The English alphabet and numbers are displayed normally on the cover page.

Note: Refer to the Macintosh User Guide supplied with your computer for further information on Macintosh error messages.

Print-Quality Problems

Your printer is designed to produce consistently high-quality prints. If you observe print-quality problems, use the information in this section to troubleshoot the problem. For more information, go to www.xerox.com/office/B210support.

! **CAUTION:** The Xerox® Warranty or Service Agreement does not cover damage caused by using unsupported paper or specialty media.

Note: To ensure consistent print quality, the toner cartridge and drum cartridge are designed to cease functioning at a predetermined point.

Controlling Print Quality

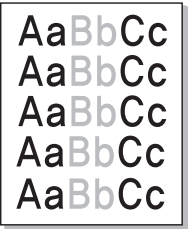
Various factors can affect the quality of the output of your printer. For consistent and optimum print quality, use paper designed for your printer, and set the paper type correctly. To maintain optimum print quality, follow the guidelines in this section.

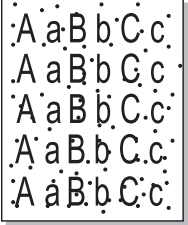

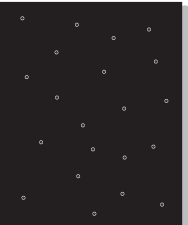
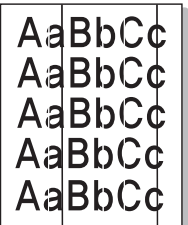
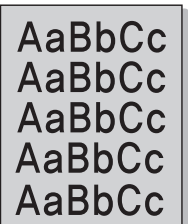
Temperature and humidity affect the quality of the printed output. The guaranteed range for optimal print quality is 10–50 °C (50–122 °F) and 30–80 % relative humidity.

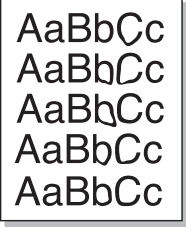
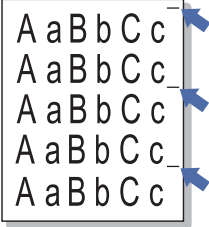

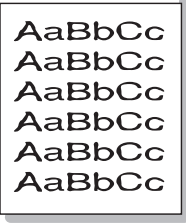
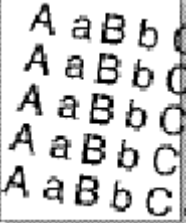
Solving Print-Quality Problems

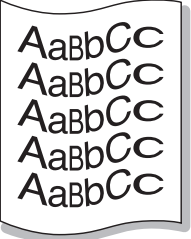
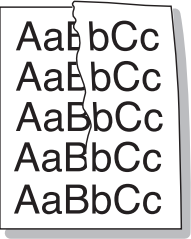
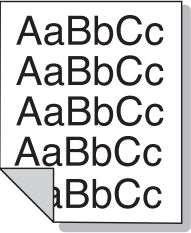

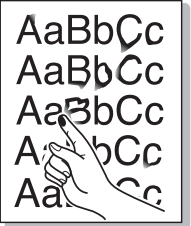
When the print quality is poor, select the closest symptom from the following table, then refer to the corresponding solution. If the print quality does not improve after completing the appropriate action, contact a service representative.



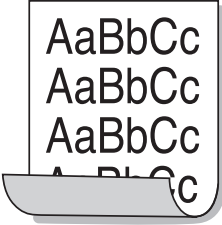
Note: To maintain print quality, when toner is low, a warning indicator appears on the control panel. When the toner cartridge is empty, the printer stops printing. The printer stops printing until you install a new toner cartridge.

Symptoms	Solutions
Light or faded print 	<ul style="list-style-type: none"> If a vertical white streak or faded area appears on the page, the toner supply is low. You may be able to temporarily extend the toner cartridge life. For details, refer to Redistributing Toner. If this does not improve the toner quality, install a new toner cartridge. The paper may not meet paper specifications; for example, the paper may be too moist or rough. For details, refer to Supported Paper. If the entire page is light, the print resolution setting is too low or the toner save mode is on. Adjust the print resolution and switch off Toner Save mode. See the help screen of the print driver. A combination of faded or smeared defects may indicate that the toner cartridge needs replacing. For details, refer to Replacing the Toner Cartridge.

Symptoms	Solutions
<p>Toner specks</p> 	<ul style="list-style-type: none"> • The paper may not meet specifications; for example, the paper may be too moist or rough. For details, refer to Supported Paper. • The transfer roller may be dirty. Clean the inside of your printer, refer to Cleaning the Printer. • The paper path may need cleaning, refer to Cleaning the Printer.
<p>Dropouts</p> 	<p>If faded areas, generally rounded, occur randomly on the page:</p> <ul style="list-style-type: none"> • A single sheet of paper may be defective. Try reprinting the job. • The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. For details, refer to Supported Paper. • The paper is damaged. The manufacturing processes can cause some areas to reject toner. Try a new ream or brand of paper. • Set the correct paper type option. For details, refer to Paper Tab. • If these steps do not correct the problem, contact a service representative.
<p>White Spots</p> 	<p>If white spots appear on the page:</p> <ul style="list-style-type: none"> • The paper is too rough and dirt from the paper falls to the inner areas of the printer on to the transfer roller. Clean the inside of your printer, refer to Cleaning the Printer. • The paper path may need cleaning, refer to Cleaning the Printer.
<p>Vertical lines</p> 	<p>If black vertical streaks appear on the page the drum cartridge inside the printer has probably been scratched. Remove the drum cartridge and install a new one, refer to Replacing the Drum Cartridge.</p>
<p>Background</p> 	<p>If the amount of background shading becomes unacceptable:</p> <ul style="list-style-type: none"> • Change to a lighter weight paper. For details, refer to Supported Paper. • Check the environmental conditions: very dry conditions or a high level of humidity (higher than 80 % RH) can increase the amount of background shading. • Remove the old toner cartridge and install a new one, refer to Replacing the Toner Cartridge.

Symptoms	Solutions
<p>Toner smear</p> 	<p>If toner smears on the page:</p> <ul style="list-style-type: none"> • Clean the inside of the printer, refer to Cleaning the Printer. • Check the paper type and quality. For details, refer to Supported Paper. • Remove the toner cartridge and install a new one, refer to Replacing the Toner Cartridge.
<p>Vertical repetitive defects</p> 	<p>If marks repeatedly appear on the printed side of the page at even intervals:</p> <ul style="list-style-type: none"> • The toner cartridge may be damaged. Run a few prints through the printer and if you still have the problem, remove the toner cartridge and install a new one.. For details, refer Replacing the Toner Cartridge. • Parts of the printer may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages. • The fusing assembly may be damaged. Contact a service representative.
<p>Background scatter</p> 	<p>Background scatter results from bits of toner randomly distributed on the printed page.</p> <ul style="list-style-type: none"> • The paper may be too damp. Load a new batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. • If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. • If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or using the print driver options.
<p>Misformed characters</p> 	<p>If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try different paper. For details, refer to Supported Paper.</p>
<p>Page skew</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. For details, refer to Supported Paper. • Ensure that the guides are not too tight or too loose against the paper stack, refer to Loading Paper.

Symptoms	Solutions
<p>Curl or wave</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. Both high temperature and humidity can cause paper curl. For details, refer to Supported Paper. • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray. • Change the printer option and try again. Go to Printing Preferences, click Paper tab, and set type to Light weight. • If job is simplex, leave the rear cover open. Prints will be delivered face up. <p>Note: The rear cover output can only be used for simplex jobs one sheet at a time. Do not leave rear cover open for duplex jobs.</p>
<p>Wrinkles or creases</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. For details, refer to Supported Paper. • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray.
<p>Back of printouts are dirty</p> 	<p>Check for leaking toner. Clean the inside of the printer, refer to Cleaning the Printer.</p>
<p>Solid Black pages</p> 	<ul style="list-style-type: none"> • The toner cartridge may not be installed properly. Remove the cartridge and reinsert it. • The toner cartridge may be defective. Remove the toner cartridge and install a new one. • The printer may require repair. Contact a service representative.
<p>Loose toner</p> 	<ul style="list-style-type: none"> • Clean the inside of the printer. • Check the paper type and quality. For details, refer to Supported Paper. • Remove the toner cartridge and install a new one, refer to Replacing the Toner Cartridge. • The printer may require repair. Contact a service representative.

Symptoms	Solutions
<p>Character Voids</p> 	<p>Character voids are white areas within parts of characters that should be solid black:</p> <ul style="list-style-type: none"> • If you are using transparencies, try another type of transparency. Because of the composition of transparencies, some character voids are normal. • You may be printing on the wrong surface of the paper. Remove the paper and turn it around. • The paper may not meet paper specifications.
<p>Horizontal stripes</p> 	<p>If horizontally aligned black lines, stripes, streaks or smears appear:</p> <ul style="list-style-type: none"> • The toner cartridge may be installed improperly. Remove the cartridge and reinsert it. • The toner cartridge may be defective. Remove the toner cartridge and install a new one.. For details, refer to Replacing the Toner Cartridge. • If the problem persists, the printer may require repair. Contact a service representative.
<p>Curl</p> 	<p>If the printed paper is curled or paper does not feed into the printer:</p> <ul style="list-style-type: none"> • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray. • Change the printer option and try again. Go to Printing Preferences, click Paper tab, and set type to Light weight.
<p>An unknown image repetitively appears on a few sheets or loose toner, light print, or contamination occurs.</p>	<ul style="list-style-type: none"> • Your printer is probably being used at an altitude of 1,500 m (4,921 ft) or above. • The high altitude may affect the print quality, such as loose toner or light imaging. For optimum performance, use the printer at elevations below 3100 M (10,170 ft.).

Getting Help

Your printer includes utilities and resources to help you troubleshoot printing problems.

Status Indicator Alerts on the Control Panel

When a warning condition occurs, the printer alerts you of the problem by displaying the status indicators. Warning alerts inform you about printer conditions, such as low supplies or low paper supply that require your attention. For more information, refer to [Status Indicators](#).

Information about current errors and printer status can also be viewed using Xerox® CentreWare® Internet Services.

Viewing Alerts Using Xerox® CentreWare® Internet Services

When an error condition occurs, alert messages display in Xerox® CentreWare® Internet Services to inform you of the problem. Alerts warn you about printer conditions that prevent the printer from printing or degrade printing performance.

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Status** → **Alerts**.
A list of active alerts and a description of the error is displayed.

Using the Integrated Troubleshooting Tools

Your printer has a set of reports that you can print that can assist you in troubleshooting certain problems. These include the Configuration report, Supplies Usage and PostScript and PCL Font reports.

Printing the Configuration Report Using the Control Panel

The Configuration report provides information about your device setup, including the serial number, IP address, installed settings and the software version:

1. On the printer control panel, press and hold the red **Cancel** button for about 4 seconds.
2. When the Printer Status LED blinks fast, release the button.
The Configuration report is printed.

Printing Reports Using Xerox® CentreWare® Internet Services

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
1. Click **Properties** → **Services** → **Printing**.
Note: If you are prompted to enter the Administrator account user name and password, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).
2. Click **Reports**.
3. To print a report, for the required report, click **Print**.
4. Click **OK**.

Helpful Information Pages

To assist with troubleshooting, your printer has a set of Information Pages that you can print. These pages include configuration and supplies information. For details, refer to [Information Pages](#).

Online Support Assistant

The Online Support Assistant provides instructions and troubleshooting help to solve your printer problems. For example, you can find solutions for print-quality problems, paper jams, and software installation issues.

To access the Online Support Assistant, go to www.xerox.com/office/B210support.

Locating the Serial Number

The printer's serial number is located on the data plate on the rear cover, and is printed on the Configuration report. For more information about printing the Configuration report, refer to [Printing the Configuration Report Using the Control Panel](#).

More Information

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

Resource	Location
Installation Guide	Packaged with the printer and can be downloaded at www.xerox.com/office/B210docs
Other documentation for your printer	www.xerox.com/office/B210docs
Technical support information for your printer, including online technical support, Online Support Assistant and print driver downloads	www.xerox.com/office/B210support
Information Pages	Print reports from the control panel or using Xerox® CentreWare® Internet Services. For details, refer to Information Pages .
Order supplies for your printer	www.xerox.com/office/B210supplies
Local Sales and Support Center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Business Resource Center	www.xerox.com/office/businessresourcecenter

Security

8

This chapter describes how to configure the Security features for the device.

The following topics are mentioned in this chapter:

- Xerox® CentreWare® Internet Services 158
- Setting Print Permissions 161
- Secure HTTP 162
- IP Filtering 163
- IPSec 164
- Security Certificates 165
- Concealing or Showing Job Names 166
- 802.1x 167
- System Timeout 168
- USB Port Security 169
- Restricting Access to the Web User Interface 170
- Software Verification Test 171

Xerox® CentreWare® Internet Services

Xerox® CentreWare® Internet Services is the administration and configuration software installed on the embedded Web server in the printer. Xerox® CentreWare® Internet Services software allows you to configure and administer the printer from a Web browser.

Xerox® CentreWare® Internet Services requires:

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

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

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

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

Finding the IP Address of Your Printer

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

Obtaining the Printer IP Address from the Configuration Report

The Configuration report provides information about your device setup, including the serial number, IP address, installed settings and the software version.

To print a configuration report:

1. On the printer control panel, press and hold the red **Cancel** button for about 4 seconds.
2. When the Printer Status LED blinks fast, release the button.

The Configuration report is printed.

Accessing the Xerox® CentreWare® Internet Services Administrator Account

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

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

1. At your computer, open a Web browser.
2. In the address field, type the IP address of the printer.
Note: If you do not know the IP address of your printer, refer to [Finding the IP Address of Your Printer](#).
3. Press **Enter** or **Return**.
Note: If you are accessing Xerox® CentreWare® Internet Services for the first time after printer installation, you will be prompted to change the Administrator Account password. For instructions, refer to [Accessing Xerox® CentreWare® Internet Services and Changing the Default System Administrator Password](#).
4. Click **Properties**, then configure the settings required.
When you select an option which requires Administrator Account access, a security login window appears.
5. For User Name, enter **Admin**. For Password, enter the administrator account password that was set during initial access to Xerox® CentreWare® Internet Services. Click **OK**.
You are now able to configure and save settings.

Changing the System Administrator Password

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

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

1. In Xerox® CentreWare® Internet Services, click **Properties**.
2. Click **Maintenance**.
3. Click **Administrator Password**.
4. To change the Administrator Account password, enter a new password in the **Password** field. Passwords can contain between 4 and 32 characters and the following characters can be used:
 - Letters: a - z, A - Z
 - Numbers: 0 - 9
 - Special Characters: @ / . ' & + - # * , _ % () !
5. To verify the password, enter the password again in the **Verify Password** field.
6. To save the new password, select the **Select to save a new password** check box.
7. Click **Save**.

Setting Print Permissions

You can set print permissions for 2-sided printing.

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Login / Permissions**.
2. Click **Print Permissions**.

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

3. For 2-Sided Printing Policy, for **Always Require 2-Sided Printing**, select **On** or **Off**.
4. Click **Save**.

Secure HTTP

To establish a Secure HTTP (HTTPS) connection to the printer, you can use TLS to encrypt data sent over HTTP.

You can enable TLS encryption for the following features.

- Configuring the printer in Xerox® CentreWare® Internet Services
- Printing from Xerox® CentreWare® Internet Services
- Printing using IPP

Note: TLS encryption is protocol-independent. You can choose to use, or not to use TLS for each protocol.

Before you begin:

- Ensure that DNS is enabled and configured.
- Ensure that the date and time configured on the printer is correct. The time that is set on the printer is used to set the start time for the Xerox Device Certificate. A Xerox Device Certificate is installed when you enable HTTP. After you enable HTTP, check the device certificate.

Enabling HTTPS

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Connectivity**.
2. Click **Protocols**.
3. Click **HTTP**.
Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).
4. To enable the protocol, for Protocol, select **Enable**.
5. For **Keep Alive Timeout**, enter the time that the printer waits for a response from a connected user before it terminates the connection.
6. Change the Port Number as needed.
7. If a Machine Digital Certificate is configured, you can edit the following security fields.
 - For **HTTP Security Mode**, select an HTTPS security option.
 - To allow connections to the device using HTTPS only, select **Require HTTPS**.
 - To enable one or more versions, for TLSv 1.0, TLSv 1.1, and TLSv 1.2, select **Enable** as needed.
8. Click **Apply**, then click **OK**.

IP Filtering

You can prevent unauthorized network access by creating an IP Filter to block or allow data sent from particular IP addresses.

Note: Be careful not to filter the IP address of any device used to administer the printer.

Enabling IP Filtering

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Security**.
2. Click **IP Filtering**.

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

3. To enable IP filtering, select **IPv4 Filtering Enabled**, **IPv6 Filtering Enabled**, or both.
4. To permit access to the device, type the IP Address and Port or Prefix as needed.
5. Click **Apply**.

IPSec

Internet Protocol Security (IPSec) is a group of protocols used to secure Internet Protocol (IP) communications. The IPSec feature authenticates and encrypts each IP data packet.

If you select IPSec, all printer traffic uses IPSec protocols, including:

- DHCP v4/v6 (TCP and UDP)
- DNS (TCP and UDP)
- FTP (TCP)
- HTTPS (Web Server, TCP port 443)
- ICMP v4/v6
- IPP (TCP port 631)
- LPR Print (TCP port 515)
- Port 9100 Print (TCP port 9100)
- SMTP (TCP/UDP port 25)
- SNMP (TCP/UDP port 161)
- SNMP Traps (TCP/UDP port 162)
- WS-Discovery (UDP port 3702)

Configuring IPSec

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Security**.
2. Click **IPSec**.

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

3. To enable the protocol, for Protocol, select **Enabled**.

Note: To enable IPSec, enable SSL and connect to device using HTTPS.

4. To remove IPSec connections, click **Flush All IPSec Connections**.
5. For **Shared Secret**, enter the shared key value.
6. For **Verify Shared Secret**, re-enter the shared key value.
7. To save the new shared key, select **Select to save new Shared Secret**.
8. Click **Apply**.

Security Certificates

A digital certificate is a file that contains data used to verify the identity of the client or server in a network transaction. A certificate also contains a public key used to create and verify digital signatures. One device proves its identity to another by presenting a certificate trusted by the other device. Or, the device can present a certificate signed by a trusted third party and a digital signature proving its ownership of the certificate.

A digital certificate includes the following data:

- Information about the owner of the certificate
- The certificate serial number and expiration date
- The name and digital signature of the certificate authority (CA) that issued the certificate
- A public key
- A purpose defining how the certificate and public key can be used

Creating a Machine Digital Certificate

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Security**.
2. Click **Machine Digital Certificate**.

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

3. Click **Create New Certificate**, then select an option:
 - Self Signed Certificate
 - Certificate Signing Request (CSR)
4. Click **Continue**.
5. For the selected certificate type, complete the fields.
6. Click **Apply**.

Concealing or Showing Job Names

You can conceal job names from displaying in the Active Jobs and Completed Jobs lists in Xerox® CentreWare® Internet Services.

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Security**.
2. Click **Conceal Job Names**.

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

3. Select an option:
 - **Show All Job Names:** This option allows job names to appear in the Active Jobs and Completed Jobs lists.
 - **Conceal All Job Names:** This option prevents all job names from appearing in the Active Jobs and Completed Jobs lists.
4. Click **Apply**.

802.1x

802.1x is an Institute for Electrical and Electronics Engineers (IEEE) standard that defines a method for port-based network access control or authentication. In an 802.1x secured network, the printer must be authenticated by a central authority, typically a RADIUS server, before it can access the physical network.

Before you begin:

- Ensure that your 802.1x authentication server and authentication switch are available on the network.
- Determine the supported authentication method.
- Create a user name and password on your authentication server.

Note: This procedure causes the printer to restart and be unavailable over the network for several minutes.

Configuring 802.1x

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Security**.
2. Click **802.1x**.

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

3. For 802.1x, select **Enabled**.
4. For Authentication Method, select an option:
 - EAP-MD5
 - PEAP
 - EAP-MSCHAPv2
 - EAP-TLS
5. If you select **EAP-MD5**, **EAP-MSCHAPv2** or **PEAP**, the **Credentials** option appears. Enter the required details in the Username and Password fields.
6. To upload a root certificate:, do the following steps.
 - a. For **Upload Root Certificate**, to locate and select the file, click **Browse** or **Choose File**.
 - b. Click **Upload**.
7. To upload a client certificate, do the following steps.
 - a. To locate and select the Client Certificate, for **Upload Client Certificate**, click **Browse** or **Choose File**.
 - b. To assign a private password, for **Private Key Password**, type a password.
 - c. Click **Upload**.
8. Click **Apply**.

System Timeout

You can specify how long the printer waits to log out an inactive user.

Setting System Timeout Values

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Security**.
2. Click **System Timeout**.

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

3. For **Web System Timer**, type the amount of time the system waits before it resets settings to the default options and logs out inactive users from the Web User Interface.
4. Click **Apply**.

USB Port Security

You can prevent unauthorized access to the printer through USB ports by disabling the ports.

Note: If USB ports are disabled, you cannot update the software or print from a USB Flash drive.

Enabling or Disabling USB Ports

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Security**.
2. Click **USB Port Security**.

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

3. To enable a port, for the port, select the check box.
4. To disable a port, for the port, clear the check box.
5. Click **Apply**.

Restricting Access to the Web User Interface

You can lock the Web User Interface for the device. When the Web User Interface is locked, all areas of the Web User Interface are inaccessible until users logs in. When the Web User Interface is unlocked, users can access all areas of the Web User Interface, except for areas that require administrator login.

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Security**.
2. Click **Security Settings**.

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

3. To restrict access to the Web User Interface, for **Lock WebUI**, select the check box. To allow access to the Web interface, clear the check box.
4. Click **Apply**.

Software Verification Test

You can test the printer software to confirm that it is operating correctly. The test checks software files to confirm that they are not corrupt. If the printer software appears to function improperly, a Xerox representative can ask you to perform this test.

1. In Xerox® CentreWare® Internet Services, click **Properties** → **Security**.
2. Click **Software Verification Test**.

Note: If prompted to enter a user name and password, for information about logging in as an administrator, refer to [Accessing the Xerox® CentreWare® Internet Services Administrator Account](#).

3. To begin the test, click **Start Test**.
4. To interrupt and cancel the test, click **Cancel**.
5. A message displays to indicate the results of the test. Click **Close**.

Note:

- You can continue to use the device while the test is running.
- If the test fails, the software files are corrupt. It is recommended that you reinstall the software. For help, contact a Xerox representative.

Specifications

A

This chapter includes:

- [Printer Specifications](#) 173
- [Feature Specifications](#) 177
- [Network Environment](#) 178
- [System Requirements](#) 179
- [Electrical Specifications](#) 180
- [Environmental Specifications](#) 181

Printer Specifications

Standard Configuration

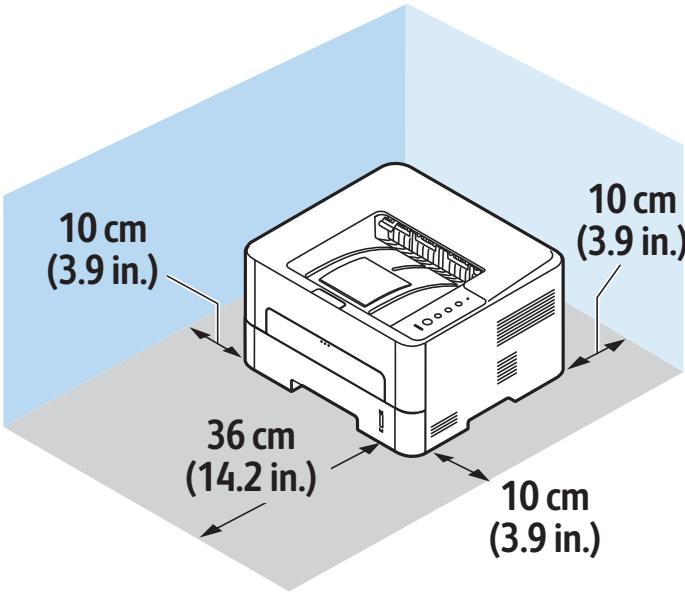
Feature	Specification
Standard Functions	Print Automatic 2-Sided Printing
Hardware Configuration	600 mHz Processor 128 - 256 MB Memory Main Paper Tray, Manual Feed Slot
Connectivity	Wired network Wireless Direct Connect USB
Access	From the front
Print Speed	<ul style="list-style-type: none"> Up to 31 ppm on Letter (215 x 279 mm) Up to 30 ppm on A4 (210 x 297 mm)
2-Sided Print Speed	Up to 15 images per minute on Letter (215 x 279 mm) and A4 (210 x 297 mm)
First Print Out Time	As fast as 8.5 seconds from Ready status
Warm Up Time	Less than 32 seconds from Sleep mode

Physical Specifications

Weights and Dimensions

Item	Specification
Width	14.5 inches (368 mm)
Depth	13.2 inches (334 mm)
Height	8.4 inches (213 mm)
Weight	16.67 lb (7.56 kg)

Clearance Requirements



Media Specifications

Main Paper Tray 1

Feature	Specification
Capacity	250 sheets 20 lb (80 g/m ²) paper
Media Types	Plain, Heavy weight, Light weight, Recycled, Cardstock, Bond, Archive
Media Weights	16 - 43 lb (60 to 163 g/m ²)
Media Sizes	A4, A5, A6, Letter, Legal, Executive, Folio, Oficio, ISO B5, JIS B5

Manual Feed Slot

Feature	Specification
Capacity	1 sheet
Media Types	Plain, Heavy weight, Light weight, Cotton, Colored, Pre-Printed, Recycled, Transparency, Label, Cardstock, Bond, Archive, Thicker, Envelope
Media Weights	16 - 58 lb (60 to 220 g/m ²)
Media Size Range	<p>Standard Sizes:</p> <ul style="list-style-type: none"> A4, A5, Letter, Legal, Executive, Folio, Oficio, ISO B5, JIS B5, A6, Envelope Monarch, Com-10, DL, C5, C6, Postcard 4 x 6 <p>Custom Sizes:</p> <ul style="list-style-type: none"> Minimum Size: 3 x 5 inch (76 x 127 mm) Maximum Size: 8.5 x 14 inch (216 x 356 mm)

Duplex Unit

Feature	Specification
Media Weights	16 - 32 lb (60 to 120 g/m ²)
Media Sizes	A4, Letter, Oficio, Folio, Legal
Media Types	Plain Paper, Light weight, Heavy weight, Recycled

Media Output

Feature	Specification
Output Tray Capacity	150 sheets of 20 lb (80 g/m ²) face down
Rear Cover Capacity	1 sheet face up

Feature Specifications

Print Features

Feature	Specification
Speed	<ul style="list-style-type: none"> • 1-Sided Letter: 31 ppm • 1-Sided A4: 30 ppm • 2-Sided Letter: 15 ppm • 2-Sided A4: 15 ppm
Maximum Print Area	8.5 x 14 inches US Legal (216 mm x 356 mm)
Maximum Print Resolution	<ul style="list-style-type: none"> • True: 600 x 600 dpi • Effective Output: up to 1200 x 1200 dpi
Toner Cartridge Average Yields	<ul style="list-style-type: none"> • Standard Toner Cartridge: 1500 standard prints <p>Note: Not available in all regions.</p> <ul style="list-style-type: none"> • High Toner Cartridge: 3000 standard prints • Starter Toner Cartridge: 1500 standard prints for 220V devices and 1000 standard prints for 110V devices
Standard Printer Memory	128 - 256 MB
Compatibility	Windows PC / MAC / Linux
PDL / PCL	PCL5e, PCL6, Postscript 3

Network Environment

Item	Specifications
Network interface	<ul style="list-style-type: none"> • Ethernet 10/100 Base-TX Wired LAN • 802.11b/g/n Wireless LAN
Print from USB	Yes
Apple Airprint®	Yes
Google Cloud Print®	Yes
Network operating system	<ul style="list-style-type: none"> • Windows® 7 - 10 • Windows® Server 2008, 2008 R2, 2012, 2012 R2, 2016, 2019 • Various Linux OS • Mac OS X 10.9 ~ 10.14
Network protocols	<ul style="list-style-type: none"> • TCP/IPv4, TPC/IPv6 • DHCP, BOOTP • DNS, WINS, DDNS, Bonjour, SLP, UPnP • Standard TCP/IP Printing (RAW), LPR, IPP, WSD • SNMPv1/v2c/v3, HTTP, IPSec

System Requirements

Operating System	CPU	RAM	Free HDD Space
Windows Server® 2008 (32/64 bit)	Intel® Pentium® IV 1 GHz (Pentium IV 2 GHz)	512 MB (2 GB)	10 GB
Windows® 7 - 10 (32/64 bit)	Intel® Pentium® IV 1 GHz 32-bit or 64-bit processor or higher	1 GB (2 GB)	16 GB
	<ul style="list-style-type: none"> • Support for DirectX® 9 graphics with 128 MB memory (to enable the Aero theme). • DVD-R/W Drive 		
Windows® Server 2008, 2008 R2, 2012, 2012 R2, 2016, 2019 (64 bit)	Intel® Pentium® IV 1 GHz (x86) or 1.4 GHz (x64) processors (2 GHz or faster)	512 MB (2 GB)	10 GB
<p>Note:</p> <ul style="list-style-type: none"> • Internet Explorer 6.0 or higher is the minimum requirement for all Windows operating systems. • Users who have administrator rights can install the software. • Windows Terminal Services is compatible with your machine. 			
Mac OS X 10.9 ~ 10.14	Intel® processors	2 GB	4 GB
Linux <ul style="list-style-type: none"> • Fedora 15 - 26 • OpenSuSE® 11.2, 11.4, 12.1, 12.2, 12.3, 13.1, 13.2, 42.1, 15.2 • Ubuntu 11.10, 12.04, 12.10, 13.04, 13.10, 14.04, 14.10, 15.04, 15.10, 16.04, 16.10, 17.04, 17.10, 18.04, 18.10 • Debian 6, 7, 8, 9 • Redhat® Enterprise Linux 5, 6, 7 • SuSE Linux Enterprise Desktop 10, 11, 12 • Mint 15, 16, 17, 17.1 	Pentium IV 2.4GHz (Intel Core™ 2)	512 MB (1 GB)	1 GB (2 GB)

Electrical Specifications

Feature	Specification
Frequency	50/60 Hz
Electrical Voltage	110 - 127 VAC & 220 - 240 VAC
Average Power Consumption	<ul style="list-style-type: none">• Power Save mode: 1.1 Watts• Stand By mode: Less than 50 Watts• Sleep mode: 0.9 Wh• Ready mode: 55 Wh• Average Operation - Continuous Printing: less than 500 Wh

Environmental Specifications

Feature	Specification
Operating Temperature - both printer and consumables	Between 0 - 50 °C (32 - 122 °F)
Relative Humidity	Optimal humidity range: 30 - 80 % Note: Under extreme environmental conditions, such as 10 °C and 90 % relative humidity, issues can occur due to condensation.
Elevation	For optimum performance, use the printer at elevations below 3100 M (10,170 ft.).

Regulatory Information

B

This appendix contains:

- [Basic Regulations](#) 184
- [Safety Certification](#) 190
- [Material Safety Data](#) 191

Basic Regulations

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

United States FCC Regulations

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

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

Changes or modifications to this equipment not approved by Xerox can void the authority of the user to operate this equipment.

Note: To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada

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

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

European Union



The CE mark applied to this printer symbolizes a declaration of conformity by Xerox with the following applicable Directives of the European Union as of April 16, 2014: Radio Equipment Directive 2014/53/EU.

Hereby, Xerox declares that the radio equipment model B210 is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity is available at the following Internet address: www.xerox.com/environment_europe.

This printer, if used properly in accordance with the instructions, is not dangerous for the consumer or the environment.

WARNING:

- Changes or modifications to this equipment not specifically approved by the Xerox Corporation can void the user's authority to operate this equipment.
- External radiation from Industrial, Scientific, and Medical (ISM) equipment can interfere with the operation of this Xerox device. If external radiation from ISM equipment interferes with this device, contact your Xerox representative for assistance.
- This is a Class A digital device. In a domestic environment, this printer can cause radio frequency interference, in which case the user can be required to take adequate measures.
- To ensure compliance with European Union regulations, use shielded interface cables.

European Union Lot 4 Imaging Equipment Agreement Environmental Information

Environmental Information Providing Environmental Solutions and Reducing Cost

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute
- Standard color format products with a maximum speed less than 51 A4 images per minute

Environmental Benefits of Duplex Printing

Most Xerox devices have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work. However, should you require simplex/1-sided printing, you may change the print settings in the print driver.

Paper Types

This device can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN 12281 or a similar quality standard. Lighter weight paper (60 g/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.

ENERGY STAR - European Union Information



The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found at the following Web site: www.energystar.gov.

The Xerox B210 Printer is ENERGY STAR® qualified under the Energy STAR Program Requirements for Imaging Equipment.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union, and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing device energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

For additional information on energy or other related topics, go to www.xerox.com/environment or www.xerox.com/environment_europe.

Power Consumption and Activation Time

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

Power Saver modes are enabled on your device to reduce energy consumption. After the last print, the device transitions to Ready mode. In this mode, the device can print again immediately. If the device is not used for a specified period, the device transitions to Low Power mode, then to Sleep mode. In these modes, to enable reduced-power consumption, only essential functions remain active.

The device takes longer to produce the first print after it exits the Power Saver modes than it takes to print in Ready mode. This delay is the result of the system waking up and is typical of most imaging devices on the market. You can set a longer activation time or completely deactivate the Power Saver mode. This device can take longer to switch to a lower energy level.

To change the Power Saver settings, refer to [Power Management Settings](#).

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

To learn more about Xerox participation in sustainability initiatives, go to: www.xerox.com/environment.

Eco Certified to Office Machines CCD-035

This product is certified to EcoLogo standard for office machines, meeting all requirements for reduced environmental impact. As part of achieving certification, Xerox Corporation has proven this product meets the EcoLogo criteria for energy efficiency. Certified copier, printer, multifunctional device, and fax products must also meet criteria such as reduced chemical emissions and demonstrate compatibility with recycled supplies. EcoLogo was established in 1988 to help consumers find products and services with reduced environmental impacts. EcoLogo is a voluntary, multiattribute, and lifecycle-based environmental certification. This certification indicates that a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.

Germany

Germany - Blue Angel



RAL, the German Institute for Quality Assurance and Labeling, has awarded this device the Blue Angel Environmental Label. This label distinguishes it as a device that satisfies Blue Angel criteria for environmental acceptability in terms of device design, manufacture, and operation.

For more information, go to: www.blauer-engel.de.

Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

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 compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur."

Eurasian Economic Community Certification



Russia, Belarus, and Kazakhstan are working to establish a common customs union, the Eurasian Economic Community, or EurAsEC. The Eurasian Economic Community members anticipate sharing a common regulatory scheme and common EurAsEC certification mark, the EAC Mark.

Regulatory information for 2.4 Ghz Wireless LAN Module

This product contains a 2.4 Ghz Wireless LAN radio transmitter module which complies with the requirements specified in FCC Part 15, Industry Canada RSS-210 and EEuropean Council Directive 2014/53/EU.

Operation of this device is subject to the following two conditions:

1. This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
2. Changes or modifications to this device not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Ozone Release

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

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

Safety Certification

This device is certified by the following agencies using the following safety standards.

Agency	Standard
Underwriters Laboratories Inc. (US/Canada)	UL 60950-1, 2nd Edition, 2014-10-14 CAN/CSA C22.2 No. 60950-1-07, 2nd Edition, 2014-10
Underwriters Laboratories Inc. (Europe)	IEC 60950-1:2005 + A1:2009 + A2:2013 EN 60950-1:2006 + A11:2009 + A1:2010 + A12:2011 + A2:2013

Material Safety Data

For Material Safety Data information regarding your printer, go to:

- North America: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe

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

Recycling and Disposal

C

This appendix contains:

- All Countries 193
- North America 194
- European Union 195
- Other Countries 197

All Countries

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

North America

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

European Union

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

Domestic/Household Environment



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

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste. Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information. In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment



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

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures. Prior to disposal, please contact your local reseller or Xerox representative for end of life take-back information.

Collection and Disposal of Equipment and Batteries



These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste. For proper treatment, recovery, and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling. For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service, or the point of sale where you purchased the items. Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Disposal Outside of the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Battery Symbol Note



This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Battery Removal

Batteries should only be replaced by a MANUFACTURER-approved service facility.

Other Countries

Please contact your local waste management authority to request disposal guidance.

