

# User Guide



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# Safety

## Safety Introduction

### Notices and Safety

Please read the following instructions carefully before operating the machine and refer to them as needed to ensure the continued safe operation of your machine.

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

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

**WARNING:** Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Xerox representative for more information.

## Marks and Labels

### Symbols

All warnings and instructions marked on or supplied with the product should be followed.



**WARNING:** This symbol alerts users to areas of the equipment where there is the possibility of personal injury.



**WARNING:** This symbol alerts users to areas of the equipment where there are heated or hot surfaces, which should not be touched.



**CAUTION:** This symbol alerts users to areas of the equipment which require special attention to avoid the possibility of personal injury or damage to the equipment.



**WARNING:** This symbol indicates a Laser is being used in the equipment and alerts the user to refer to the appropriate safety information.



**NOTE:** This symbol identifies information that is being emphasized and is important for you to remember.

## Radio Frequency Emissions

### FCC Notices For The USA

**NOTE:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. 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 specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

### EME Compliance for Canada

This Class "B" digital apparatus complies with Canadian ICES-003.

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

## Laser Safety Introduction

### Laser Safety



**CAUTION:** Use of controls, adjustments, or performance of procedures other than those specified in this guide may result in hazardous light exposure.

This equipment complies with international safety standards and is classified as a Class 1 Laser Product.

With specific reference to lasers, the equipment complies with laser product performance standards set by governmental, national, and international agencies as a Class 1 Laser Product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

## Operational Safety Information

### Operational Safety Information

Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times:

### **Do These**

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation.
- Do not use aerosol cleaners, they may be explosive and flammable under certain conditions.
- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department to arrange relocation of the copier to a location outside of your building.
- Always locate the machine on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- Always locate the machine in an area that has adequate ventilation and room for servicing.
- Always unplug this equipment from the electrical outlet before cleaning.
- **NOTE:** *Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.*
- **WARNING:** The metallic surfaces in the fuser area may be hot. Please use caution when removing paper jams from this area and avoid touching any metallic surfaces.

### **Do Not Do These**

- Never use a ground adapter plug to connect the equipment to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never obstruct ventilation openings. They are provided to prevent overheating.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or "cheat" any of the electrical or mechanical interlock devices.
- Never place this equipment where people might step on or trip on the power cord.
- This equipment should not be placed in a room unless proper ventilation is provided. Please contact your local Authorized dealer for further information.


## **Warning - Electrical Safety Information**

- 1 The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine. If you are not

sure that your electrical supply meets the requirements, please consult your local power company or an electrician for advice.

- 2 The socket outlet shall be installed near the equipment and shall be easily accessible.
- 3 Use the power cable that is supplied with your machine. Do not use an extension cord or remove or modify the power cord plug.
- 4 Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult an electrician.
- 5 Do not use an adapter to connect any Xerox equipment to an electrical outlet that lacks a ground connection terminal.
- 6 Do not place this equipment where people might step or trip on the power cable.
- 7 Do not place objects on the power cable.
- 8 Do not override or disable electrical or mechanical interlock devices.
- 9 Do not push objects into slots or openings on the machine. Electrical shock or fire may result.
- 10 Do not obstruct ventilation openings. These openings are used to provide proper cooling to the Xerox machine.
- 11 **Disconnect Device:** The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the machine, disconnect the power cable from the electrical outlet.

## **Electrical Supply**

- 1 This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.
- 2  **WARNING:** This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace the outlet.
- 3 Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

## **Disconnect Device**

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

## Emergency Power Off

If any of the following conditions occur, turn off the machine immediately and **disconnect the power cable(s) from the electrical outlet(s)**. Contact an authorized Xerox Service Representative to correct the problem:

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

## Ozone Information

This product produces ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Install the system in a well-ventilated room. Providing the correct environmental parameters will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication *Facts About Ozone* (part number 610P64653) by calling 1-800-828-6571 in the United States and Canada. In other markets, please contact your local Xerox representative.

## Maintenance Information

- 1 Any operator product maintenance procedures will be described in the customer documentation supplied with the product.
- 2 Do not carry out any maintenance on this product which is not described in the customer documentation.
- 3 Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could cause a dangerous condition.
- 4 Use supplies and cleaning materials only as directed in this manual.
- 5 Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
- 6 Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

## Consumables Information

- 1 Store all consumables in accordance with the instructions given on the package or container.
- 2 Keep all consumables away from the reach of children.
- 3 Never throw toner, print cartridges or toner containers into an open flame.

## Product Safety Certification

This product is certified by the following Agency using the Safety standards listed;

Agency	Standard
Underwriters Laboratory Inc.	UL60950-1 1st (2003) First Edition (USA/ Canada)
Intertek ETL Semko	IEC60950-1: 2001 First Edition

## Regulatory Information

### Certification in Europe

**CE** The CE mark applied to this product, symbolizes XEROX's declaration of conformity with the following applicable European Union Directives, as of the dates indicated:

**December 12, 2006:** Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.

**December 15, 2004:** Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative or by contacting:

Environment, Heath and Safety

Xerox Limited

Bessemer Road

Welwyn Garden City

Herts

AL7 1BU

England, Telephone +44 (0) 1707 353434

**WARNING:** *In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.*

**WARNING:** Shielded interface cables must be used with this product to maintain compliance with Council Directive 2004/108/EC.

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## Product Recycling & Disposal

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### USA & Canada

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment.html](http://www.xerox.com/environment.html).

If your product is not part of the Xerox program and you are managing its disposal, please note that the product may contain lead and other materials whose disposal may be regulated due to environmental considerations. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: [www.eiae.org](http://www.eiae.org).

### European Union

#### WEEE Directive 2002/96/EC

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



#### 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.



#### 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 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.

Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information.

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## Energy program compliance

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### USA

#### ENERGY STAR

As an ENERGY STAR<sup>®</sup> partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, 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. Your machine will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 15 minutes. A more detailed description of this feature can be found in the Machine Setup Section of this guide.

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## EH&S Contact Information

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### Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, please contact the following customer help lines:

USA: 1-800 828-6571

Canada: 1-800 828-6571

Europe: +44 1707 353 434



# 1 Introduction

Congratulations on the purchase of your printer!

This chapter includes:

- **Special features**
- **Printer overview**
- **Control panel overview**
- **Understanding the LEDs**
- **Finding more information**
- **Setting up the hardware**
- **Altitude adjustment**
- **Changing the font setting**

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## Special features

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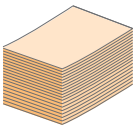
Your new printer is equipped with several special features that improve the print quality. You can:

### Print with excellent quality and high speed



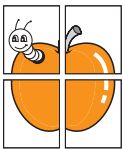
- You can print up to **1200 x 1200 dpi** effective output. See the Software Section.
- Your printer prints A4-sized paper at up to 28 ppm and letter-sized paper at up to 30 ppm. For duplex printing, your printer prints A4-sized paper at up to 14 ipm and letter-sized paper at up to 14.5 ipm.

### Handle paper flexibly



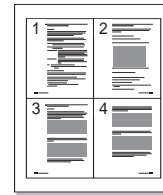
- Manual tray supports one sheet of envelopes, labels, transparencies, custom-sized materials, postcards and heavy paper.
- Standard 250-sheet tray supports plain paper.
- 150-sheet output tray supports convenient access.

### Create professional documents



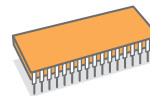
- Print **Watermarks**. You can customize your documents with words, such as "Confidential". See the Software Section.
- Print **Booklets**. This feature enables you to easily print a document to create a book. Once printed, all you have to do is fold and staple the pages. See the Software Section.
- Print **Posters**. The text and pictures of each page of your document are magnified and printed across the sheet of paper and can then be taped together to form a poster. See the Software Section.

### Save time and money



- Your printer allows you to use toner save mode to save toner. See the Software Section.
- You can print on both sides of the paper to save paper. See the Software Section.
- You can print multiple pages on a single sheet of paper to save paper. See the Software Section.
- You can use preprinted forms and letterhead with plain paper. See the Software Section.
- Your printer automatically **conserves electricity** by substantially reducing power consumption when not in use.

### Expand the printer capacity



- Your printer has 32 MB of memory which can be expanded to **160 MB**. See page 10.1.
- You can add a 250-sheet optional tray 2 to your printer. This tray lets you add paper to the printer less often.

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\* Zoran IPS Emulation compatible with PostScript 3



•© Copyright 1995-2005, Zoran Corporation. All rights reserved. Zoran, the Zoran logo, IPS/PS3 and OnImage are trademarks of Zoran Corporation.

\* 136 PS3 fonts

• Contains UFST and MicroType from Monotype Imaging Inc.

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### Print in various environments



- You can print in **Windows 2000/XP/2003/Vista**.
- Your printer is compatible with **Linux** and **Macintosh**.
- Your printer comes with **USB** interfaces.

Machine features

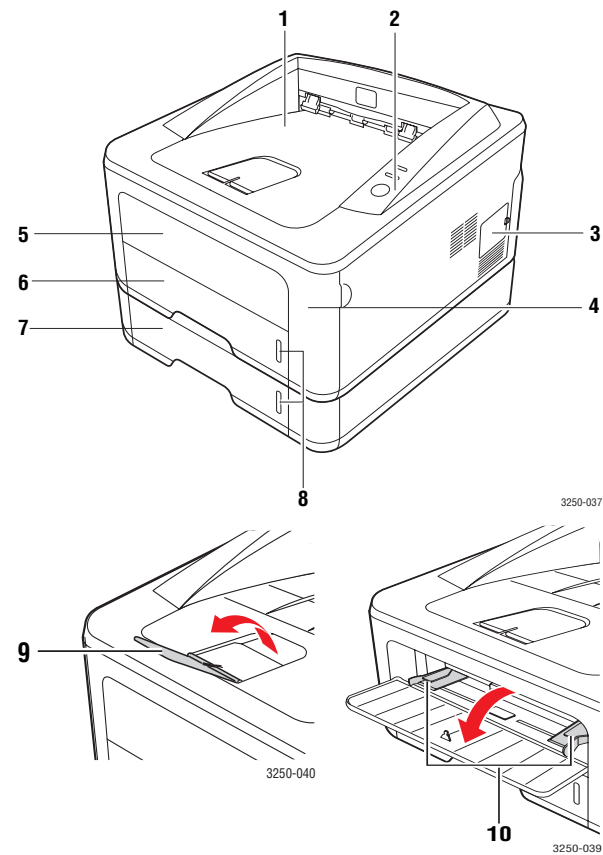
The table below lists a general overview of features supported by your printer.  
(I: Installed, O: Option, NA: Not Available)

Features	Phaser 3250D	Phaser 3250DN
USB 2.0 (USB 2.0: Hi-Speed USB 2.0)	I	I
Network Interface (Ethernet 10/100 Base TX)	NA	I
PCL Emulation	I	I
PostScript Emulation	I	I
Duplex printing <sup>a</sup>	I	I

a. Printing on both sides of paper.

Printer overview

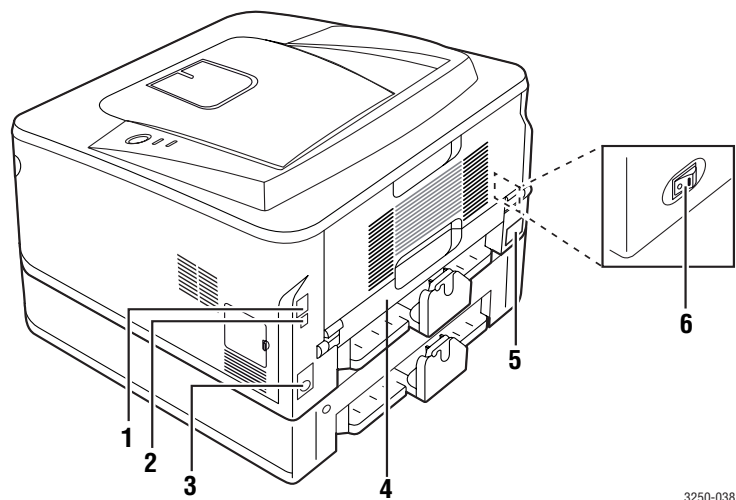
Front view



\* The figure above shows a Phaser 3250DN.

1	output tray	6	tray 1
2	control panel	7	optional tray 2
3	expansion memory cover	8	paper level indicator
4	front cover	9	output support
5	manual tray	10	manual tray paper width guides

Rear view



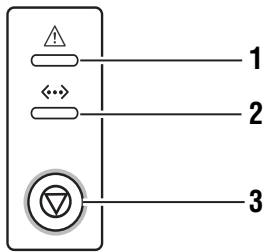
3250-038

\* The figure above shows a Phaser 3250DN.

1	network port <sup>a</sup>	4	duplex unit
2	USB port	5	power receptacle
3	optional tray 2 cable connector	6	power switch

a. Phaser 3250DN only.

Control panel overview



3250-031

1	<b>Error:</b> Indicates the status of your printer. See page 9.5.
2	<b>Online:</b> Indicates the status of your printer. See page 9.5.
3	<b>Start/Stop:</b> Prints a demo page or configuration page. Cancels the print job. Resumes a print job.

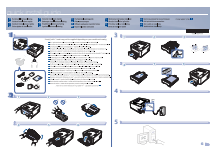
Understanding the LEDs

LED	Status		Description
Error	Red	On	<ul style="list-style-type: none"><li>The cover is open. Close the cover.</li><li>There is no paper in the tray. Load paper in the tray.</li><li>The printer has stopped printing due to a major error.</li><li>The print cartridge is not installed. Install the print cartridge.</li><li>Your system has some problems. If this problem persists, contact your service representative.</li><li>The toner is totally exhausted. Remove the old print cartridge and install a new one. See page 8.3.</li></ul>
		Blinking	<ul style="list-style-type: none"><li>A minor error is occurring and the printer is waiting for the error to be cleared. When the problem is cleared, the printer resumes printing.</li><li>The print cartridge is low. Order a new print cartridge. You can temporarily improve print quality by shaking the toner. See page 8.2.</li></ul>
	Orange	On	<ul style="list-style-type: none"><li>A paper jam has occurred. To solve the problem, see page 9.1.</li></ul>
Online	Green	On	<ul style="list-style-type: none"><li>The printer is in power save mode.</li><li>The printer is on-line and can receive data from the computer.</li></ul>
		Blinking	<ul style="list-style-type: none"><li>Blinks slowly indicates that the printer is receiving data from the computer.</li><li>Blinks quickly indicates that the printer is printing data.</li></ul>

## Finding more information

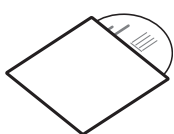
You can find information for setting up and using your printer from the following resources, either printed or onscreen.

### Quick Install Guide



Provides information on setting up your printer, therefore, be sure to follow the instructions in the guide to get the printer ready.

### Online User Guide



Provides you with step-by-step instructions for using your printer's full features, and contains information for maintaining your printer, troubleshooting, and installing accessories.

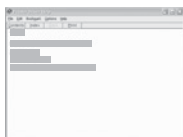
This user guide also contains a Software Section providing you with information on how to print documents with your printer on various operating systems, and how to use the supplied software utilities.



#### Note

You can access the user guides in other languages from the **Manual** folder on the printer driver CD.

### Printer Driver Help



Provides you with help information on printer driver properties and instructions for setting up the properties for printing. To access a printer driver help screen, click **Help** from the printer properties dialog box.

### Website

If you have Internet access, you can get help, support, printer drivers, manuals, and order information from the **Xerox** website, [www.xerox.com](http://www.xerox.com).

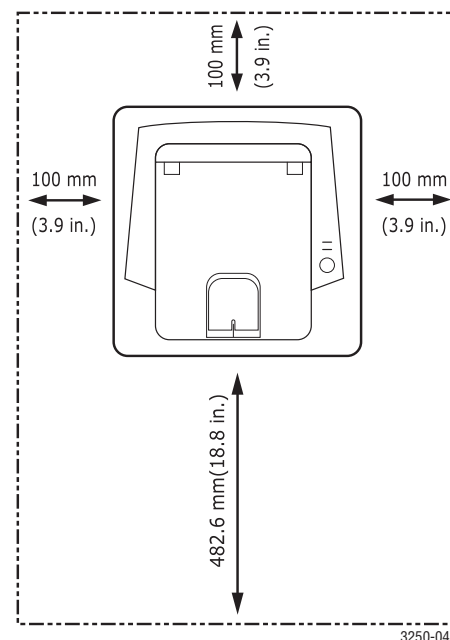
## Setting up the hardware

This section shows the steps to set up the hardware which is explained in the Quick Install Guide. Make sure you read Quick Install Guide and complete following steps.

### 1 Select a stable location.

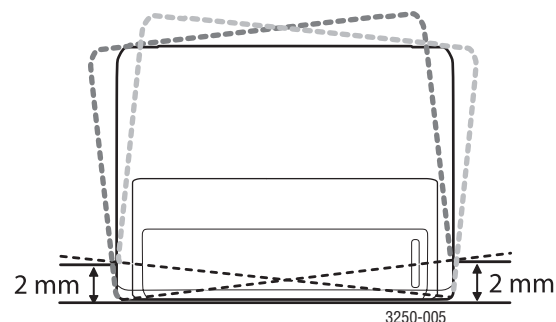
Select a level, stable place with adequate space for air circulation. Allow extra space to open covers and trays.

The area should be well-ventilated and away from direct sunlight or sources of heat, cold, and humidity. Do not set the machine close to the edge of your desk or table.



Printing is suitable for altitudes under 1,000 m (3,281 ft). Refer to the altitude setting to optimize your printing. See page 1.5 for more information.

Place the machine on a flat and stable surface so there is no more than a 2 mm (0.08 inches) tilt. Otherwise, it may affect the printing quality.



- 2 Unpack the machine and check all the enclosed items.
- 3 Remove the tape holding the machine tightly.
- 4 Install the print cartridge.
- 5 Load paper. (See "Loading paper" on page 5.4.)
- 6 Make sure that all the cables are connected to the machine.
- 7 Turn the machine on.



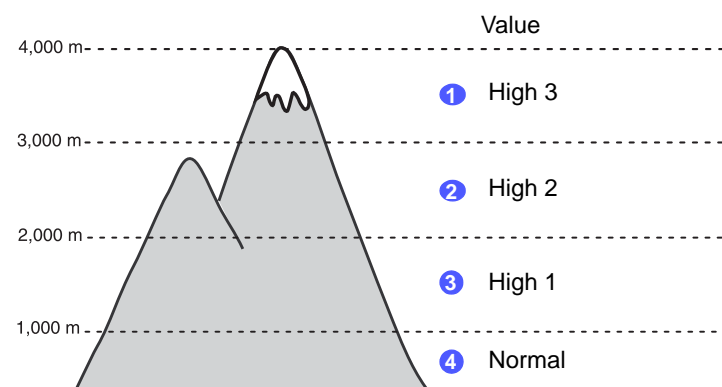
### Caution

- When you move the machine, do not tilt or turn it upside down. Otherwise, the inside of the machine may be contaminated by toner, which can cause damage to the machine or bad print quality.
- During installation of the print driver, your operating system is automatically detected and the common paper size you use is set. If you change operating systems, you will have to change the paper size through the printer properties page.

## Altitude adjustment

The print quality is affected by atmospheric pressure, which is determined by the height of the machine above sea level. The following information will guide you on how to set your machine to the best print quality or best quality of print.

Before you set the altitude value, find the altitude where you are using the machine.



- 1 Ensure that you have installed the printer driver with the provided Printer Software CD.
- 2 Double-click the **Status Monitor** icon on the Windows task bar (or Notification Area in Linux).  
You can also click **Status Monitor** on the status bar in Mac OS X.
- 3 Click **Printer Setting**.
- 4 Click **Setting > Altitude Adjustment**. Select the appropriate value from the dropdown list, and then click **Apply**.



### Note

If your machine is connected to a network, **CWIS (CentreWare Internet Service)** screen appears automatically. Click **Machine Settings > Setup (or Machine Setup) > Altitude Adj.** Select the appropriate altitude value, and then click **Apply**.

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## Changing the font setting

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Your machine has preset the font for your region or country.

If you want to change the font or set the font for special conditions such as DOS environment, you can change the font setting as follows:

- 1 Ensure that you have installed the printer driver from the provided software CD.
- 2 Double-click the **Status Monitor** icon on the Windows task bar (or Notification Area in Linux). You can also click **Status Monitor** on the status bar in Mac OS X.
- 3 Click **Printer Setting**.
- 4 Click **Emulation**.
- 5 Confirm if PCL is selected in **Emulation Setting**.
- 6 Click **Setting**.
- 7 Select your preferred font in the **Symbol set** list.
- 8 Click **Apply**.



### Note

Following information shows the proper font list for corresponding languages.

- Russian: CP866, ISO 8859/5 Latin Cyrillic
- Hebrew: Hebrew 15Q, Hebrew-8, Hebrew-7 (Israel only)
- Greek: ISO 8859/7 Latin Greek, PC-8 Latin/Greek
- Arabic & Farsi: HP Arabic-8, Windows Arabic, Code Page 864, Farsi, ISO 8859/6 Latin Arabic
- OCR: OCR-A, OCR-B

## 2 Basic setup

This chapter includes:

- **Printing a demo page**
- **Using toner save mode**

---

### Printing a demo page

---

After setting up your printer, print a demo page to make sure that the printer is operating correctly.

Press and hold the **Start/Stop** button for about 2 seconds.

A demo page prints out.

---

### Using toner save mode

---

Toner save mode allows the printer to use less toner on each page. Activating this mode extends the life of your print cartridge and reduces your cost per page beyond what one would experience in the normal mode, but it reduces print quality.

You can set the toner save mode from the printer properties window on your printer driver. See the Software Section.

# 3 Software overview

This chapter gives you an overview of the software that comes with your printer. Further details about installing and using the software are explained in the Software Section.

This chapter includes:

- **Supplied software**
- **Printer driver features**
- **System requirements**

## Supplied software

You must install the printer software using the supplied CD after you have set up your printer and connected it to your computer.

The CD provides you with the following software:

CD	Contents	
Printer software CD	Windows	<ul style="list-style-type: none"><li>• <b>Printer driver:</b> Use this driver to take full advantage of your printer's features.</li><li>• <b>Status Monitor:</b> This program allows you to monitor the printer's status and alerts you when an error occurs during printing.</li><li>• <b>Printer Settings Utility:</b> This program is automatically installed when you install the Status Monitor.</li><li>• <b>PCL6 driver:</b> Use this driver to print documents in the PCL6, PCL5e language.</li><li>• <b>PostScript Printer Description (PPD) file:</b> Use the PostScript driver to print documents with complex fonts and graphics in the PostScript language.</li><li>• <b>Set IP:</b> Use this program to set your printer's TCP/IP addresses.</li><li>• <b>User Guide</b> in PDF</li></ul>
	Linux	<ul style="list-style-type: none"><li>• <b>Printer driver:</b> Use this driver to run your printer from a Linux computer and print documents.</li><li>• <b>Status Monitor:</b> This program allows you to monitor the printer's status and alerts you when an error occurs during printing.</li></ul>

CD	Contents	
	Macintosh	<ul style="list-style-type: none"><li>• <b>Printer driver:</b> Use this driver to run your printer from a Macintosh computer and print documents.</li><li>• <b>Status Monitor:</b> This program allows you to monitor the printer's status and alerts you when an error occurs during printing.</li></ul>

## Printer driver features

Your printer drivers support the following standard features:

- Paper source selection
- Paper size, orientation and type
- Number of copies

In addition, you can use various special printing features. The following table shows a general overview of features supported by your printer drivers:

Feature	PCL 6	PostScript		
	Windows	Windows	Macintosh	Linux
Toner save	O	O	O	O
Print quality option	O	O	O	O
Poster printing	O	X	X	X
Multiple pages per sheet (N-up)	O	O	O	O (2, 4)
Fit to page printing	O	O	O	O
Scale printing	O	O	O	O
Watermark	O	X	X	X
Overlay	O	X	X	X



## System requirements

Before you begin, ensure that your system meets the following requirements:

### Windows

Item	Requirements		Recommended
Operating system	Windows 2000/XP/2003/Vista		
CPU	Windows 2000	Pentium II 400 MHz or higher	Pentium III 933 MHz
	Windows XP/2003/Vista	Pentium III 933 MHz or higher	Pentium IV 1 GHz
RAM	Windows 2000	64 MB or more	128 MB
	Windows XP/2003	128 MB or more	256 MB
	Windows Vista	512 MB or more	1 GB
Free disk space	Windows 2000	600 MB or more	1 GB
	Windows XP/2003	1 GB or more	5 GB
	Windows Vista	15 GB	15 GB or more
Internet Explorer	Windows 2000/XP/2003	5.0 or higher	
	Windows Vista	7.0 or higher	



#### Note

- For Windows 2000/XP/2003/Vista, users who have an administrator right can install the software.

### Linux

Item	Requirements
Operating system	Various Linux OS including <ul style="list-style-type: none"><li>Red Hat 8~9</li><li>Fedora Core 1~4</li><li>Mandrake 9.2~10.1</li><li>SuSE 8.2~9.2</li></ul>
Processor	Pentium IV 1 GHz or higher
RAM	256 MB or higher
Free disk page	1 GB or higher
Software	<ul style="list-style-type: none"><li>Linux Kernel 2.4 or higher</li><li>Glibc 2.2 or higher</li><li>CUPS</li></ul>

### Macintosh

Operating system	Requirement (Recommended)		
	CUP	RAM	Free HDD space
Mac OS X 10.4 or lower	<ul style="list-style-type: none"><li>PowerPC G4/G5</li><li>Intel processors</li></ul>	<ul style="list-style-type: none"><li>128 MB for a PowerPC based MAC (512 MB)</li><li>512 MB for an Intel based MAC (1 GB)</li></ul>	1 GB
Mac OS X 10.5	<ul style="list-style-type: none"><li>867 MHz or faster PowerPC G4/G5</li><li>Intel processors</li></ul>	512 MB (1 GB)	1 GB

# 4 Network setup (Phaser 3250DN only)

This chapter gives you basic information for setting up your printer for network connections.

This chapter includes:

- **Introduction**
- **Supported operating systems**
- **Using SetIP program**

## Introduction

Once you have connected your printer to a network with an RJ-45 Ethernet cable, you can share the printer with other network users.

Switch the printer on.



### Note

Holding the button down for 7~8 seconds (green light will blink fast) then releasing it, will print a configuration page with the IP address.

You need to set up the network protocols on the printer to use it as your network printer. Protocols can be set up by the following programs:

- **CWIS (CentreWare Internet Service):** A web-based printer management solution for network administrators. **CWIS (CentreWare Internet Service)** provides you with an efficient way of managing network devices and lets you remotely monitor and troubleshoot network printers from any site with corporate intranet access. You can download this program from [www.xerox.com](http://www.xerox.com).
- **CWIS (CentreWare Internet Service):** A web server embedded to your network print server, which allows you to configure the network parameters necessary for the printer to connect to various network environments.
- **SetIP:** A utility program allowing you to select a network interface and manually configure the addresses for use with the TCP/IP protocol. This program is on the software CD that comes with your printer.

## Supported operating systems

The following table shows the network environments supported by the printer:

Item	Requirements
Network interface	• 10/100 Base-TX

Item	Requirements
Network operating system	• Windows 2000/XP (32/64 bit)/2003/Vista • Various Linux OS including Red Hat 8~9, Fedora Core 1~4, Mandrake 9.2~10.1, SuSE 8.2~9.2 • Mac OS 10.3~10.5
Network protocols	• TCP/IP • EtherTalk • HTTP 1.1 • SNMP
Dynamic addressing server	• DHCP, BOOTP

- TCP/IP: Transmission Control Protocol/Internet Protocol
- DHCP: Dynamic Host Configuration Protocol
- BOOTP: Bootstrap Protocol


## Using SetIP program

This program is for the network IP setting using the MAC address which is the hardware serial number of the network printer card or interface. Especially, it is for the network administrator to set several network IPs at the same time.




### Note

If you want to setup DHCP network protocol, go to the <http://developer.apple.com/networking/bonjour/download/>, select the program Bonjour for Windows due to your computer operating system, and install the program. This program will allow you to fix the network parameter automatically. Follow the instruction in the installation window. This program does not support Linux.

- 1 Insert the driver CD provided along with your machine.
- 2 Open the X drive. (X represents your CD-ROM drive.)
- 3 Double click **Application > SetIP**
- 4 Open the language folder you want to use.
- 5 Double click **Setup.exe** to install this program.
- 6 From the Windows **Start** menu, select **Programs > Xerox Phaser 3250 > SetIP > SetIP**.
- 7 Select the name of your printer and click “  ”.



### Note

If you cannot find your printer name click “  ” to refresh the list.

- 8 Enter the network card's MAC address, IP address, subnet mask, default gateway, and then click **Apply**.



**Note**

If you do not know the network card's MAC address, print the machine's network information report.

- 9 Click **OK** to confirm the settings.
- 10 Click **Exit** to close the SetIP program.

# 5 Loading print media

This chapter will help you understand the types of paper you can use with your printer and how to properly load paper in the different paper trays for the best print quality.

This chapter includes:

- **Selecting print media**
- **Loading paper**
- **Output tray information**

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## Selecting print media

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You can print on a variety of print media, such as plain paper, envelopes, labels, and transparencies. Always use print media that meet the guidelines for use with your printer. Print media that does not meet the guidelines outlined in this user guide may cause the following problems:

- Poor print quality
- Increased paper jams
- Premature wear of the output tray components

Properties, such as weight, composition, grain, and moisture content, are important factors that affect the machine's performance and the output quality. When you choose print materials, consider the following:

- The type, size and weight of the print media for your machine are described later in this section.
- Desired outcome: The print media you choose should be appropriate for your project.
- Brightness: Some print media are whiter than others and produce sharper, more vibrant images.
- Surface smoothness: The smoothness of the print media affects how crisp the printing looks on the paper.



### Notes

- Some print media may meet all of the guidelines in this section and still not produce satisfactory results. This may be the result of improper handling, unacceptable temperature and humidity levels, or other variables over which Xerox has no control.
- Before purchasing large quantities of print media, ensure that it meets the requirements specified in this user guide.



### Caution

- Using print media that does not meet these specifications may cause problems, requiring repairs. Such repairs are not covered by Xerox's warranty or service agreements.

Supported sizes of paper

Type	Size	Dimensions	Weight <sup>a</sup>	Capacity <sup>b</sup>
Plain paper	Letter	216 x 279 mm (8.5 x 11 inches)	<ul style="list-style-type: none"><li>• 60 to 105 g/m<sup>2</sup> (16 to 28 lb bond) for the tray</li><li>• 60 to 163 g/m<sup>2</sup> (16 to 43 lb bond) for the manual feed</li></ul>	<ul style="list-style-type: none"><li>• 250 sheets of 75 g/m<sup>2</sup> (20 lb bond) paper for the tray</li><li>• 1 sheet for manual feeding</li></ul>
	Legal	216 x 356 mm (8.5 x 14 inches)		
	Folio	216 x 330.2 mm (8.5 x 13 inches)		
	Oficio	216 x 343 mm (8.5 x 13.5 inches)		
	A4	210 x 297 mm (8.26 x 11.69 inches)		
	JIS B5	182 x 257 mm (7.18 x 10.12 inches)		
	ISO B5	176 x 250 mm (6.93 x 9.84 inches)		
	Executive	184 x 267 mm (7.25 x 10.5 inches)		
	A5	148 x 210 mm (5.82 x 8.26 inches)		
	A6	105 x 148 mm (4.13 x 5.82 inches)		
Envelope	Envelope B5	176 x 250 mm (6.93 x 9.84 inches)	75 to 90 g/m <sup>2</sup> (20 to 24 lb)	1 sheet for manual feeding
	Envelope Monarch	98.4 x 190.5 mm (3.88 x 7.5 inches)		
	Envelope COM-10	105 x 241 mm (4.12 x 9.5 inches)		
	Envelope DL	110 x 220 mm (4.33 x 8.66 inches)		
	Envelope C5	162 x 229 mm (6.38 x 9.02 inches)		
	Envelope C6	114 x 162 mm (4.49 x 6.38 inches)		
Transparency	Letter, A4	Refer to the Plain paper section	138 to 146 g/m <sup>2</sup> (37 to 39 lb)	1 sheet for manual feeding
Labels	Letter, Legal, Folio, Oficio, A4, JIS B5, ISO B5, Executive, A5, A6	Refer to the Plain paper section	120 to 150 g/m <sup>2</sup> (32 to 40 lb)	1 sheet for manual feeding
Card stock	Letter, Legal, Folio, Oficio, A4, JIS B5, ISO B5, Executive, A5, A6	Refer to the Plain paper section	60 to 163 g/m <sup>2</sup> (16 to 43 lb)	1 sheet for manual feeding
Minimum size (custom)		76 x 127 mm (3.86 x 5.83 inches)	60 to 163 g/m <sup>2</sup> (16 to 43 lb bond)	1 sheet for manual feeding
Maximum size (custom)		215.9 x 356 mm (8.5 x 14 inches)		

a. If media weight is over 24 lb (90 g/m<sup>2</sup>), use the manual feed.  
b. Maximum capacity may differ depending on media weight, thickness, and environmental conditions.

Media sizes supported in each mode

Mode	Size	Source
Single side printing	All sizes supported by the machine	<ul style="list-style-type: none"><li>• tray 1</li><li>• manual feed</li></ul>
Duplex printing <sup>a</sup>	Letter, A4, Legal, Folio, Oficio	<ul style="list-style-type: none"><li>• tray 1</li><li>• manual feed</li></ul>

a. 75 to 90 g/m<sup>2</sup> (20 to 24 lb) only.

Guidelines for selecting and storing print media

When selecting or loading paper, envelopes, or other print media, keep these guidelines in mind:

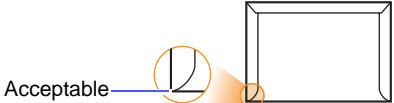

- Always use print media that conform with the specifications listed on the next column.
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- For the best print quality, use only high quality copier grade paper specifically recommended for use in laser printers.
- Avoid using the following print media types:
  - Paper with embossed lettering, perforations, or a texture that is too smooth or too rough
  - Erasable bond paper
  - Multi-paged paper
  - Synthetic paper and thermally reactive paper
  - Carbonless paper and Tracing paper.
- Use of these types of paper could result in paper jams, chemical smells, and damage to your printer.
- Store print media in its ream wrapper until you are ready to use it. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture or other conditions that can cause it to wrinkle or curl.
- Store unused print media at temperatures between 15 and 30°C (59 to 86°F). The relative humidity should be between 10 and 70%.
- Store unused print media in a moisture-proof wrap, such as a plastic container or bag, to prevent dust and moisture from contaminating your paper.
- Load special print media types one sheet at a time through the manual tray to avoid paper jams.
- To prevent print media, such as transparencies and label sheets, from sticking together, remove them as they print out.



Caution

- If you print 20 envelopes in succession, the surface of the top cover may become hot. Please exercise caution.

Guidelines for special print media

Type	Guidelines
Envelopes	<ul style="list-style-type: none"><li>• Successful printing on envelopes depends upon the quality of the envelopes. When selecting envelopes, consider the following factors:<ul style="list-style-type: none"><li>- Weight: The weight of the envelope paper should not exceed 90 g/m<sup>2</sup> (24 lb) or jamming may occur.</li><li>- Construction: Prior to printing, envelopes should lie flat with less than 6 mm (0.25 inches) curl, and should not contain air.</li><li>- Condition: Envelopes should not be wrinkled, nicked, or otherwise damaged.</li><li>- Temperature: You should use envelopes that are compatible with the heat and pressure of the printer during operation.</li></ul></li><li>• Use only well-constructed envelopes with sharp and well creased folds.</li><li>• Do not use stamped envelopes.</li><li>• Do not use envelopes with clasps, snaps, windows, coated lining, self-adhesive seals, or other synthetic materials.</li><li>• Do not use damaged or poorly made envelopes.</li><li>• Be sure the seam at both ends of the envelope extends all the way to the corner of the envelope.</li></ul> <div> </div> <ul style="list-style-type: none"><li>• Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the printer's fusing temperature for 0.1 second. Check your machine's specification to view the fusing temperature, see page 11.1. The extra flaps and strips might cause wrinkling, creasing, or jams, and may even damage the fuser.</li><li>• For the best print quality, position margins no closer than 15 mm (0.6 inches) from the edges of the envelope.</li><li>• Avoid printing over the area where the envelope's seams meet.</li></ul>

Type	Guidelines
Transparencies	<ul style="list-style-type: none"><li>• To avoid damaging the printer, use only transparencies designed for use in laser printers.</li><li>• Transparencies used in the printer must be able to withstand the machine's fusing temperature. Check your machine's specification to view the fusing temperature, see page 11.1.</li><li>• Place them on a flat surface after removing them from the printer.</li><li>• Do not leave them in the paper tray for long periods of time. Dust and dirt may accumulate on them, resulting in spotty printing.</li><li>• To avoid smudging caused by fingerprints, handle them carefully.</li><li>• To avoid fading, do not expose printed transparencies to prolonged sunlight.</li><li>• Ensure that transparencies are not wrinkled, curled, or have any torn edges.</li></ul>
Labels	<ul style="list-style-type: none"><li>• To avoid damaging the printer, use only labels designed for use in laser printers.</li><li>• When selecting labels, consider the following factors:<ul style="list-style-type: none"><li>- Adhesives: The adhesive material should be stable at 180° C (356° F), the printer's fusing temperature.</li><li>- Arrangement: Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious jams.</li><li>- Curl: Prior to printing, labels must lie flat with no more than 13 mm (5 inches) of curl in any direction.</li><li>- Condition: Do not use labels with wrinkles, bubbles, or other indications of separation.</li></ul></li><li>• Make sure that there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to printer components.</li><li>• Do not run a sheet of labels through the printer more than once. The adhesive backing is designed for only a single pass through the printer.</li><li>• Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.</li></ul>
Card stock or custom-sized materials	<ul style="list-style-type: none"><li>• Do not print on print media smaller than 76 mm (3 inches) wide or 127 mm (5 inches) long.</li><li>• In the software application, set margins at least 6.4 mm (0.25 inches) away from the edges of the material.</li></ul>

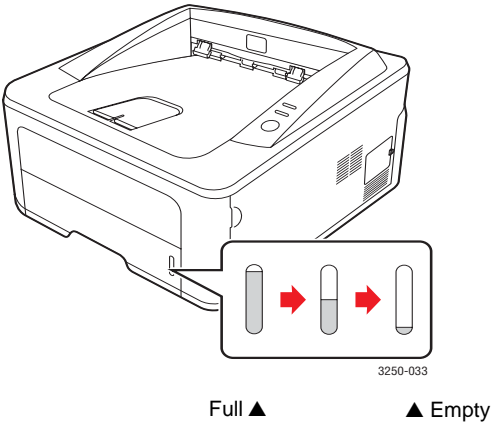
Type	Guidelines
Preprinted paper	<ul style="list-style-type: none"><li>• Letterhead must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the printer's fusing temperature for 0.1 second. Check your machine's specification to view the fusing temperature, see page 11.1.</li><li>• Letterhead ink must be non-flammable and should not adversely affect printer rollers.</li><li>• Forms and letterhead should be sealed in a moisture-proof wrapping to prevent changes during storage.</li><li>• Before you load preprinted paper, such as forms and letterhead, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper, reducing print quality.</li></ul>

Loading paper

Load the print media you use for the majority of your print jobs in the tray 1. The tray 1 can hold a maximum of 250 sheets of 20 lb plain paper.

You can purchase an optional tray (tray 2) and attach it below the standard tray to load an additional 250 sheets of paper. For order information for an optional tray, see 7.1.

The paper level indicator on the front of the tray 1 and the optional tray 2 shows the amount of paper currently left in the tray. When the tray is empty, the indicator bar is completely lowered.

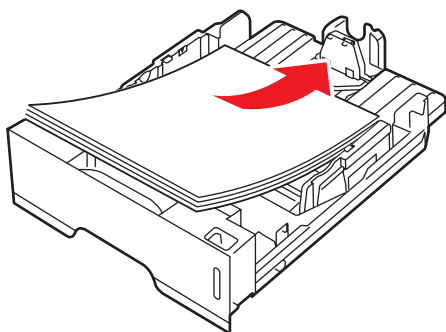


## Using tray 1 or the optional tray 2

Use the print material you use for the majority of your print jobs in tray 1. Tray 1 can hold a maximum of 250 sheets of 75 g/m<sup>2</sup> paper.

You can purchase an optional tray 2 and attach it below tray 1 to load an additional 250 sheets of paper.

To load paper, pull open the tray and load paper with the side to be printed on face down.



3250-030

You can load letterhead paper with the design side face down. The top edge of the sheet with the logo should be placed at the front of the tray.

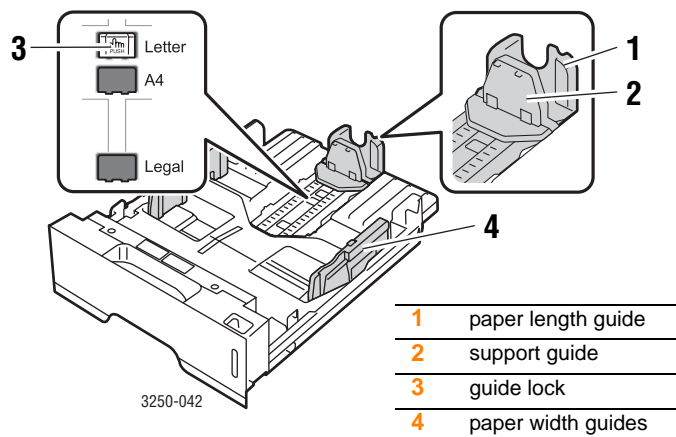


### Notes

- If you experience problems with paper feed, place one sheet at a time in the manual feed.
- You can load previously printed paper. The printed side should be facing up with an uncurled edge at the front. If you experience problems with paper feed, turn the paper around. Note that the print quality is not guaranteed.

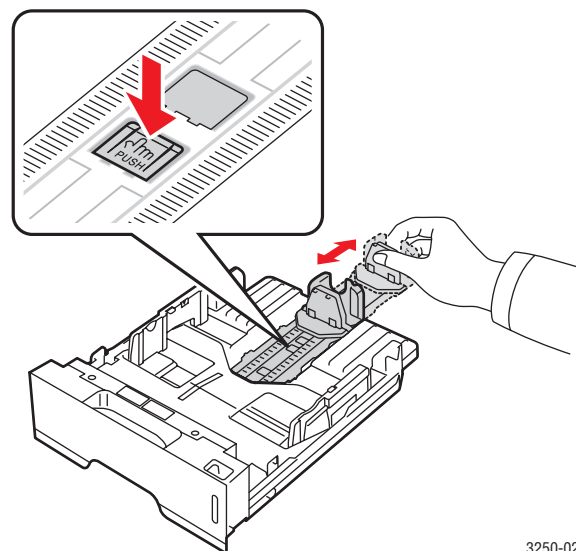
## Changing the size of the paper in tray 1

To load longer sizes of paper, such as Legal-sized paper, you need to adjust the paper guides to extend the paper tray.



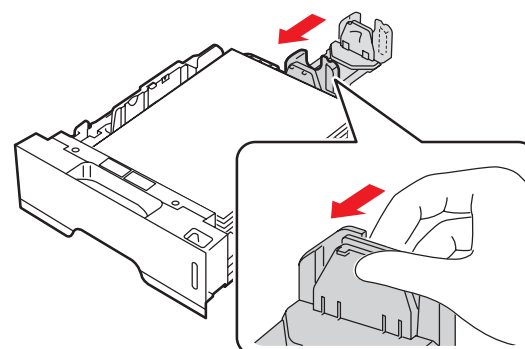
3250-042

- 1 Press and hold the guide lock, and slide the paper length guide to locate it in the correct paper size slot.



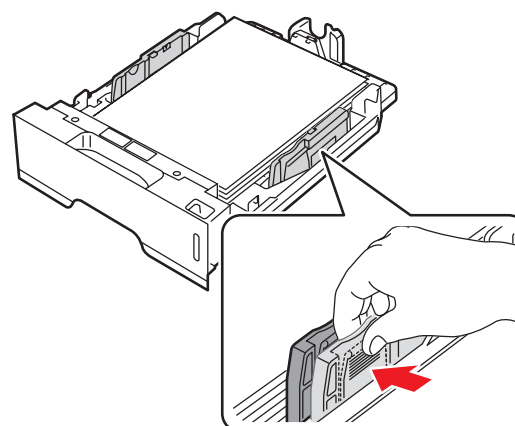
3250-027

- 2 After inserting paper into the tray, adjust the support guide so that it lightly touches the paper stack.



3250-028

- 3 Squeeze the paper width guides, as shown and slide them to the stack of paper until they lightly touch the side of the stack.



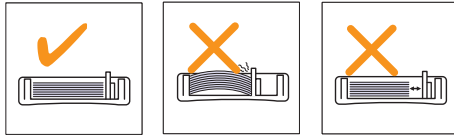
3250-029





#### Notes

- Do not push the paper width guide far enough to cause the material to warp.
- If you do not adjust the paper width guide, it may cause paper jams.

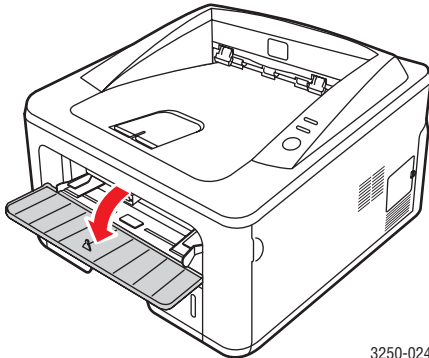


### Using the manual feeder

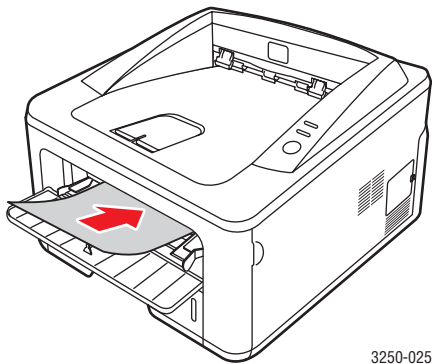
You can manually load a sheet of print media in the manual tray if you select Manual Feeder in the Source option from the Paper tab when you change print settings to print a document. See the Software Section. Manually loading paper can be helpful when you want to check the print quality after each page is printed.

Load paper sheet-by-sheet in the manual tray, send print data to print the first page, and press the **Start/Stop** button on the control panel to print each following page.

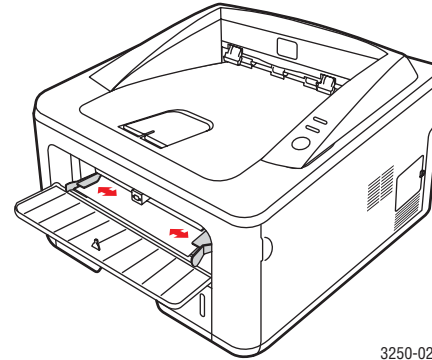
- 1 Open the manual feed door.



- 2 Load the paper **with the side to be printed on facing up**.



- 3 Adjust the manual tray paper width guides to the width of the paper. Do not force too much, or the paper will bend, which could result in a paper jam or skew.



- 4 When you print a document, set the paper source to Manual Feeder and select the appropriate paper size and type in the software application. See the Software Section.

- 5 Print a document.

- 6 Press the **Start/Stop** button.

The printer feeds the next sheet.



#### Note

- If you do not press the **Start/Stop** button, after a pause the printer will automatically feed the print media.

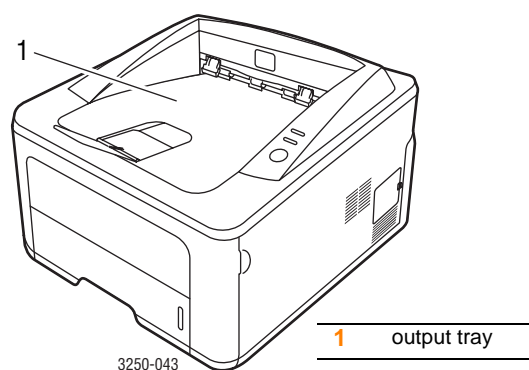
- 7 Insert the next sheet into the manual tray and press the **Start/Stop** button.

Repeat this step for every page to be printed.

---

## Output tray information

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The output tray collects paper face down, in the order in which the sheets were printed.



### Notes

- If you continuously print many pages, the surface of the output tray may become hot. Be careful not to touch the surface, and especially keep children away from the surface.
- The output tray can hold up to 150 sheets of 75 g/m<sup>2</sup> (20 lb) plain paper. Remove the pages so that the tray is not overloaded.

# 6 Basic printing

This chapter explains common printing tasks.

This chapter includes:

- **Printing a document**
- **Canceling a print job**

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## Printing a document

---

This printer allows you to print from various Windows, Macintosh, or Linux applications. The exact steps for printing a document may vary depending on the application you use.

For details about printing, see the Software Section.

---

## Canceling a print job

---

If the print job is waiting in a print queue or print spooler, such as the printer group in Windows, delete the job as follows:

- 1 Click the Windows **Start** button.
- 2 For Windows 2000, select **Settings** and then **Printers**.  
For Windows XP (32/64 bit)/2003, select **Printers and Faxes**.  
For Windows Vista, select **Control Panel > Hardware and Sound > Printers**.
- 3 Double-click the **Xerox Phaser 3250** icon.
- 4 From the **Document** menu, select **Cancel**.



### Note

- You can access this window simply by double-clicking the printer icon at the bottom right corner of the Windows desktop.

You can also cancel the current job by pressing the **Start/Stop** button on the control panel of your printer.

# 7 Ordering supplies and accessories

This chapter provides information on the print cartridge and accessories that are available for your printer.

This chapter includes:

- **Print cartridge**
- **Accessories**
- **How to purchase**

## Print cartridge

When the toner runs out, you can order the following type of toner cartridge for your printer:

Type	Yield <sup>a</sup>	Part number
Standard yield	Approx. 3,500 pages	106R01373
High yield	Approx. 5,000 pages	106R01374

a. Declared yield value in accordance with ISO/IEC 19752.



### Caution

Are you sure you want to gamble on your printing equipment? Use Xerox original supplies to ensure optimal image quality and device endurance.

## Accessories

You can purchase and install the following accessory to your Phaser 3250D and Phaser 3250DN printer:

Accessory	Description	Part number
Optional Tray	If you are experiencing frequent paper supply problems, you can attach up to three additional 250 sheet tray. You can print documents on various sizes and types of print media.	098N02194
Memory DIMM	Extends your printer's memory capacity.	098N02195

## How to purchase

To order Xerox-authorized supplies or accessories, contact your local Xerox dealer or the retailer where you purchased your printer, or visit [www.xerox.com](http://www.xerox.com) and select your country/region for information on calling for technical support.

# 8 Maintenance

This chapter provides information for maintaining your printer and the print cartridge.

This chapter includes:

- **Cleaning the printer**
- **Maintaining the print cartridge**
- **Printing a configuration page**
- **Maintenance parts**

## Cleaning the printer

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



### Caution

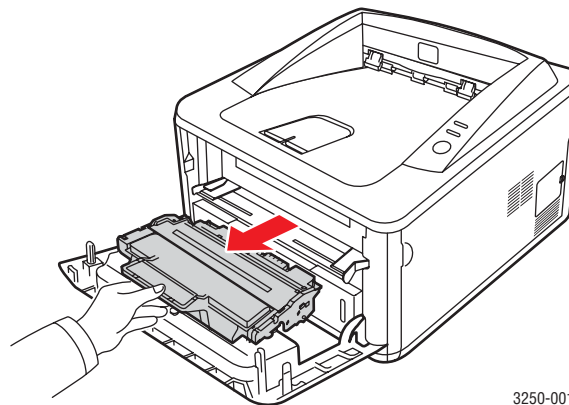
- Always use materials specifically designated for the product. The use of other materials may result in damage or poor performance, and create a hazardous situation.
- Do not use aerosol cleaners. They may be explosive and flammable under certain conditions.
- If your machine or its cover is contaminated with toner, we recommend you use a cloth or tissue dampened with cold water to clean it. Do not use a vacuum cleaner for toner spills.

## Cleaning the outside of the printer

Clean the cabinet of the printer with a soft, lint-free cloth. You can dampen the cloth slightly with cold water, but be careful not to let any water drip onto or into the printer.

## Cleaning the inside of the printer

- 1 Turn the printer off and unplug the power cord. Wait for the printer to cool down.
- 2 Open the front cover and pull the print cartridge out. Set it on a clean flat surface.

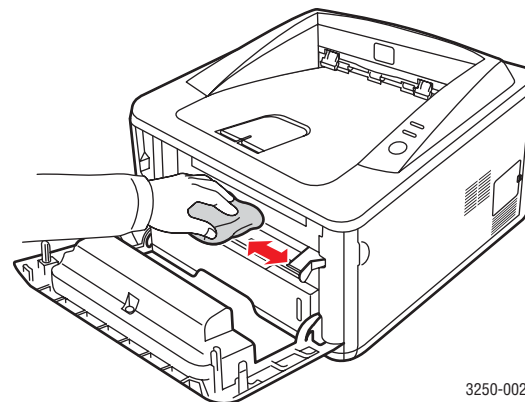


3250-001



### Caution

- To prevent damage to the print cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
  - Do not touch the green surface underside of the print cartridge. Use the handle on the cartridge to avoid touching this area.
- 3 With a dry lint-free cloth, wipe away any dust and spilled toner from the print cartridge area and the print cartridge cavity.



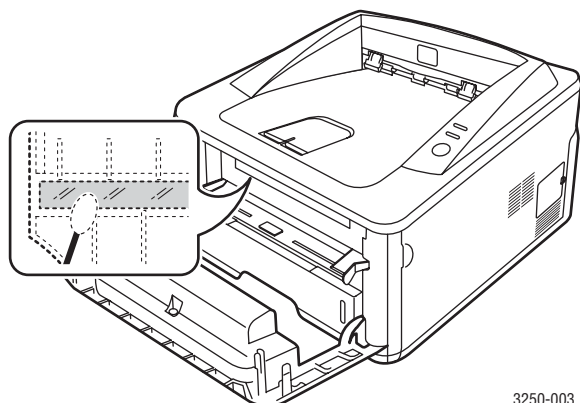
3250-002



### Caution

- While cleaning the inside of the printer, be careful not to reach too far into the printer. The fuser area may be hot.

- 4 Gently swab the long strip of glass (LSU) inside the top of the cartridge and check for dirt or dust.



3250-003

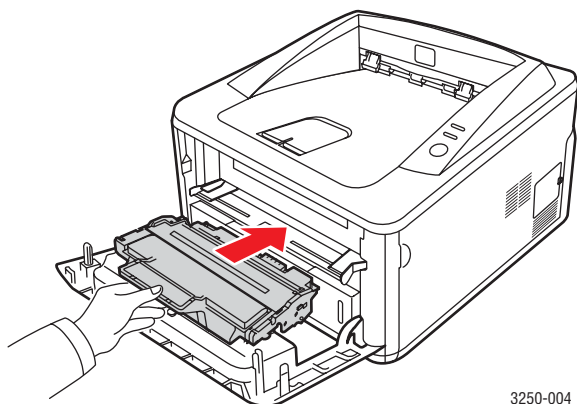


#### Note

- The long strip of glass is hard to locate.

- 5 Hold the print cartridge by the handle and slowly insert the cartridge into the opening in the printer.

Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until it locks into place completely.



3250-004

- 6 Close the front cover. Make sure that the cover is securely closed.
- 7 Plug in the power cord and turn the printer on.

## Maintaining the print cartridge

### Print cartridge storage

To get the most from the print cartridge, keep the following guidelines in mind:

- Do not remove the print cartridge from its package until ready for use.
- **Do not refill the print cartridge. The printer warranty does not cover damage caused by using a refilled cartridge.**
- Store print cartridge in the same environment as the printer.
- To prevent damage to the print cartridge, do not expose it to light for more than a few minutes.

### Expected cartridge life

The life of the print cartridge depends on the amount of toner that print jobs require. The actual number may also be different depending on the print density of the pages you print on, and the number of pages may be affected by operating environment, printing interval, media type, and media size. If you print a lot of graphics, you may need to change the cartridge more often.

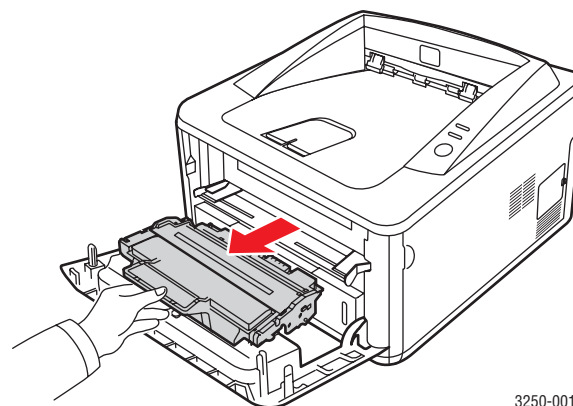
### Redistributing toner in the print cartridge

When the print cartridge is near the end of its life span:

- White streaks and light printing occur.
- The Status Monitor program window appears on the computer.
- The **Error** LED blinks red.

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

- 1 Open the front cover.
- 2 Pull the print cartridge out.



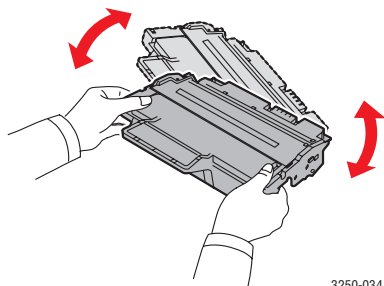
3250-001



### Caution

- Avoid reaching too far into the printer. The fuser area may be hot.
- To prevent damage to the print cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green surface underside of the print cartridge. Use the handle on the cartridge to avoid touching this area.

- 3 Thoroughly shake the cartridge 5 or 6 times to distribute the toner evenly inside the cartridge.



3250-034

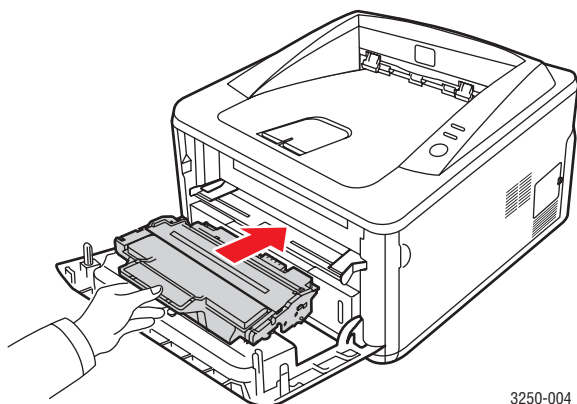


### Caution

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

- 4 Hold the print cartridge by the handle and slowly insert the cartridge into the opening in the printer.

Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until it locks into place completely.



3250-004

- 5 Close the front cover. Make sure that the cover is securely closed.



### Note

- After these steps, if the problem persists, replace the print cartridge. See next section.

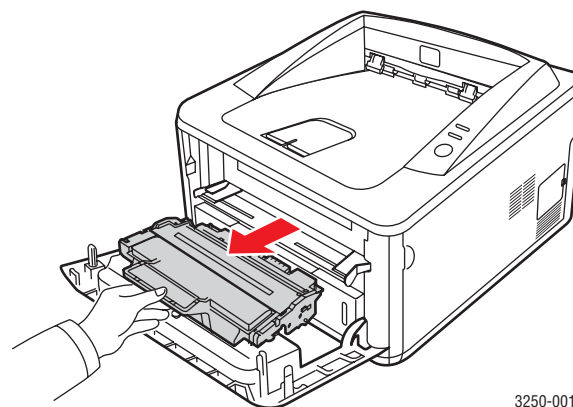
## Replacing the print cartridge

When the toner is completely empty or the print cartridge reached the end of its life span:

- The printer stops printing.
- The Status Monitor program window appears on the computer.
- The **Error** LED blinks red.

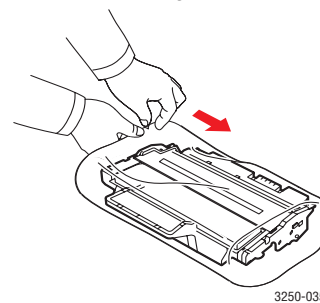
At this stage, the print cartridge needs to be replaced. For print cartridge ordering information, see page 7.1.

- 1 Open the front cover.
- 2 Pull the old print cartridge out.



3250-001

- 3 Remove the new print cartridge from its bag.



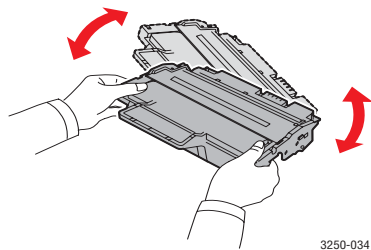
3250-035



### Caution

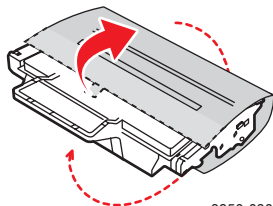
- Do not use sharp objects, such as a knife or scissors, to open the print cartridge package. They might scratch the drum of the cartridge.

- 4 Thoroughly shake the cartridge 5 or 6 times to distribute the toner evenly inside the cartridge. Doing so will help ensure maximum copies per cartridge.



3250-034

- 5 Remove the paper protecting the print cartridge by pulling the packing tape.



3250-036



**Note**

- Refer to the helpful pictures on the cartridge wrapping paper.

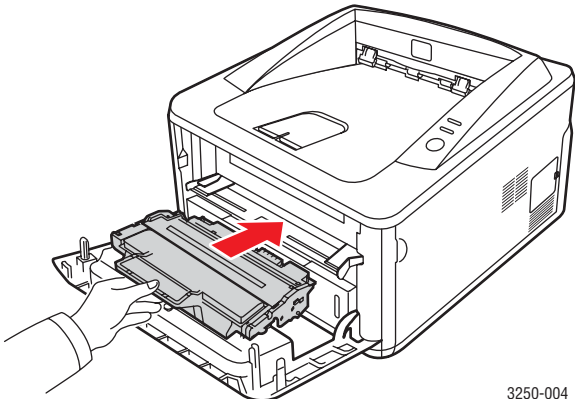


**Caution**

- If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.
- To prevent damage to the print cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green surface underside of the print cartridge. Use the handle on the cartridge to avoid touching this area.

- 6 Hold the print cartridge by the handle and slowly insert the cartridge into the opening in the printer.

Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until it locks into place completely.



3250-004

- 7 Close the front cover. Make sure that the cover is securely closed.

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### Printing a configuration page

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You can print a configuration page to view current printer settings, or to help troubleshoot printer problems.

Press and hold the **Start/Stop** button for about 5 seconds.

A configuration page prints out.

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### Maintenance parts

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To avoid print quality and paper feed problems resulting from worn parts and to maintain your machine in top working condition the following items will need to be replaced at the specified number of pages or when the life span of each item has expired.

Items	Yield (Average)
Transfer roller	Approx. 50,000 pages
Fuser unit	Approx. 50,000 pages
Pick-up roller	Approx. 50,000 pages

Xerox highly recommends that an authorized service provider, dealer or the retailer where you bought printer performs this maintenance activity. The warranty does not cover the replacement of the maintenance parts after their lifespan.



# 9 Troubleshooting

This chapter provides helpful information for what to do if you encounter an error while using your printer.

This chapter includes:

- **Clearing paper jams**
- **Troubleshooting checklist**
- **Solving general printing problems**
- **Solving print quality problems**
- **Common Windows problems**
- **Common PostScript problems**
- **Common Linux problems**
- **Common Macintosh problems**

## Clearing paper jams



### Note

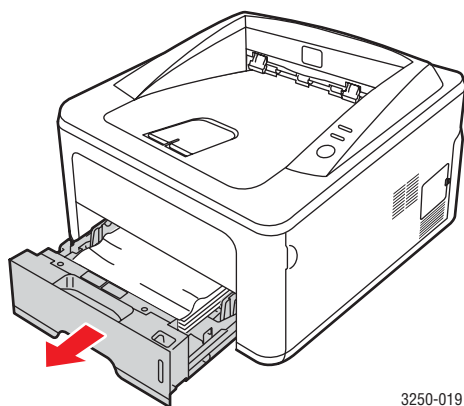
- When removing paper that is jammed in the printer, if possible always pull the paper in the direction that it normally moves so as not to damage internal components. Always pull firmly and evenly; do not jerk the paper. If the paper tears, ensure that all fragments of paper are removed; otherwise a jam will occur again.

When a paper jam occurs, the **Error** LED lights orange. Open and close the front cover. The jammed paper automatically exits the printer.

## In paper feed area

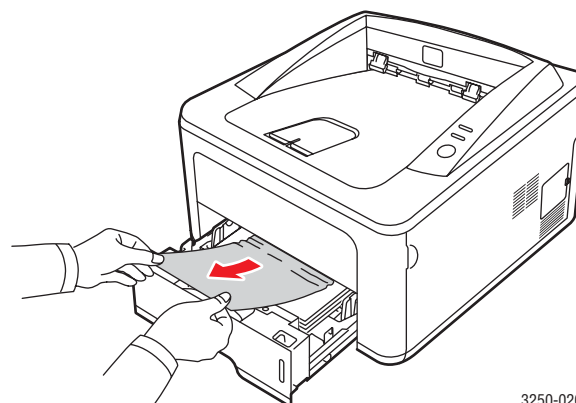
### In the tray 1

- 1 Pull tray 1 open.



3250-019

- 2 Remove the jammed paper by gently pulling it straight out. Make sure that all of the paper is properly aligned in the tray 1.



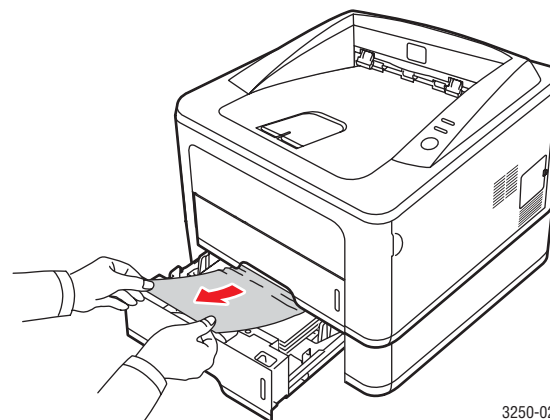
3250-020

If the paper does not move when you pull, or if you do not see the paper in this area, check the fuser area around the **print cartridge**. See page 9.2.

- 3 Insert the tray 1 into the printer until it snaps into place. Printing automatically resumes.

### In the optional tray 2

- 1 Pull the optional tray 2 open.
- 2 Remove the jammed paper from the printer.

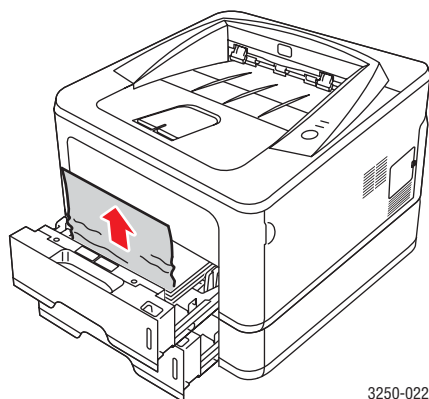


3250-021

If the paper does not move when you pull, or if you do not see the paper in this area, stop and go to step 3.

- 3 Pull tray 1 half way.

- 4 Pull the paper straight up and out.

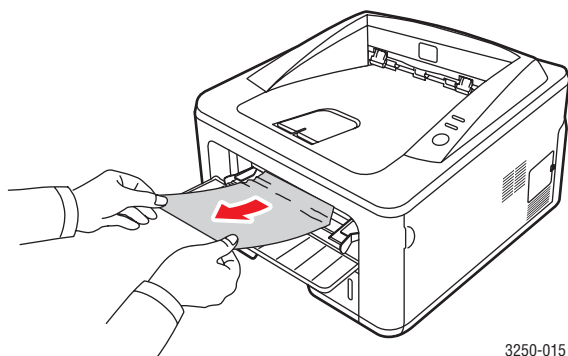


3250-022

- 5 Insert the trays back into the printer. Printing automatically resumes.

#### In the manual tray

- 1 Remove the jammed paper from the printer.



3250-015

- 2 Open and close the front cover.
- 3 Load media into the manual feeder, then the printer resumes.

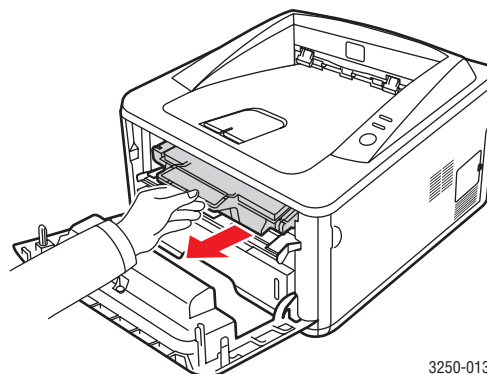
## Areas near the print cartridge



### Caution

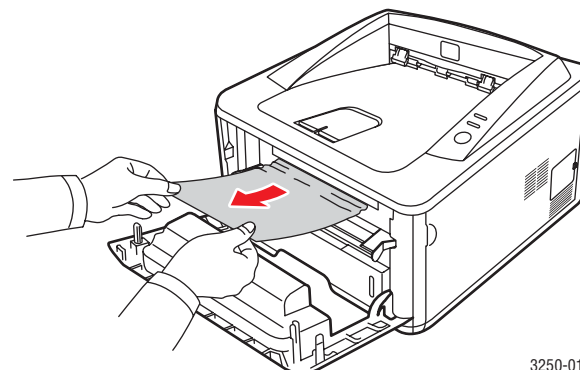
The fuser area is hot. Take care when removing paper from the printer.

- 1 Open the front cover and pull the **print cartridge** out.



3250-013

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

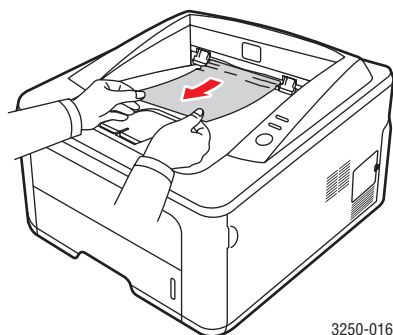


3250-014

- 3 Replace the print cartridge and close the front cover. Printing automatically resumes.

## In the paper exit area

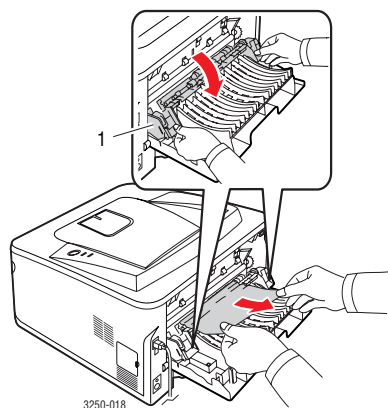
- 1 Open and close the front cover. The jammed paper is automatically ejected from the printer.
- 2 Gently pull the paper out of the output tray.



3250-016

If you do not see the jammed paper or if there is any resistance when you pull, stop and go to the next step.

- 3 Open the rear cover.
- 4 Lower the rear guide assembly and remove the paper. Return the rear guide assembly to its original position.



3250-018

1 guide rear

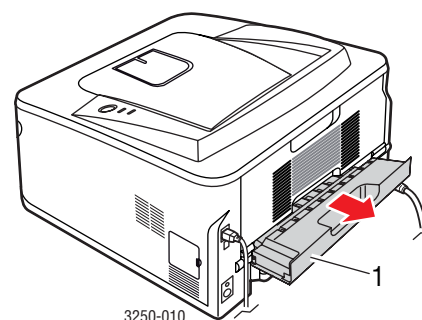
- 5 Close the rear cover. Printing automatically resumes.

## In the duplex unit area

If the duplex unit is not inserted correctly, paper jam may occur. Make sure that the duplex unit is inserted correctly.

### Duplex jam 0

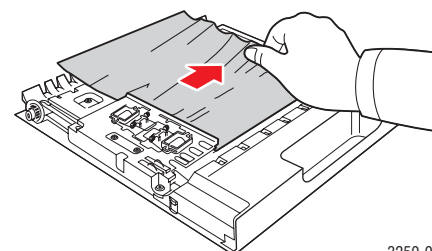
- 1 Pull the duplex unit out of the printer.



3250-010

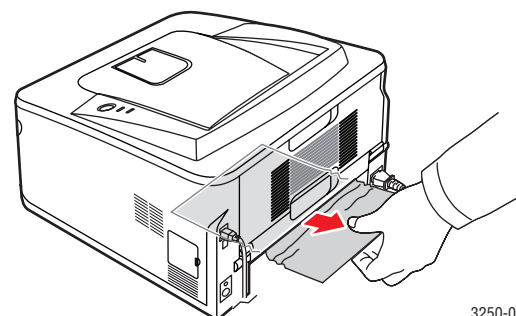
1 duplex unit

- 2 Remove the jammed paper from the duplex unit.



3250-011

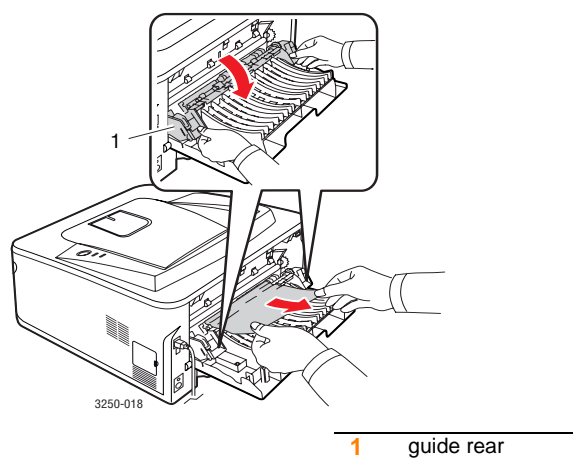
If the paper does not come out with the duplex unit, remove the paper from the bottom of the printer.



3250-012

## Duplex jam 1

- 1 Open the rear cover.
- 2 Lower the rear guide and remove the paper. Return the rear guide to its original position.



- 3 Close the rear cover. Printing automatically resumes.

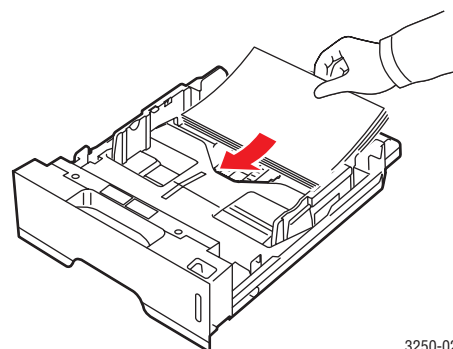
## Tips for avoiding paper jams

By selecting the correct media types, most paper jams can be avoided. When a paper jam occurs, follow the steps outlined on 9.1.

- Follow the procedures on 5.5. Ensure that the adjustable guides are positioned correctly.
- Do not overload the tray. Ensure that the paper level is below the paper capacity mark on the inside wall of the tray.
- Do not remove paper from the tray while your printer is printing.
- Flex, fan, and straighten paper before loading.
- Do not use creased, damp, or highly curled paper.
- Do not mix paper types in a tray.
- Use only recommended print media. See 5.1.
- Ensure that the recommended print side of print media is facing down in the tray, or facing up in the manual tray.

If paper jams occur frequently when you print on A5-sized paper:

Load the paper into the tray with the long edge facing the front of the tray.



In the printer properties window, set the page orientation to be rotated 90 degrees. See the Software Section.

## Troubleshooting checklist

If the printer is not working properly, consult the following checklist. If the printer does not pass a step, follow the corresponding suggested solutions.

Condition	Suggested solutions
Make sure that the <b>Online</b> LED on the control panel lights green.	<ul style="list-style-type: none"> <li>If the <b>Online</b> LED is off, check the power cord connection. Check the power switch. Check the power source by plugging the power cord into another outlet.</li> </ul>
Print a demo page to verify that the printer is feeding paper correctly. See page 2.1.	<ul style="list-style-type: none"> <li>If a demo page does not print, check the paper supply in the tray.</li> <li>If the paper jams in the printer, see page 9.1.</li> </ul>
Check the demo page to see if it printed correctly.	If there is a print quality problem, see page 9.7.
Print a short document from a software application to verify that the computer and printer are connected and are communicating correctly.	<ul style="list-style-type: none"> <li>If the page does not print, check the cable connection between the printer and the computer. If you have a network printer check the cable connecting the printer to the network.</li> <li>Check the print queue or print spooler to see if the printer has been paused.</li> <li>Check the software application to ensure that you are using the proper printer driver and communication port. If the page is interrupted during printing, see page 9.5.</li> </ul>
If completing the checklist does not resolve the printer problem, check the following troubleshooting sections.	<ul style="list-style-type: none"> <li>"Understanding the LEDs" on page 1.3.</li> <li>"Solving general printing problems" on page 9.5.</li> <li>"Common Windows problems" on page 9.9.</li> <li>"Common PostScript problems" on page 9.10.</li> <li>"Common Linux problems" on page 9.10.</li> <li>"Common Macintosh problems" on page 9.11.</li> </ul>

## Solving general printing problems

For problems with the operation of your printer, refer to the table for suggested solutions.

Condition	Possible cause	Suggested solutions
The printer does not print.	The printer is not receiving power.	Check the power cord connections. Check the power switch and the power source.
	The printer is not selected as the default printer.	Select <b>Xerox Phaser 3250</b> or <b>Xerox Phaser 3250 PS</b> as your default printer.
	The printer cover is not closed.	Close the printer cover.
	Paper is jammed.	Clear the paper jam. See page 9.1.
	No paper is loaded.	Load paper. See page 5.4.
	The print cartridge is not installed.	Install the print cartridge.
	The printer may be in manual feed mode and out of paper.	Add paper to the manual tray, and press the <b>Start/Stop</b> button on the control panel.
	The connection cable between the computer and the printer is not connected properly.	Disconnect the printer cable (or network cable) and reconnect it.
	The connection cable between the computer and the printer is defective.	If possible, attach the cable to another computer that is working properly and try to print a document. You can also try using a different printer cable (or network cable).
	The port setting is incorrect.	Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the printer is attached to the correct one.




Condition	Possible cause	Suggested solutions
The printer does not print. (Continued)	The printer may be configured incorrectly.	Check the printer properties to ensure that all of the print settings are correct.
	The printer driver may be incorrectly installed.	Reinstall the printer driver; See the Software Section. Try printing a test page.
	The printer is malfunctioning.	Check the LEDs on the control panel to determine if the printer is indicating a system error.
Printer selects print media from the wrong paper source.	The paper source selection in the printer properties may be incorrect.	For many software applications, the paper source selection is found under the <b>Paper</b> tab within the printer properties. Select the correct paper source. See the Software Section.
Paper does not feed into the printer.	Paper has not been loaded correctly.	Remove paper from the tray and reload it correctly. Check that the adjustable guides are set correctly.
	There is too much paper in the tray.	Remove excess paper from the tray.
	The paper is too thick.	Use only paper that meets printer specifications.
Print job is extremely slow.	The job may be very complex.	Reduce the complexity of the page(s) or try adjusting the print quality settings. To adjust the print quality settings, reduce the resolution. If you have set the resolution to <b>1200 dpi (Best)</b> , change it to <b>600 dpi (Normal)</b> . See the Software Section. Change the port setting to the USB or network port to improve print speed. Your printer prints A4-sized paper at 28 ppm and letter-sized paper at 30 ppm.
	The computer may have insufficient random-access memory (RAM).	Simplify the page layout and remove any unnecessary graphics from the document. Consider buying a 128 MB memory option.

Condition	Possible cause	Suggested solutions
Half the page is blank.	The page layout is too complex.	Simplify the page layout and remove any unnecessary graphics from the document.
	The page orientation setting may be incorrect.	Change the page orientation in your application. See the Software Section.
	The paper size and the paper size settings do not match.	Ensure that the paper size in the printer driver settings matches the paper in the tray. Or, ensure that the paper size in the printer driver settings matches the paper selection in the software application settings you use.
The paper keeps jamming.	There is too much paper in the tray.	Remove excess paper from the tray. If printing on special print media, use the manual tray.
	An incorrect type of paper is being used.	Use only paper that meets printer specifications. If printing on special print media, use the manual tray.
	There may be debris inside the printer.	Open the front cover and remove the debris or left over pieces of paper.
The printer prints, but the text is wrong, garbled, or incomplete.	The printer cable is loose or defective.	Disconnect and reconnect the printer cable. Try a print job that you have already printed successfully. If possible, attach the cable and printer to another computer and try a print job that you know works. Finally, try a new printer cable.
	The wrong printer driver was selected.	Check the application's printer selection menu to ensure that your printer is selected.
	The software application is malfunctioning.	Try printing a job from another application.
	If you are in the DOS environment, the font setting for your machine may be set incorrectly.	Change the font setting. See page 1.6.

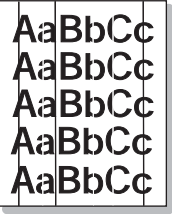
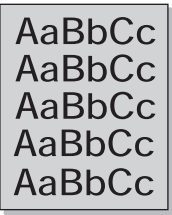
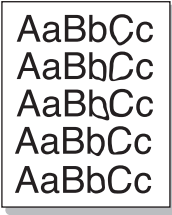

Condition	Possible cause	Suggested solutions
Pages print, but are blank.	The print cartridge is defective or out of toner.	Redistribute the print cartridge. See page 8.2. If necessary, replace the print cartridge. See page 8.3.
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
The illustrations print incorrectly in Adobe Illustrator.	The setting in the software application is wrong.	Select <b>Download as Bitmap</b> in the <b>Advanced Options</b> window of the graphic properties. Print the document again.
The printer does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	Printing the PDF file as an image may solve this problem. Turn on <b>Print As Image</b> from the Acrobat printing options. <b>Note:</b> It will take longer to print when you print a PDF file as an image.


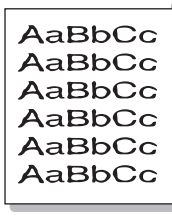

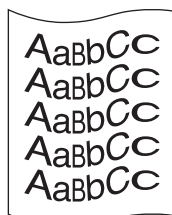
## Solving print quality problems

Dirt inside of the printer or improper paper loading may reduce print quality. See the table below to troubleshoot problems.

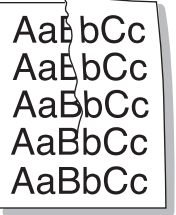
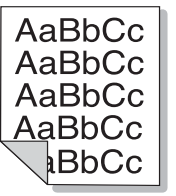
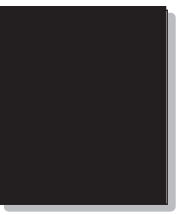
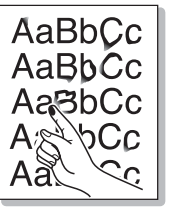

Condition	Suggested solutions
<b>Light or faded print</b> 	<p>If a vertical white streak or faded area appears on the page:</p> <ul style="list-style-type: none"> <li>The toner supply is low. You may be able to temporarily extend the print cartridge life. See page 8.2. If this does not improve print quality, install a new print cartridge.</li> <li>The paper may not meet paper specifications (for example, the paper is too moist or too rough). See page 5.3.</li> <li>If the entire page is light, the print resolution setting is too light or toner save mode is on. Adjust the print resolution and toner save mode in the printer properties. See the Software Section.</li> <li>A combination of faded or smeared defects may indicate that the printer needs cleaning. See page 8.1.</li> <li>The surface of LSU may be dirty. Clean the LSU. See page 8.2.</li> </ul>
<b>Toner spots</b> 	<ul style="list-style-type: none"> <li>The paper may not meet specifications (for example, the paper is too moist or too rough). See page 5.3.</li> <li>The transfer roller or paper path may be dirty. See page 8.1.</li> </ul>
<b>Dropouts</b> 	<p>If generally rounded, faded areas occur randomly on the page:</p> <ul style="list-style-type: none"> <li>A single sheet of paper may be defective. Try reprinting the job.</li> <li>The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. See page 5.3.</li> <li>The paper lot is bad. The manufacturing processes can cause some areas to reject toner. Try a different kind or brand of paper.</li> <li>The print cartridge may be defective. See "Vertical repetitive defects" on the next column.</li> <li>If these steps do not correct the problems, contact a service representative.</li> </ul>

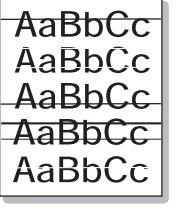
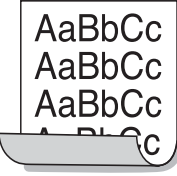


Condition	Suggested solutions
<b>Vertical lines</b> 	<p>If black vertical streaks appear on the page:</p> <ul style="list-style-type: none"> <li>The drum inside the print cartridge has probably been scratched. Install a new print cartridge. See page 8.3.</li> </ul> <p>If white vertical streaks appear on the page:</p> <ul style="list-style-type: none"> <li>The surface of the LSU part inside the printer may be dirty. Clean the LSU. See page 8.2.</li> </ul>
<b>Gray background</b> 	<p>If the amount of background shading becomes unacceptable, the procedures below may fix the problem.</p> <ul style="list-style-type: none"> <li>Change to lighter weight paper. See page 5.3.</li> <li>Check the printer's environment; low humidity (lower than 20% RH) or high humidity (higher than 80% RH) conditions can increase the amount of background shading.</li> <li>Remove the old print cartridge and install a new one. See page 8.3.</li> </ul>
<b>Toner smear</b> 	<ul style="list-style-type: none"> <li>Clean the inside of the printer. See page 8.1.</li> <li>Check the paper type and quality. See page 5.2.</li> <li>Remove the print cartridge and install a new one. See page 8.3.</li> </ul>
<b>Vertical repetitive defects</b> 	<p>If marks repeatedly appear on the printed side of the page at even intervals:</p> <ul style="list-style-type: none"> <li>The print cartridge may be damaged. If a repetitive mark occurs on the page, install a new print cartridge. See page 8.3.</li> <li>Parts of the printer may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages.</li> <li>The fusing assembly may be damaged. Contact a service representative.</li> </ul>

Condition	Suggested solutions
<b>Background scatter</b> 	<p>Background scatter results from bits of toner distributed on the printed page.</p> <ul style="list-style-type: none"> <li>The paper may be too damp. Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture.</li> <li>If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems.</li> <li>If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or via the printer properties window.</li> </ul>
<b>Misformed characters</b> 	<ul style="list-style-type: none"> <li>If characters are improperly formed and producing hollowed images, the paper stock may be too slick. Try a different paper. See page 5.3.</li> </ul>
<b>Page skew</b> 	<ul style="list-style-type: none"> <li>Ensure that the paper is loaded properly.</li> <li>Check the paper type and quality. See page 5.2.</li> <li>Ensure that the paper is loaded correctly and the adjustable guides are not too tight or too loose against the paper stack.</li> </ul>
<b>Curl or wave</b> 	<ul style="list-style-type: none"> <li>Ensure that the paper is loaded properly.</li> <li>Check the paper type and quality. Both high temperature and humidity can cause paper curl. See page 5.2.</li> <li>Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.</li> </ul>



Condition	Suggested solutions
<b>Wrinkles or creases</b> 	<ul style="list-style-type: none"> <li>Ensure that the paper is loaded properly.</li> <li>Check the paper type and quality. See page 5.2.</li> <li>Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.</li> </ul>
<b>Back of printouts are dirty</b> 	<ul style="list-style-type: none"> <li>The transfer roller may be dirty. See page 8.1.</li> <li>Check for leaking toner. Clean the inside of the printer.</li> </ul>
<b>Solid black pages</b> 	<ul style="list-style-type: none"> <li>The print cartridge may not be installed properly. Remove the cartridge and reinsert.</li> <li>The print cartridge may be defective and need replacing. Install a new print cartridge.</li> <li>The printer may require repair. Contact a service representative.</li> </ul>
<b>Loose toner</b> 	<ul style="list-style-type: none"> <li>Clean the inside of the printer.</li> <li>Check the paper type and quality. See page 5.2.</li> <li>Install a new print cartridge. See page 8.3.</li> <li>If the problem persists, the printer may require repair. Contact a service representative.</li> </ul>
<b>Character voids</b> 	<p>Character voids are white areas within characters that should be solid black:</p> <ul style="list-style-type: none"> <li>If you are using transparencies, try another type of transparency. Because of the composition of the transparency, some character voids may be normal.</li> <li>You may be printing on the wrong surface on the paper. Turn over the paper in the tray.</li> <li>The paper may not meet paper specifications. See page 5.3.</li> </ul>

Condition	Suggested solutions
<b>Horizontal stripes</b> 	<p>If horizontally aligned black streaks or smears appear:</p> <ul style="list-style-type: none"> <li>The print cartridge may be installed improperly. Remove the cartridge and reinsert.</li> <li>The print cartridge may be defective. Install a new print cartridge. See page 8.3.</li> <li>If the problem persists, the printer may require repair. Contact a service representative.</li> </ul>
<b>Curl</b> 	<p>If the printed paper is curled or paper does not feed into the printer:</p> <ul style="list-style-type: none"> <li>Turn over the stack of paper in the tray. Also try rotating the paper 180° in the tray.</li> </ul>
An unknown image repetitively appears on a next few sheets or loose toner, light print or contamination occurs.	<p>Your printer is probably being used at an altitude of 1,000 m (3,281 ft) or above.</p> <p>The high altitude may affect the print quality such as loose toner or light imaging. You can set this option through <b>Printer Settings Utility</b> or <b>Printer</b> tab in printer driver's properties. See page 1.5.</p>

## Common Windows problems

Condition	Suggested solutions
“General Protection Fault”, “Exception OE”, “Spool32”, or “Illegal Operation” messages appear.	Close all other applications, reboot Windows, and try printing again.
“Fail To Print”, “A printer timeout error occurred,” messages appear.	These messages may appear during printing. Just keep waiting until the printer finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.



### Note

- Refer to Microsoft Windows 2000/XP/2003/Vista User's Guide that came with your PC for further information on Windows error messages.

## Common PostScript problems

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



### Note

- To view a printed or screen displayed message when PostScript errors occur, open the Print Options window and click the desired selection next to the PostScript errors section.

Condition	Possible cause	Suggested solutions
PostScript file can not be printed.	The PostScript driver may not be installed correctly.	<ul style="list-style-type: none"><li>Print a configuration page and verify that the PostScript version is available for printing.</li><li>Install the PostScript driver; to installing the PS printer driver, see the Software Section.</li><li>If problem consists, contact a service representative.</li></ul>
"Limit Check Error" message appears.	The print job was too complex.	You might need to reduce the complexity of the page.
A PostScript error page prints.	Print job may not be PostScript.	Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the printer.
When print a document in Macintosh with Acrobat Reader 6.0 or higher, colors print incorrectly.	The resolution setting in the printer driver may not be matched with that in Acrobat Reader.	Make sure that the resolution setting in your printer driver matches that in Acrobat Reader.

## Common Linux problems

Condition	Suggested solutions
The printer doesn't print.	<ul style="list-style-type: none"><li>Check if the printer driver is installed in your system. Open Unified Driver Configurator and switch to the Printers tab in Printers configuration window to look at the list of available printers. Make sure that your machine is displayed on the list. If not, please, invoke Add new printer wizard to set up your device.</li><li>Check if the printer is started. Open Printers configuration and select your machine on the printers list. Look at the description in the Selected printer pane. If its status contains "(stopped)" string, please, press the <b>Start</b> button. After that normal operation of the printer should be restored. The "stopped" status might be activated when some problems in printing occurred.</li><li>Check if your application has special print option such as "-oraw". If "-oraw" is specified in the command line parameter then remove it to print properly. For Gimp front-end, select "print" -&gt; "Setup printer" and edit command line parameter in the command item.</li></ul>
I encounter error "Unable to open mfp port device file!" when printing a document.	Please avoid changing print job parameters (via LPR GUI, for example) while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks mfp port while printing, the abrupt termination of the driver keeps the port locked and therefore unavailable for subsequent print jobs. If this situation occurred, please, try to release the mfp port.
When printing a document over the network in SuSE 9.2, the printer does not print.	The CUPS (Common Unix Printing System) version distributed with SuSE Linux 9.2 (cups-1.1.21) has a problem with ipp (Internet Printing Protocol) printing. Use the socket printing instead of ipp or install later version of CUPS (cups-1.1.22 or higher).

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## Common Macintosh problems

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Condition	Suggested solutions
The printer does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products: Printing the PDF file as an image may solve this problem. Turn on <b>Print As Image</b> from the Acrobat printing options. <b>Note:</b> It will take longer to print when you print a PDF file as an image.
The document has printed, but the print job has not disappeared from the spooler in Mac OS 10.3.2.	Update your Mac OS to OS 10.3.3 or higher.
Some characters are not displayed correctly during the printing of the cover sheet.	This problem is caused because Mac OS cannot find the font during the cover page printing. Alphanumeric characters, in the Billing Info field, are only allowed to be printed on the cover page. Other characters will be incorrectly displayed on the output.

# 10 Installing additional memory

Your machine is a full-featured model that has been optimized to meet most of your printing needs. Recognizing that each user may have different requirements, however, Xerox makes additional memory available to enhance your machine's capabilities.

This chapter includes:

- **Precautions to take when installing memory**
- **Installing a memory module**

## Precautions to take when installing memory

### Disconnect the power cord

Never remove the expansion memory cover while the power is turned on.

To avoid the possibility of an electrical shock, always disconnect the power cord when installing or removing ANY internal or external accessories.

### Discharge static electricity

The control board and internal accessories (network interface card or memory module) are sensitive to static electricity. Before installing or removing any internal accessories, discharge static electricity from your body by touching something metal, such as the metal back plate on any device plugged into a grounded power source. If you walk around before finishing the installation, repeat this procedure to discharge any static electricity again.

## Installing a memory module

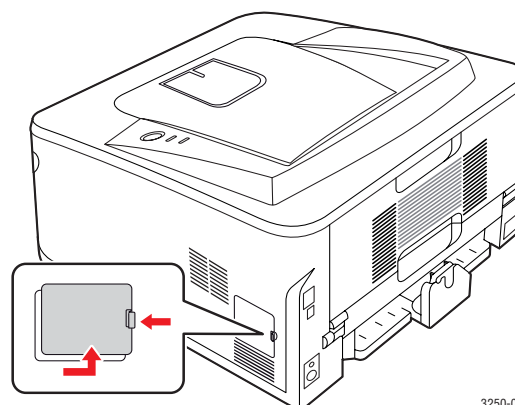
Your machine has a dual in-line memory module (DIMM). Use this memory module slot to install additional memory.

When you are expanding the memory capacity, you can add a memory module to the vacant memory slot. Your machine has 32 MB memory, and you can add a 128 MB memory module.

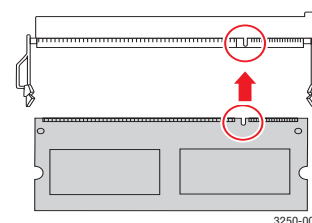
Order information is provided for optional memory module. (See "Accessories" on page 7.1.)

- 1 Turn the machine off and unplug all cables from the machine.

- 2 Open the expansion memory cover.



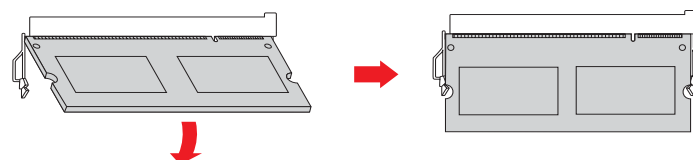
- 3 Take out a new memory module from the plastic bag.
- 4 Holding the memory module by the edges, align the memory module on the slot at about a 30-degree tilt. Make sure that the notches of the module and the grooves on the slot fit each other.



#### Note

The notches and grooves illustrated above may not match those on an actual memory module and its slot.

- 5 Press the memory module into the slot with care until you hear a "click".



#### Caution

Do not press too hard or the module may be damaged. If the module does not seem to fit into the slot properly, carefully try the previous procedure again.

- 6 Replace the expansion memory cover.
- 7 Reconnect the power cord and printer cable, and turn the machine on.



#### Note

To release the memory module, pull the two tabs on the sides of the slot outwards, then the module springs out.

## Activating the added memory in the PS printer properties

After installing the memory module, you need to select it in the printer properties of the PostScript printer driver in order to use it.

- 1 Make sure that the PostScript printer driver is installed on your computer. For details about installing the PS printer driver, see the Software section.
- 2 Click the Windows **Start** menu.
- 3 For Windows 2000, select **Settings** and then **Printers**.  
For Windows XP/2003, select **Printers and Faxes**.  
For Windows Vista, select **Control Panel > Hardware and Sound > Printers**.
- 4 Select the **Xerox Phaser 3250 PS** printer.
- 5 Click the right mouse button on the printer icon and select **Properties**.
- 6 For Windows 2000/XP/2003/Vista, select **Device Settings**.
- 7 Select the amount of memory you installed from **Printer Memory** in the **Installable Options** section.
- 8 Click **OK**.

# 11 Specifications

## Printer specifications

Item	Specifications and description
Printing speed <sup>a</sup>	Up to 28 ppm in A4 (30 ppm in Letter) Duplex: 14 ipm in A4 (14.5 ipm in Letter)
Resolution	Up to 1200 x 1200 dpi effective output
Warm-up time	Less than 15 seconds
First print out time	8.5 seconds (From Ready) Sleep mode: 23.5 seconds
Power rating	AC 110-127 V or AC 220-240 V See the Rating label on the machine for the correct voltage, frequency (hertz) and type of current for your machine.
Power consumption	Average: 400 W Power save mode: Less than 8 W
Noise level <sup>b</sup>	Standby mode: Less than 26 dBA Printing mode: Less than 50 dBA
Print cartridge life <sup>c</sup>	Standard Yield: Average cartridge yield 3,500 <sup>d</sup> standard pages. High Yield: Average cartridge yield 5,000 standard pages. Starter cartridge shipped with the printer runs a lower yield.
Duty cycle	Monthly: Up to 30,000 pages
Weight	11.9 Kg (including consumables)
Package weight	Paper: 2.4 Kg, Plastic: 0.3 Kg
Memory	32 MB
External dimensions (W x D x H)	364 x 395 x 200 mm (15.2 x 17.2 x 10.5 inches)
Operating environment	Temperature: 10 to 32°C (50 to 90°F) Humidity: 20 to 80% RH
Printer language	PCL6 <sup>e</sup> , IBM ProPrinter, EPSON, PostScript 3, SPL
Fonts	1 bitmap, 45 scalable, 136 PostScript 3 fonts

Item	Specifications and description
Interface	<ul style="list-style-type: none"> <li>• USB Interface Standard               <ul style="list-style-type: none"> <li>- USB 2.0: Hi-Speed USB 2.0</li> </ul> </li> <li>• Network Interface               <ul style="list-style-type: none"> <li>- Ethernet 10/100 Base TX wired LAN (Phaser 3250DN only)</li> </ul> </li> </ul>
OS compatibility	<ul style="list-style-type: none"> <li>• Windows 2000/2003 Server/XP (32/64 bit)/Vista</li> <li>• Various Linux OS</li> <li>• Mac 10.3~10.5</li> </ul>
Printer drivers <sup>f</sup>	<ul style="list-style-type: none"> <li>• PCL6 driver: Windows 2000/ 2003 Server/XP (32/64 bit)/Vista</li> <li>• PostScript driver: Windows 2000/ 2003 Server/XP (32/64 bit)/Vista</li> </ul>
Options	250-sheet tray
Fusing temperature	180° C (356° F)

- a. Print speed will be affected by operating system used, computing performance, application software, connection method, print media type, print media size, and job complexity.
- b. Sound pressure Level, ISO7779.
- c. The number of pages may be affected by operating environment, printing interval, print media type, and print media size.
- d. Declared yield value in accordance with ISO/IEC 19752.
- e. Compatible with PCL6 version 2.1.
- f. Please visit [www.xerox.com](http://www.xerox.com) to download the latest software version.

# 12 Glossary

The following glossary helps you get familiar with the product by understanding the terminologies commonly used with printing as well as mentioned in this user guide.

## ADF

An Automatic Document Feeder (ADF) is a mechanism that will automatically feed an original sheet of paper so that the machine can scan some amount of the paper at once.

## AppleTalk

AppleTalk is a proprietary suite of protocols developed by Apple, Inc for computer networking. It was included in the original Macintosh (1984) and is now deprecated by Apple in favor of TCP/IP networking.

## BIT Depth

A computer graphics term describing the number of bits used to represent the color of a single pixel in a bitmapped image. Higher color depth gives a broader range of distinct colors. As the number of bits increases, the number of possible colors becomes impractically large for a color map. 1-bit color is commonly called as monochrome or black and white.

## BMP

A bitmapped graphics format used internally by the Microsoft Windows graphics subsystem (GDI), and used commonly as a simple graphics file format on that platform.

## BOOTP

Bootstrap Protocol. A network protocol used by a network client to obtain its IP address automatically. This is usually done in the bootstrap process of computers or operating systems running on them. The BOOTP servers assign the IP address from a pool of addresses to each client. BOOTP enables 'diskless workstation' computers to obtain an IP address prior to loading any advanced operating system.

## CCD

Charge Coupled Device (CCD) is a hardware which enables the scan job. CCD Locking mechanism is also used to hold the CCD module to prevent any damage when you move the machine.

## Collation

Collation is a process of printing a multiple-copy job in sets. When collation is selected, the device prints an entire set before printing additional copies.

## Control Panel

A control panel is a flat, typically vertical, area where control or monitoring instruments are displayed. They are typically found in front of the machine.

## Coverage

It is the printing term used for a toner usage measurement on printing. For example, 5% coverage means that an A4 sided paper has about 5% image or text on it. So, if the paper or original has complicated images or lots of text on it, the coverage will be higher and at the same time, a toner usage will be as much as the coverage.

## CSV

Comma Separated Values (CSV). A type of file format, CSV is used to exchange data between disparate applications. The file format, as it is used in Microsoft Excel, has become a pseudo standard throughout the industry, even among non-Microsoft platforms.

## DADF

A Duplex Automatic Document Feeder (DADF) is a mechanism that will automatically feed and flip over an original sheet of paper so that the machine can scan on both sides of the paper.

## Default

The value or setting that is in effect when taking a printer out of its box state, reset, or initialized.

## DHCP

A Dynamic Host Configuration Protocol (DHCP) is a client-server networking protocol. A DHCP server provides configuration parameters specific to the DHCP client host requesting, generally, information required by the client host to participate on an IP network. DHCP also provides a mechanism for allocation of IP addresses to client hosts.

## DIMM

Dual Inline Memory Module (DIMM), a small circuit board that holds memory. DIMM stores all the data within the machine like printing data, received fax data.

## DNS

The Domain Name Server (DNS) is a system that stores information associated with domain names in a distributed database on networks, such as the Internet.

## Dot Matrix Printer

A dot matrix printer refers to a type of computer printer with a print head that runs back and forth on the page and prints by impact, striking an ink-soaked cloth ribbon against the paper, much like a typewriter.

## DPI

Dots Per Inch (DPI) is a measurement of resolution that is used for scanning and printing. Generally, higher DPI results in a higher resolution, more visible detail in the image, and a larger file size.

## DRPD

Distinctive Ring Pattern Detection. Distinctive Ring is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers.

## Duplex

A mechanism that will automatically flip over a sheet of paper so that the machine can print (or scan) on both sides of the paper. A printer equipped with a Duplex can print double-sided of paper.

## Duty Cycle

Duty cycle is the page quantity which does not affect printer performance for a month. Generally the printer has the lifespan limitation such as pages per year. The lifespan means the average capacity of print-outs, usually within the warranty period. For example, if the duty cycle is 48,000 pages per month assuming 20 working days, a printer limits 2,400 pages a day.

## ECM

Error Correction Mode (ECM) is an optional transmission mode built into Class 1 fax machines or fax modems. It automatically detects

and corrects errors in the fax transmission process that are sometimes caused by telephone line noise.

## **Emulation**

Emulation is a technique of one machine obtaining the same results as another.

An emulator duplicates the functions of one system with a different system, so that the second system behaves like the first system. Emulation focuses on exact reproduction of external behavior, which is in contrast to simulation, which concerns an abstract model of the system being simulated, often considering its internal state.

## **Ethernet**

Ethernet is a frame-based computer networking technology for local area networks (LANs). It defines wiring and signaling for the physical layer, and frame formats and protocols for the media access control (MAC)/data link layer of the OSI model. Ethernet is mostly standardized as IEEE 802.3. It has become the most widespread LAN technology in use during the 1990s to the present.

## **EtherTalk**

A suite of protocols developed by Apple Computer for computer networking. It was included in the original Macintosh (1984) and is now deprecated by Apple in favor of TCP/IP networking.

## **FDI**

Foreign Device Interface (FDI) is a card installed inside the machine to allow a third party device such as a coin operated device or a card reader. Those devices allow the pay-for-print service on your machine.

## **FTP**

A File Transfer Protocol (FTP) is a commonly used protocol for exchanging files over any network that supports the TCP/IP protocol (such as the Internet or an intranet).

## **Fuser Unit**

The part of a laser printer that melts the toner onto the print media. It consists of a hot roller and a back-up roller. After toner is transferred onto the paper, the fuser unit applies heat and pressure to ensure that the toner stays on the paper permanently, which is why paper is warm when it comes out of a laser printer.

## **Gateway**

A connection between computer networks, or between a computer network and a telephone line. It is very popular, as it is a computer or a network that allows access to another computer or network.

## **Grayscale**

A shades of gray that represent light and dark portions of an image when color images are converted to grayscale; colors are represented by various shades of gray.

## **Halftone**

An image type that simulates grayscale by varying the number of dots. Highly colored areas consist of a large number of dots, while lighter areas consist of a smaller number of dots.

## **HDD**

Hard Disk Drive (HDD), commonly referred to as a hard drive or hard disk, is a non-volatile storage device which stores digitally-encoded data on rapidly rotating platters with magnetic surfaces.

## **IEEE**

The Institute of Electrical and Electronics Engineers (IEEE) is an international non-profit, professional organization for the advancement of technology related to electricity.

## **IEEE 1284**

The 1284 parallel port standard was developed by the Institute of Electrical and Electronics Engineers (IEEE). The term "1284-B" refers to a specific connector type on the end of the parallel cable that attaches to the peripheral (for example, a printer).

## **Intranet**

A private network that uses Internet Protocols, network connectivity, and possibly the public telecommunication system to securely share part of an organization's information or operations with its employees. Sometimes the term refers only to the most visible service, the internal website.

## **IP address**

An Internet Protocol (IP) address is a unique number that devices use in order to identify and communicate with each other on a network utilizing the Internet Protocol standard.

## **IPM**

The Images Per Minute (IPM) is a way of measuring the speed of a printer. An IPM rate indicates the number of single-sided sheets a printer can complete within one minute.

## **IPP**

The Internet Printing Protocol (IPP) defines a standard protocol for printing as well as managing print jobs, media size, resolution, and so forth. IPP can be used locally or over the Internet to hundreds of printers, and also supports access control, authentication, and encryption, making it a much more capable and secure printing solution than older ones.

## **IPX/SPX**

IPX/SPX stands for Internet Packet Exchange/Sequenced Packet Exchange. It is a networking protocol used by the Novell NetWare operating systems. IPX and SPX both provide connection services similar to TCP/IP, with the IPX protocol having similarities to IP, and SPX having similarities to TCP. IPX/SPX was primarily designed for local area networks (LANs), and is a very efficient protocol for this purpose (typically its performance exceeds that of TCP/IP on a LAN).

## **ISO**

The International Organization for Standardization (ISO) is an international standard-setting body composed of representatives from national standards bodies. It produces world-wide industrial and commercial standards.

## **ITU-T**

The International Telecommunication Union is an international organization established to standardize and regulate international radio and telecommunications. Its main tasks include standardization, allocation of the radio spectrum, and organizing interconnection arrangements between different countries to allow international phone calls. A -T out of ITU-T indicates telecommunication.

## **ITU-T No. 1 chart**

Standardized test chart published by ITU-T for document facsimile transmissions.



## **JBIG**

Joint Bi-level Image Experts Group (JBIG) is an image compression standard with no loss of accuracy or quality, which was designed for compression of binary images, particularly for faxes, but can also be used on other images.

## **JPEG**

Joint Photographic Experts Group (JPEG) is a most commonly used standard method of lossy compression for photographic images. It is the format used for storing and transmitting photographs on the World Wide Web.

## **LDAP**

The Lightweight Directory Access Protocol (LDAP) is a networking protocol for querying and modifying directory services running over TCP/IP.

## **LED**

A Light-Emitting Diode (LED) is a semiconductor device that indicates the status of a machine.

## **MAC address**

Media Access Control (MAC) address is a unique identifier associated with a network adapter. MAC address is a unique 48-bit identifier usually written as 12 hexadecimal characters grouped in pairs (e. g., 00-00-0c-34-11-4e). This address is usually hard-coded into a Network Interface Card (NIC) by its manufacturer, and used as an aid for routers trying to locate machines on large networks.

## **MFP**

Multi Function Peripheral (MFP) is an office machine that includes the following functionality in one physical body, so as to have a printer, a copier, a fax, a scanner and etc.

## **MH**

Modified Huffman (MH) is a compression method for decreasing the amount of data that needs to be transmitted between the fax machines to transfer the image recommended by ITU-T T.4. MH is a codebook-based run-length encoding scheme optimized to efficiently compress white space. As most faxes consist mostly of white space, this minimizes the transmission time of most faxes.

## **MMR**

Modified Modified READ (MMR) is a compression method recommended by ITU-T T.6.

## **Modem**

A device that modulates a carrier signal to encode digital information, and also demodulates such a carrier signal to decode transmitted information.

## **MR**

Modified Read (MR) is a compression method recommended by ITU-T T.4. MR encodes the first scanned line using MH. The next line is compared to the first, the differences determined, and then the differences are encoded and transmitted.

## **NetWare**

A network operating system developed by Novell, Inc. It initially used cooperative multitasking to run various services on a PC, and the network protocols were based on the archetypal Xerox XNS stack. Today NetWare supports TCP/IP as well as IPX/SPX.

## **OPC**

Organic Photo Conductor (OPC) is a mechanism that makes a virtual image for print using a laser beam emitted from a laser printer, and it is usually green or gray colored and a cylinder shaped.

An exposing unit of a imaging is slowly worn away by its usage of the printer, and it should be replaced appropriately since it gets scratches from grits of a paper.

## **Originals**

The first example of something, such as a document, photograph or text, etc, which is copied, reproduced or translated to produce others, but which is not itself copied or derived from something else.

## **OSI**

Open Systems Interconnection (OSI) is a model developed by the International Organization for Standardization (ISO) for communications. OSI offers a standard, modular approach to network design that divides the required set of complex functions into manageable, self-contained, functional layers. The layers are, from top to bottom, Application, Presentation, Session, Transport, Network, Data Link and Physical.

## **PABX**

A private automatic branch exchange (PABX) is an automatic telephone switching system within a private enterprise.

## **PCL**

Printer Command Language (PCL) is a Page Description Language (PDL) developed by HP as a printer protocol and has become an industry standard. Originally developed for early inkjet printers, PCL has been released in varying levels for thermal, matrix printer, and page printers.

## **PDF**

Portable Document Format (PDF) is a proprietary file format developed by Adobe Systems for representing two dimensional documents in a device independent and resolution independent format.

## **PostScript**

PostScript (PS) is a page description language and programming language used primarily in the electronic and desktop publishing areas. - that is run in an interpreter to generate an image.

## **Printer Driver**

A program used to send commands and transfer data from the computer to the printer.

## **Print Media**

The media like paper, envelopes, labels, and transparencies which can be used on a printer, a scanner, a fax or, a copier.

## **PPM**

Pages Per Minute (PPM) is a method of measurement for determining how fast a printer works, meaning the number of pages a printer can produce in one minute.

## **PRN file**

An interface for a device driver, this allows software to interact with the device driver using standard input/output system calls, which simplifies many tasks.

## Protocol

A convention or standard that controls or enables the connection, communication, and data transfer between two computing endpoints.

## PS

See PostScript.

## PSTN

The Public-Switched Telephone Network (PSTN) is the network of the world's public circuit-switched telephone networks which, on industrial premises, is usually routed through the switchboard.

## Resolution

The sharpness of an image, measured in Dots Per Inch (DPI). The higher the dpi, the greater the resolution.

## SMB

Server Message Block (SMB) is a network protocol mainly applied to share files, printers, serial ports, and miscellaneous communications between nodes on a network. It also provides an authenticated Inter-process communication mechanism.

## SMTP

Simple Mail Transfer Protocol (SMTP) is the standard for e-mail transmissions across the Internet. SMTP is a relatively simple, text-based protocol, where one or more recipients of a message are specified, and then the message text is transferred. It is a client-server protocol, where the client transmits an email message to the server.

## Subnet Mask

The subnet mask is used in conjunction with the network address to determine which part of the address is the network address and which part is the host address.

## TCP/IP

The Transmission Control Protocol (TCP) and the Internet Protocol (IP); the set of communications protocols that implement the protocol stack on which the Internet and most commercial networks run.

## TCR

Transmission Confirmation Report (TCR) provides details of each transmission such as job status, transmission result and number of pages sent. This report can be set to print after each job or only after failed transmissions.

## TIFF

Tagged Image File Format (TIFF) is a variable-resolution bitmapped image format. TIFF describes image data that typically come from scanners. TIFF images make use of tags, keywords defining the characteristics of the image that is included in the file. This flexible and platform-independent format can be used for pictures that have been made by various image processing applications.

## Print Cartridge

A kind of bottle within a machine like printer which contains toner. Toner is a powder used in laser printers and photocopiers, which forms the text and images on the printed paper. Toner can be melted by the heat of the fuser, causing it to bind to the fibers in the paper.

## TWAIN

An industry standard for scanners and software. By using a TWAIN-compliant scanner with a TWAIN-compliant program, a scan can be initiated from within the program; an image capture API for Microsoft Windows and Apple Macintosh operating systems.

## UNC Path

Uniform Naming Convention (UNC) is a standard way to access network shares in Window NT and other Microsoft products. The format of a UNC path is: \\<servername>\<sharename>\<Additional directory>.

## URL

Uniform Resource Locator (URL) is the global address of documents and resources on the Internet. The first part of the address indicates what protocol to use, the second part specifies the IP address or the domain name where the resource is located.

## USB

Universal Serial Bus (USB) is a standard that was developed by the USB Implementers Forum, Inc., to connect computers and peripherals. Unlike the parallel port, USB is designed to concurrently connect a single computer USB port to multiple peripherals.

## Watermark

A watermark is a recognizable image or pattern in paper that appears lighter when viewed by transmitted light. Watermarks were first introduced in Bologna, Italy in 1282; they have been used by papermakers to identify their product, and also on postage stamps, currency, and other government documents to discourage counterfeiting.

## WIA

Windows Imaging Architecture (WIA) is an imaging architecture that is originally introduced in Windows Me and Windows XP. A scan can be initiated from within these operating systems by using a WIA-compliant scanner.

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# Software Section



Software section

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# 1

## Installing Printer Software in Windows

This chapter includes:

- **Installing Printer Software**
- **Reinstalling Printer Software**
- **Removing Printer Software**

**NOTE:** The following procedure is based on Windows XP, for other operating systems, refer to the corresponding Windows user's guide or online help.

### Installing Printer Software

You can install the printer software for local printing and/or network printing. To install the printer software on the computer, perform the appropriate installation procedure depending on the printer in use.

A printer driver is software that lets your computer communicate with your printer. The procedure to install drivers may differ depending on the operating system you are using.


All applications should be closed on your PC before beginning installation.

**NOTE** (Phaser 3250DN only): You can install PostScript printer driver, when Phaser 3250DN is attached to your computer or a network.

### Installing Software for Local Printing

A local printer is a printer directly attached to your computer using the USB printer cable supplied with your printer. If your printer is attached to a network, skip this step and go to "Installing Software for Network Printing" on page 6.

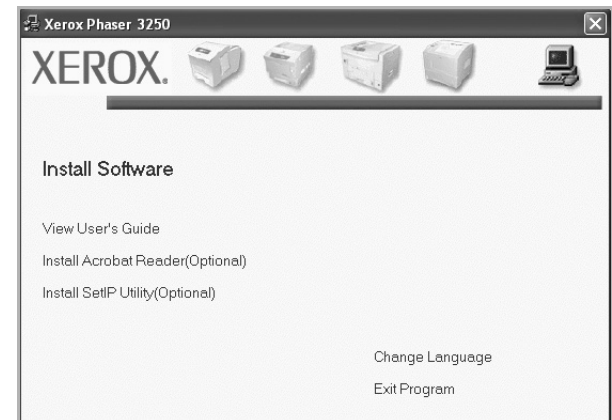
You can install the printer software using the typical or custom method.

**NOTE:** If the "New Hardware Wizard" window appears during the installation procedure, click  in the upper right corner of the box to close the window, or click **Cancel**.

### Typical Installation

This is recommended for most users. All components necessary for printer operations will be installed.

- 1 Make sure that the printer is connected to your computer and powered on.
- 2 Insert the supplied CD-ROM into your CD-ROM drive.  
The CD-ROM should automatically run, and an installation window appears.  
If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and click **OK**.  
If you use Windows Vista, click **Start** → **All programs** → **Accessories** → **Run**, and type **X:\Setup.exe**.  
If the **AutoPlay** window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the **User Account Control** window.
- 3 Click **Install Software**.

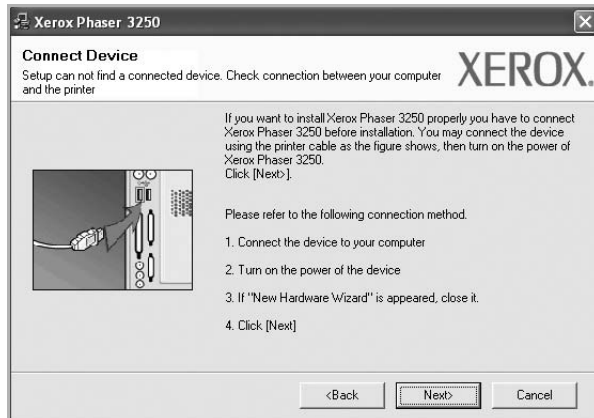


- 4 Select **Typical installation for a local printer**. Click **Next**.





**NOTE:** If your printer is not already connected to the computer, the following window will appear.



- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The installation window that appears in this User Guide may differ depending on the printer and interface in use.*

- 5** After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**.

Otherwise, just click **Next** and skip to step 7.

- 6** If the test page prints out correctly, click **Yes**.  
If not, click **No** to reprint it.

- 7** Click **Finish**.

**NOTE:** After setup is complete, if your printer driver does not work properly, check the printer and power cables to make sure they are connected properly, then reinstall the printer driver. See "Reinstalling Printer Software" on page 9.

## Custom Installation

You can choose individual components to install.

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

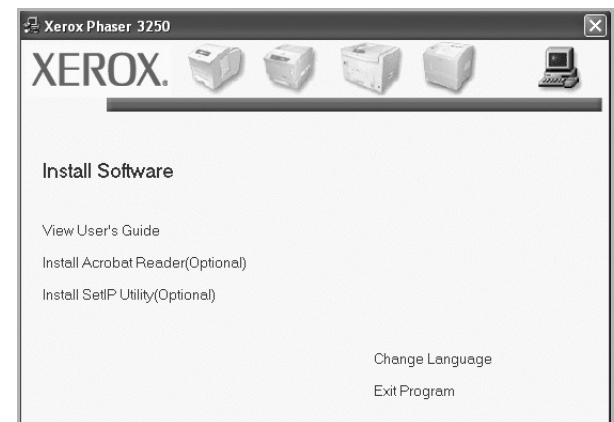
- 2** Insert the supplied CD-ROM into your CD-ROM drive.  
The CD-ROM should automatically run, and an installation window appears.

If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.

If you use Windows Vista, click **Start** → **All programs** → **Accessories** → **Run**, and type **X:\Setup.exe**.

If the **AutoPlay** window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the **User Account Control** window.

- 3** Click **Install Software**.



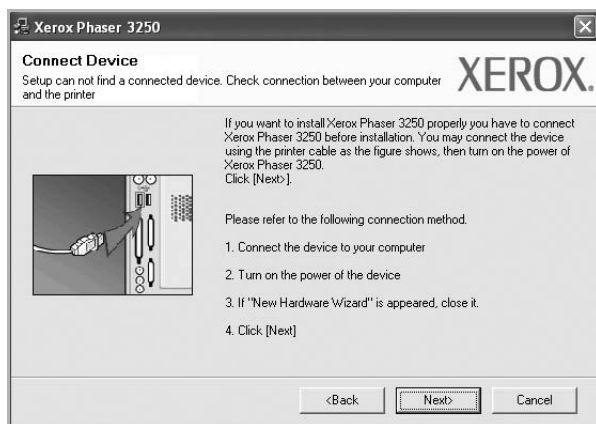
- 4** Select **Custom installation**. Click **Next**.



## 5 Select your printer and click **Next**.



**NOTE:** If your printer is not already connected to the computer, the following window will appear.



- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The installation window that appears in this User Guide may differ depending on the printer and interface in use.*

## 6 Select the components to be installed and click **Next**.



**NOTE:** You can change the desired installation folder by clicking **[Browse]**.

7 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**.

Otherwise, just click **Next** and skip to step 9.

8 If the test page prints out correctly, click **Yes**.  
If not, click **No** to reprint it.

9 Click **Finish**.

## Installing Software for Network Printing

### Before you begin

Before turning on the machine:

- Confirm that an existing operational network utilizing TCP/IP is available.
- Confirm that the Ethernet cable is plugged into the machine and is connected to an operational Ethernet port on the network.

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

You can install the printer software using the typical or custom method.

### Typical Installation

This is recommended for most users. All components necessary for printer operations will be installed.

1 Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see the supplied printer's User Guide.

2 Insert the supplied CD-ROM into your CD-ROM drive.

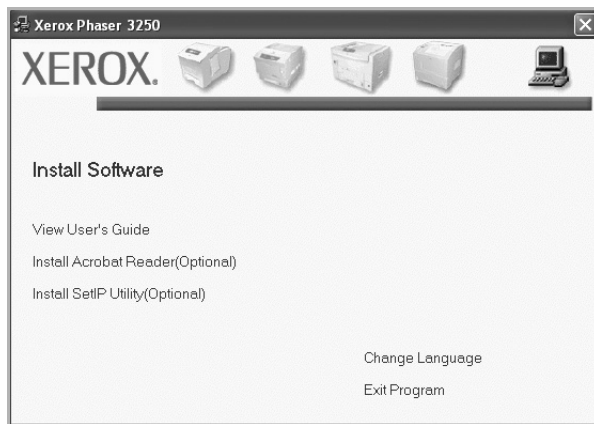
The CD-ROM should automatically run, and an installation window appears.

If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and click **OK**.

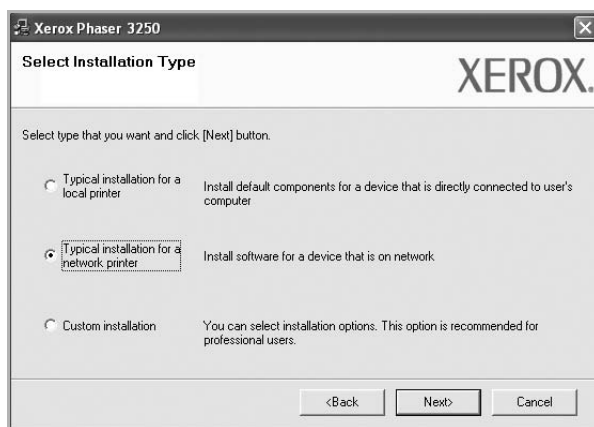
If you use Windows Vista, click **Start** → **All programs** → **Accessories** → **Run**, and type **X:\Setup.exe**.

If the **AutoPlay** window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the **User Account Control** window.

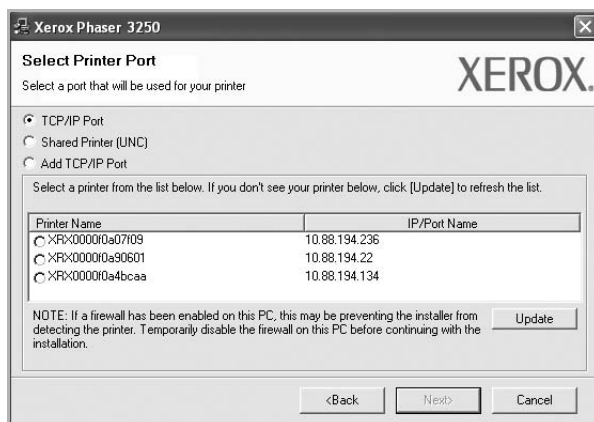
### 3 Click Install Software.



### 4 Select Typical installation for a network printer. Click Next.



### 5 The list of printers available on the network appears. Select the printer you want to install from the list and then click Next.



- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer. To verify your printer's IP address or the MAC address, print a Network Configuration page.
- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

**NOTE:** To search the network printer, the firewall should be disabled.

- 6 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**. Otherwise, just click **Next** and skip to step 8.
- 7 If the test page prints out correctly, click **Yes**. If not, click **No** to reprint it.
- 8 Click **Finish**.

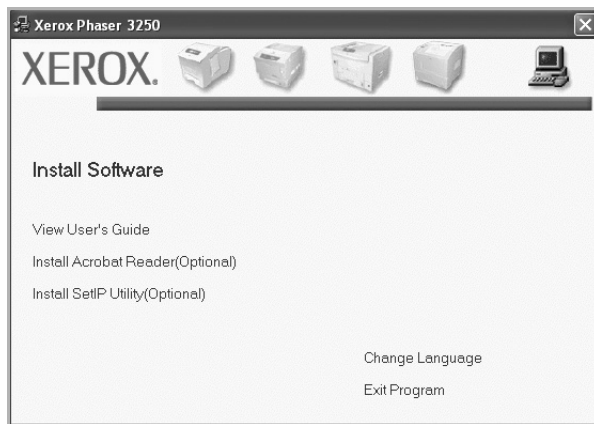
**NOTE:** After setup is complete, if your printer driver does not work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 9.

## Custom Installation

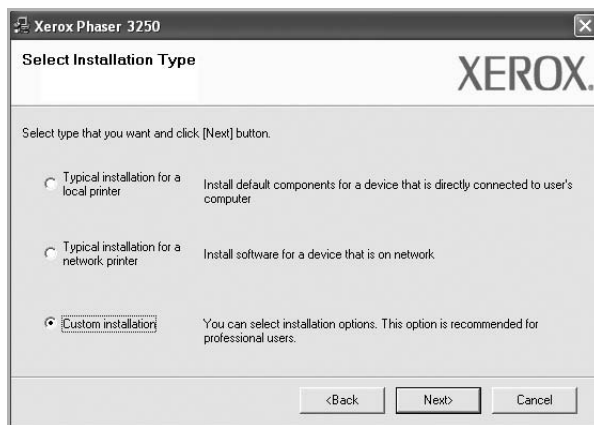
You can choose individual components to install and set a specific IP address.

- 1 Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see the supplied printer's User Guide.
- 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and click **OK**. If you use Windows Vista, click **Start** → **All programs** → **Accessories** → **Run**, and type **X:\Setup.exe**. If the **AutoPlay** window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the **User Account Control** window.

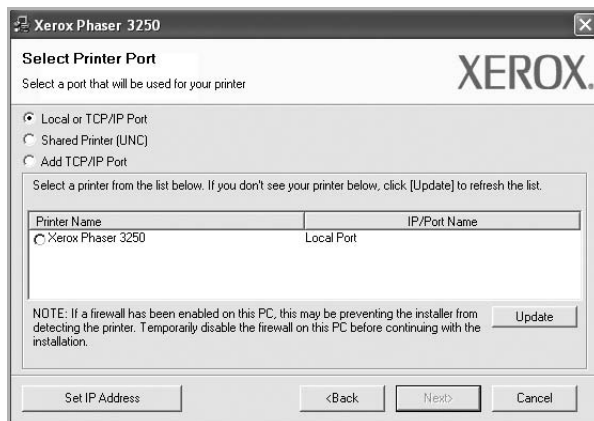
### 3 Click **Install Software**.



### 4 Select **Custom installation**. Click **Next**.



### 5 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.

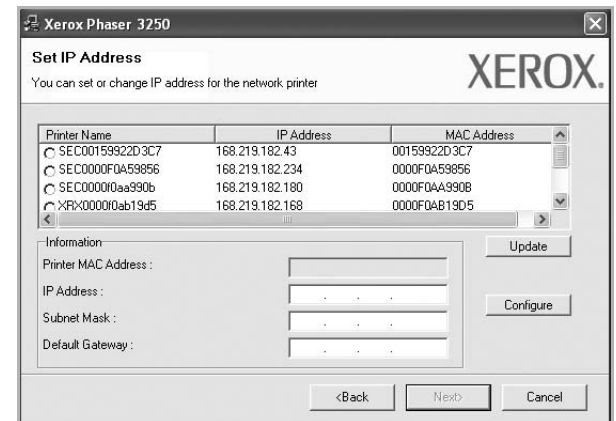


- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer. To verify your printer's IP address or the MAC address, print a Network Configuration page.

- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

**NOTE:** To search the network printer, the firewall should be disabled.

**TIP:** If you want to set a specific IP address on a specific network printer, click the **Set IP Address** button. The Set IP Address window appears. Do as follows:



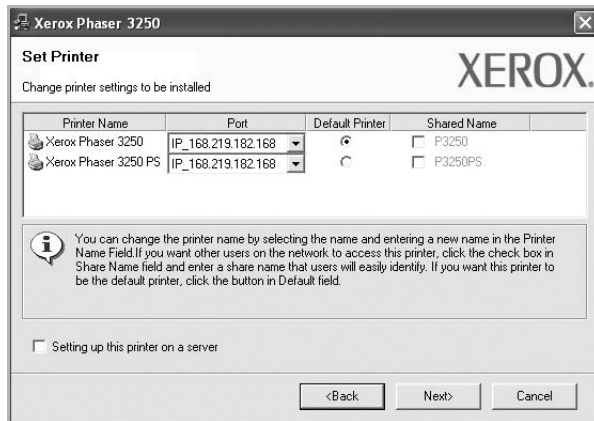
- Select a printer to be set with a specific IP address from the list. To verify your printer's IP address or MAC address, print a Network Configuration page.
- Configure an IP address, subnet mask, and gateway for the printer manually and click **Configure** to set the specific IP address for the network printer.
- Click **Next**.

### 6 Select the components to be installed and click **Next**.





- 7 You can also change the printer name, set the printer to be shared on the network, set the printer as the default printer, and change the port name of each printer. Click **Next**.



To install this software on a server, select the **Setting up this printer on a server** checkbox.

- 8 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**.  
Otherwise, just click **Next** and skip to step 10.
- 9 If the test page prints out correctly, click **Yes**.  
If not, click **No** to reprint it.
- 10 Click **Finish**.

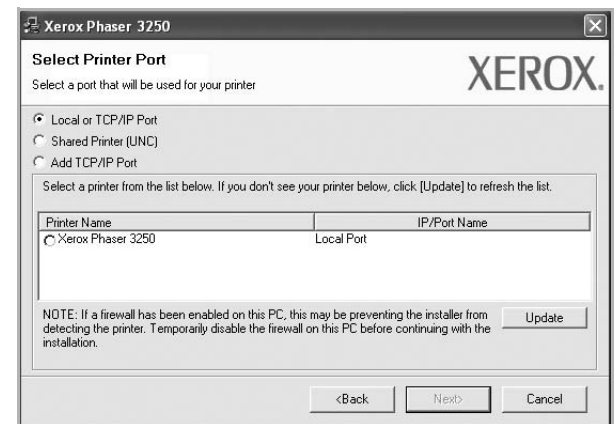
**NOTE:** After setup is complete, if your printer driver does not work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 9.

## Reinstalling Printer Software

You can reinstall the software if installation fails.

- 1 Start Windows.
- 2 From the **Start** menu select **Programs** or **All Programs** → **your printer driver name** → **Maintenance**.
- 3 Select **Repair** and click **Next**.

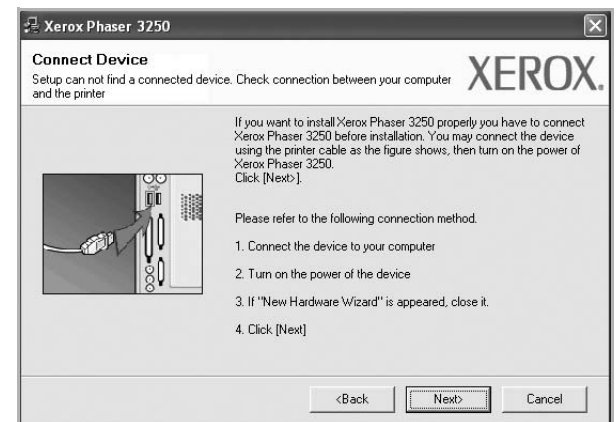
- 4 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.



- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer.
- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

You will see a component list so that you can reinstall any item individually.

**NOTE:** If your printer is not already connected to the computer, the following window will appear.



- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The reinstallation window that appears in this User Guide may differ depending on the printer and interface in use.*

- 5 Select the components you want to reinstall and click **Next**.  
If you installed the printer software for local printing and you select **your printer driver name**, the window asking you to print a test page appears. Do as follows:
  - a. To print a test page, select the check box and click **Next**.
  - b. If the test page prints out correctly, click **Yes**.  
If it doesn't, click **No** to reprint it.
- 6 When the reinstallation is done, click **Finish**.

---

## Removing Printer Software

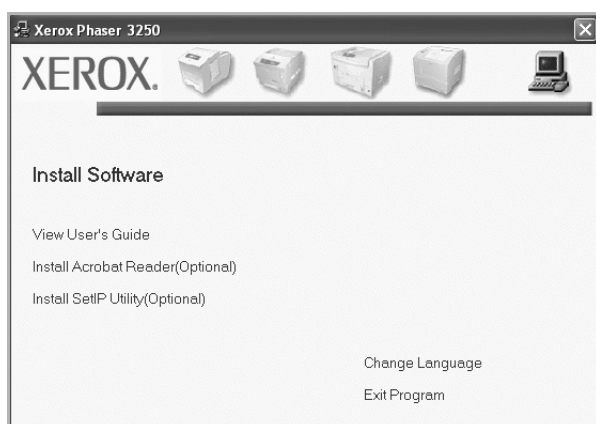
- 1 Start Windows.
- 2 From the **Start** menu select **Programs** or **All Programs** → **your printer driver name** → **Maintenance**.
- 3 Select **Remove** and click **Next**.  
You will see a component list so that you can remove any item individually.
- 4 Select the components you want to remove and then click **Next**.
- 5 When your computer asks you to confirm your selection, click **Yes**.  
The selected driver and all of its components are removed from your computer.
- 6 After the software is removed, click **Finish**.

## 2 Using SetIP (Phaser 3250DN only)

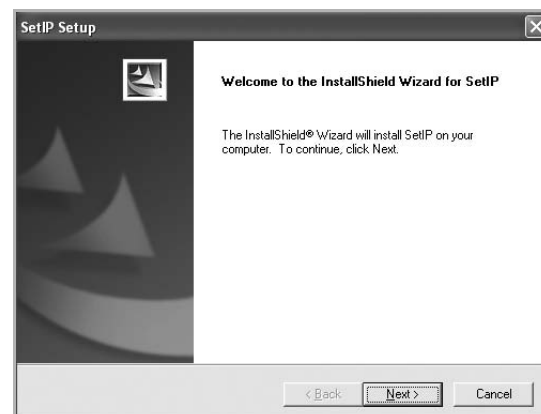
- Installing SetIP
- Using SetIP

### Installing SetIP

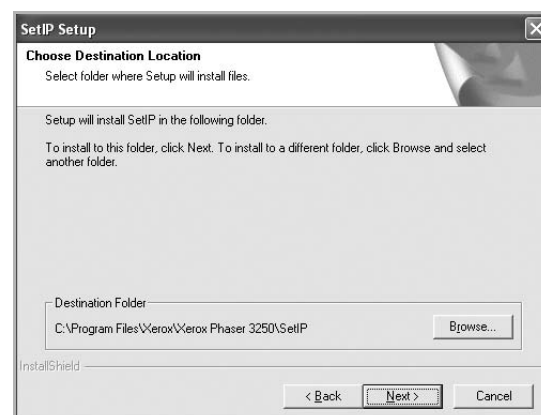
- 1 Make sure that the printer is connected to your computer and powered on.
- 2 Insert the supplied CD-ROM into your CD-ROM drive.  
The CD-ROM should automatically run, and an installation window appears.  
If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and click **OK**.  
If you use Windows Vista, click **Start** → **All programs** → **Accessories** → **Run**, and type **X:\Setup.exe**.  
If the **AutoPlay** window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the **User Account Control** window.
- 3 Click **Install SetIP Utility(Optional)**.



- 4 Click **Next**.



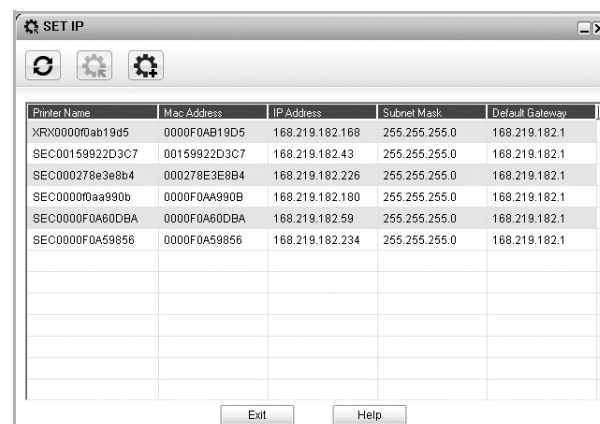
- 5 Click **Next**.



- 6 Click **Finish**.

### Using SetIP


- 1 From the Windows **Start** menu, select **Programs** or **All Programs** → **Xerox Phaser 3250** → **SetIP** → **SetIP**.  
The program automatically detects and displays new and configured print servers on your network.



- 2** Select the name of your printer and click . If you cannot find your printer name, click  to refresh the list.

---

**NOTES:**

- To confirm the MAC address, see the NETWORK PRINTER CARD TEST PAGE. The NETWORK PRINTER CARD TEST PAGE will be printed after the Configuration Page.
  - The refreshed list doesn't show your printer, click  enter your network printer card's IP address, subnet mask, default gateway, and then click **Apply**.
- 

- 3** Click **OK** to confirm the settings.

- 4** Click **Exit** to close the SetIP program.



# 3 Basic Printing

This chapter explains the printing options and common printing tasks in Windows.

This chapter includes:

- **Printing a Document**
- **Printing to a file (PRN)**
- **Printer Settings**
  - Layout Tab
  - Paper Tab
  - Graphics Tab
  - Extras Tab
  - Troubleshooting Tab
  - Printer Tab
  - Using a Favorite Setting
  - Using Help

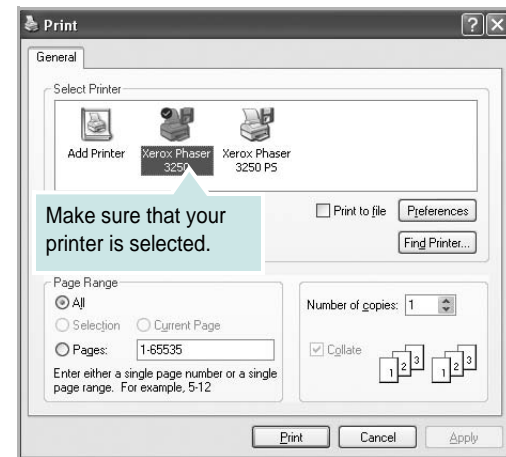
## Printing a Document

### NOTES:

- Your printer driver **Properties** window that appears in this User Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- *Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User Guide.*
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to the User Guide of your software application for the exact printing procedure.

- 1 Open the document you want to print.
- 2 Select **Print** from the **File** menu. The Print window is displayed. It may look slightly different depending on your application. The basic print settings are selected within the Print window. These settings include the number of copies and print range.



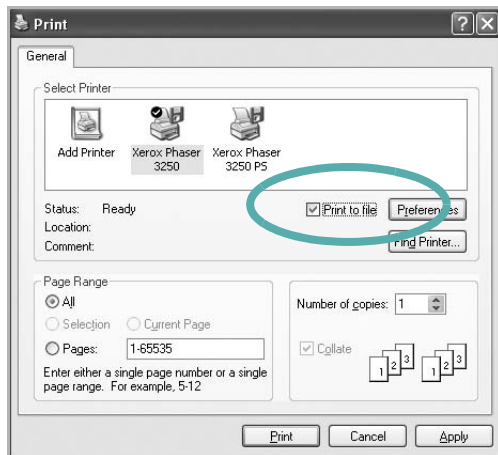
- 3 Select **your printer driver** from the **Name** drop-down list. To take advantage of the printer features provided by your printer driver, click **Properties** or **Preferences** in the application's Print window. For details, see "Printer Settings" on page 14.  
If you see **Setup**, **Printer**, or **Options** in your Print window, click it instead. Then click **Properties** on the next screen. Click **OK** to close the printer properties window.
- 4 To start the print job, click **OK** or **Print** in the Print window.

## Printing to a file (PRN)

You will sometimes need to save the print data as a file for your purpose.

To create a file:

- 1 Check the **Print to file** box at the **Print** window.



- 2 Select the folder and assign a name of the file and then click OK.

## Printer Settings

You can use the printer properties window, which allows you to access all of the printer options you need when using your printer. When the printer properties are displayed, you can review and change the settings needed for your print job.

Your printer properties window may differ, depending on your operating system. This Software User Guide shows the Properties window for Windows XP.

Your printer driver **Properties** window that appears in this User Guide may differ depending on the printer in use.

If you access printer properties through the Printers folder, you can view additional Windows-based tabs (refer to your Windows User Guide) and the Printer tab (see "Printer Tab" on page 18).

### NOTES:

- Most Windows applications will override settings you specify in the printer driver. Change all print settings available in the software application first, and change any remaining settings using the printer driver.
- The settings you change remain in effect only while you are using the current program. **To make your changes permanent**, make them in the Printers folder.
- The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.
  1. Click the Windows **Start** button.
  2. Select **Printers and Faxes**.
  3. Select **your printer driver icon**.
  4. Right-click on the printer driver icon and select **Printing Preferences**.
  5. Change the settings on each tab, click OK.

## Layout Tab

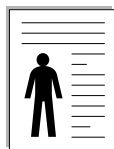
The **Layout** tab provides options to adjust how the document appears on the printed page. The **Layout Options** includes **Multiple Pages per Side**, **Poster Printing** and **Booklet Printing**. See “Printing a Document” on page 13 for more information on accessing printer properties.



### Paper Orientation

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

- **Portrait** prints across the width of the page, letter style.
- **Landscape** prints across the length of the page, spreadsheet style.
- **Rotate** allows you to rotate the page the selected degrees.



▲ Portrait



▲ Landscape

### Layout Options

**Layout Options** allows you to select advanced printing options. You can choose **Multiple Pages per Side** and **Poster Printing**.

- For details, see “Printing Multiple Pages on One Sheet of Paper (N-Up Printing)” on page 19.
- For details, see “Printing Posters” on page 20
- For details, see “Printing Booklets” on page 20

### Double-sided Printing

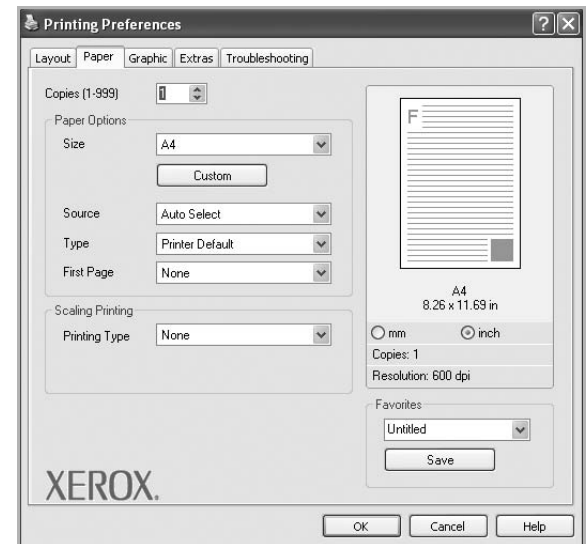
**Double-sided Printing** allows you to print on both sides of paper.

- For details, see “Printing on Both Sides of Paper” on page 21.

## Paper Tab

Use the following options to set the basic paper handling specifications when you access the printer properties. See “Printing a Document” on page 13 for more information on accessing printer properties.

Click the **Paper** tab to access various paper properties.



### Copies

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

### Size

**Size** allows you to set the size of paper you loaded in the tray. If the required size is not listed in the **Size** box, click **Custom**. When the **Custom Paper Setting** window appears, set the paper size and click **OK**. The setting appears in the list so that you can select it.

### Source

Make sure that **Source** is set to the corresponding paper tray. Use **Manual Feeder** when printing on special materials like envelopes and transparencies. You have to load one sheet at a time into the Manual Feeder.

If the paper source is set to **Auto Selection**, the printer automatically picks up print material in the following tray order: Manual Feeder, Tray 1.

### Type

Set **Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If not, print quality may not be achieved as you want.

**Cotton:** 20 lb to 24 lb (75~90 g/m<sup>2</sup>) cotton paper such as Gilbert 25% and Gilbert 100%.

**Plain:** Normal plain paper. Select this type if your printer is monochrome and printing on the 16 lb (60 g/m<sup>2</sup>) cotton paper.

**Recycled:** 20 lb to 24 lb (75~90 g/m<sup>2</sup>) recycled paper.

**Color:** 20 lb to 24 lb (75~90 g/m<sup>2</sup>) color-background paper.

**Archive:** If you need to keep print-out for a long period time such as archives, select this option.

**NOTE:** For optimal performance and reliability consider using xerox paper.

### First Page

This property allows you to print the first page using a different paper type from the rest of the document. You can select the paper source for the first page.

For example, load thick stock for the first page into the Manual Feeder, and plain paper into Tray 1. Then, select **Tray1** in the **Source** option and **Manual Feeder** in the **First Page** option.

### Scaling Printing

**Scaling Printing** allows you to automatically or manually scale your print job on a page. You can choose from **None**, **Reduce/Enlarge**, and **Fit to Page**.

- For details, see “Printing a Reduced or Enlarged Document” on page 21.
- For details, see “Fitting Your Document to a Selected Paper Size” on page 21.

## Graphics Tab

Use the following Graphic options to adjust the print quality for your specific printing needs. See “Printing a Document” on page 13 for more information on accessing printer properties.

Click the **Graphic** tab to display the properties shown below.



### Resolution

*The Resolution options you can select may vary depending on your printer model.* The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

### Image Mode

The available options are Normal and Text Enhance. *Some printers do not support this feature.*

- **Printer Setting:** If you select this option, this feature is determined by the setting you’ve made on the control panel of the printer.
- **Normal:** This setting is for normal documents.
- **Text Enhancement:** Image Mode allows the user to enhance printouts.

### Toner Save Mode

Selecting this option extends the life of your print cartridge and reduces your cost per page without a significant reduction in print quality. *Some printers do not support this feature.*

- **Printer Setting:** If you select this option, this feature is determined by the setting you’ve made on the control panel of the printer.
- **On:** Select this option to allow the printer to use less toner on each page.
- **Off:** If you don’t need to save toner when printing a document, select this option.

## Advanced Options

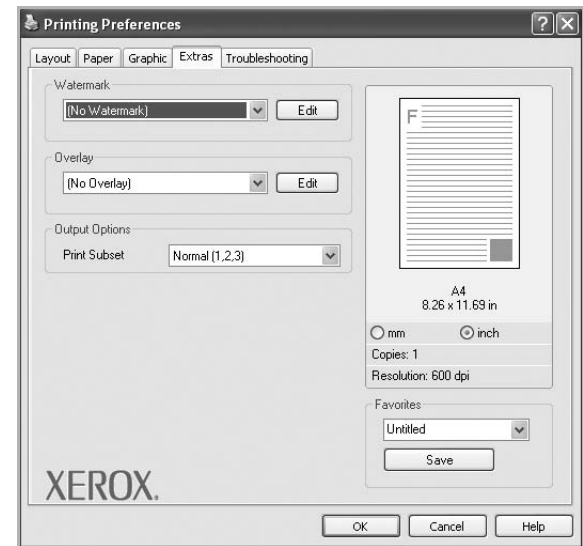
You can set advanced settings by clicking the **Advanced Options** button.

- **Print All Text To Black:** When the **Print All Text To Black** option is checked, all text in your document prints solid black, regardless of the color it appears on the screen.
- **Print All Text To Darken:** When the **Print All Text To Darken** option is checked, all text in your document is allowed to print darker than on a normal document. *Some printers do not support this feature.*

## Extras Tab

You can select output options for your document. See “Printing a Document” on page 13 for more information about accessing the printer properties.

Click the **Extras** tab to access the following feature:



### Watermark

You can create a background text image to be printed on each page of your document. For details, see “Using Watermarks” on page 22.

### Overlay

Overlays are often used to take the place of preprinted forms and letterhead paper. For details, see “Using Overlays” on page 23.

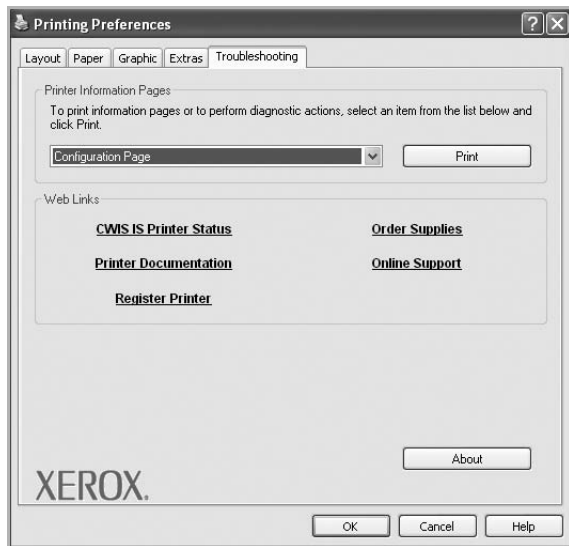
### Output Options

- **Print Subset:** You can set the sequence in which the pages print. Select the print order from the drop-down list.
  - **Normal (1,2,3):** Your printer prints all pages from the first page to the last page.
  - **Reverse All Pages (3,2,1):** Your printer prints all pages from the last page to the first page.
  - **Print Odd Pages:** Your printer prints only the odd numbered pages of the document.
  - **Print Even Pages:** Your printer prints only the even numbered pages of the document.

## Troubleshooting Tab

Use the **Troubleshooting** tab for printer information page. See “Printing a Document” on page 13 for more information about accessing printer properties.

Click the **Troubleshooting** tab to display the properties shown below.



### Printer Information Pages

To print information pages or to perform diagnostic actions, select an item from the list below and click **Print**.

### Web Links

If you have an Internet connection and a browser installed, click one of the web links to connect to a web page directly from the driver.

### About

Use the **About** tab to display the copyright notice and the version number of the driver.

## Printer Tab

If you access printer properties through the **Printers** folder, you can view the **Printer** tab. You can set the printer configuration.

The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.

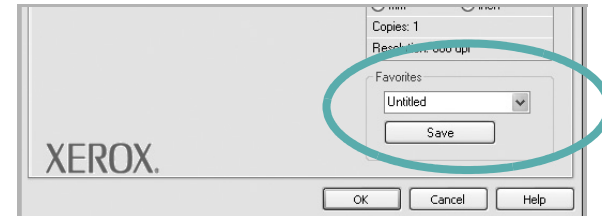
- 1 Click the Windows **Start** menu.
- 2 Select **Printers and Faxes**.
- 3 Select **your printer driver** icon.
- 4 Right-click on the printer driver icon and select **Properties**.
- 5 Click the **Printer** tab and set the options.

## Using a Favorite Setting

The **Favorites** option, which is visible on each properties tab, allows you to save the current properties settings for future use.

To save a **Favorites** item:

- 1 Change the settings as needed on each tab.
- 2 Enter a name for the item in the **Favorites** input box.



- 3 Click **Save**.

When you save **Favorites**, all current driver settings are saved.


To use a saved setting, select the item from the **Favorites** drop down list. The printer is now set to print according to the Favorites setting you selected.

To delete a Favorites item, select it from the list and click **Delete**.

You can also restore the printer driver's default settings by selecting **Printer Default** from the list.

## Using Help

Your printer has a help screen that can be activated by clicking the **Help** button in the printer properties window. These help screens give detailed information about the printer features provided by the printer driver.

You can also click  from the upper right corner of the window, and then click on any setting.

# 4

## Advanced Printing

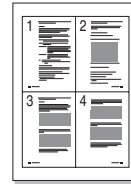
This chapter explains printing options and advanced printing tasks.

### NOTE:

- Your printer driver **Properties** window that appears in this User Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

This chapter includes:

- **Printing Multiple Pages on One Sheet of Paper (N-Up Printing)**
- **Printing Posters**
- **Printing Booklets**
- **Printing on Both Sides of Paper**
- **Printing a Reduced or Enlarged Document**
- **Fitting Your Document to a Selected Paper Size**
- **Using Watermarks**
- **Using Overlays**



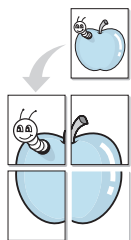
## Printing Multiple Pages on One Sheet of Paper (N-Up Printing)

You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify. You can print up to 16 pages on one sheet.

- 1 To change the print settings from your software application, access printer properties. See “Printing a Document” on page 13.
- 2 From the **Layout** tab, choose **Multiple Pages per Side** in the **Layout Type** drop-down list.
- 3 Select the number of pages you want to print per sheet (1, 2, 4, 6, 9, or 16) in the **Pages per Side** drop-down list.
- 4 Select the page order from the **Page Order** drop-down list, if necessary.  
Check **Print Page Border** to print a border around each page on the sheet.
- 5 Click the **Paper** tab, select the paper source, size, and type.
- 6 Click **OK** and print the document.



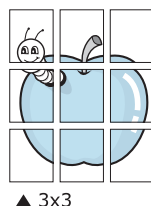
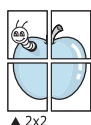
## Printing Posters



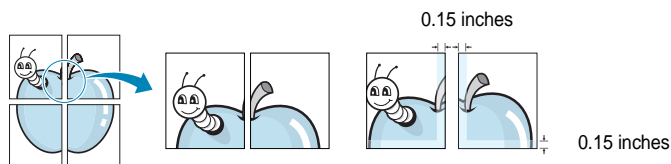
This feature allows you to print a single-page document onto 4, 9, or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-size document.

**NOTE:** The poster printing option is available when 600 dpi is selected in the resolution option on the **Graphic** tab.

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 Click the **Layout** tab, select **Poster Printing** in the **Layout Type** drop-down list.
- 3 Configure the poster option:  
You can select the page layout from **Poster<2x2>**, **Poster<3x3>**, **Poster<4x4>** or **Custom**. If you select **Poster<2x2>**, the output will be automatically stretched to cover 4 physical pages. If the option is set to Custom, you can enlarge the original from 150% to 400%. Depending on the level of the enlargement, the page layout is automatically adjusted to **Poster<2x2>**, **Poster<3x3>**, **Poster<4x4>**.

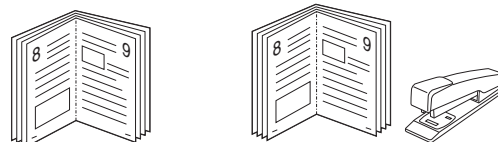


You can select the page layout from **Poster<2x2>**, **Poster<3x3>** or **Poster<4x4>**. If you select **Poster<2x2>**, the output will be automatically stretched to cover 4 physical pages. Specify an overlap in millimeters or inches to make it easier to pasting the sheets together.



- 4 Click the **Paper** tab, select the paper source, size, and type.
- 5 Click **OK** and print the document. You can complete the poster by pasting the sheets together.

## Printing Booklets



This printer feature allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet.

- 1 To change the print settings from your software application, access the printer properties. See "Printing a Document" on page 13.
- 2 From the **Layout** tab, choose **Booklet Printing** from the **Layout Type** drop-down list.

**NOTE:** The **Booklet Printing** option is not available for all paper sizes. In order to find out the available paper size for this feature, select the paper size in the **Size** option on the **Paper** tab, then check if the **Booklet Printing** in a **Layout Type** drop-down list on the **Layout** tab is activated.

- 3 Click the **Paper** tab, and select the paper source, size, and type.
- 4 Click **OK** and print the document.
- 5 After printing, fold and staple the pages.

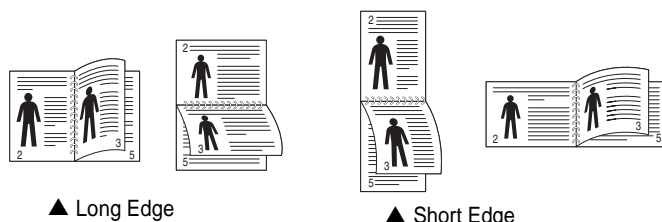


## Printing on Both Sides of Paper

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

The options are:

- **Printer Setting**, if you select this option, this feature is determined by the setting you've made on the control panel.
- **None**
- **Long Edge**, which is the conventional layout used in book binding.
- **Short Edge**, which is the type often used with calendars.



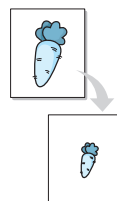
- **Reverse Duplex Printing**, allows duplex printing N-1 or 1-N.

**NOTE:** Do not print on both sides of labels, transparencies, envelopes, or thick paper. Paper jamming and damage to the printer may result.

- 1 To change the print settings from your software application, access printer properties. "Printing a Document" on page 13.
- 2 From the **Layout** tab, select the paper orientation.
- 3 From the **Double-sided Printing** section, select the binding option you want.
- 4 Click the **Paper** tab and select the paper source, size, and type.
- 5 Click **OK** and print the document.

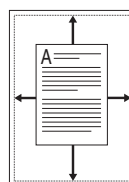
## Printing a Reduced or Enlarged Document

You can change the size of a page's content to appear larger or smaller on the printed page.



- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 From the **Paper** tab, select **Reduce/Enlarge** in the **Printing Type** drop-down list.
- 3 Enter the scaling rate in the **Percentage** input box. You can also click the ▼ or ▲ button.
- 4 Select the paper source, size, and type in **Paper Options**.
- 5 Click **OK** and print the document.

## Fitting Your Document to a Selected Paper Size



This printer feature allows you to scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 From the **Paper** tab, select **Fit to Page** in the **Printing Type** drop-down list.
- 3 Select the correct size from the **Output size** drop-down list.
- 4 Select the paper source, size, and type in **Paper Options**.
- 5 Click **OK** and print the document.

---

## Using Watermarks

The Watermark option allows you to print text over an existing document. For example, you may want to have large gray letters reading “DRAFT” or “CONFIDENTIAL” printed diagonally across the first page or all pages of a document.

There are several predefined watermarks that come with the printer, and they can be modified, or you can add new ones to the list.

### Using an Existing Watermark

- 1 To change the print settings from your software application, access printer properties. See “Printing a Document” on page 13.
- 2 Click the **Extras** tab, and select the desired watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.
- 3 Click **OK** and start printing.

---

**NOTE:** The preview image shows how the page will look when it is printed.

---

### Creating a Watermark

- 1 To change the print settings from your software application, access printer properties. See “Printing a Document” on page 13.
- 2 Click the **Extras** tab, and click the **Edit** button in the **Watermark** section. The **Edit Watermark** window appears.
- 3 Enter a text message in the **Watermark Message** box. You can enter up to 40 characters. The message displays in the preview window.  
  
When the **First Page Only** box is checked, the watermark prints on the first page only.
- 4 Select watermark options.  
You can select the font name, style, size, or grayscale level from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.
- 5 Click **Add** to add a new watermark to the list.
- 6 When you have finished editing, click **OK** and start printing.

To stop printing the watermark, select **(No Watermark)** from the **Watermark** drop-down list.

## Editing a Watermark

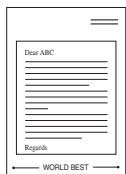
- 1 To change the print settings from your software application, access printer properties. See “Printing a Document” on page 13.
- 2 Click the **Extras** tab and click the **Edit** button in the **Watermark** section. The **Edit Watermark** window appears.
- 3 Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message and options.
- 4 Click **Update** to save the changes.
- 5 Click **OK** until you exit the Print window.

### Deleting a Watermark

- 1 To change the print settings from your software application, access printer properties. See “Printing a Document” on page 13.
- 2 From the **Extras** tab, click the **Edit** button in the Watermark section. The **Edit Watermark** window appears.
- 3 Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**.
- 4 Click **OK** until you exit the Print window.

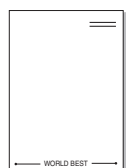
## Using Overlays

### What is an Overlay?



An overlay is text and/or images stored in the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you do not need to load preprinted letterhead paper in the printer. You need only tell the printer to print the letterhead overlay on your document.

### Creating a New Page Overlay



To use a page overlay, you must create a new page overlay containing your logo or image.

- 1 Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay.
- 2 To save the document as an overlay, access printer properties. See "Printing a Document" on page 13.
- 3 Click the **Extras** tab, and click **Edit** button in the **Overlay** section.
- 4 In the Edit Overlay window, click **Create Overlay**.
- 5 In the Create Overlay window, type a name of up to eight characters in the **File name** box. Select the destination path, if necessary. (The default is C:\Formover).
- 6 Click **Save**. The name appears on the **Overlay List** box.
- 7 Click **OK** or **Yes** to finish creating.  
The file is not printed. Instead it is stored on your computer hard disk drive.

**NOTE:** The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

## Using a Page Overlay

After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

- 1 Create or open the document you want to print.
- 2 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 3 Click the **Extras** tab.
- 4 Select the desired overlay from the **Overlay** drop-down list box.
- 5 If the overlay file you want does not appear in the **Overlay** list, click **Edit** button and **Load Overlay**, and select the overlay file.  
If you have stored the overlay file you want to use in an external source, you can also load the file when you access the **Load Overlay** window.  
After you select the file, click **Open**. The file appears in the **Overlay List** box and is available for printing. Select the overlay from the **Overlay List** box.
- 6 If necessary, click **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.  
If this box is not checked and an overlay has been selected, the overlay automatically prints with your document.
- 7 Click **OK** or **Yes** until printing begins.  
The selected overlay downloads with your print job and prints on your document.

**NOTE:** The resolution of the overlay document must be the same as that of the document you will print with the overlay.

### Deleting a Page Overlay

You can delete page overlays that you no longer use.

- 1 In the printer properties window, click the **Extras** tab.
- 2 Click the **Edit** button in the **Overlay** section.
- 3 Select the overlay you want to delete from the **Overlay List** box.
- 4 Click **Delete Overlay**.
- 5 When a confirming message window appears, click **Yes**.
- 6 Click **OK** until you exit the Print window.

# 5 Using Windows PostScript Driver

If you want to use the PostScript driver provided with your system CD-ROM to print a document.

PPDs, in combination with the PostScript driver, access printer features and allow the computer to communicate with the printer. An installation program for the PPDs is provided on the supplied software CD-ROM.

## Printer Settings

You can use the printer properties window, which allows you to access all of the printer options you need when using your printer. When the printer properties are displayed, you can review and change the settings needed for your print job.

Your printer properties window may differ, depending on your operating system. This Software User Guide shows the Properties window for Windows XP.

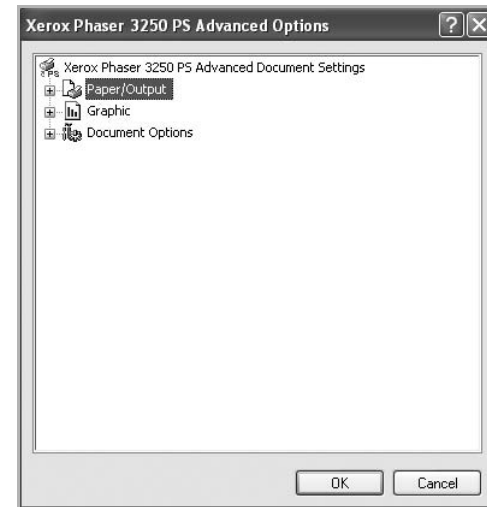
Your printer driver **Properties** window that appears in this User Guide may differ depending on the printer in use.

### NOTES:

- Most Windows applications will override settings you specify in the printer driver. Change all print settings available in the software application first, and change any remaining settings using the printer driver.
- The settings you change remain in effect only while you are using the current program. **To make your changes permanent**, make them in the Printers folder.
- The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.
  1. Click the Windows **Start** button.
  2. Select **Printers and Faxes**.
  3. Select **your printer driver icon**.
  4. Right-click on the printer driver icon and select **Printing Preferences**.
  5. Change the settings on each tab, click OK.


## Advanced

You can use advanced settings by clicking the **Advanced** button.



- **Paper/Output** this option allows you to select the size of the paper loaded in the tray.
- **Graphic** this option allows you to adjust the print quality for your specific printing needs.
- **Document Options** this options allow you to set the PostScript options or printer features.

## Using Help

You can click  from the upper right corner of the window, and then click on any setting.

# 6 Sharing the Printer Locally

You can connect the printer directly to a selected computer, which is called "host computer," on the network.

The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.

---

## NOTES:

- Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User Guide.
  - If you need to know the exact name of your printer, you can check the supplied CD-ROM.
- 

---

## Setting Up a Host Computer

- 1 Start Windows.
  - 2 From the **Start** menu select **Printers and Faxes**.
  - 3 Double-click **your printer driver icon**.
  - 4 From the **Printer** menu, select **Sharing**.
  - 5 Check the **Share this printer** box.
  - 6 Fill in the **Shared Name** field, and then click **OK**.
- 

## Setting Up a Client Computer

- 1 Right-click the Windows **Start** button and select **Explore**.
- 2 Select **My Network Places** and then right-click **Search for Computers**.
- 3 Fill in the IP address of host computer in **Computer name** field, and click **Search**. (In case host computer requires **User name** and **Password**, fill in User ID and password of host computer account.)
- 4 Double-click **Printers and Faxes**.
- 5 Right-click printer driver icon, select **Connect**.
- 6 Click **Yes**, if the installation confirm message appears.

# 7 Using Utility Applications

If an error occurs while printing, the Status Monitor window appears, showing the error.

## NOTES:

- To use the this program, you need:
  - To check for Operating System(s) that are compatible with your printer, refer to Printer Specifications in your Printer User Guide.
  - Internet Explorer version 5.0 or higher for flash animation in HTML Help.
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

## Using Printer Settings Utility

Using the Printer Settings Utility, you can configure and check print settings.

- 1 From the **Start** menu, select **Programs** or **All Programs** → **Xerox Phaser 3250** → **Printer Settings Utility**.
- 2 Change the settings.
- 3 To send the changes to the printer, click the **Apply** button.

## Using Onscreen Help

For more information about **Printer Settings Utility**, click .

## Opening the Troubleshooting Guide

Double click the **Status Monitor** icon on the Windows task bar.

Double click this icon.

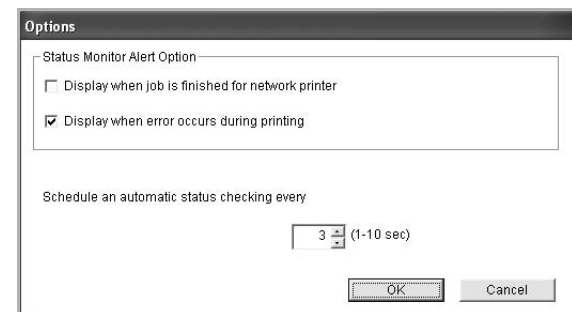


Or, from the **Start** menu, select **Programs** or **All Programs** → **Xerox Phaser 3250** → **Troubleshooting Guide**.

## Changing the Status Monitor Program Settings

Select the **Status Monitor** icon on the Windows task bar and right-click on the **Status Monitor** icon. Select **Options**.

The following window opens.



- **Display when job is finished for network printer** shows the Status Monitor balloon when your job is complete.
- **Display when error occurs during printing** shows the Status Monitor balloon when an error occurs during printing.
- **Schedule an automatic status checking every** allows the computer to update the printer status regularly. Setting the value close to 1 second causes the computer to check the printer status more frequently, thereby allowing a faster response to any printer error.

# 8 Using Your Printer in Linux

You can use your machine in a Linux environment.

This chapter includes:

- **Getting Started**
- **Installing the MFP Driver**
- **Using the MFP Configurator**
- **Configuring Printer Properties**
- **Printing a Document**

## Getting Started

The supplied CD-ROM provides you with MFP Driver package for using your machine with a Linux computer.

After the driver is installed on your Linux system, the driver package allows you to monitor a number of machine devices via fast ECP parallel ports and USB simultaneously.

The MFP Driver package is supplied with a smart and flexible installation program. You don't need to search for additional components that might be necessary for the MFP Driver software: all required packages will be carried onto your system and installed automatically; this is possible on a wide set of the most popular Linux clones.


## Installing the MFP Driver

### Installing the MFP Driver

- 1 Make sure that you connect your machine to your computer. Turn both the computer and the machine on.
- 2 When the Administrator Login window appears, type in *root* in the Login field and enter the system password.

**NOTE:** You must log in as a super user (root) to install the printer software. If you are not a super user, ask your system administrator.

- 3 Insert the printer software CD-ROM. The CD-ROM will automatically run.

If the CD-ROM does not automatically run, click the  icon at the bottom of the desktop. When the Terminal screen appears, type in:

If the CD-ROM is secondary master and the location to mount is /mnt/cdrom,

```
[root@localhost root]#mount -t iso9660 /dev/hdc /mnt/cdrom
```

```
[root@localhost root]#cd /mnt/cdrom/Linux
```

```
[root@localhost root]#./install.sh
```

If you still failed to run the CD-ROM, type the followings in sequence:

```
[root@localhost root]#umount/dev/hdc
```

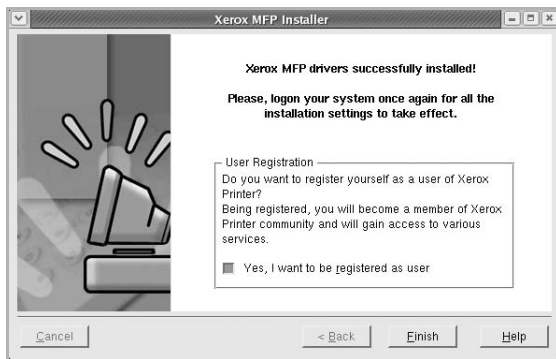
```
[root@localhost root]#mount -t iso9660 /dev/hdc /mnt/cdrom
```

**NOTE:** The installation program runs automatically if you have an autorun software package installed and configured.

- 4 When the welcome screen appears, click **Next**.



- 5 When the installation is complete, click **Finish**.



The installation program has added the MFP Configurator desktop icon and Xerox MFP group to the system menu for your convenience. If you have any difficulties, consult the onscreen help that is available through your system menu or can otherwise be called from the driver package windows applications, such as **MFP Configurator**.

**NOTE:** Installing the driver in the text mode:


- If you do not use the graphical interface or have failed the driver installation, you have to use the driver in the text mode.
- Follow the step 1 to 3, then type `[root@localhost Linux]# ./install.sh`, then follow the instruction on the terminal screen. Then the installation completes.
- When you want to uninstall the driver, follow the installation instruction above, but type `[root@localhost Linux]# ./uninstall.sh` on the terminal screen.

## Uninstalling the MFP Driver

- 1 When the Administrator Login window appears, type in *root* in the Login field and enter the system password.

**NOTE:** You must log in as a super user (root) to uninstall the printer software. If you are not a super user, ask your system administrator.

- 2 Insert the printer software CD-ROM. The CD-ROM will automatically run.

If the CD-ROM does not automatically run, click the  icon at the bottom of the desktop. When the Terminal screen appears, type in:

If the CD-ROM is secondary master and the location to mount is `/mnt/cdrom`,

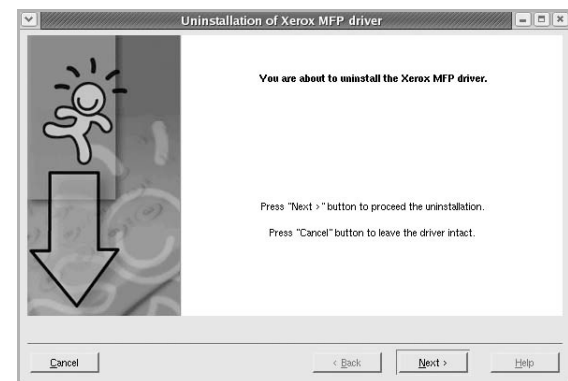
```
[root@localhost root]#mount -t iso9660 /dev/hdc /mnt/cdrom
```

```
[root@localhost root]#cd /mnt/cdrom/Linux
```

```
[root@localhost root]#./uninstall.sh
```

**NOTE:** The installation program runs automatically if you have an autorun software package installed and configured.

- 3 Click **Uninstall**.
- 4 Click **Next**.



- 5 Click **Finish**.



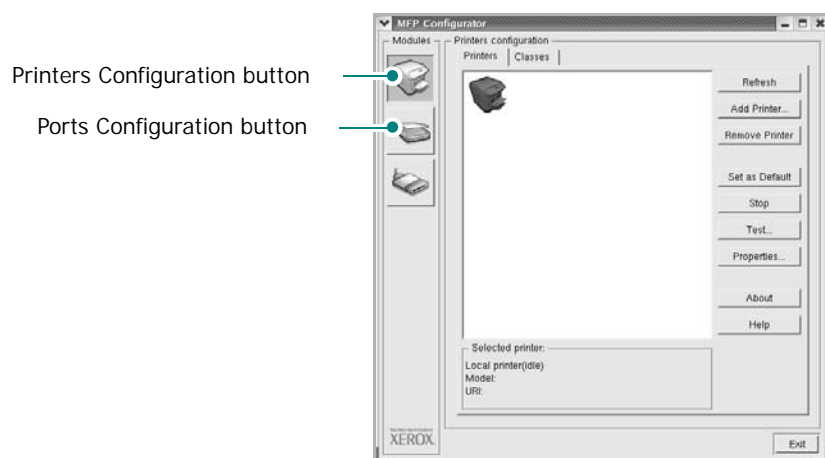
## Using the MFP Configurator

MFP Configurator is a tool primarily intended for configuring Printer.

After installing the MFP Driver, the MFP Configurator icon will automatically be created on your desktop.

### Opening the MFP Configurator

- 1 Double-click **MFP Configurator** on the desktop.  
You can also click the Startup Menu icon and select **Xerox MFP** and then **MFP Configurator**.
- 2 Press each button on the Modules pane to switch to the corresponding configuration window.



You can use the onscreen help by clicking **Help**.

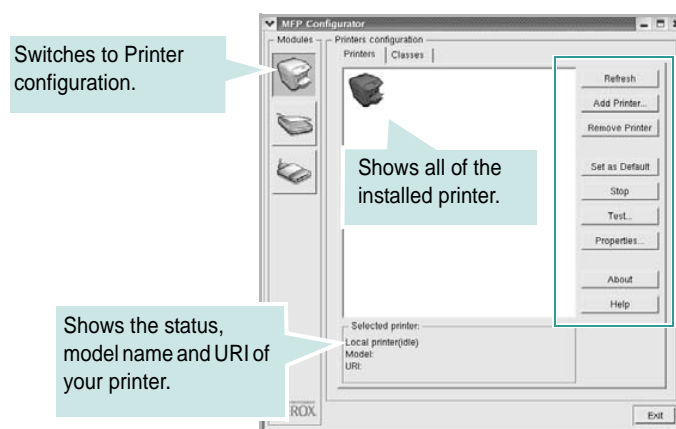
- 3 After changing the configurations, click **Exit** to close the MFP Configurator.

## Printers Configuration

Printers configuration has the two tabs: **Printers** and **Classes**.

### Printers Tab

You can see the current system's printer configuration by clicking on the printer icon button on the left side of the MFP Configurator window.

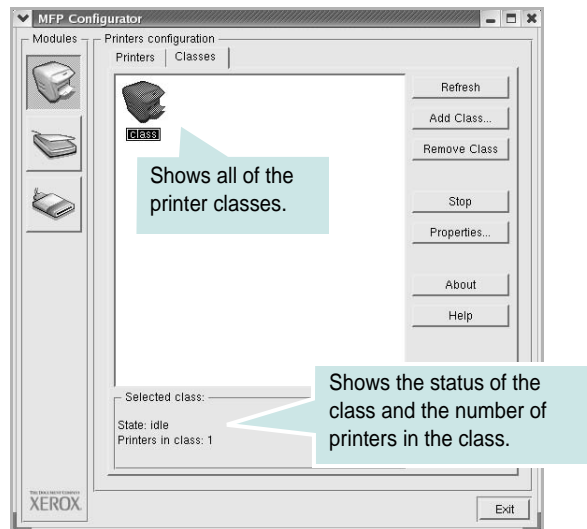


You can use the following printer control buttons:

- **Refresh**: renews the available printers list.
- **Add Printer**: allows you to add a new printer.
- **Remove Printer**: removes the selected printer.
- **Set as Default**: sets the current printer as a default printer.
- **Stop/Start**: stops/starts the printer.
- **Test**: allows you to print a test page to check if the machine is working properly.
- **Properties**: allows you to view and change the printer properties. For details, see page 30.

## Classes Tab

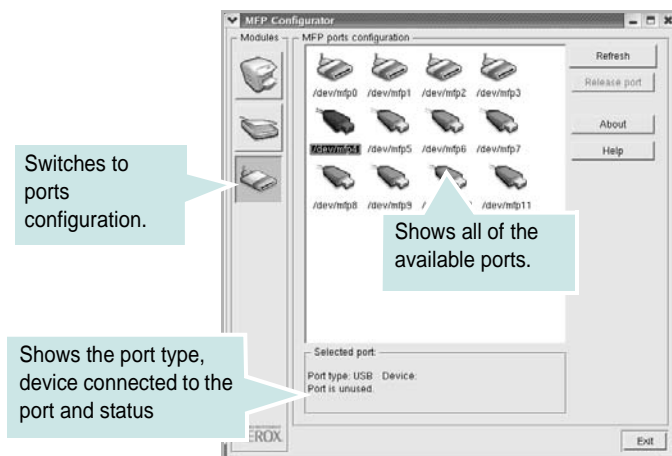
The Classes tab shows a list of available printer classes.



- **Refresh** : Renews the classes list.
- **Add Class...** : Allows you to add a new printer class.
- **Remove Class** : Removes the selected printer class.

## Ports Configuration

In this window, you can view the list of available ports, check the status of each port and release a port that is stalled in busy state when its owner is terminated for any reason.

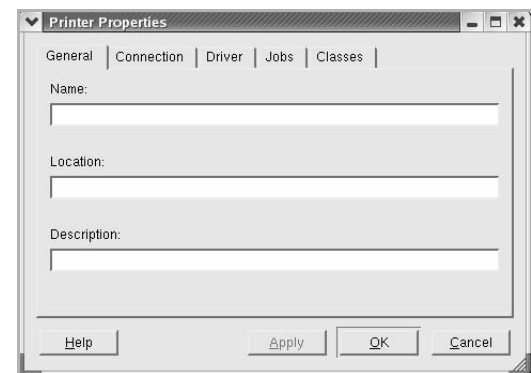


- **Refresh** : Renews the available ports list.
- **Release port** : Releases the selected port.

## Configuring Printer Properties

Using the properties window provided by the Printers configuration, you can change the various properties for your machine as a printer.

- 1 Open the MFP Configurator.  
If necessary, switch to Printers configuration.
- 2 Select your machine on the available printers list and click **Properties**.
- 3 The Printer Properties window opens.



The following five tabs display at the top of the window:

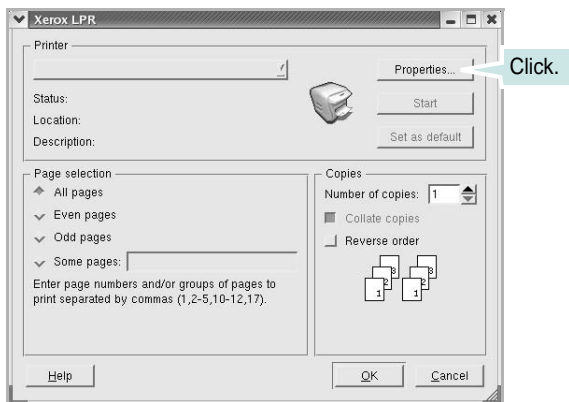
- **General**: allows you to change the printer name, location and description. The name entered in this tab displays on the printer list in Printers configuration.
  - **Connection**: allows you to view or select another port. If you change the printer port from USB to parallel or vice versa while in use, you must re-configure the printer port in this tab.
  - **Driver**: allows you to view or select another printer driver. By clicking **Options**, you can set the default device options.
  - **Jobs**: shows the list of print jobs. Click **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
  - **Classes**: shows the class that your printer is in. Click **Add to Class** to add your printer to a specific class or click **Remove from Class** to remove the printer from the selected class.
- 4 Click **OK** to apply the changes and close the Printer Properties Window.

# Printing a Document

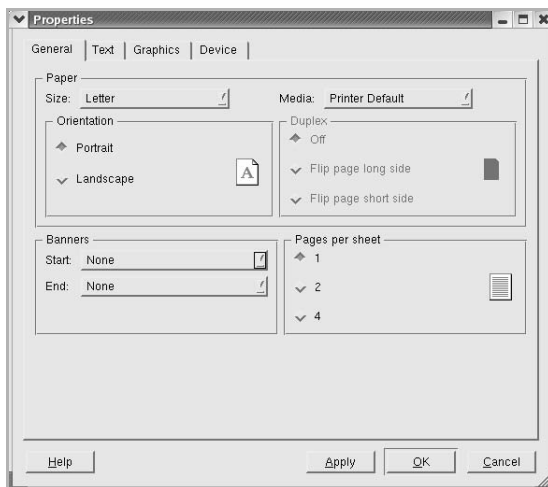
## Printing from Applications

There are a lot of Linux applications that you are allowed to print from using Common UNIX Printing System (CUPS). You can print on your machine from any such application.

- 1 From the application you are using, select **Print** from the **File** menu.
- 2 Select **Print** directly using **lpr**.
- 3 In the Xerox LPR window, select the model name of your machine from the Printer list and click **Properties**.



- 4 Change the printer and print job properties.



The following four tabs display at the top of the window.

- **General** - allows you to change the paper size, the paper type, and the orientation of the documents, enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.
- **Text** - allows you to specify the page margins and set the text options, such as spacing or columns.

- **Graphics** - allows you to set image options that are used when printing images/files, such as color options, image size, or image position.
- **Device**: allows you to set the print resolution, paper source, and destination.

- 5 Click **Apply** to apply the changes and close the Properties window.
- 6 Click **OK** in the Xerox LPR window to start printing.
- 7 The Printing window appears, allowing you to monitor the status of your print job.  
To abort the current job, click **Cancel**.

## Printing Files

You can print many different types of files on the Xerox machine device using the standard CUPS way - directly from the command line interface. The CUPS **lpr** utility allows you to do that. But the drivers package replaces the standard **lpr** tool by a much more user-friendly Xerox LPR program.

To print any document file:

- 1 Type **lpr <file\_name>** from the Linux shell command line and press **Enter**. The Xerox LPR window appears.  
When you type only **lpr** and press **Enter**, the Select file(s) to print window appears first. Just select any files you want to print and click **Open**.
- 2 In the Xerox LPR window, select your printer from the list, and change the printer and print job properties.  
For details about the properties window, see page 31.
- 3 Click **OK** to start printing.

# 9

## Using Your Printer with a Macintosh

Your machine supports Macintosh systems with a built-in USB interface or a 10/100 Base-TX network interface card. When you print a file from a Macintosh computer, you can use the PostScript driver by installing the PPD file.

---

**NOTE:** *Some printers do not support a network interface. Make sure that your printer supports a network interface by referring to Printer Specifications in your Printer User Guide.*

---

This chapter includes:

- **Installing Software**
- **Setting Up the Printer**
- **Printing**

---

### Installing Software

The PostScript driver CD-ROM that came with your machine provides you with the PPD file to use the PS driver, Apple LaserWriter driver, for printing on a Macintosh computer.

#### Printer driver

##### Installing the printer driver

- 1 Connect your machine to the computer using the USB cable or the Ethernet cable.
- 2 Turn on your computer and the machine.
- 3 Insert the PostScript driver CD-ROM which came with your machine into the CD-ROM drive.
- 4 Double-click the **P3250** on your Macintosh desktop.
- 5 Double-click the **MAC\_Installer** folder.
- 6 Double-click the **MAC\_Printer** folder.
- 7 Double-click the **Xerox Phaser 3250D** or **Xerox Phaser 3250DN** icon.
- 8 Click **Continue**.
- 9 Click **Install**.
- 10 After the installation is finished, click **Quit**.

##### Uninstalling the printer driver

- 1 Insert the CD-ROM which came with your printer into the CD-ROM drive.
- 2 Double-click **CD-ROM icon** that appears on your Macintosh desktop.
- 3 Double-click the **P3250** on your Macintosh desktop.
- 4 Double-click the **MAC\_Installer** folder.
- 5 Double-click the **MAC\_Printer** folder.
- 6 Double-click the **Xerox Phaser 3250D** or **Xerox Phaser 3250DN** icon.
- 7 Select **Uninstall** and then click **Uninstall**.
- 8 Click **Continue**.
- 9 When the uninstallation is done, click **Quit**.

---

### Setting Up the Printer

Set up for your printer will be different depending on which cable you use to connect the printer to your computer—the network cable or the USB cable.

#### For a Network-connected

---

**NOTE:** *Some printers do not support a network interface. Before connecting your printer, make sure that your printer supports a network interface by referring to Printer Specifications in your Printer User Guide.*

---

##### Mac OS 10.3 or higher (Xerox Phaser 3250D)

- 1 Follow the instructions on “Installing Software” on page 32 to install the PPD file on your computer.
- 2 Open the **Applications** folder → **Utilities**, and **Print Setup Utility**.
  - For MAC OS 10.5, open **System Preferences** from the **Applications** folder, and click **Printer & Fax**.
- 3 Click **Add** on the **Printer List**.
  - For MAC OS 10.5, press the “+” icon then a display window will pop up.
- 4 For MAC OS 10.3, select the **IP Printing** tab.
  - For MAC OS 10.4, click **IP Printer**.
  - For MAC OS 10.5, click **IP**.
- 5 Select **Socket/HP Jet Direct** in **Printer Type**.

**WHEN PRINTING A DOCUMENT CONTAINING MANY PAGES, PRINTING PERFORMANCE MAY BE ENHANCED BY CHOOSING SOCKET FOR PRINTER TYPE OPTION.**

- 6 Enter the printer's IP address in the **Printer Address** field.
- 7 Enter the queue name in the **Queue Name** field. If you cannot determine the queue name for your printer server, try using the default queue first.
- 8 For MAC OS 10.3, if Auto Select does not work properly, select **Xerox** in **Printer Model** and **your printer name** in **Model Name**.
  - For MAC OS 10.4, if Auto Select does not work properly, select **Xerox** in **Print Using** and **your printer name** in **Model**.
  - For MAC OS 10.5, if Auto Select does not work properly, select **Select a driver to use...** and **your printer name** in **Print Using**.

Your machine appears on the Printer List and is set as the default printer.
- 9 Click **Add**.

#### Mac OS 10.3 or higher (Xerox Phaser 3250DN)

- 1 Follow the instructions on "Installing Software" on page 32 to install the PPD file on your computer.
- 2 Open the **Applications** folder → **Utilities**, and **Print Setup Utility**.
  - For MAC OS 10.5, open **System Preferences** from the **Applications** folder, and click **Printer & Fax**.
- 3 Click **Add** on the **Printer List**.
  - For MAC OS 10.5, press the "+" icon then a display window will pop up.
- 4 For MAC OS 10.3, select the **Rendezvous** tab.
  - For MAC OS 10.4, click **Default Browser** and find the **Bonjour**.
  - For MAC OS 10.5, click **Default** and find the **Bonjour**.

The name of your machine appears on the list. Select **XR000xxxxxxx** from the printer box, where the **xxxxxxx** varies depending on your machine.
- 5 For MAC OS 10.3, if Auto Select does not work properly, select **Xerox** in **Printer Model** and **your printer name** in **Model Name**.
  - For MAC OS 10.4, if Auto Select does not work properly, select **Xerox** in **Print Using** and **your printer name** in **Model**.
  - For MAC OS 10.5, if Auto Select does not work properly, select **Select a driver to use...** and **your printer name** in **Print Using**.

Your machine appears on the Printer List and is set as the default printer.
- 6 Click **Add**.

## For a USB-connected

#### Mac OS 10.3 or higher

- 1 Follow the instructions on "Installing Software" on page 32 to install the PPD file on your computer.
- 2 Open the **Applications** folder → **Utilities**, and **Print Setup Utility**.
  - For MAC OS 10.5, open **System Preferences** from the **Applications** folder, and click **Printer & Fax**.
- 3 Click **Add** on the **Printer List**.
  - For MAC OS 10.5, press the "+" icon then a display window will pop up.
- 4 For MAC OS 10.3, select the **USB** tab.
  - For MAC OS 10.4, click **Default Browser** and find the USB connection.
  - For MAC OS 10.5, click **Default** and find the USB connection.
- 5 Select **your printer name**.
- 6 For MAC OS 10.3, if Auto Select does not work properly, select **Xerox** in **Printer Model** and **your printer name** in **Model Name**.
  - For MAC OS 10.4, if Auto Select does not work properly, select **Xerox** in **Print Using** and **your printer name** in **Model**.
  - For MAC OS 10.5, if Auto Select does not work properly, select **Select a driver to use...** and **your printer name** in **Print Using**.

Your machine appears on the Printer List and is set as the default printer.
- 7 Click **Add**.

## Printing

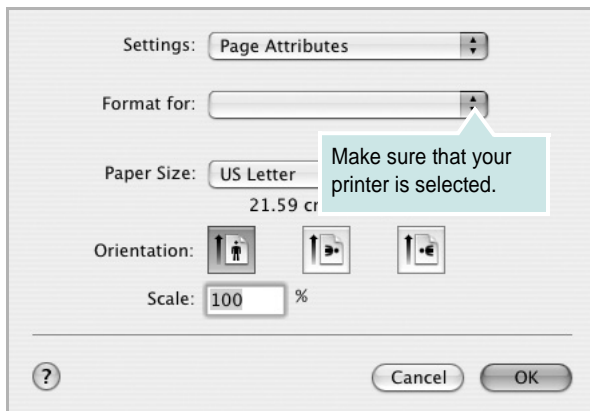
### NOTES:

- The Macintosh printer's properties window that appears in this User Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- *You can check your printer name in the supplied CD-ROM.*

## Printing a Document

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

- 1 Open a Macintosh application and select the file you want to print.
- 2 Open the **File** menu and click **Page Setup (Document Setup** in some applications).
- 3 Choose your paper size, orientation, scaling, and other options and click **OK**.



▲ Mac OS 10.3

- 4 Open the **File** menu and click **Print**.
- 5 Choose the number of copies you want and indicate which pages you want to print.
- 6 Click **Print** when you finish setting the options.

## Changing Printer Settings

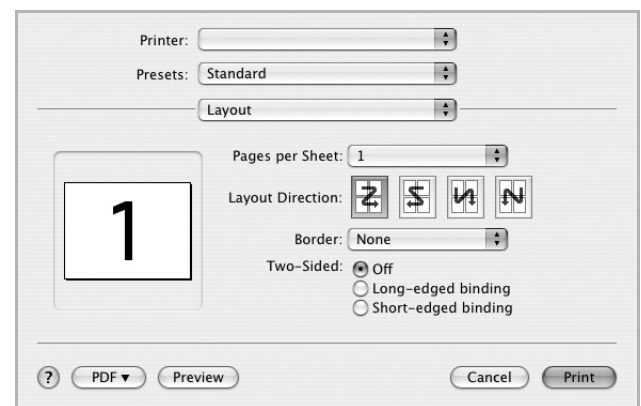
You can use advanced printing features when using your printer.

From your Macintosh application, select **Print** from the **File** menu. The printer name which appears in the printer properties window may differ depending on the printer in use. Except for the name, the composition of the printer properties window is similar.

**NOTE:** The setting options may differ depending on printers and Macintosh OS version.

## Layout

The **Layout** tab provides options to adjust how the document appears on the printed page. You can print multiple pages on one sheet of paper. Select **Layout** from the **Presets** drop-down list to access the following features.



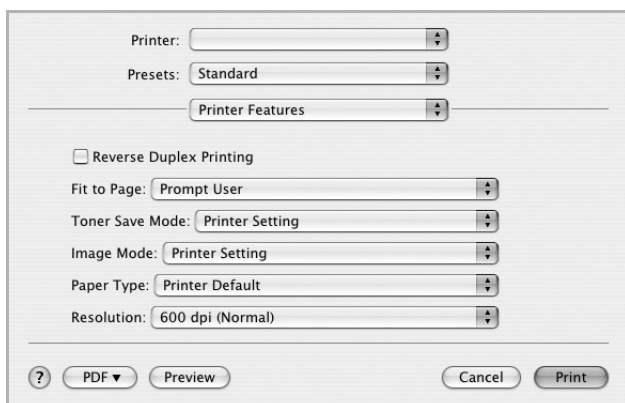
▲ Mac OS 10.4

- **Pages per Sheet:** This feature determines how many pages printed on one page. For details, see "Printing Multiple Pages on One Sheet of Paper" on the next column.
- **Layout Direction:** You can select the printing direction on a page as like the examples on UI.



## Printer Features

This tab provides options for selecting the paper type and adjusting print quality. Select **Printer Features** from the **Presets** drop-down list to access the following features:



▲ Mac OS 10.4

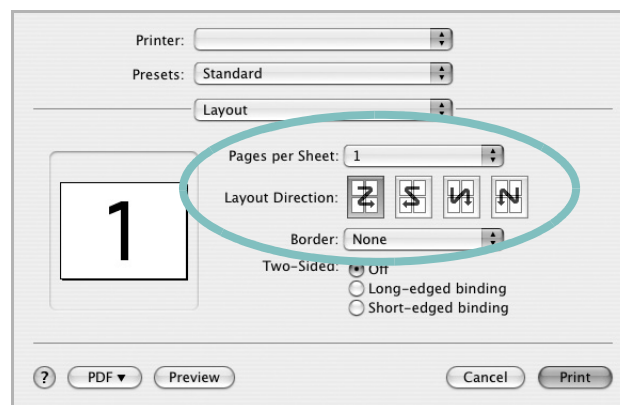
- **Reverse Duplex Printing:** Allows you to select general print order compare to duplex print order.
- **Fit to Page** (Phaser 3250DN only): This setting allows you to scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.
- **Image Mode:** Image Mode allows the user to enhance printouts. The available options are Normal and Text Enhance.
- **Paper Type:** Set **Paper Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If you load a different type of print material, select the corresponding paper type.
- **Resolution:** You can select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

**NOTE:** For optimal performance and reliability consider using xerox paper.

## Printing Multiple Pages on One Sheet of Paper

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.

- 1 From your Macintosh application, select **Print** from the **File** menu.
- 2 Select **Layout**.



▲ Mac OS 10.4

- 3 Select the number of pages you want to print on one sheet of paper on the **Pages per Sheet** drop-down list.
- 4 Select the page order from the **Layout Direction** option. To print a border around each page on the sheet, select the option you want from the **Border** drop-down list.
- 5 Click **Print**, and the printer prints the selected number of pages on one side of each page.

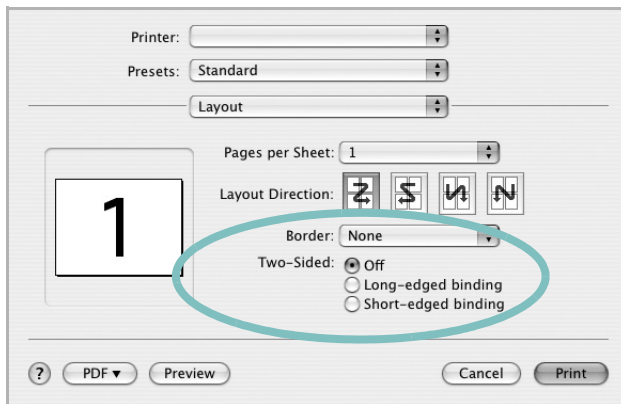
## Duplex Printing

You can print on both sides of the paper. Before printing in the duplex mode, decide on which edge you will be binding your finished document. The binding options are:

**Long-edged binding:** Which is the conventional layout used in book binding.

**Short-edged binding:** Which is the type often used with calendars.

- 1 From your Macintosh application, select **Print** from the **File** menu.
- 2 Select the **Layout**.



▲ Mac OS 10.4

- 3 Select a binding orientation from **Two-Sided** option.
- 4 Click **Print** and the printer prints on both sides of the paper.

**CAUTION:** If you have selected duplex printing and then try to print multiple copies of a document, the printer may not print the document in the way you want. In case of "Collated copy", if your document has odd pages, the last page of the first copy and the first page of the next copy will be printed on the front and back of one sheet. In case of "Uncollated copy", the same page will be printed on the front and back of one sheet. Therefore, if you need multiple copies of a document and you want those copies on both sides of the paper, you must print them one at a time, as separate print jobs.



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