Xerox Phaser 7100
Color Printer
Imprimante couleur
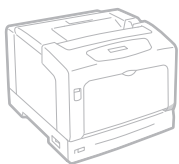
Xerox® Phaser® 7100
User Guide
Guide d'utilisation

Italiano	Guida per l'utente	**Svenska**	Användarhandbok	**Čeština**	Uživatelská příručka
Deutsch	Benutzerhandbuch	**Dansk**	Betjeningsvejledning	**Polski**	Przewodnik użytkownika
Español	Guía del usuario	**Suomi**	Käyttöopas	**Magyar**	Felhasználói útmutató
Português	Guia do usuário	**Norsk**	Brukerhåndbok	**Türkçe**	Kullanıcı Kılavuzu
Nederlands	Gebruikershandleiding	**Русский**	Руководство пользователя	**Ελληνικά**	Εγχειρίδιο χρήστη

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Safety

1

This chapter includes:

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.

Electrical Safety

General Guidelines

⚠️ **WARNINGS:**

- 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 electrical shock.
- Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are instructed to do so. Turn off the printer when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

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

If any of these conditions occur, do the following:

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

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.

Ozone Release

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

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

Printer Location

- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold the weight of the printer. To find the weight for your printer configuration, see Physical Specifications on page 122.
- 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 elevations recommended in Elevation on page 125.

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.

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

⚠ **WARNING:** Avoid the potential of electrical shock by ensuring that the printer is grounded properly. Electrical products can be hazardous if misused.

- Only use an extension cord or power strip designed to handle the electrical current capacity of the printer.
- 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.
- Replace the power cord if it becomes frayed or worn.
- Do not unplug or plug the power cord while the printer is turned on.
- To avoid electrical shock and damage to the cord, grasp the plug when unplugging the power cord.
- The electrical outlet must be near the printer and must be easily accessible.

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

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

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. 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.

Printer Symbols

Symbol	Description
	Warning: Indicates a hazard which, if not avoided, could result in death or serious injury.
	Hot surface on or in the printer. Use caution to avoid personal injury.
	Caution: Indicates a mandatory action to take in order to avoid damage to the property.
	Do not burn the item.
	Do not expose the imaging unit to light for more than 10 minutes.
	Do not expose the imaging unit to direct sunlight.
	Do not touch the part or area of the printer.
175°C 347°F 00:40	Warning: Wait for the printer to cool for the specified time before touching that specific area of the printer.
	Warning: Cover is not self-supporting. Use care to support with your hand or the built-in support.

	This item can be recycled. For details, see Recycling and Disposal on page 135.
	Do not try to close the Toner Cover while Cover C is open.
	Caution: To prevent a printer malfunction or internal hard drive damage, ensure that the HDD control panel indicator is off before turning off the power switch.

Features

2

This chapter includes:

Parts of the Printer

This section includes:

Front View

1. Power Switch	6. Cover A
2. Cover A Release Latch	7. Cover B Release Button
3. Toner Cover	8. Bypass Tray
4. Output Tray	9. Tray 1
5. Control Panel	10. Optional 550-Sheet Feeders (Trays 2–4)

Note: A 250-sheet adjustable Tray 1 and a 150-sheet Bypass Tray are standard. Up to three optional 550-Sheet Feeders provides a maximum of five trays, for a maximum 2050-sheet input capacity.

Rear View
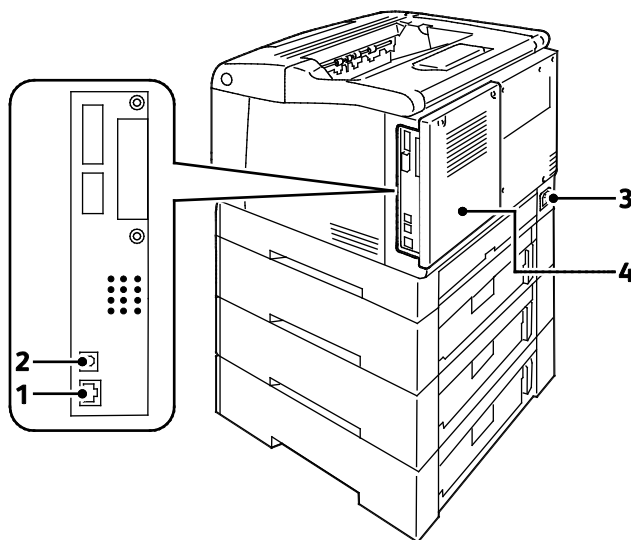
1. Ethernet Connection
2. USB Connection

3. Power Connector
4. Rear Cover

Internal Components Under Covers A and C
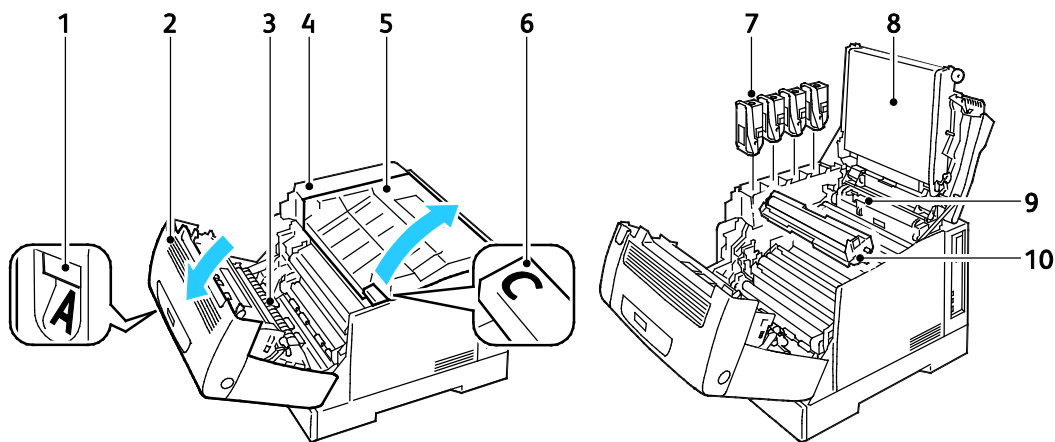
1. Cover A Release Latch
2. Cover A
3. Transfer Roller
4. Toner Cover Handle
5. Cover C

6. Cover C Release Lever
7. Toner Cartridges
8. Transfer Belt
9. Cleaning Tool
10. Imaging Units

Note: The Transfer Belt is not customer replaceable.

Internal Components Under Cover B and Waste Toner Container Cover
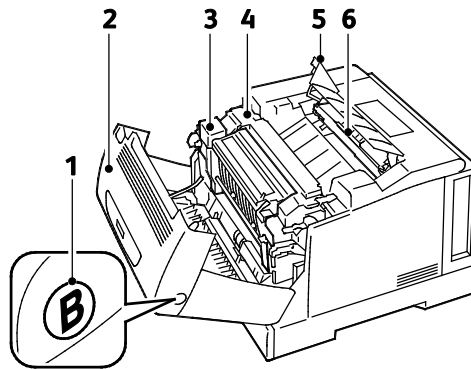
1. Cover B Release Button
2. Cover B
3. Duplex Unit

4. Fuser
5. Waste Toner Container Cover
6. Waste Cartridge/Waste Toner Container

Control Panel

The control panel consists of a display, indicator lights, and buttons you press to control the functions available on the printer. The control panel:

- Displays the current operating status of the printer.
- Provides access to print features.
- Provides access to reports.
- Provides access to setup menus.
- Prompts you to load paper, replace supplies, and clear jams.
- Displays errors and warnings.
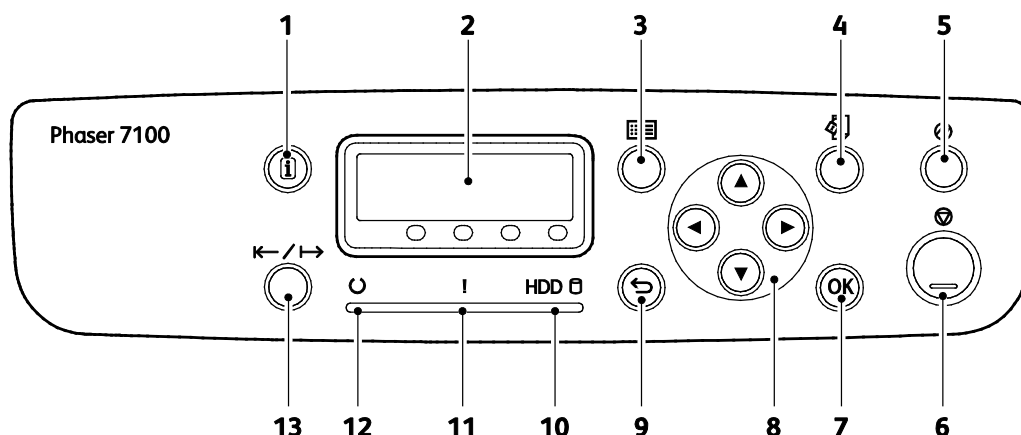
1. **Information** displays additional information about error or status messages on the control panel.
2. **Control panel display** provides information about error or status messages.
3. **Menu** displays or closes the system menu screen.
4. **Print Menu** provides access to documents stored in the printer or the server, such as Secure Print. This feature is available when the optional RAM disk or Productivity Kit is installed.
5. **Power Saver** enters or exits Energy Saver mode. The button illuminates when in Energy Saver mode.
6. **Cancel** stops the current job.
7. **OK** selects or executes the option or function displayed on the screen.
8. **Arrow** buttons navigate to the next menu, item, or option.
9. **Back** navigates up one level in the menu.
10. **HDD** indicator blinks while data is being read from or written to the optional hard drive.
11. **Error** indicator is on when a user-correctable error is present, such as a paper jam. It blinks when a system error is present, often associated with an error code.
12. **Ready** indicator is on when the printer is online and off when the printer is offline or has an error condition. It blinks while the printer is receiving data.
13. **Online** changes between the online and offline state.

Printer Reports

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

Notes:

- If the control panel is dark, press the Power Saver button.
- Use the arrow buttons to navigate through the menus.

Printing Reports

1. At the control panel, press **Menu**.
2. Navigate to **Print Reports**, then press **OK**.
3. Navigate to the desired report, then press **OK**.
4. To print the report, at the prompt, press **OK**.
5. To return the printer to Ready, press **Menu**.

Printing the Menu Map

1. At the control panel, press **Menu**.
2. Navigate to **Print Reports**, then press **OK**.
3. Navigate to **Menu Map**, then press **OK**.
4. To print the report, at the prompt, press **OK**.
5. To return the printer to Ready, press **Menu**.

Energy Saver Mode

Use Energy Saver options to conserve power, and set how long the printer remains idle before changing modes. Ready mode is where the printer is at full power. Low Power mode is where power to the fuser and other areas are turned off. Sleep mode is the lowest power state the printer can obtain without shutting off.

Setting Up Energy Saver Modes

1. At the control panel, press **Menu**.
2. Navigate to **Admin Menu**, then press **OK**.
3. Navigate to **System Settings**, then press **OK**.
4. Navigate to **Low Power Mode**, then press **OK**.
5. To turn on or off Low Power mode, use the arrow buttons to select **Enabled** or **Disabled**, press **OK**, then press **Back**.
6. Navigate to **Low Power Timer**, then press **OK**.
7. To set the delay before the printer enters Low Power mode, use the arrow buttons to set the time, press **OK**, then press **Back**. The range is 1–240 minutes.
8. Navigate to **Sleep Mode Timer**, then press **OK**.
9. To set the delay before the printer enters Sleep mode, use the arrow buttons to set the time, then press **OK**. The range is 1–240 minutes.

   Note: The Low Power Timer and Sleep Mode Timer are independent, in that both start at the same time.

10. To return the printer to Ready, press **Menu**.

Administration Features

This section includes:

For details, see the *System Administrator Guide* at www.xerox.com/office/7100docs.

CentreWare Internet Services

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

CentreWare Internet Services requires:

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

For details, see the Help in CentreWare Internet Services or the *System Administrator Guide*.

Accessing CentreWare Internet Services

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

Finding the IP Address on the Control Panel

1. At the control panel, press **Menu**.
2. To select **Admin Menu**, press the arrow buttons, then press **OK**.
3. Navigate to **Network/Port**, then press **OK**.
4. Navigate to **TCP/IP Settings**, then Press **OK**.
5. Navigate to **IPv4 Settings**, then press **OK**.

    Note: For IPv6, you can find the IP address on the Configuration Report.

6. Navigate to **IP Address**, then press **OK**.
7. To return the printer to Ready, press **Menu**.

Finding the IP Address on the Configuration Report

1. At the control panel, press **Menu**.
2. Navigate to **Print Reports**, then press **OK**. Use the arrow buttons to navigate through the menus.
3. Navigate to **Configuration**, then press **OK**.
4. To print the report, at the prompt, press **OK**.
5. To return the printer to Ready, press **Menu**.

Billing and Usage Information

Billing and printer usage information appears on the Meter Report, Job Counter Report, Current Meter information screen, and Billing and Counters Status page in CentreWare Internet Services. The impression counts shown are used for billing. For details, see Billing and Usage Information on page 86.

More Information

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

Resource	Location
Installation Guide	Packaged with printer
Quick Use Guide	Packaged with printer
System Administrator Guide	www.xerox.com/office/7100docs
Recommended Media List	United States: www.xerox.com/paper Europe: www.xerox.com/europaper
Technical support information for your printer includes online technical support, Online Support Assistant, and driver downloads.	www.xerox.com/office/7100support
Information pages	Print from the control panel menu
Order supplies for your printer	www.xerox.com/office/7100supplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs.	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Xerox Direct online store	www.direct.xerox.com/

Installation and Setup

3

This chapter includes:

See also:

Installation Guide packaged with your printer.

System Administrator Guide at www.xerox.com/office/7100docs.

Installation and Setup Overview

Before printing, your computer and the printer must be plugged in, turned on, and connected. Configure the initial settings of the printer, then install the driver software and utilities on your computer.

You can connect to your printer directly from your computer using USB, or connect over a network using an Ethernet cable or wireless connection. Hardware and cabling requirements vary for the different connection methods. Routers, network hubs, network switches, modems, Ethernet cables, and USB cables are not included with your printer and must be purchased separately. Xerox recommends an Ethernet connection because it is typically faster than a USB connection, and it provides access to CentreWare Internet Services.

For details on configuring the printer settings, see the *System Administrator Guide* at www.xerox.com/office/7100docs.

Selecting a Location for the Printer

1. Select a dust-free area with temperatures from 10–32°C (50–90°F), and relative humidity 15–85 % .

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

2. Place the printer on a level, solid, non-vibrating surface with adequate strength for the weight of the printer. The printer must be horizontal with all four feet in solid contact with the surface. To find the weight for your printer configuration, see Physical Specifications on page 122. Select a location with adequate clearance to access supplies and to provide proper ventilation. To find the clearance requirements for your printer, see Clearance Requirements on page 123.

After positioning the printer, you are ready to connect it to the power source and computer or network.

Selecting a Connection Method

The printer can be connected using a USB cable, an Ethernet cable, or an optional Xerox® Wireless Network Adapter. The method you select depends on how your computer is connected to the network.

    Note: The wireless network adapter installs into the Ethernet connector, replacing the Ethernet cable. Ethernet and USB can be connected at the same time.

A USB connection is a direct connection and is the easiest to set up. An Ethernet connection is used for networking. If you are using a network connection, it is important to understand how your computer is connected to the network.

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

- **Network**: If your computer is connected to an office network or home network, use an Ethernet cable to connect the printer to the network. You cannot connect the printer directly to the computer. It must be connected through a router or hub. An Ethernet network can be used for one or more computers and supports many printers and systems simultaneously. Ethernet connection is typically faster than USB and allows you direct access to the settings of the printer using CentreWare Internet Services.
- **Wireless Network**: For printers with the optional wireless network, you can connect the printer to the network through a wireless router or wireless access point. A wireless network connection provides the same access and services as a wired connection provides. A wireless network connection is typically faster than USB and allows direct access to printer settings using CentreWare Internet Services.

  Note: For details on configuring wireless network settings, see the *System Administrator Guide* at www.xerox.com/office/7100docs.

- **USB**: If you connect the printer to one computer and do not have a network, use a USB connection. A USB connection offers fast data speeds, but typically not as fast as an Ethernet connection. In addition, a USB connection does not provide access to CentreWare Internet Services.

Physically Connecting the Printer to the Network

Use a Category 5 or better Ethernet cable to connect the printer to the network. An Ethernet network is used for one or more computers and supports many printers and systems simultaneously. An Ethernet connection provides direct access to printer settings using CentreWare Internet Services.

To connect the printer:
1. Connect the power cord to the printer, and plug the cord into an electrical outlet.
2. Connect one end of a Category 5 or better Ethernet cable to the Ethernet port on the printer. Connect the other end of the Ethernet cable to a correctly configured network port on a hub or router.
3. Turn on the printer.

   Note: For details on configuring wireless network settings, see the *System Administrator Guide* at www.xerox.com/office/7100docs.

Turning the Printer On and Off

To operate the printer, turn on the power switch.
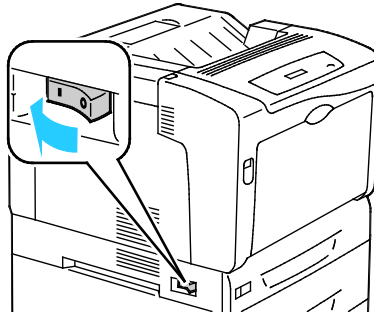
To connect a cable or move the printer, turn off the power switch. Always turn off the printer using the power switch, ensuring that the HDD control panel indicator is not on or blinking.
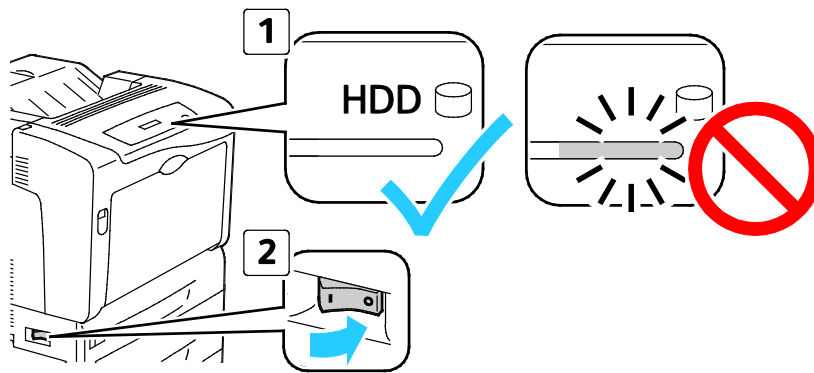
⚠ **CAUTIONS:**

- To prevent a printer malfunction or internal hard drive damage, ensure that the HDD control panel indicator is off before turning off the power switch.
- Wait 10 seconds after the control panel goes dark before turning the power switch back on.
- Do not plug or unplug the power cord while the power switch is in the On position.

Connecting to a Computer Using USB

To use USB, you must have Windows XP SP1 and later, Windows Server 2003 and later, or Macintosh OS X version 10.5 and later.

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

1. Ensure that the printer is turned off.
2. Connect the B end of a standard A/B USB 2.0 cable to the USB Port on the back of the printer.
3. Attach the power cord and then plug in the printer and turn it on.
4. Connect the A end of the USB cable to the USB Port on the computer.
5. When the Windows Found New Hardware Wizard appears, cancel it.
6. You are ready to install the print drivers. For details, see Installing the Software on page 33.

Initial Printer Setup

Make sure that the printer is set up before installing the printer software. Setup includes enabling the optional features and assigning an IP address for the Ethernet network connection. If the printer has not been previously turned on and configured, see the *System Administrator Guide* at www.xerox.com/office/7100docs.

Modifying General Settings

You can modify printer settings from the control panel such as the language, date and time, and units of measurement. You can also enable or prevent automatic Startup page printing when the printer is turned on.

Setting the Panel Language

1.   At the control panel, press **Menu**.
2.   To select the Language menu, use the arrow buttons, then press **OK**.
3.   To select your language, use the arrow buttons, then press **OK**.
4.   To return the printer to Ready, press **Menu**.

Disabling the Configuration Report at Startup

1.   At the control panel, press **Menu**.
2.   To select **Admin Menu**, press the arrow buttons, then press **OK**.
3.   To select the **System Settings** menu, press the arrow buttons, then press **OK**.
4.   To select the **Startup Page** menu, press the arrow buttons, then press **OK**.
5.   To select **Do not print**, press the arrow buttons, then press **OK**.
6.   To return the printer to Ready, press **Menu**.

Installing the Software

This section includes:

Before installing driver software, verify that the printer is plugged in, turned on, connected correctly, and has a valid IP address. To find the IP address, see Finding the IP Address on the Control Panel on page 24 or Finding the IP Address on the Configuration Report on page 25.

If the *Software and Documentation disc* is not available, download the latest drivers from www.xerox.com/office/7100drivers.

Operating System Requirements

- Windows XP SP1 and later, Windows Vista, Windows 7, Windows Server 2003, Windows Server 2008, and Windows Server 2008 R2.
- Macintosh OS X version 10.5 and later
- UNIX and Linux: Your printer supports connection to various UNIX platforms through the network interface. For details, see www.xerox.com/office/7100drivers.

Installing Drivers and Utilities for Windows

1. Insert the *Software and Documentation disc* into the appropriate drive on your computer. The installer starts automatically. If the installer does not start, navigate to the drive on your computer and double-click **Setup.exe**.
2. To accept the license agreement, click **I Agree**.
3. Select your printer from the list of discovered printers, then click **Install**.
4. If your printer does not appear in the list of discovered printers, click **Extended Search**.
5. If the printer still does not appear in the list of discovered printers, and you know the IP address:
   a. Click the Network Printer Icon, shown as a single printer.
   b. Enter the IP Address or the DNS name for the printer.
   c. Click **Search**, then select your printer from the list of discovered printers.
   d. When the printer appears in the window, click to highlight it, then click **Next**.
6. If the printer still does not appear in the list of discovered printers, and you do not know the IP address:
   a. Click **Advanced Search**.
   b. If you know the gateway address and subnet mask, click the top button and enter the addresses into the Gateway and Subnet Mask fields.
   c. If you know the IP address of another printer on the same subnet, enter the address in the IP Address field.
   d. Click **Search**, then select your printer from the list of discovered printers.
7. When the printer appears in the window, click to highlight it, then click **Next**.
8. Under Print Driver Selection, select the desired print driver, or to get the latest print driver, under Additional Options, select **Download Files from the Internet**.
9. Click **Install**.
10. When the installation completes, click **Finish**.

Installing Drivers and Utilities for Macintosh OS X Version 10.5 and Later

Install the Xerox® print driver to access all features of your printer.

To install the print driver software:

1. Insert the *Software and Documentation disc* into your computer.
2. Double-click the disc icon on your desktop to see the **.dmg** file for your printer.
3. Open the **.dmg** file, and navigate to the appropriate installer file for your operating system.
4. Open the installer file.
5. Click **Continue** to acknowledge the warning and introductory messages.
6. Click **Continue** and accept the license agreement.
7. To accept the current installation location, click **Install**, or select another location for the installation files, then click **Install**.
8. Enter your password, then click **OK**.
9. Select your printer in the list of discovered printers, then click **Continue**.
10. If your printer does not appear in the list of discovered printers:
    a. Click the **Network Printer Icon**.
    b. Type the IP address of your printer, then click **Continue**.
    c. Select your printer in the list of discovered printers, then click **Continue**.
11. To accept the print queue message, click **OK**.
12. Select or clear the **Set Printer as Default** and **Print a Test Page** check boxes.
13. Click **Continue**, then click **Close**.

    Note: The printer is added automatically to the printer queue.

To verify that the print driver recognizes the installed options:
1. From the Apple menu, click **System Preferences** > **Print & Fax** or **Print & Scan**.
2. Select the printer in the list, then click **Options and Supplies**.
3. Click **Driver**, then confirm that your printer is selected.
4. Confirm that all of the options installed on the printer appear correct.
5. If you change settings, click **Apply Changes**, close the window, and quit System Preferences.

Installing Drivers and Utilities for UNIX and Linux

Xerox® Services for UNIX Systems is a two part installation process. It requires the installation of a Xerox® Services for UNIX Systems code package and a printer support package. The Xerox® Services for UNIX Systems code package must be installed before installing the printer support package.

Note: You must have root or superuser privileges to perform the UNIX print driver installation on your computer.

1. At the printer, do the following:
   a. Verify that both the TCP/IP protocol and the proper connector are enabled.
   b. On the printer control panel, do one of the following for the IP address:
      - Allow the printer to set up a DHCP address.
      - Enter the IP address manually.

c. Print the Configuration Report and keep it for reference. For details, see Configuration Report.

2. At your computer, do the following:

a. Go to www.xerox.com/office/7100drivers and select your printer model.

b. From the Operating System menu, select **UNIX**, then click **Go**.

c. Select the **Xerox**® **Services for UNIX Systems** package for the correct operating system. This package is the core package and must be installed before the printer support package.

d. To begin downloading, click the **Start** button.

e. Repeat steps a and b, then click the printer package for use with the Xerox® Services for UNIX Systems package that you selected earlier. The second part of the driver package is ready for download.

f. To begin downloading, click the **Start** button.

g. In the notes below the driver package that you selected, click the link for the **Installation Guide**, then follow the installation instructions.

Notes:

- To load Linux print drivers, perform the preceding procedures but select **Linux** as the operating system. Select **Xerox**® **Services for Linux Systems** driver or the **Linux CUPS Printing Package**. You can also use the CUPS driver included in the Linux package.
- Supported Linux drivers are available at www.xerox.com/office/7100drivers.
- For details about UNIX and Linux drivers, see the *System Administrator Guide* at www.xerox.com/office/7100docs.

Other Drivers

The following drivers are available for download at www.xerox.com/office/7100drivers.

- The Xerox® Global Print Driver works with any printer on your network, including those printers made by other manufacturers. It configures itself for your individual printer upon installation.
- The Xerox® Mobile Express Driver works with any printer available to your computer that supports standard PostScript. It configures itself for the printer you select every time you print. If you travel frequently to the same sites, you can save your favorite printers in that location and the driver saves your settings.

Paper and Media

4

This chapter includes:

Supported Paper

This section includes:

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

For best results, use Xerox® paper and media recommended for your printer.

Recommended Media

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

- www.xerox.com/paper Recommended Media List (United States)
- www.xerox.com/europaper Recommended Media List (Europe)

Ordering Paper

To order paper, transparencies, or other media, contact your local reseller or go to www.xerox.com/office/7100supplies.

General Paper Loading Guidelines

Letter (8.5 x 11 in.) and A4 (210 x 297 mm) sizes can be loaded with the long-edge or short-edge leading into the printer. Long-edge feed is the preferred orientation to maximize the pages printed per minute, and minimize supply usage.

- Do not load paper above the maximum fill line. Overfilling the tray can cause the printer to jam.
- Adjust the paper guides to fit the paper size.
- Fan paper before loading it in the paper tray.
- If excessive jams occur, use paper or other approved media from a new package.
- Do not print on label media once a label has been removed from a sheet.
- Use only paper envelopes. Print envelopes 1-sided only.

Paper That Can Damage Your Printer

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

- Rough or porous paper
- Inkjet paper
- Non-laser glossy or coated paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with cutouts or perforations
- Stapled paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media
- Transparencies

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

Paper Storage Guidelines

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

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. Ultraviolet light, from the sun and fluorescent bulbs, is particularly damaging to paper.
- Reduce the exposure of paper to strong lights for long periods of time.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave stored paper in the original packaging. The paper wrapper protects the paper from moisture loss or gain.
- Some special media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it. Keep unused media in the bag and reseal it for protection.

Supported Paper Types and Weights

Trays	Types and Weights
Tray 1 and Bypass Tray	Plain (60–80 g/m²) Hole Punched (60–80 g/m²) Letterhead (81–105 g/m²) Heavyweight (81–105 g/m²) Cardstock (106–163 g/m²) Heavyweight Cardstock (164–220 g/m²) Pre-Printed (60–80 g/m²) Recycled (60–80 g/m²) Labels (106–169 g/m²)
Trays 2–4	Plain (60–80 g/m²) Hole Punched (60–80 g/m²) Letterhead (81–105 g/m²) Heavyweight (81–105 g/m²) Cardstock (106–163 g/m²) Pre-Printed (60–80 g/m²) Recycled (60–80 g/m²) Labels (106–169 g/m²)
Bypass Tray only	Glossy (106–163 g/m²) Glossy Cardstock (164–220 g/m²) Envelope

Supported Standard Paper Sizes

Tray	European Standard Sizes	North American Standard Sizes
All trays	A3 (297 x 420 mm, 11.7 x 16.5 in.) A4 (210 x 297 mm, 8.3 x 11.7 in.) A5 (148 x 210 mm, 8.3 x 5.8 in.)	Letter (216 x 279 mm, 8.5 x 11 in.) Legal (216 x 356 mm, 8.5 x 14 in.) Tabloid (279 x 432 mm, 11 x 17 in.) 216 x 330 mm, 8.5 x 13 in.
Bypass Tray only	A6 (105 x 148 mm, 4.1 x 5.8 in.) DL envelope (110 x 220 mm, 4.33 x 8.66 in.) C5 envelope (162 x 229 mm, 6.4 x 9 in.) C6 envelope (114 x 162 mm, 4.5 x 6.38 in.)	Monarch envelope (98 x 190 mm, 3.9 x 7.5 in.) No. 10 envelope (241 x 105 mm, 4.1 x 9.5 in.) Statement (140 x 216 mm, 5.5 x 8.5 in.) 127 x 178 mm, 5 x 7 in. Executive (184 x 267 mm, 7.25 x 10.5 in.)

Supported Paper Sizes and Weights for Automatic 2-Sided Printing

	Minimum	Maximum
Size	148 x 210 mm (5.8 x 8.3 in.)	297 x 432 mm (11.7 x 17 in.)
Weight	60 g/m²	120 g/m²

Note: The printer does not support 2-sided printing on labels or envelopes.

Supported Custom Paper Sizes

Tray Number	Paper Sizes, Minimum–Maximum
Trays 1–4	Width: 75–297 mm (3–11.7 in.) Length: 98–432 mm (3.9–17 in.)
Bypass Tray	Width: 75–297 mm (3–11.7 in.) Length: 98–432 mm (3.9–17 in.) Two banner page sizes are supported: 297 x 1200 mm (11.7 x 47.3 in.) 210 x 900 mm (8.3 x 35.5 in.)

Loading Paper

This section includes:

Loading Paper in Trays 1–4

1. Pull out the tray until it stops.
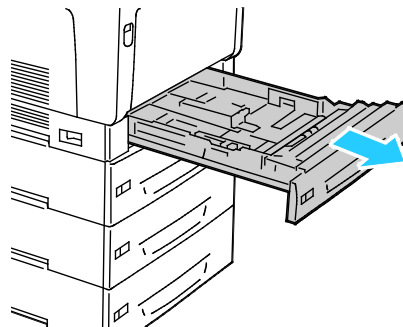
2. Remove any paper that is a different size.
3. Extend the length of the paper tray as needed.
   a. Tilt the tray upward, and pull to remove it.
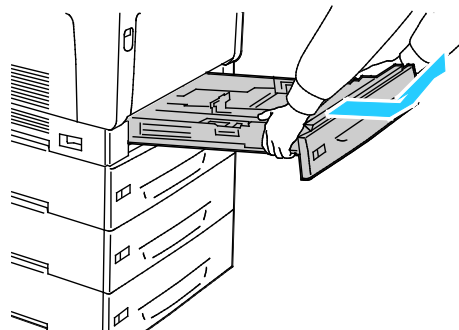
b. To extend Tray 1 for large format paper, pinch the release tab and fully extend the rear of the tray.
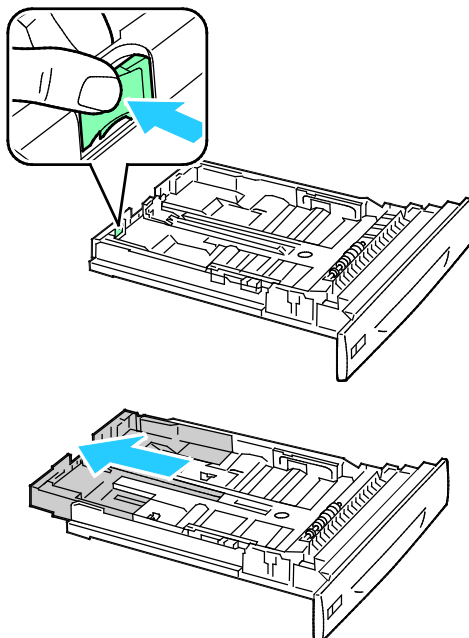
c. To reduce Tray 1, pinch the release tab and slide the rear of the tray back into the tray body.

d. To extend Trays 2–4 for large format paper, slide both locking tabs out, to their unlocked position and fully extend the rear of the tray.
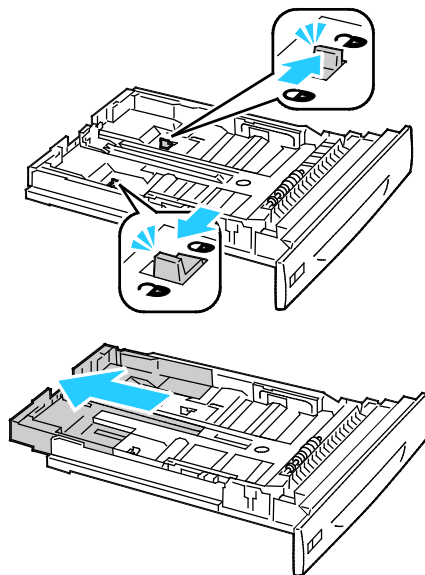
Note: When fully extended, the locking tabs click automatically into their locked position.

    e.   To reduce Trays 2–4, slide both locking tabs out, to their unlocked position. Then slide the rear of the tray back into the tray body until the locking tabs click into their locked position.

4.   Adjust the length and width guides to fit the paper.

    a.   Pinch the guide lever on each guide.

    b.   Slide the guides to the size of the paper.

    c.   To secure the guides in position, release the levers.
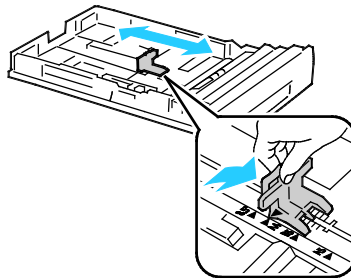
- Adjust Tray 1 width guides.
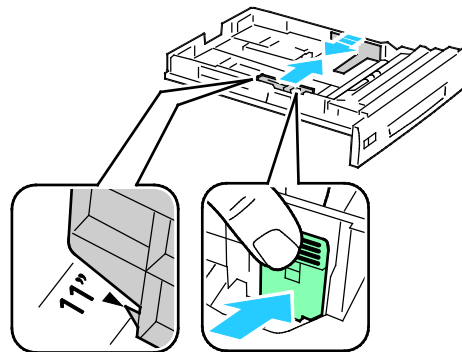
- Adjust Trays 2–4 width guides.
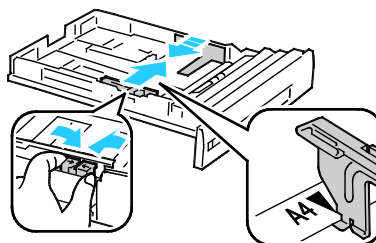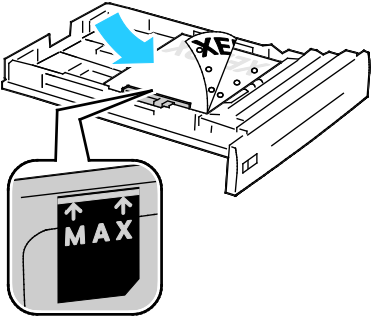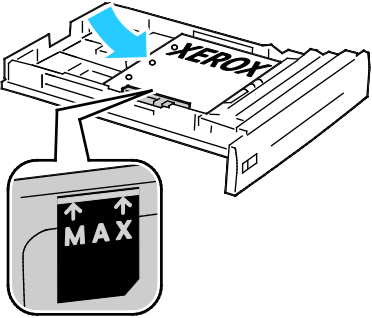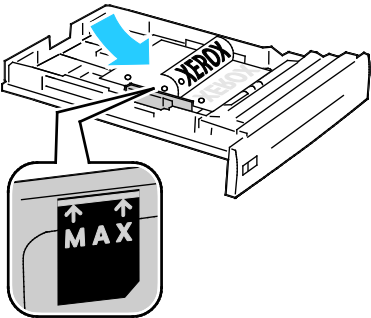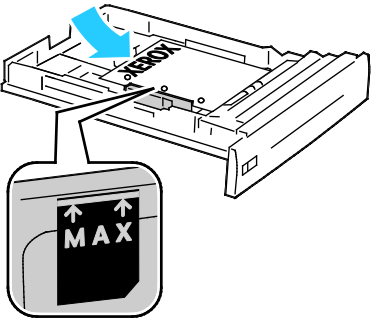
5.   Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.
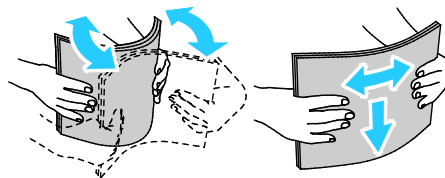
Note: To avoid jams and misfeeds, do not remove paper from its packaging until you are ready to use it.

6. Load the paper in the tray:

With Duplex Unit	Without Duplex Unit
Insert the paper long-edge feed, with the print side face down and the top edge to the right. Load hole punched paper with the holes facing the front of the tray.	Insert the paper long-edge feed, with the print side face up and the top edge to the right. Load hole punched paper with the holes toward the back.
Insert large-format paper short-edge feed, with the print side face down and the top edge facing the front of the tray. Load hole punched paper with the holes to the left.	Insert large-format paper short-edge feed, with the print side face up and the top edge facing the back of the tray. Load hole punched paper with the holes to the left.

Notes:

- Do not load paper above the maximum fill line. Overfilling the tray can cause the printer to jam.
- For faster print speeds, load paper long-edge feed.

7. If previously removed, reinsert the tray into the printer.
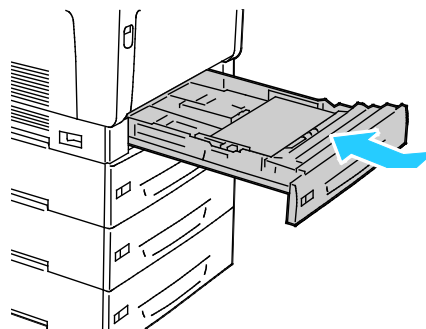
8. Close the tray.
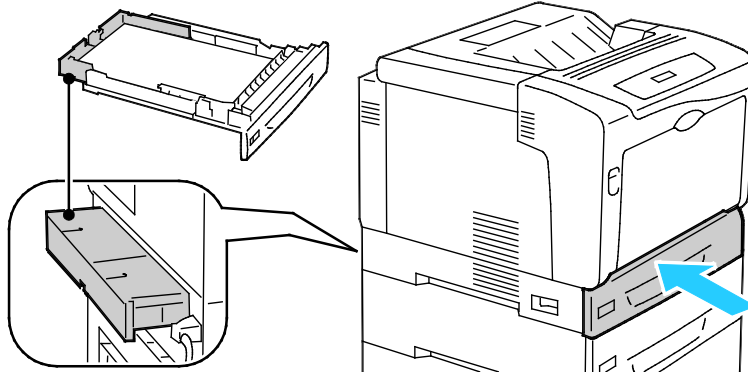
Note: Paper trays extend out the rear of the printer. Ensure that the printer is not too close to the wall to allow the tray to be inserted fully into the printer.

9. If no paper change settings are necessary at the control panel prompt, press **Back**. To change the size, type, and color, press **OK** and follow the prompts.

Loading Paper in the Bypass Tray

The Bypass Tray supports the widest variety of paper types. It is intended primarily for small quantity jobs using special paper. The tray extension provides support for larger paper.
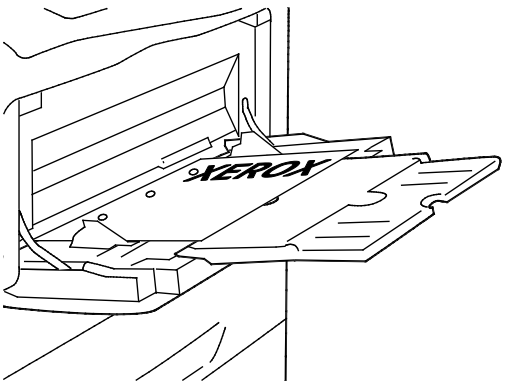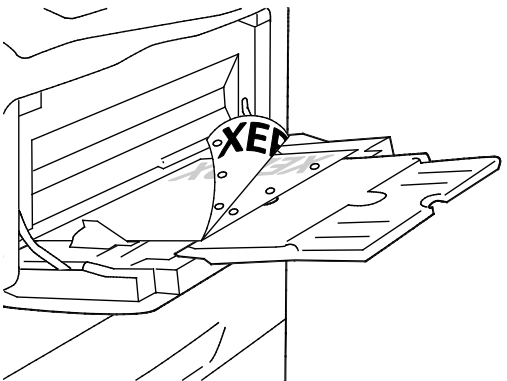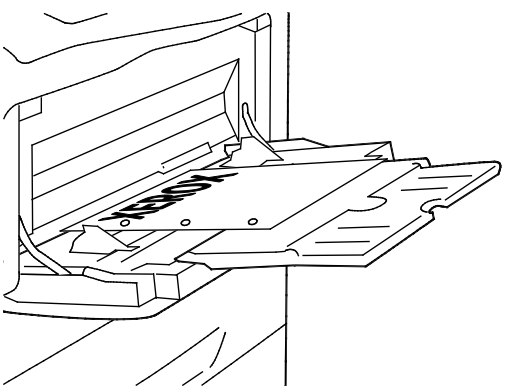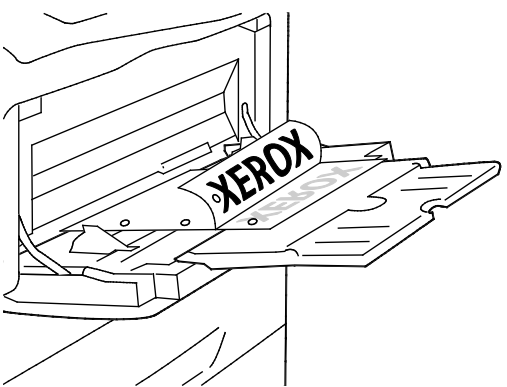
Notes:

- For faster print speeds, load paper 320 mm (12.6 in.) or shorter long-edge feed.
- Load paper longer than 320 mm (12.6 in.) short-edge feed.
- Do not load paper above the maximum fill line. Overfilling can cause paper jams.

1. Open the Bypass Tray and pull out the tray extensions for larger sizes.

2. Load the paper in the tray:

With Duplex Unit	Without Duplex Unit
Insert the paper long-edge feed, with the print side face up and the top edge to the right. Load hole punched paper with the holes facing into the printer.	Insert the paper long-edge feed, with the print side face down and the top edge to the right. Load hole punched paper with the holes facing you.
Insert large-format paper short-edge feed, with the print side face up and the top edge facing into the printer. Load hole punched paper with the holes to the left.	Insert large-format paper short-edge feed, with the print side face down and the top edge facing you. Load hole punched paper with the holes to the left.

3. Adjust the width guides until they touch the edges of the paper.
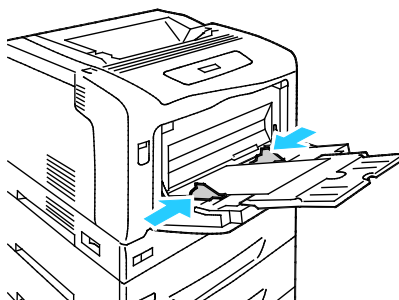
4. If no paper change settings are necessary at the control panel prompt, press **Back**. To change the size, type, and color, press **OK** and follow the prompts.

Changing Paper Size, Type, and Color

When Trays 1–4 are set to Allow Change mode, you can change paper settings each time you load the tray. When you close the tray, the control panel prompts you to change the tray settings for paper size, type, and color.

When Trays 1–4 are set to No Attribute Change mode, the prompt to change the tray settings does not appear. The printer uses the paper guide settings to determine the paper size, and the current control panel settings for the type and color of paper.

When you load paper into the Bypass Tray, the control panel prompts you to change the tray settings. No Attribute Change mode does not affect Bypass Tray paper size, type, and color behavior.

To set a tray to No Attribute Change mode:
1. At the control panel, press **Menu**.
2. To select **Admin Menu**, press the arrow buttons, then press **OK**.
3. To select **Printer Settings**, press the arrow buttons, then press **OK**.
4. To select **During Loading**, press the arrow buttons, then press **OK**.
5. To select **No Attrib. Change**, press the arrow buttons, then press **OK**.
6. To return the printer to Ready, press **Menu**.

To set the paper size, type, or color for a tray in No Attribute Change mode:
1. At the control panel, press **Menu**.
2. To select **Admin Menu**, press the arrow buttons, then press **OK**.
3. To select **Printer Settings**, press the arrow buttons, then press **OK**.
4. To select **Paper Size Settings**, **Paper Type**, or **Paper Color**, press the arrow buttons, then press **OK**.
5. To select the option that you want to modify, press the arrow buttons, then press **OK**.
6. To select the new setting, press the arrow buttons, then press **OK**.
7. To return the printer to Ready, press **Menu**.

   Note: When Panel Lock is On, you can be required to enter a passcode to access the control panel menus. For details, see the *System Administrator Guide* at www.xerox.com/office/7100docs.

Printing on Special Paper

This section includes:

To order paper or other media, contact your local reseller or visit www.xerox.com/office/7100supplies.

See also:

> www.xerox.com/paper Recommended Media List (United States)
> www.xerox.com/europaper Recommended Media List (Europe)

Envelopes

Print envelopes only from the Bypass Tray. For details, see Supported Standard Paper Sizes on page 40.

Guidelines for Printing Envelopes

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

Loading Envelopes in the Bypass Tray

Note: Do not load more than 10 envelopes in the Bypass Tray. Overfilling the tray can cause the printer to jam.

1. Open the Bypass Tray and pull out the tray extensions for larger sizes.
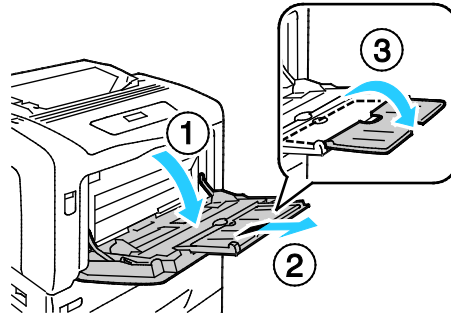
2. Load envelopes with the flaps closed and facing up.
   - Load No.10, Monarch, or DL envelopes with the long edge facing into the printer.
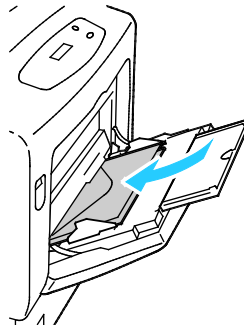
Note: If you do not load envelopes immediately after they have been removed from the packaging, they can bulge. Flatten them to avoid jams.
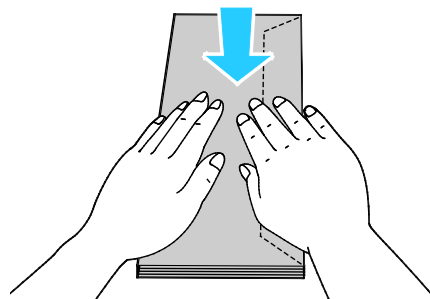
- Load large envelopes with the flaps open and facing up.
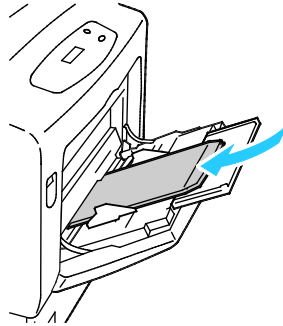
⚠️ **CAUTION:** Never use self-stick envelopes, envelopes with exposed adhesives, or envelopes with windows. They can lead to paper jams and can damage the printer.

3. Adjust the width guides to fit the envelopes.
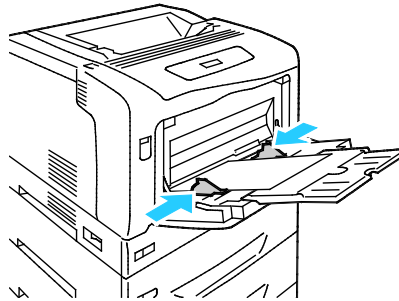
4. If no paper change settings are necessary at the control panel prompt, press **Back**. To change the size, type, and color, press **OK** and follow the prompts.

Labels

You can print labels from any tray.

Guidelines for Printing Labels

- Use labels designed for laser printing.
- Do not use vinyl labels.
- Do not feed a sheet of labels through the printer more than once.
- Do not use dry gum labels.
- Print only on one side of the sheet of labels. Use full sheet labels only.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions can cause print-quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.

- In the print driver software, select Label as the paper type.
- Remove all other paper from the tray before loading labels.

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

Loading Labels in Trays 1–4

1. Pull out the tray until it stops.
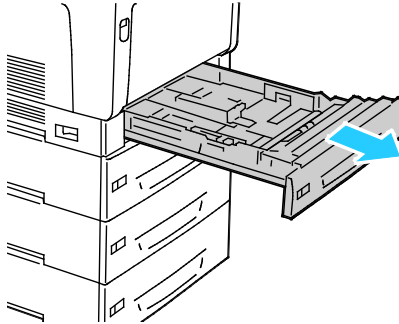
2. Ensure that the paper guides are set in the correct position for the size labels you are loading.
3. For long-edge feed, load labels face up with the top edge to the left.
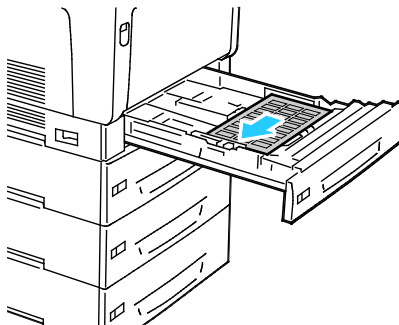
4. For short-edge feed, load labels face up with the top edge facing away from the printer.
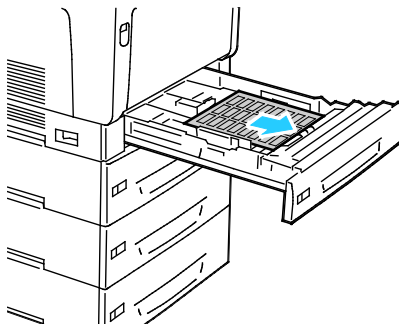
5. Close the tray. Set the paper size, type, and color on the control panel. For details, see Changing Paper Size, Type, and Color on page 48.

Loading Labels in the Bypass Tray

1. Open the Bypass Tray and pull out the tray extensions for larger sizes.
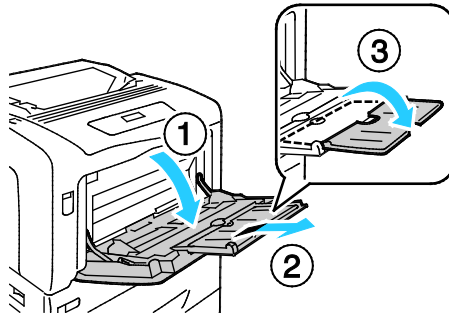
2. For labels 320 mm (12.6 in.) or shorter, insert the labels face down, long-edge feed, with the top edge to the left.
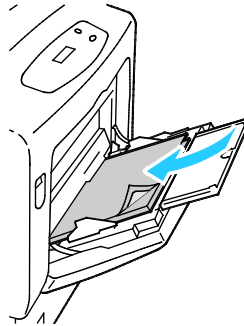
3. For labels longer than 320 mm (12.6 in.), insert the labels face down, short-edge feed, with the top edge leading into the printer.
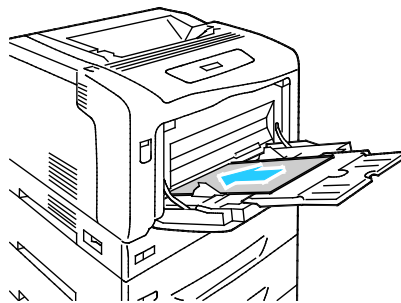
4. Adjust the width guides until they touch the edges of the labels.
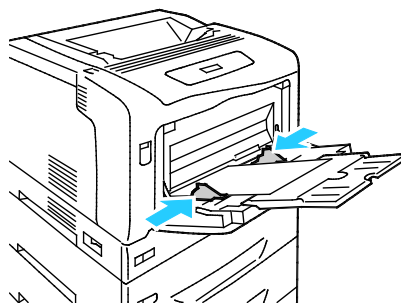
5. If no paper change settings are necessary at the control panel prompt, press **Back**. To change the size, type, and color, press **OK** and follow the prompts.

Glossy Paper and Glossy Cardstock

You can print Glossy and Glossy Cardstock from the Bypass Tray only. Load paper into the tray with the print side face down.

Guidelines for Printing on Glossy Cardstock

- Do not open sealed packages of glossy cardstock until you are ready to load them into the printer.
- Leave glossy cardstock in the original wrapper, and leave the packages in the shipping carton until ready to use.
- Remove all other paper from the tray before loading glossy cardstock.
- Load only the amount of glossy cardstock you are planning to use. Do not leave glossy cardstock in the tray when you are finished printing. Replace unused cardstock in the original wrapper and seal.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy cardstock to curl and jam in the printer.
- In the print driver software, select the desired glossy cardstock type or select the tray loaded with the desired paper.

Printing

5

This chapter includes:

Printing Overview

Before printing, your computer and the printer must be plugged in, turned on, and connected. Ensure that you have the correct print driver software installed on your computer. For details, see Installing the Software.

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

Selecting Printing Options

This section includes:

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

Print Driver Help

Xerox® print driver software Help information is available from the Printing Preferences window. Click the Help (?) button in the bottom left corner of the Printing Preferences window to see the Help.
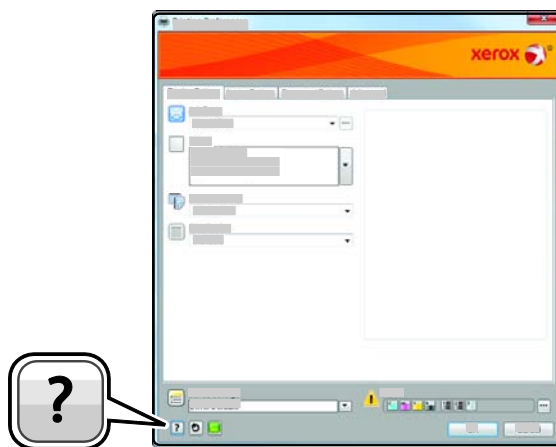
Information about Printing Preferences appears in the Help window. From there, you can select by topic or use the search field to enter the topic or function for which you need information.

Windows Printing Options

Setting Default Printing Options for Windows

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

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

To select default printing options:

1. Navigate to the list of printers on your computer:
   - For Windows XP SP1 and later, click **Start** > **Settings** > **Printers and Faxes**.
   - For Windows Vista, click **Start** > **Control Panel** > **Hardware and Sound** > **Printers**.
   - For Windows Server 2003 and later, click **Start** > **Settings** > **Printers**.
   - For Windows 7, click **Start** > **Devices and Printers**.
2. In the list, right-click the icon for your printer and click **Printing Preferences**.
3. In the Printing Preferences window, click a tab, select the options, then click **OK** to save.

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

Selecting Printing Options for an Individual Job for Windows

To use special printing options for a particular job, change the Printing Preferences from the application before sending the job to the printer. For example, if you want to use the Enhanced print-quality mode when printing a particular document, select Enhanced in Printing Preferences before printing the job.

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

Saving a Set of Commonly Used Printing Options for Windows

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

To save a set of printing options:

1. With the document open in your application, click **File** > **Print**.
2. Select the printer, then click **Properties**. Click the tabs in the Printing Properties window and select the desired settings.
3. Click **Saved Settings** at the bottom of the Printing Properties window, then click **Save As**.
4. Type a name for the set of printing options, then click **OK** to save the set of options in the Saved Settings list.
5. Select the name from the list to print using these options.

Macintosh Printing Options

Selecting Printing Options for Macintosh

To use specific printing options, change the settings before sending the job to the printer.
1. With the document open in your application, click **File** > **Print**.
2. Select your printer from the list.
3. Select **Xerox**® **Features** from the Copies & Pages menu.
4. Select the desired printing options from the drop-down lists.
5. Click **Print** to send the job to the printer.

Saving a Set of Commonly Used Printing Options for Macintosh

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

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

Printing Features

This section includes:

Printing on Both Sides of the Paper

Printing a 2-Sided Document

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

Note: Ensure that the paper size and weight are supported. For details, see Supported Paper Sizes and Weights for Automatic 2-Sided Printing on page 40.

2-Sided Page Layout Options

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

To make a 2-sided printing selection, on the Page Layout tab, use the arrow button in the bottom left corner of the preview pane. Page Layout is on the Document Options tab.
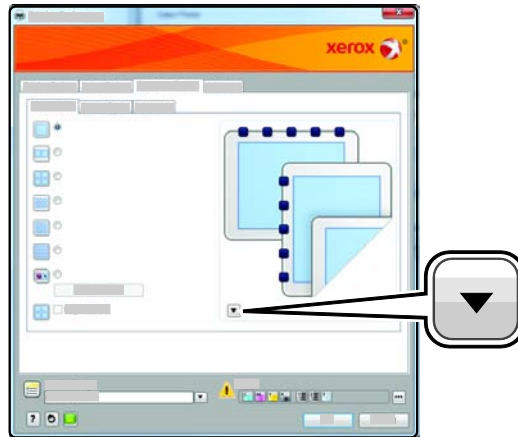
- **1-Sided Print** prints on one side of the media. Use this option when printing on transparencies, envelopes, labels, or other media that cannot be printed on both sides.

- **2-Sided Print** 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, respectively:

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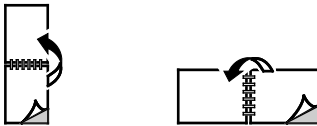
Note: 2-Sided Printing is part of the Earth Smart settings.

To change your default print driver settings, see Setting Default Printing Options for Windows on page 57.

Orientation

To select the default orientation:
1. On the Advanced tab, click **Driver**.
2. Click **Orientation**. Select an option:
   - **Portrait** orients the paper so that the text and images print across the short dimension of the paper.

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

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

3. Click **OK**.

Selecting Paper Options for Printing

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

Printing Multiple Pages to a Single Sheet

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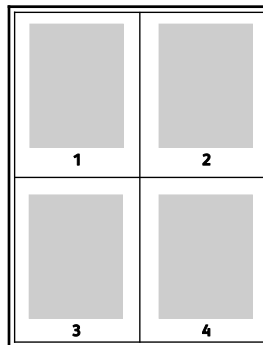
Printing Booklets

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

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

- **Gutter** specifies the horizontal distance in points between the page images. A point is 0.35 mm (1/72 in.).

- **Creep** specifies how much the page images are shifted outward, in tenths of a point. Shifting compensates for the thickness of the folded paper, which would cause the page images to shift slightly outward when folded. You can select a value from zero to 1 point.
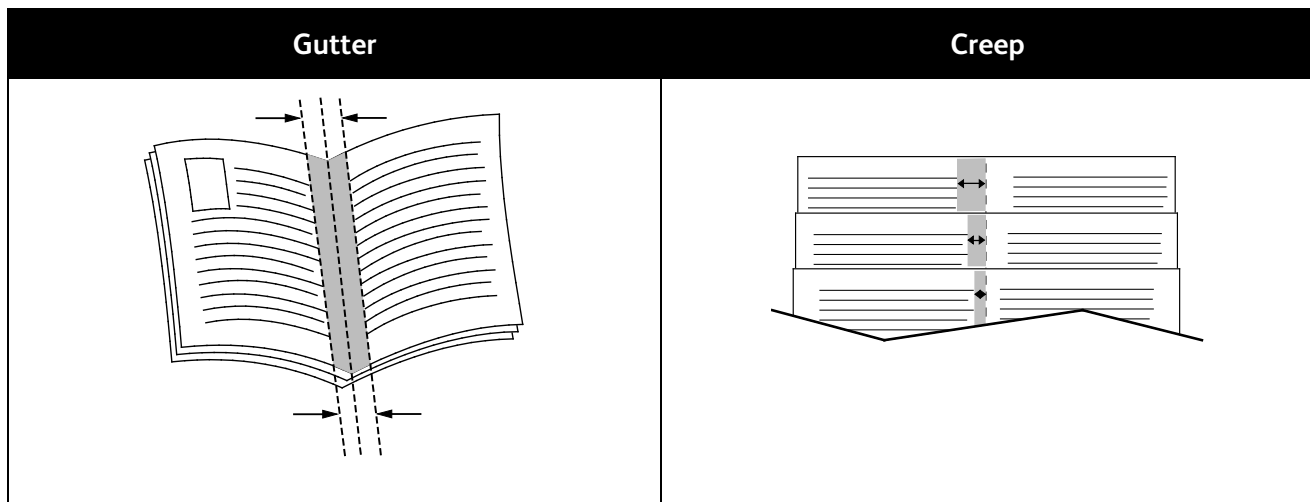
Gutter	Creep

Print Quality

Print quality modes:
- Standard print-quality mode: 600 x 600 dpi
- Enhanced print-quality mode: 1200 x 1200 dpi
- Photo print-quality mode: 600 x 600 x 8 dpi

    Note: The print resolutions are indicated for PostScript print drivers only. The only print quality mode for PCL is Standard.

Image Options

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

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

Color corrections designed for your printer include:
- **Automatic Color** applies the best color correction to text, graphics, and images. Xerox recommends this setting.
- **Vivid Color** produces brighter and more saturated colors.
- **sRGB** provides color correction for matching the standard red, blue, and green color characteristics of computer displays.

Printing Covers

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

Select an option for printing covers:

- **No Covers** cancels any previous Covers settings.
- **Front Only** prints the first page on paper from the specified tray. With automatic 2-sided printing, the first two pages print on the cover.
- **Back Only** prints the back page on paper from the specified tray. With automatic 2-sided printing, the last two pages print on the cover when the page count is even.
- **Front and Back: Same** prints the front and back covers from the same tray.
- **Front and Back: Different** prints the front and back covers from different trays.

Printing Inserts

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

Modify these settings when printing inserts:

- **Insert Options** provides the options to place an insert After Page X, where X is the specified page, or Before Page 1.
- **Insert Quantity** specifies the number of pages to insert at each location.
- **Page(s)** specifies a page or a range of pages after which you want an insert added. Separate individual pages or page ranges with commas. Specify pages within a range with a hyphen. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: **1, 6, 9-11**.
- **Paper** displays the default size, color, and type of paper selected in Use Job Settings for the inserts. Use the **Down** Arrow to the right of the Paper field to select a different paper size, color, or type.
- **Job Settings** displays the attributes of the paper for the remainder of the job.

Printing Exception Pages

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

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

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

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

    Notes:
    - If your printer does not support automatic 2-sided printing, not all of the options are available.
    - Some combinations of 2-sided printing with certain paper types and sizes can produce unexpected results.

Scaling

Scaling reduces or enlarges the original document to match the selected output paper size. In Windows, the Scale Options are located in the print driver on the Printing Options tab in the Paper field.

To access Scale Options, click the arrow at the right side of the Paper field, then select **Other Size**.

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

Printing Watermarks

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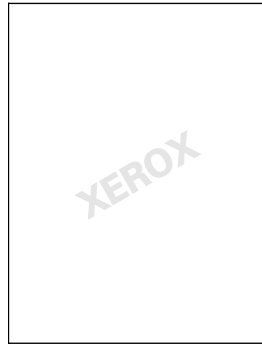
To print a watermark:

1. Click **Document Options** > **Watermark**.
2. From the Watermark menu, select the watermark.
3. Click **Layering**, then select how to print the watermark:
   - **Print in Background** prints the watermark behind the text and graphics in the document.
   - **Blend** combines the watermark with the text and graphics in the document. A blended watermark is translucent, so you can see both the watermark and the document content.
   - **Print in Foreground** prints the watermark over the text and graphics in the document.
4. Click **Pages**, then select the pages on which to print the watermark:
   - **Print on All Pages** prints the watermark on all pages of your document.
   - **Print on Page 1 Only** prints the watermark only on the first page of the document.
5. Click **OK**.

Printing Mirror Images

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

Creating and Saving Custom Paper Sizes

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

For detail on supported paper sizes for each tray, see Supported Custom Paper Sizes on page 41.

To create and save custom sizes for Windows:

1. Click the **Paper/Output** tab of the print driver.
2. Click the arrow at the right of the Paper field, then select **Other Size** > **Output Paper Size** > **New**.
3. In the New Custom Size window, enter the height and width of the new size, then select the units.
4. Enter a title for the new size in the Name field, then click **OK** to save.

To create and save custom sizes for Macintosh:

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

Selecting Job Completion Notification for Windows

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

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

To select job completion notification from the Advanced tab:

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

Printing Special Job Types

Special job types allow you to send a print job from your computer, then print it from the printer control panel. Select special job types in the print driver, Printing Options tab, under Job Type.

Note: To use any of the special job types, your printer must have the RAM Disk feature enabled or the optional Productivity Kit installed.

Sample Set

The Sample Set job type allows you to print a sample copy of a multiple-copy job and hold the remaining copies at the printer. After you review the sample copy, you can select the job name from the printer control panel to print the additional copies.

Notes:

- If the control panel is dark, press the **Power Saver** button.
- Use the arrow buttons to navigate through the menus.

To release the remainder of prints after printing a Sample Set:

1. At the control panel, touch **Print Menu**.
2. Navigate to **Sample Set**, then press **OK**.
3. Navigate to your directory under Select User ID, then press the **Right** arrow.
4. Navigate to the desired print job, then press the **Right** arrow.
5. Navigate to **Print**, then press **OK**.
6. To increase or decrease the Quantity, press the arrow buttons, then press **OK**.
7. To print the job, press **OK**.

   The remainder of the job prints, and the job is deleted from the printer.
8. To return the printer to Ready, press **Back**.

Secure Print

Secure Print allows you to associate a 1–12 digit passcode number with a print job when sending it to the printer. The job is held at the printer until the same passcode is entered at the control panel.

Notes:

- If the control panel is dark, press the **Power Saver** button.
- Use the arrow buttons to navigate through the menus.

To release a Secure Print job for printing:

1. At the control panel, touch **Print Menu**.
2. Navigate to **Secure Print**, then press **OK**.
3. Navigate to your directory under Select User ID, then press the **Right** arrow.
4. Use the arrow buttons to enter your passcode, then press **OK**.
5. Navigate to the desired print job, then press the **Right** arrow.
6. Navigate to **Print & Delete** or **Print & Save**, then press **OK**.
7. To increase or decrease the Quantity, press the arrow buttons, then press **OK**.
8. To print the job, press **OK**.

   To return the printer to Ready, press **Back**.

Delay Print

You can delay a print job for up to 24 hours from the original job submission time. Enter the time at which you would like the job to print. If the time you enter is earlier than the time that you submit the print job, it prints on the following day. The Delayed Print default time is midnight.

Notes:

- If the control panel is dark, press the **Power Saver** button.
- Use the arrow buttons to navigate through the menus.

To print the job after you send it but before the scheduled time, release the job at the printer control panel:

1. At the control panel, touch **Print Menu**.
2. Navigate to **Delayed Print**, then press **OK**.
3. Navigate to the desired print job, then press the **Right** arrow.
4. Navigate to **Print Now**, then press **OK**.
5. To print the job, press **OK**.
6. To return the printer to Ready, press **Back**.

Maintenance

6

This chapter includes:

Maintenance and Cleaning

This section includes:

General Precautions

⚠ **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 such cleaners increase 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 imaging units.
- 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

This section includes:

Cleaning the Printer Exterior

Regular cleaning keeps the control panel and its display free from dust and dirt.

To clean the printer exterior:

1. To avoid activating buttons and menus, ensure that the printer is in Sleep mode. If the Power Saver button is not illuminated, press the **Power Saver** button.
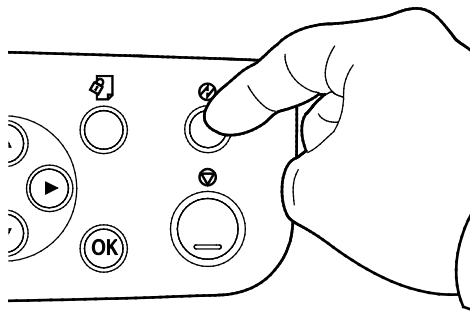
2. To remove finger prints and smudges, clean the control panel and its display with a soft, lint-free cloth.
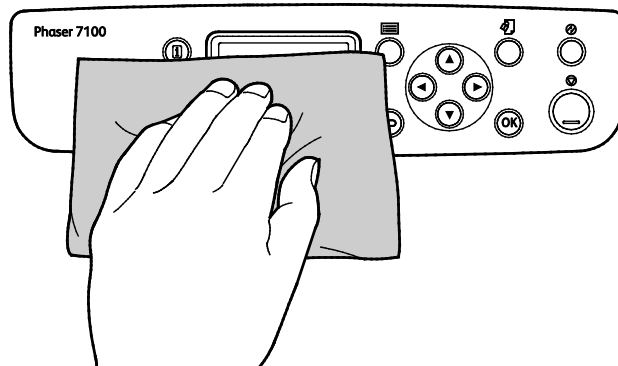
3. Press the **Power Saver** button again to return the printer to Ready mode.

4. Use a soft, lint-free cloth to clean the outside of the output tray, paper trays, and other exterior areas of your printer.
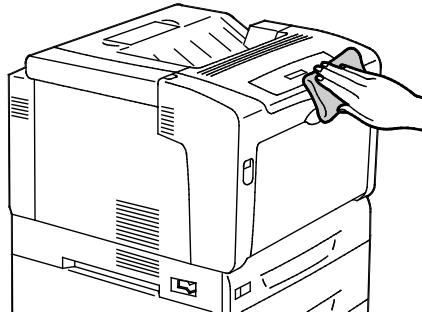
Cleaning the Laser Lenses

The printer is constructed with four laser lenses. If prints have voids or light streaks through one or more colors, use the following instructions to clean the laser lenses.

⚠ **CAUTIONS:**

- Ensure that nothing touches or scratches the surface of the transfer belt. Scratches, dirt, or oil from your hands on the belt can deteriorate print quality.
- Ensure that nothing touches or scratches the surface of the imaging drum. Scratches, dirt, or oil from your hands on the drum can deteriorate print quality.
- To protect the imaging units against bright light, close Cover C within 10 minutes. Longer exposure can deteriorate print quality.

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

1. Open Cover A.
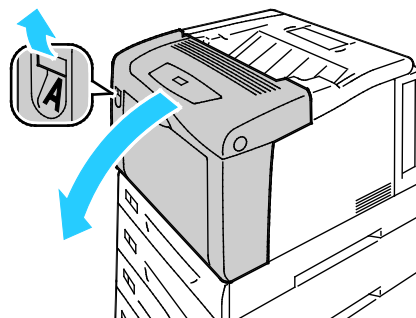
2. Open Cover C.
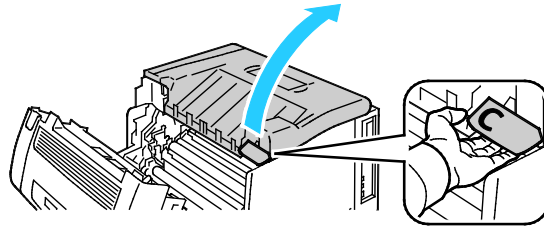
3. Support Cover C by lowering its support (1) and inserting it into its associated slot (2).

⚠️ **WARNING:** Cover is not self-supporting. Use care to support with your hand or the built-in support.
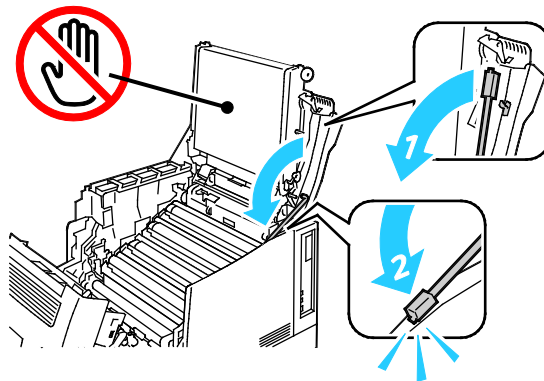
4. To remove the cleaning tool, lift it out of the printer.
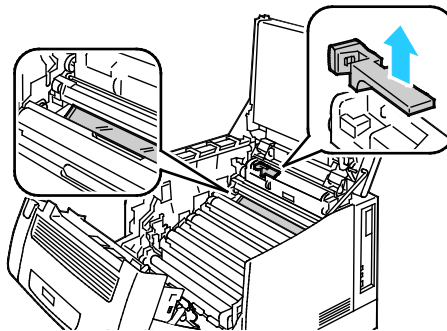
5. Remove the yellow imaging unit.
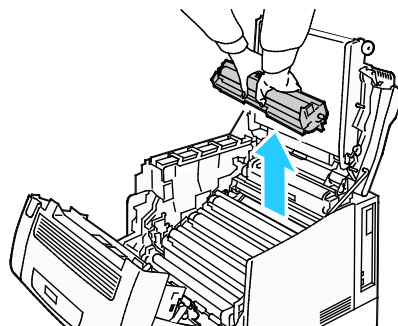
6. Clean the laser lens by wiping the length of its surface three times using the soft end of the cleaning tool.
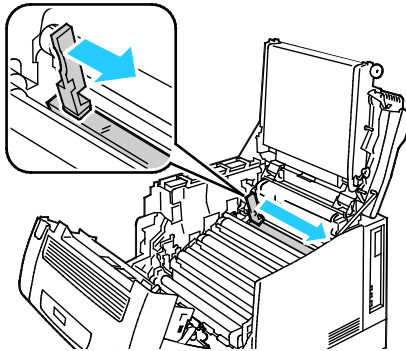
7. Replace the imaging unit.
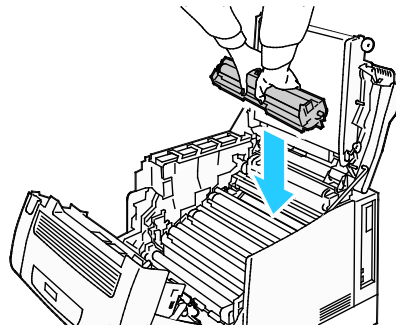
8. Repeat steps 5 through 7 for each color.
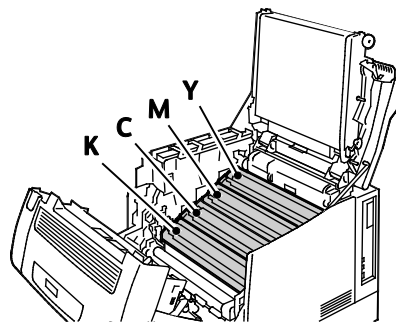
9. Replace the cleaning tool.
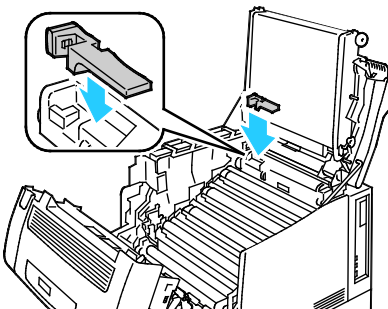
10. To close Cover C, raise it slightly, then raise the support rod (1) and snap it into its holder (2).
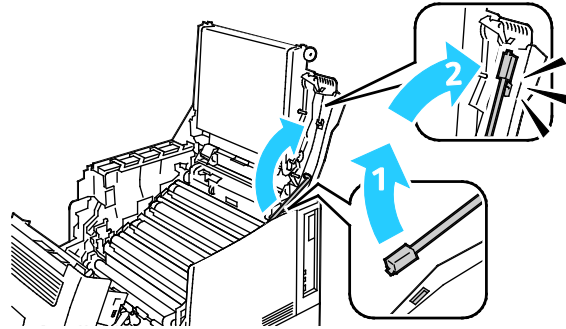
11. Close Cover C (1), the Toner Cover (2), and Cover A (3).
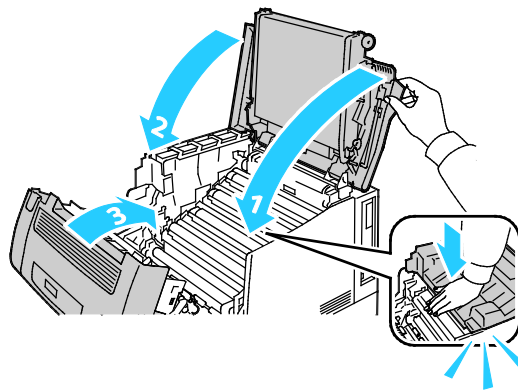
Cleaning the Density Sensors

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

⚠ **CAUTIONS:**

- Ensure that nothing touches or scratches the surface of the transfer belt. Scratches, dirt, or oil from your hands on the belt can deteriorate print quality.
- To protect the imaging units against bright light, close Cover C within 10 minutes. Longer exposure can deteriorate print quality.

1. Open Cover A.
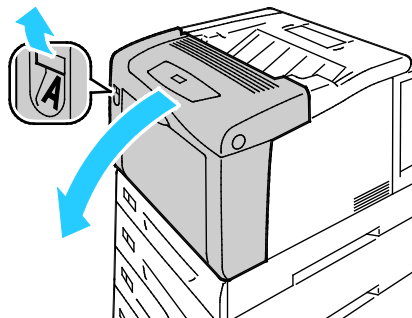
2. Open Cover C.
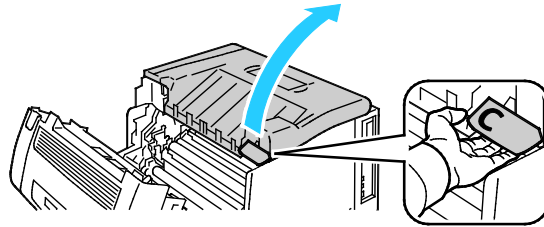
3. Support Cover C by lowering its support (1) and inserting it into its associated slot (2).

⚠ **WARNING:** Cover is not self-supporting. Use care to support with your hand or the built-in support.
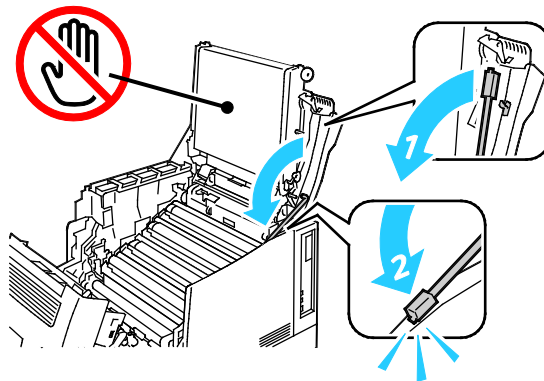
4. Use a dry cotton swab to clean the color toner density sensors.
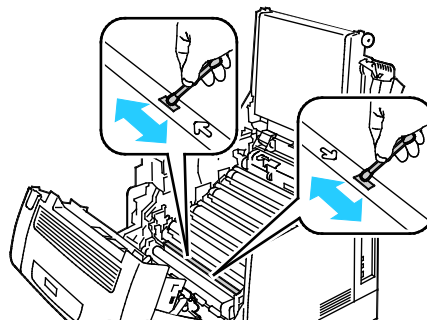
5. To close Cover C, raise it slightly, then raise the support rod (1) and snap it into its holder (2).
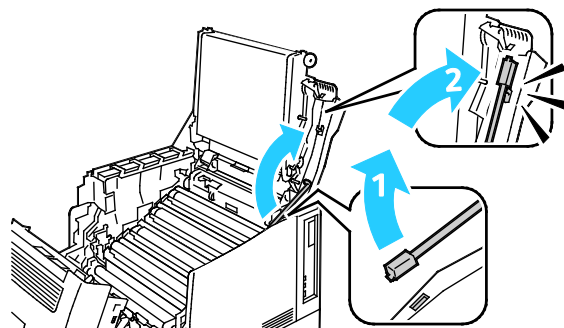
6.   Close Cover C (1), the Toner Cover (2), and Cover A (3).
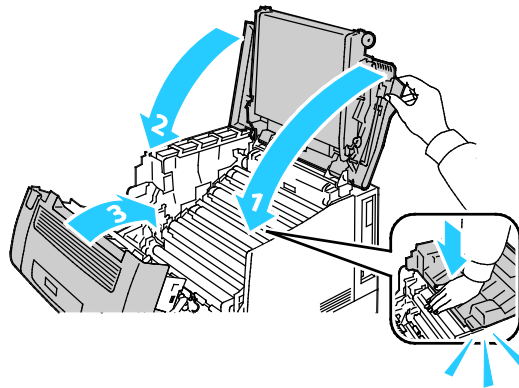
Routine Maintenance

For information on ordering supplies, see Ordering Supplies on page 87.

Periodic Maintenance

For information on ordering supplies, see Ordering Supplies on page 87.

Adjustments and Maintenance Procedures

This section includes:

Color Registration

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

Performing an Automatic Color Registration Adjustment

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

To perform an automatic color registration adjustment:

1. At the printer control panel, press the **Menu** button.
2. Navigate to **Admin Menu**, then press **OK**.
3. Navigate to **Image Quality**, then press **OK**.
4. Navigate to **Adjust Color Regi**, then press **OK**.
5. Navigate to **Auto Color Regi**, then press **OK**.
6. To begin the calibration, at the prompt, press **OK**.

Performing a Manual Color Registration Adjustment

Color Registration adjusts the printer to make corrections to blurry or hazy prints, or prints with color halos.

To perform a manual color registration adjustment:

1. At the printer control panel, press the **Menu** button.
2. Navigate to **Admin Menu**, then press **OK**.
3. Navigate to **Image Quality**, then press **OK**.
4. Navigate to **Adjust Color Regi**, then press **OK**.
5. Navigate to **Manual Color Regi**, then press **OK**.
6. Navigate to **Color Regi Chart**, then press **OK**.
7. Load the default paper size, long-edge feed into the Bypass Tray.
8. To print the color registration chart, press **OK**.
9. Starting with the left side calibration lines, LY, LM, and LC, circle the line in each group where the color bar aligns with the adjacent black bars.
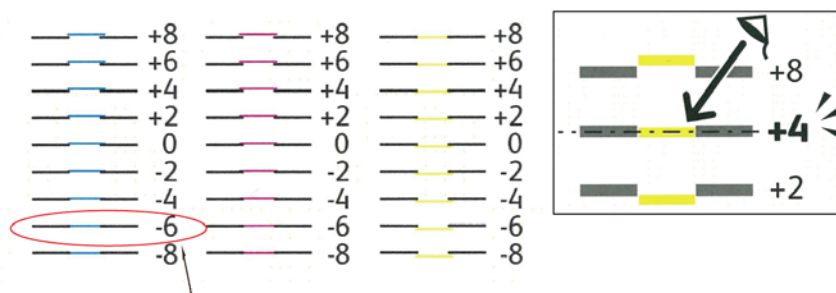
10. Repeat the process for the right side calibration lines, RY, RM, and RC.
11. To navigate to the adjustment menu, press **Back**.
12. Navigate to **Adjust Color Regi**, then press **OK**.
13. Navigate to the desired color, **Adjust Yellow**, **Adjust Magenta**, or **Adjust Cyan**, then press **OK**.
14. To enter the values, navigate to the left or right field. Then use the arrow buttons to adjust the value to what you circled in steps 9 and 10, then press **OK**.
15. Press **Back**, then repeat steps 13 and 14 for the other colors.
16. Print another Registration Chart, then repeat the process until you complete the color registration corrections.

Adjusting Paper Type

Use Adjust Paper Type to compensate for paper thickness within a paper type. If the printed image is too light, use a heavier setting for the paper you are using. If the printed image is mottled or blotchy-looking, decrease the setting for the paper you are using.

To adjust the paper type:

1. At the printer control panel, press the **Menu** button.
2. Navigate to **Admin Menu**, then press **OK**.
3. Navigate to **Printer Settings**, then press **OK**.
4. Navigate to **Paper Type**, then press **OK**.
5. Navigate to the desired paper tray, then press **OK**.
6. To adjust the paper type, navigate to the next heavier or thinner paper type, then press **OK**.

Adjusting the Voltage Offset

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

To adjust the voltage offset:

1. At the printer control panel, press the **Menu** button.
2. Navigate to **Admin Menu**, then press **OK**.
3. Navigate to **Image Quality**, then press **OK**.
4. Navigate to **Voltage Offset**, then press **OK**.
5. Navigate to the paper type for the adjustment, then press **OK**.
6. Press the arrow buttons to increase or decrease the amount of offset, then press **OK**.
7. Repeat this procedure for each paper type you need to adjust.

Adjusting the Fuser

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

To adjust the fuser:

1. At the printer control panel, press the **Menu** button.
2. Navigate to **Admin Menu**, then press **OK**.
3. Navigate to **Image Quality**, then press **OK**.
4. Navigate to **Fuser Temperature**, then press **OK**.
5. Navigate to the paper type for the adjustment, then press **OK**.
6. Press the arrow buttons to increase or decrease the amount of offset, then press **OK**.
7. Repeat this procedure for each paper type you need to adjust.

Adjusting the Altitude

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

To adjust the altitude:

1. At the printer control panel, press the **Menu** button.
2. Navigate to **Admin Menu**, then press **OK**.
3. Navigate to **Image Quality**, then press **OK**.
4. Navigate to **Adjust Altitude**, then press **OK**.
5. To select the altitude of the location of the printer, press the **Up** or **Down** arrow buttons, then press **OK**.

Enabling Dew Prevention

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

To enable Dew Prevention:

1. At the printer control panel, press the **Menu** button.
2. Navigate to **Admin Menu**, then press **OK**.
3. Navigate to **System Settings**, then press **OK**.
4. Navigate to **Dew Prevention**, then press **OK**.
5. Select **Enabled**, then press **OK**.

Billing and Usage Information

Billing and printer usage information appears on the Billing Meters information screen. The impression counts shown are used for billing.

1. At the control panel, press **Menu**.
2. Navigate to **Meter Reading**, then press **OK**.
3. Navigate to **Current Meter**, then press **OK**.
4. To view the impression counts, press the arrow buttons.
   - **Total Color** is the number of pages printed that specify color.
   - **Total Black** is the number of pages printed with no color specified.
   - **Total** is the total number of color impressions plus black impressions.

   Note: A page is one side of a sheet of paper that can be printed on one or two sides. A sheet printed on two sides counts as two impressions.

5. To return the printer to Ready, press **Menu**.

Ordering Supplies

This section includes:

Locating the Serial Number

To contact Xerox for assistance, you need the printer serial number. The serial number is on the front of the printer chassis under Tray 1. To view the serial number, remove Tray 1. You can also view the serial number on the Configuration Report.

To print the Configuration Report:

1. At the control panel, press **Menu**.
2. Navigate to **Print Reports**, then press **OK**.
3. Navigate to the desired report, then press **OK**.
4. To print the report, at the prompt, press **OK**.
5. To return the printer to Ready, press **Menu**.

Consumables

Consumables are printer supplies that get depleted during the operation of the printer. Consumable supplies for this printer are the Genuine Xerox® Toner Cartridges in Cyan, Magenta, Yellow, and Black.

Notes:

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

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

Routine Maintenance Items

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

Note: Each routine maintenance item includes installation instructions.

Routine maintenance items for this printer include the following:
- Imaging Units (Cyan, Magenta, Yellow, and Black)
- Waste Cartridge

Customer Replaceable Units

Customer replaceable units (CRUs) are printer parts that can be replaced without need for technical service intervention. These parts have longer rated lives than routine maintenance items.

Note: Each customer replaceable unit includes installation instructions.

Customer Replaceable Units for this printer include the following:
- 110 V Fuser
- 220 V Fuser
- Transfer Roller
- Tray 1 Feed Roller Kit
- Tray 2 Feed Roller Kit
- Bypass Tray Feed Roller

When to Order Supplies

A warning appears on the control panel when supplies near their replacement time. Verify that you have replacements on hand. It is important to order these items when the messages first appear to avoid interruptions to your printing. An error message appears on the control panel when supplies must be replaced.

Order supplies from your local reseller or go to www.xerox.com/office/7100supplies.

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

Viewing Printer Supply Status

You can check the status and percentage of life remaining for your printer supplies at any time using CentreWare Internet Services.

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

   Note: For details, see Finding the IP Address on the Control Panel on page 25.

2. Select the **Status** tab.
3. In the top-left corner of the Status page, under Status, click **Consumables**.

Recycling Supplies

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

Supplies include a prepaid return label. Please use it to return used components in their original boxes for recycling.

Moving the Printer

- Always turn off the printer and wait for the printer to shut down.
- Disconnect the power cord from the back of the printer.
- When lifting the printer, grasp the areas as shown.
- Keep the printer level to avoid toner spillage.
- Always use at least three people to lift the printer.

⚠ **CAUTION:** Failure to repackage the printer properly for shipment can result in damage not covered by the Xerox® Warranty, Service Agreement, or Total Satisfaction Guarantee. The Xerox® Warranty, Service Agreement, or Total Satisfaction Guarantee do not cover damage to the printer caused by improper moving.
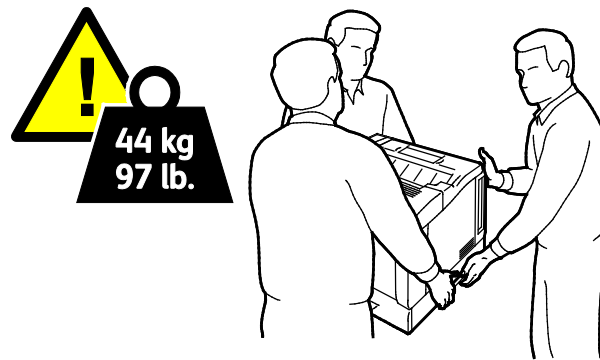
⚠ **CAUTION:** The Xerox® Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your Xerox representative for details.

Troubleshooting

7

This chapter includes:

General Troubleshooting

This section includes:

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

Printer Does Not Turn On

Probable Causes	Solutions
The power switch is not turned on.	Turn on the switch.
The power cord is not correctly plugged into the outlet.	Turn off the printer power switch, and plug the power cord securely into the outlet.
Something is wrong with the outlet connected to the printer.	• Plug another electrical appliance into the outlet and see if it operates properly. • Try a different outlet.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in the Electrical Specifications on page 126.

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

Printer Resets or Turns Off Frequently

Probable Causes	Solutions
The power cord is not correctly plugged into the outlet.	Turn off the printer, confirm that the power cord is correctly plugged into the printer and the outlet, then turn on the printer.
A system error occurred.	Contact your Xerox® service representative with the error code and message. Check the control panel fault history. For details, see Viewing Error Messages on the Control Panel on page 116.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower printing mode, for example, for printing on glossy or heavyweight paper.	It takes more time to print on certain types of special media. Make sure that the paper type is set properly in the driver and at the printer control panel. For details, see Print Speed on page 127.
The printer is in Energy Saver mode.	Wait. It takes time for printing to start when the printer is coming out of Energy Saver mode.
The way the printer was installed on the network could be an issue.	Determine if a print spooler or a computer sharing the printer is buffering all print jobs and then spooling them to the printer. Spooling can slow print speeds. To test the speed of the printer, print some information pages such as the Office Demo Page. If the page does not print at the rated speed of the printer, you could have a network or printer installation issue.
The job is complex.	Wait. No action needed.
The print-quality mode in the driver is set to Enhanced.	Change the print-quality mode in the print driver to Standard.
The printer quality is set to Photo and the printer is being used for complex, 2-sided print jobs.	Increase memory size to 2 GB RAM.

Document Fails to Print

Probable Causes	Solutions
Selected tray has wrong paper size loaded.	1. Check the control panel for a warning message. 2. Check the tray selected in the print driver.
Selected paper type or color is not available.	Ensure that the paper type is set correctly in the driver and the paper is loaded in the correct tray.
Control panel is in use or the printer is offline.	Ensure that the printer is not offline and the control panel is not in a menu. If displaying Offline, press **Online**. If displaying a menu, press **Menu** to exit.

The way the printer was installed on the network could be an issue.	• Ensure that the printer is connected to the network. • Determine if a print spooler or a computer sharing the printer is buffering all print jobs and then spooling them to the printer. Spooling can slow print speeds. • To test the printer, print some information pages such as the Demo Page. If the page prints, you could have a network or printer installation issue. For additional help, contact the system administrator.
Application and print driver have conflicting tray selections.	For details, see Document Prints from Wrong Tray on page 94.

Document Prints from Wrong Tray

Probable Causes	Solutions
Application and print driver have conflicting tray selections.	1. Check the tray selected in the print driver. 2. Go to the page setup or printer settings of the application from which you are printing. 3. Set the paper source to match the tray selected in the print driver or set the paper source to Automatically Select.

Automatic 2-Sided Printing Problems

Probable Causes	Solutions
Unsupported or incorrect paper.	Ensure that you are using a supported paper size and weight for 2-sided printing. Envelopes and labels cannot be used for 2-sided printing. For details, see Supported Paper Sizes and Weights for Automatic 2-Sided Printing on page 40.
The printer does not support automatic 2-sided printing.	Ensure that your printer supports automatic 2-sided printing. For details, see Printer Configurations and Options on page 120.
Incorrect setting.	In the print driver Properties, on the Printing Options tab, select **2-sided Printing**.

Printer is Making Unusual Noises

Probable Causes	Solutions
One of the trays is not installed correctly.	Open and close the tray from which you are printing.
There is an obstruction or debris inside the printer.	Turn off the printer and remove the obstruction or debris. If you cannot remove it, contact your Xerox® service representative.

Paper Tray Will Not Close

Probable Causes	Solutions
The paper tray does not fully close.	Paper trays extend out the rear of the printer. Ensure that the printer is not too close to the wall to allow the tray to be inserted fully into the printer.

Date and Time are Incorrect

The date and time are set automatically when the printer is connected to a network that has a Network Time Protocol (NTP) server. NTP is used to synchronize the internal clocks of computers over a network connection at system startup and every subsequent 24-hour period thereafter. This feature ensures that the internal clock of the printer stays synchronized with the NTP server you specify.

Probable Causes	Solutions
The Date and Time Setup is set to Manual (NTP Disabled).	Change the Date and Time to Automatic by enabling NTP. For details, see the *System Administrator Guide* at www.xerox.com/office/7100docs.
The time zone, date, or time is set incorrectly.	Set the time zone, date, and time manually. For details, see the *System Administrator Guide* at www.xerox.com/office/7100docs.

Condensation has Formed Inside the Printer

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

Probable Causes	Solutions
The printer has been sitting in a cold room.	• Allow the printer to operate for several hours at room temperature. • If condensation is forming inside the printer, enable Dew Prevention. For details, see Enabling Dew Prevention on page 85.
The relative humidity of the room is too high.	• Reduce the humidity in the room. • Move the printer to a location where the temperature and relative humidity are within the operating specifications.

Paper Jams

This section includes:

Clearing Paper Jams

This section includes:

To avoid damage, always remove jammed paper carefully without tearing it. Try to remove the paper in the same direction it normally moves through the printer. Even a small piece of paper left in the printer can cause a jam. Do not reload paper that has jammed.

Clearing Jams at Trays 1–4

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

1. Check each tray to ensure that no paper remains in the paper path which passes through the front of each tray.
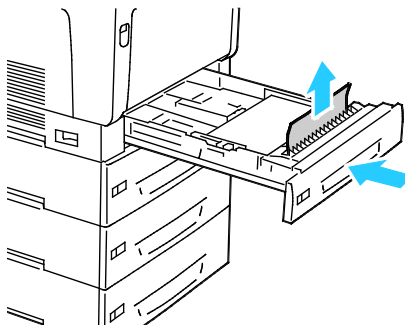
2. Open Tray 1.
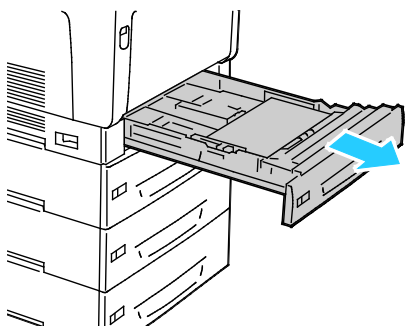
3. Tilt the tray upward, and pull to remove it.
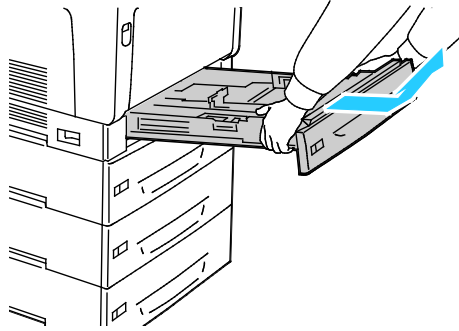
4. Remove any crumpled paper from the tray.
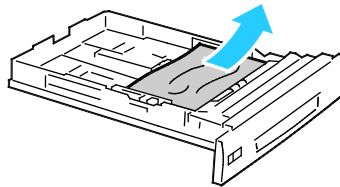
5. Remove any remaining pieces of paper.
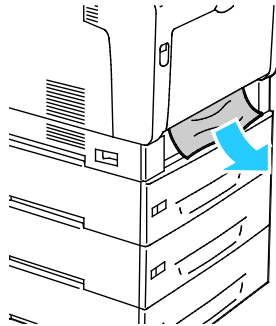
6. Reinsert the tray into the printer.
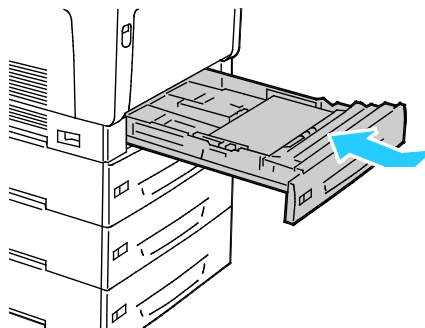
7. Close the tray.
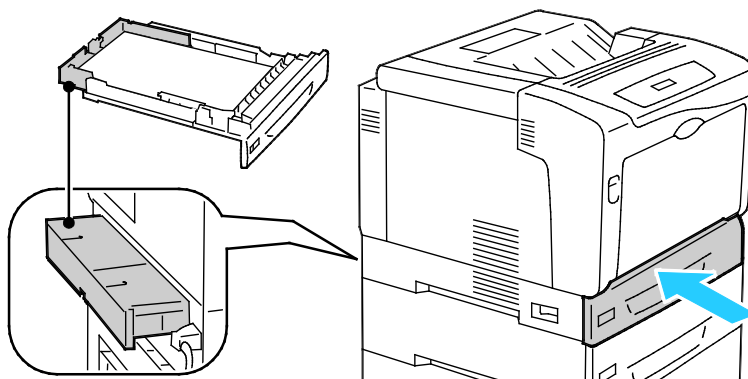
Note: Paper trays extend out the rear of the printer. Ensure that the printer is not too close to the wall to allow the tray to be inserted fully into the printer.

Clearing Jams at the Bypass Tray

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

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

1. Remove any paper from the bypass tray.
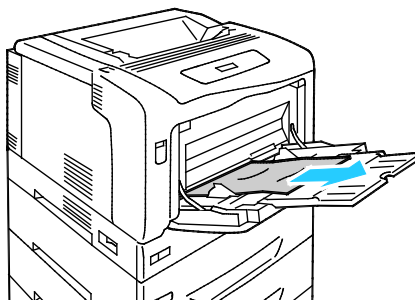
2. Lift the Cover A Release Latch and open the cover.
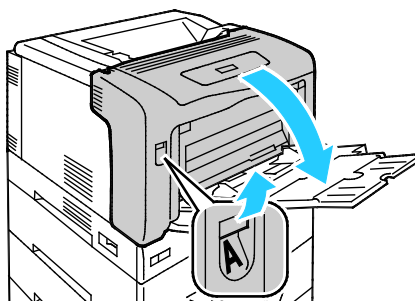
3. If paper is visible, remove the jammed paper by pulling in the direction shown.
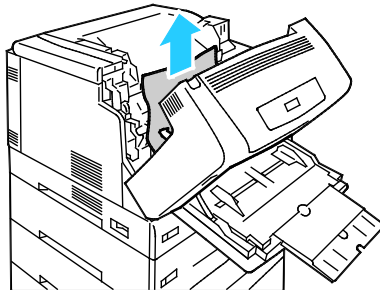
4. Close the cover.
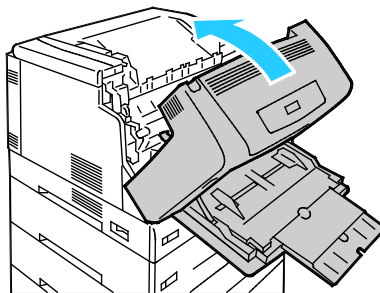
5. Replace the paper in the tray.

    Note: Do not load paper above the maximum fill line. Overfilling can cause paper jams.
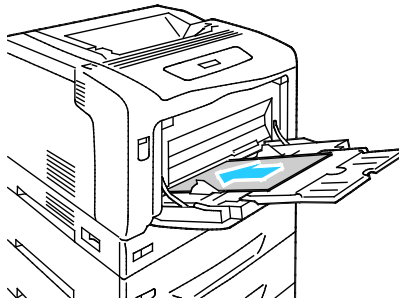
Clearing Jams at Cover A

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

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

1. Lift the Cover A Release Latch and open the cover.
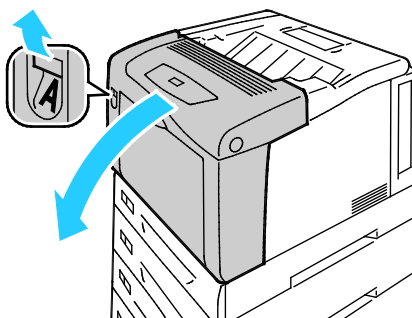
2. Lower both green fuser levers and remove the paper by pulling it in the direction shown.
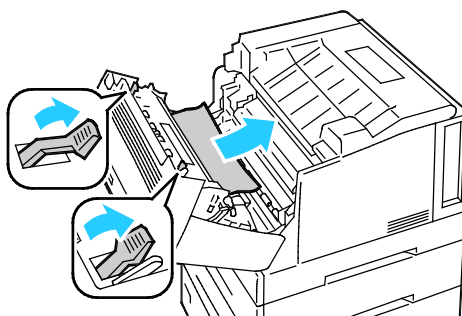
   Note: When Cover A is closed, both fuser levers automatically return to their original position.

3. Close the cover.
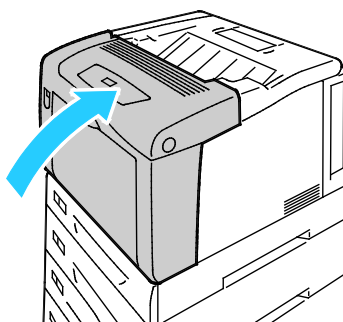
Clearing Jams at Cover B

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

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

1. Press the Cover B Release Button and open the cover.
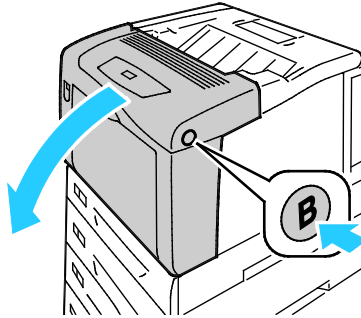
2. Lift both green fuser levers to their full-upright position, then remove the paper by pulling it in the direction shown.
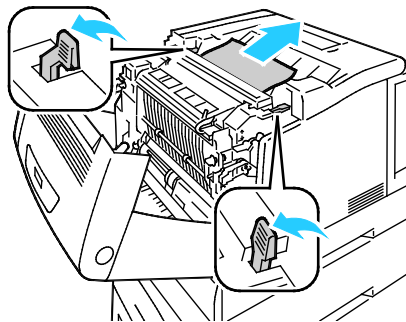
Note: When Cover B is closed, both fuser levers automatically return to their original position.

3. Close the cover.
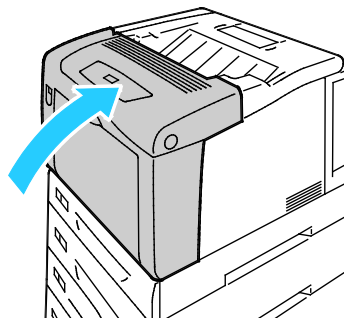
Clearing Jams at the Fuser

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

⚠ **WARNING:** To avoid burns, do not clear paper jams immediately after printing. The fuser becomes hot during use.

1. Press the Cover B Release Button and open the cover.
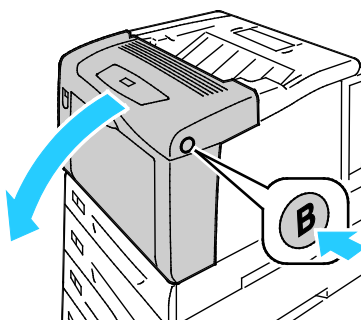
2. To open the fuser cover, pull its tab forward.
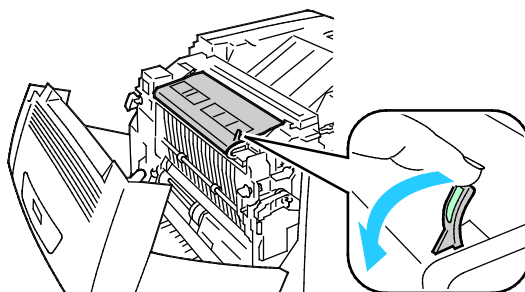
3. To open the fuser rollers, lift both green fuser levers to their full-upright position.
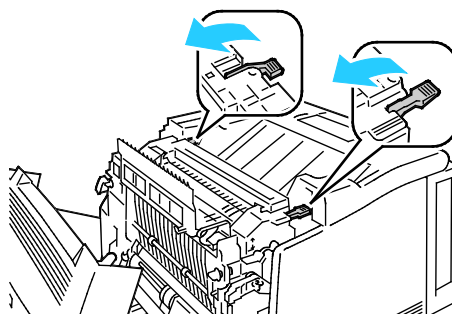
4.   To open Cover E, pull the tab forward and hold it open.
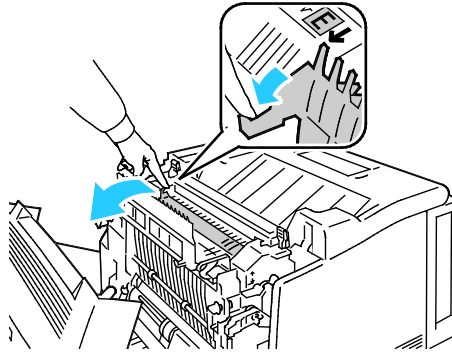
5.   Remove the jammed paper.
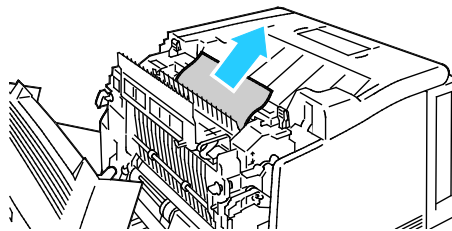
6.   Release Cover E.
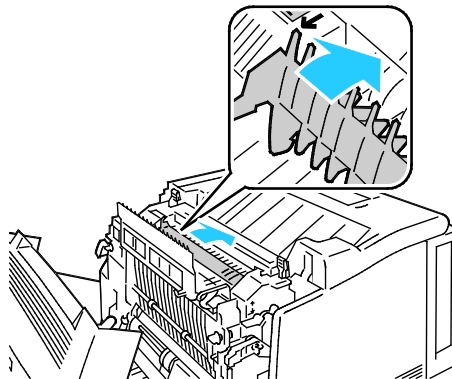
7.   Lower the levers to their original position.
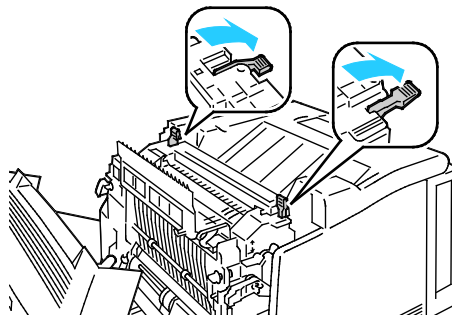
8. Close the fuser cover.
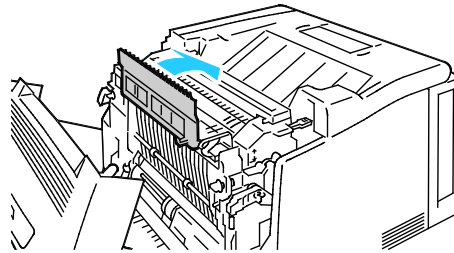
9. Close Cover B.
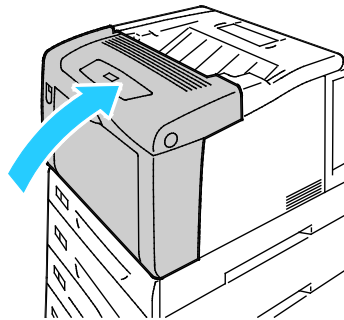
Minimizing Paper Jams

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 paper.
- Using unsupported paper.
- Loading paper incorrectly.
- Overfilling the tray.
- Adjusting the paper guides improperly.

Most jams can be prevented by following a simple set of rules:
- Use only supported paper. For details, see Supported Paper on page 38.
- 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; never overfill the tray.
- Adjust the paper guides in all trays after inserting the paper. A guide that is not properly adjusted can cause poor print quality, misfeeds, skewed prints, and printer damage.

- After loading the trays, select the correct paper type and size on the control panel.
- When printing, select the correct type and size in the print driver.
- Store paper in a dry location.
- Do not open sealed packages of paper until you are ready to load them into the printer.
- Leave stored paper in the original packaging. The paper wrapper protects the paper from moisture loss or gain.

Avoid the following:
- Polyester coated paper that is specially designed for inkjet printers.
- Paper that is folded, wrinkled, or excessively curled.
- Loading more than one type, size, or weight of paper in a tray at the same time.
- Overfilling the trays.
- Allowing the output tray to overfill.

For a detailed list of supported paper, go to www.xerox.com/paper.

Troubleshooting Paper Jams

This section includes:

Multiple Sheets Pulled Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past fill line.
The edges of the paper are not even.	Remove the paper, align the edges, and then reload it.
The paper is moist from humidity.	Remove the paper from the tray, and replace it with new dry paper.
Too much static electricity is present.	• Try a new ream of paper. • Do not fan transparencies before loading in tray.
Using unsupported paper.	Use only Xerox®-approved paper. For details, see Supported Paper on page 38.
Humidity is too high for coated paper.	Feed paper one sheet at a time.

Paper Misfeeds

Probable Causes	Solutions
The paper is not correctly positioned in the tray.	• Remove the misfed paper and reposition it properly in the tray. • Adjust the paper guides in the tray to match the size of the paper.
The paper tray is too full.	Remove some of the paper. Do not load paper past the fill line.
The paper guides are not correctly adjusted to the paper size.	Adjust the paper guides in the tray to match the size of the paper.
The tray contains warped or wrinkled paper.	Remove the paper, smooth it out, and reload it. If it still misfeeds, do not use that paper.
The paper is moist from humidity.	Remove the moist paper and replace it with new, dry paper.
Using paper of the wrong size, thickness, or type.	Use only Xerox® approved paper. For details, see Supported Paper on page 38.

Label and Envelope Misfeeds

Probable Causes	Solutions
The label sheet is facing the wrong way in the tray.	Load label sheets according to the instructions from the manufacturer. Load labels face down in the Bypass Tray and face up in all other trays.
Labels are missing, curled, or pulled away from the backing sheet.	Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet.
Envelopes are loaded incorrectly.	• Load envelopes in the Bypass Tray only, with the print side down, flaps closed and facing up, and the long edge leading into the printer. Note: When you load envelopes long-edge feed, ensure that you specify landscape orientation in the print driver. • Load large-size envelopes with the print side down, flaps open and facing away from the printer.
Envelopes are wrinkling.	• The heat and pressure of the laser printing process can cause wrinkling. • Use supported envelopes. For details, see Guidelines for Printing Envelopes on page 49.

Paper Jam Message Stays On

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

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

Jams During Automatic 2-Sided Printing

Probable Causes	Solutions
Using paper of the wrong size, thickness, or type.	Ensure that you are using the correct paper. For details, see Supported Paper Sizes and Weights for Automatic 2-Sided Printing on page 40.
Paper is loaded in the wrong tray.	The paper must be loaded in the correct tray. For details, see Supported Paper on page 38.
Tray is loaded with mixed paper.	Load the tray with only one type and size of paper.

Print-Quality Problems

This section includes:

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/7100support.

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

Notes:

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

Controlling Print Quality

Various factors can affect the quality of the output of your printer. For consistent and optimum print quality, use paper designed for your printer and set the paper type correctly. Adjust the bias transfer roller and fuser for the paper type and weight you are using. Follow the guidelines in this section to maintain optimum print quality from your printer.

Temperature and humidity affect the quality of the printed output. For optimal print quality, operate within the specified ranges. For details, see Environmental Specifications on page 125.

Paper and Media

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

* Use only Xerox® approved paper. For details, see Supported Paper on page 38.
* Use only dry, undamaged paper.

> ⚠️ **CAUTION:** Some paper and other media types can cause poor output quality, increased paper jams, or damage your printer. Do not use the following:
>
> - Rough or porous paper
> - Inkjet paper
> - Non-laser glossy or coated paper
> - Paper that has been photocopied
> - Paper that has been folded or wrinkled
> - Paper with cutouts or perforations
> - Stapled paper
> - Envelopes with windows, metal clasps, side seams, or adhesives with release strips
> - Padded envelopes
> - Plastic media
> - Transparencies

- Ensure the paper type selected in your print driver matches the paper type on which you are printing.
- If you have the same size paper loaded in more than one tray, ensure that the proper tray is selected in the print driver.
- Store your paper and other media properly for optimum print quality. For details, see Paper Storage Guidelines on page 39.

Print-Quality Modes

Select the correct print-quality setting for your print job from the print driver. For instructions on setting the print quality, see Selecting Printing Options on page 57. To control the print quality:

- Ensure that the print quality is set to the correct mode. For example, if the image does not appear as vivid and sharp as you expect, set the print quality to Photo. The default setting is Standard.
- Use the print-quality settings in the print driver to control print quality. If the print quality is not suitable, adjust the print-quality setting to an higher level.
- Use only Xerox® approved paper. For details, see Supported Paper on page 38.
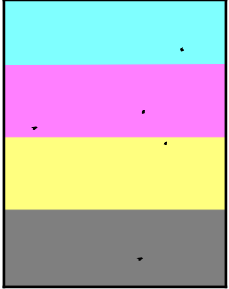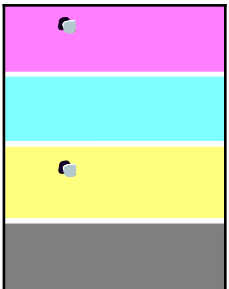
Solving Print-Quality Problems
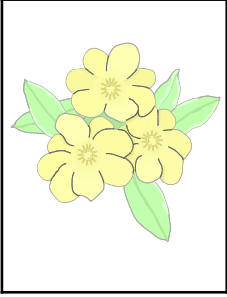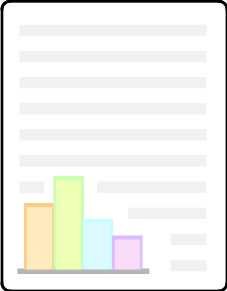
Use the following table to find solutions to print-quality problems.
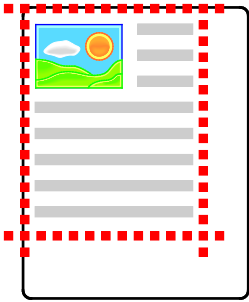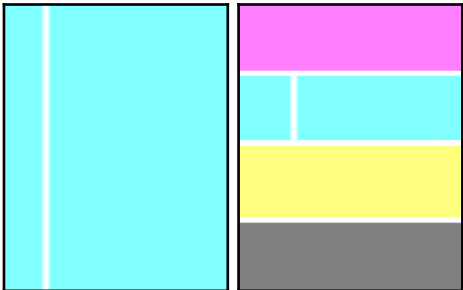
Print-Quality Problems and Solutions
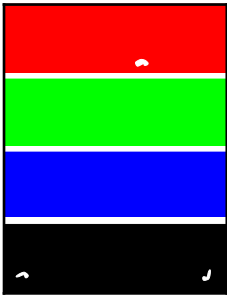
When the print quality is poor, select the closest symptom from the following table and see the corresponding solution to correct the problem. You can also print a Demo Page to more precisely determine the print-quality problem. For details, see Using the Integrated Troubleshooting Tools on page 116.

If the print quality does not improve after carrying out the appropriate action, contact your Xerox representative.

Problem	Solution
Smears, Smudges, and Streaks Dark or light marks appear on your output.	Run several blank pages through the printer to remove toner accumulated on the fuser. If the problem persists, print a Calibration Chart to determine which component is causing the image-quality problem. To print the Calibration Chart, on the control panel, select **Menu** > **Admin Menu** > **Image Quality** > **Adjust Gradation** > **Photo** > **Calibration Chart**. Then follow the onscreen instructions. • If the defect occurs in one color only, replace the corresponding imaging unit. • If the defect occurs in all colors and is visible on the test page, replace the fuser.
Stray black dots or white areas (dropouts).	1. Replace the paper with a recommended size and type, and confirm that your control panel and print driver settings are correct. For details, see Supported Paper on page 38. 2. Verify that the toner cartridges meet specifications and replace them if necessary. For details, see Consumables on page 87.
Repeating Spots or Lines Spot or lines appear at regular intervals on the prints.	To determine the cause, print full pages of the primary colors: cyan, magenta, yellow, and black (CMYK). Then measure the distance between the print defects. • Imaging Unit 94 mm (3.7 in.), 38 mm (1.5 in.), or 31 mm (1.2 in.) • Fuser 94 mm (3.7 in.), 83 mm (3.3 in.), or 44 mm (1.7 in.) • Transfer Roller 68 mm (2.7 in.) If the repeating defects match one of these distances, replace that item. For more information, and printable CMYK pages, go to www.xerox.com/office/7100support.

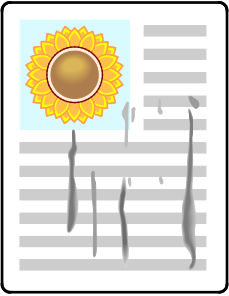|	
Faded printouts with multiple colors faded.	1. Verify that the toner cartridges meet specifications, and replace them if necessary. 2. Replace the paper with a recommended size and type, and confirm that your control panel and print driver settings are correct. For details, see Supported Paper on page 38. 3. Adjust the paper type settings. For details, see Adjusting Paper Type on page 83. 4. Adjust the bias voltage offset for the affected paper type. For details, see Adjusting the Voltage Offset on page 84. 5. Adjust the altitude setting of the printer. For details, see Adjusting the Altitude on page 84. 6. If moist, remove the paper from the tray, and replace it with new dry paper. 7. Condensation inside the printer causes partial blanks or creased paper. • Turn on the printer and leave it on for at least one hour to get rid of the condensation. • Enable Dew Prevention. From the control panel, select **Menu > Admin Menu > System Settings > Dew Prevention > Enabled**, then press **OK**.
Colors Too Light or Too Dark The print or color density is too light, missing, or the background is foggy.	1. Verify that the paper you are using is the correct type for the printer and is loaded properly. 2. Verify that the paper loaded in the tray matches the paper type selected at the control panel and in the print driver. 3. Print the Demo Page. For details, see Printing Reports on page 22. If the Demo Page looks correct, the printer is printing properly. Your application or incorrect settings in the print driver are probably causing the print-quality problems. 4. If the Demo Page did not print correctly, open and close Cover A to cause the printer to perform an automatic color calibration. 5. Perform the Clean Color Density Sensor procedure. For details, see Cleaning the Density Sensors on page 77.
Color around the edge of printing is incorrect. Colors are blurry or there is white area around objects.	Adjust the color registration. For details, see Color Registration on page 82.

Page Margins Are Inconsistent	Use the paper registration adjustment to center the printed image on the paper. An adjustment is available for each paper tray, for 1-sided or 2-sided prints. For more information, go to www.xerox.com/office/7100support.
The image is not centered on the page or the margins are not consistent.	
Sides 1 and 2 Are Not Aligned	1. To check alignment, hold your print up to a strong light and look for the shadow cast by Side 2.
The image is not centered on the page or the margins are not consistent.	2. Use the paper registration adjustment to center the printed image on the paper. For more information, go to www.xerox.com/office/7100support.
Vertical White Lines or Streaks - One Color	1. Print the test pages to identify the affected color.
Lines or streaks appear in one color of your output.	• To print the Demo Page, on the control panel, select **Menu > Print Reports > Demo Page**, then press **OK**.
	• To print the Calibration Chart, on the control panel, select **Menu > Admin Menu > Image Quality > Adjust Gradation > Photo > Calibration Chart**. Then follow the onscreen instructions.
	1. Use the laser window Cleaning Tool to clean the laser window of the affected color. For details, see Cleaning the Laser Lenses on page 74.
	2. Check the condition of the toner cartridge and replace it if necessary.
	For more information, and printable CMYK pages, go to www.xerox.com/office/7100support.

Toner Missing or Easy to Rub Off Toner appears to be missing from the print or is easy to rub off.	1. Verify that the paper you are using is the correct type for the printer and is loaded properly. For details, see Supported Paper Types and Weights on page 39. 2. At the control panel, select a heavier paper. For details, see Supported Paper Types and Weights on page 39. 3. Adjust the fuser. For details, see Adjusting the Fuser on page 84. 4. If condensation is forming inside the printer, enable Dew Prevention. For details, see Enabling Dew Prevention on page 85.
Blotchy or mottled images.	1. Compensate for the paper thickness. For details, see Adjusting Paper Type on page 83. 2. Adjust the bias voltage offset for the affected paper type. For details, see Adjusting the Voltage Offset on page 84. 3. Adjust the fuser. For details, see Adjusting the Fuser on page 84. 4. Adjust the altitude setting of the printer. For details, see Adjusting the Altitude on page 84.

Getting Help

This section includes:

Xerox provides several automatic diagnostic utilities to help you maintain productivity and print quality.

Control Panel Messages

The printer control panel provides information and troubleshooting help. When a fault or warning condition occurs, the control panel displays a message informing you of the problem. For many status and warning messages, the control panel Information provides additional information.

Control Panel Help

Information button allows you to view additional information about error or status messages on the control panel. The Information button is labeled with the letter i. For details, see Control Panel on page 20.

Error and Status Messages

The printer control panel provides information and troubleshooting help. When an error or warning condition occurs, the control panel informs you of the problem. Error messages warn you about printer conditions, such as low supplies or doors open, that require your attention.

Viewing Warning Messages on the Control Panel

When a warning condition occurs, a message appears on the control panel to inform you of the problem. Warning messages inform you about printer conditions, such as low supplies or open doors, that require your attention. If more than one warning condition occurs, only one is displayed on the control panel. Press the Information button to view additional information about error or status messages on the control panel.

Viewing Current Faults on the Control Panel

When a fault condition occurs, a message appears on the control panel to inform you of the problem. Fault messages warn you about printer conditions that prevent the printer from printing or degrade printing performance. If more than one fault occurs, only one is displayed on the control panel. Press the Information button to view additional information about error or status messages on the control panel. For more information, go to www.xerox.com/office/7100support.

Viewing Billing and Usage Information

1. At the control panel, press **Menu**.
2. Navigate to **Meter Reading**, then press **OK**.
3. Navigate to **Current Meter**, then press **OK**.
4. To view the impression counts, press the arrow buttons.
    *   **Total Color** is the number of pages printed that specify color.
    *   **Total Black** is the number of pages printed with no color specified.
    *   **Total** is the total number of color impressions plus black impressions.

    Note: A page is one side of a sheet of paper that can be printed on one or two sides. A sheet printed on two sides counts as two impressions.
5. To return the printer to Ready, press **Menu**.

Using the Integrated Troubleshooting Tools

Your printer has a printable set of reports. Two of them, the Demo Page and the Error History report, can help with troubleshooting certain problems. The Demo Page prints an image using many colors to show the current ability of the printer to print. The Error History report prints information on the most recent printer errors.

Printing Reports

1. At the control panel, press **Menu**.
2. Navigate to **Print Reports**, then press **OK**.
3. Navigate to the desired report, then press **OK**.
4. To print the report, at the prompt, press **OK**.
5. To return the printer to Ready, press **Menu**.

Specifying the Source Tray for Printing Reports

1. At the control panel, press **Menu**.
2. Navigate to **Admin Menu**, then press **OK**.
3. Navigate to **Printer Settings**, then press **OK**.
4. Navigate to **Paper Tray Priority**, then press **OK**.
5. Navigate to the desired paper tray, then press **OK**.
6. To set the paper tray to the highest priority, navigate to **Priority 1**, then press **OK**.

   Notes:

   - To print a report, the selected paper tray must match the default paper size, type and color.
   - The Bypass Tray cannot be set to Priority 1.
   - To print a report from the Bypass Tray, remove Trays 1–4. Then load the default paper size, type, and color in the Bypass Tray.
7. To return the printer to Ready, press **Menu**.

CentreWare Internet Services

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

CentreWare Internet Services requires:

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

For details, see the Help in CentreWare Internet Services or the *System Administrator Guide*.

To access CentreWare Internet Services:

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

If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 24.

To access CentreWare Internet Services from Job Tracker:

From the Job Tracker Menu, click **Help**, then select CentreWare Internet Services.

More Information

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

Resource	Location
Installation Guide	Packaged with printer
Quick Use Guide	Packaged with printer
System Administrator Guide	www.xerox.com/office/7100docs
Video Tutorials	Available on the printer control panel and at www.xerox.com/office/7100docs
Recommended Media List	United States: www.xerox.com/paper Europe: www.xerox.com/europaper
Technical support information for your printer includes online Technical Support, Online Support Assistant, and driver downloads.	www.xerox.com/office/7100support
Information about menus or error messages	Control panel Help (?) button
Information pages	Print from the control panel menu
Order supplies for your printer	www.xerox.com/office/7100supplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs.	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Xerox® Direct online store	www.direct.xerox.com/

Specifications

A

This appendix includes:

Printer Configurations and Options

Standard Features

The Phaser 7100 Color Printer provides the following features:

- Maximum print resolution 1200 x 1200 dpi
- Print document sizes from 75 x 98 mm (3.0 x 3.9 in.) to 297 x 432 mm (11.7 x 17 in.)
- Two sizes of banner pages are supported, 297 x 1200 mm (11.7 x 47.3 in.) and 210 x 900 mm (8.3 x 35.5 in.)
- Tray 1 with 250-sheet adjustable paper tray
- 150-sheet Bypass Tray
- 1 GB RAM
- Universal Serial Bus (USB 2.0)
- Ethernet 10/100 Base-T
- True Adobe PS3, PCL 6, and XPS
- PostScript and PCL fonts
- Data Security
- CentreWare Internet Services
- CentreWare Web
- Remote driver installation
- WebJet Admin Interface
- Tivoli
- LPR, Port 9100, SMB, IPP, IPPS, and WSD printing protocols
- SMTP, RARP, auto IP, IPv4, IPv6, SNMPv1/v2/v3, IPsec, 802.1X, WSD, Bonjour, SMB, DNS, WINS, DHCP, BOOTP, HTTP, HTTPS, and SLP networking protocols
- Email Alerts
- Automated Supplies Replenishment
- Proactive Supplies Management

Available Configurations

Features by Printer Configuration		
Feature	7100N	7100DN
Automatic 2-sided printing	No	Yes

Options and Upgrades

- Productivity Kit with hard drive enables Job Overwrite, Secure Print, Saved Print, collation, secure watermarks, firmware downloads using CentreWare Internet Services and storing fonts, forms, and macros
- 1 GB additional memory
- RAM Disk enables Secure Print, Saved Print, and RAM collation
- 550-Sheet Feeder with one universal adjustable tray
- Stand, adjustable to 220 mm (8.7 in.) or 295 mm (11.6 in.) height
- Duplex Unit enables automatic 2-sided printing
- WNA-100 Wireless Network Adapter

Physical Specifications

Standard Configuration
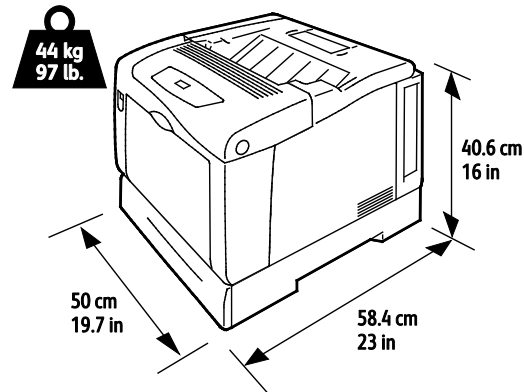
Configuration with Duplex Unit and Three Optional 550-Sheet Feeders
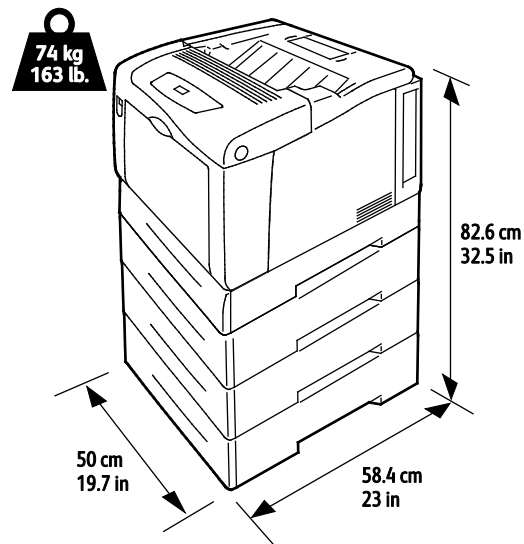
Clearance Requirements

Standard Configuration

10 cm
3.9 in

76.2 cm
30.0 in

13 cm
5.1 in

10 cm
3.9 in

70 cm
27.6 in

145.4 cm
57.2 in
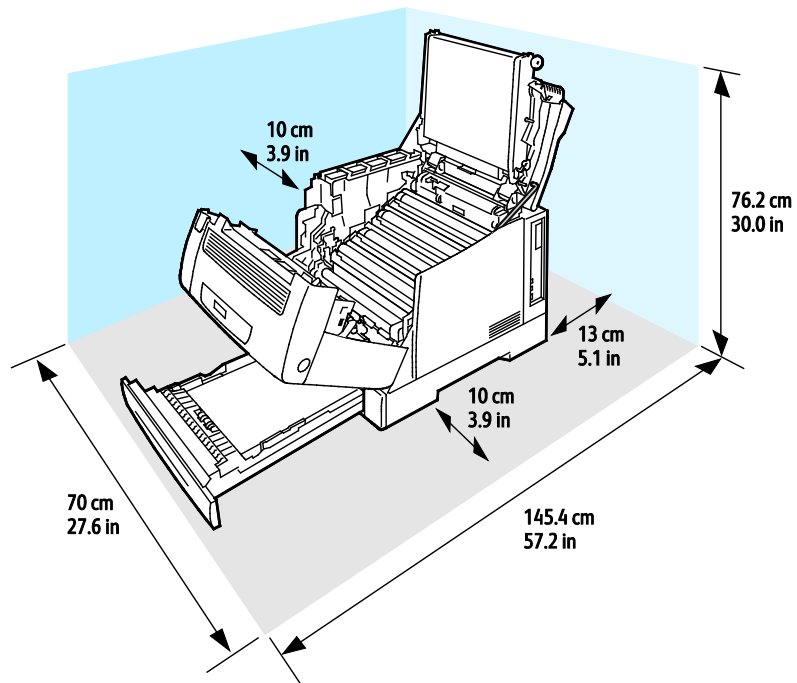
Configuration with Three Optional 550-Sheet Feeders
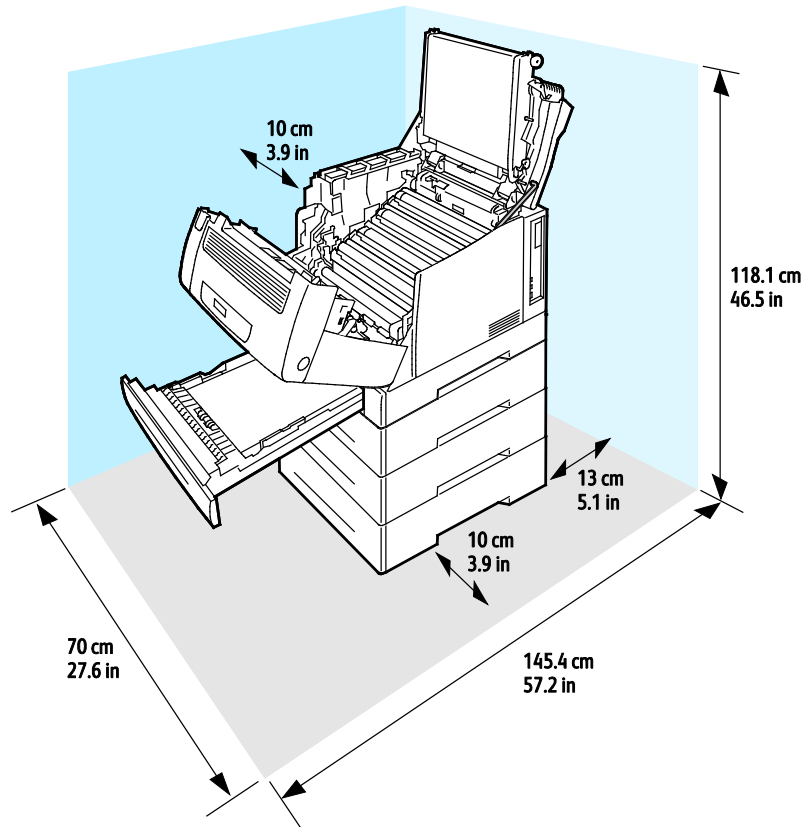
Environmental Specifications

Operating Temperature

- 15–32°C
- 59–90°F

Relative Humidity

Operating: 15–80 % (non-condensing)

Elevation

For optimum performance, use the printer at elevations below 3100 m (10,170 ft.).

Electrical Specifications

Power Supply Voltage and Frequency

Power Supply Voltage	Power Supply Frequency
110–127 VAC +/-10 % , (99–140 VAC)	50 Hz +/- 3 Hz 60 Hz +/- 3 Hz
220–240 VAC +/-10 % , (198–264 VAC)	50 Hz +/- 3 Hz 60 Hz +/- 3 Hz

Power Consumption

Printing	Ready	Low Power (Standby)	Energy Saver Sleep
Less than 600 W	Less than 70 W	Less than 50 W	Less than 1 W

ENERGY STAR Qualified Product

The Phaser 7100 Color 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 United States, European Union, and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction printers, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox® ENERGY STAR equipment is preset at the factory to switch to Energy Saver Modes after 10 minutes from the last copy or print.

Performance Specifications

Print Quality

Print quality modes:
- Standard print-quality mode: 600 x 600 dpi
- Enhanced print-quality mode: 1200 x 1200 dpi
- Photo print-quality mode: 600 x 600 x 8 dpi

    Note: The print resolutions are indicated for PostScript print drivers only. The only print quality mode for PCL is Standard.

Print Speed

Print speeds for continuous printing are up to 30 ppm. Print speeds are the same for color or black and white printing.

Several factors affect print speed:
- Print mode. The fastest print mode is Standard, followed by Photo, then Enhanced at half speed.
- Paper orientation. For faster print speeds, load paper long-edge feed. Loading paper short-edge feed reduces print speeds.
- Paper size. Letter (8.5 x 11 in.) and A4 (210 x 297 mm) sizes share the fastest print speed. Larger sizes reduce print speeds.
- Paper weight. Lightweight prints faster than heavier paper, such as Cardstock and Labels.
- Paper type. Plain prints faster than Glossy.

The maximum print speed for 1-sided printing is 30 ppm on Plain, Letter/A4 paper, oriented long-edge feed.

The maximum print speed for 2-sided printing is 22 ppm on Plain, Letter/A4 paper, oriented long-edge feed.

The slowest print speeds are 5 ppm for 2-sided printing on Glossy, and 2-sided printing on paper loaded short-edge feed, which includes these sizes:
- Legal (216 x 356 mm, 8.5 x 14 in.)
- Tabloid (279 x 432 mm, 11 x 17 in.)
- B4 (250 x 353 mm, 9.9 x 13.9 in.)
- A3 (297 x 420 mm, 11.7 x 16.5 in.)

Regulatory Information

B

This appendix includes:

Basic Regulations

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

United States FCC Regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 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 it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

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

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

⚠ **CAUTION:** This is a Class A product. In a domestic environment, this product can cause radio interference in which case the user could be required to take adequate measures.

CE The CE mark applied to this product symbolizes a declaration of conformity by Xerox with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC

- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC

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

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this printer can be obtained from Xerox.

European Union Lot 4 Imaging Equipment Agreement Environmental Information

Environmental Information Providing Environmental Solutions and Reducing Cost

Introduction

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

In scope products are Household and Office equipment that meet the following criteria.
- Standard monochrome format products with a maximum speed less than 66 A4 images per minute
- Standard color format products with a maximum speed less than 51 A4 images per minute

Environmental Benefits of Duplex Printing

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

Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN12281 or a similar quality standard. Lighter weight paper (60 g/m²), which contains less raw material and thus save resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

ENERGY STAR

The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found at the following website:
www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=IEQ

Power Consumption and Activation Time

The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs. After the last print it switches to Ready Mode. In this mode it can print again immediately if required. If the product is not used for a period of time, the device switches to a Power Saver Mode. In these modes, only essential functions remain active in order to enable reduced product power consumption.

Upon exiting from Power Saver Mode, the first print will take slightly longer than in Ready Mode. This delay is the result of the system "waking up" from Power Saver mode and is typical of most imaging products on the market.

If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all.

To learn more about Xerox participation in sustainability initiatives, please visit our website at: www.xerox.com/about-xerox/environment/enus.html

Germany

Blendschutz

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

Lärmemission

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Importeur

Xerox GmbH
Hellersbergstraße 2-4
41460 Neuss
Deutschland

Turkey RoHS Regulation

In compliance with Article 7 (d), we hereby certify "it is in compliance with the EEE regulation."

"EEE yönetmeliğine uygundur."

Material Safety Data Sheets

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

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

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

Recycling and Disposal

C

This appendix includes:

All Countries

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

North America

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

European Union

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

Domestic/Household Environment

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

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment

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

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local reseller or Xerox representative for end of life take-back information.

Collection and Disposal of Equipment and Batteries

These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery, and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

Business Users in the European Union

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

Disposal Outside of the European Union

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

Battery Symbol Note

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

Hg

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.