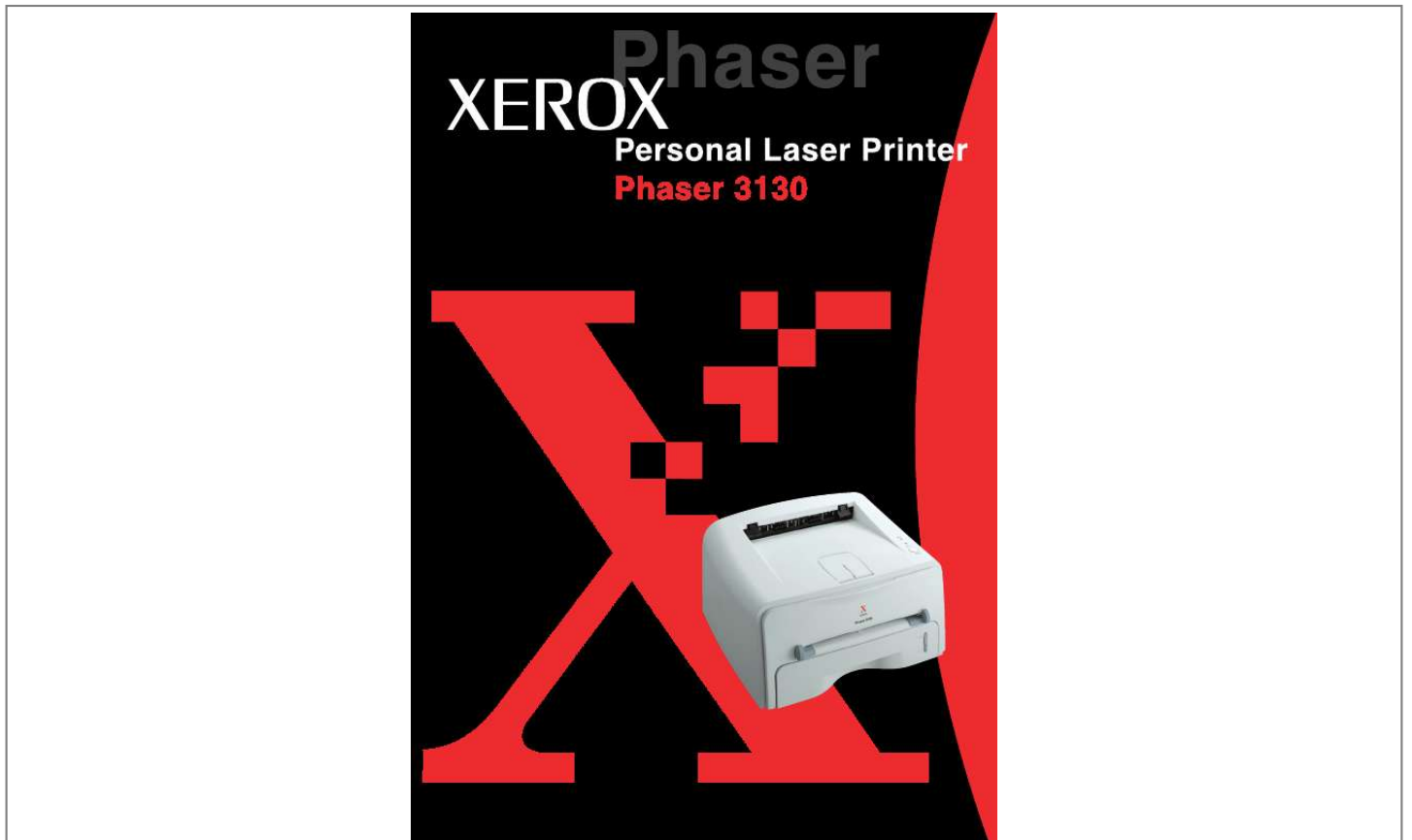




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You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX PHASER 3130. You'll find the answers to all your questions on the XEROX PHASER 3130 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual XEROX PHASER 3130
User guide XEROX PHASER 3130
Operating instructions XEROX PHASER 3130
Instructions for use XEROX PHASER 3130
Instruction manual XEROX PHASER 3130



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26 v Environmental and Safety Consideration Laser Safety Statement The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, chapter 1 Subchapter J for Class I(1) laser products, and elsewhere, is certified as a Class I laser product conforming to the requirements of IEC825/EN69825. Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition. **WARNING** Never operate or service the printer with the protective cover removed from Laser/ Scanner assembly. The reflected beam, although invisible, can damage your eyes. When using this product, these basic safety precautions should always be followed to reduce risk of fire, electric shock, and injury to persons: vi Ozone Safety During normal operation, this machine produces ozone. The ozone produced does not present a hazard to the operator. However, it is advisable that the machine be operated in a well ventilated area.

If you need additional information about ozone, please contact your nearest Xerox dealer. Power Saver This printer contains advanced energy conservation technology that reduces power consumption when it is not in active use. When the printer does not receive data for an extended period of time, power consumption is automatically lowered. The energy star emblem does not represent EPA endorsement of any product or service. Radio Frequency Emissions FCC Regulations (USA) This device 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: 1 Reposition the receiving antenna. 2 Increase the separation between the equipment and receiver.

3 Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. 4 Consult the dealer or an experienced radio/TV technician for help. CAUTION: Changes or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment. vii Canadian Radio Interference Regulations This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry and Science Canada. Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", ICES-003 édictée par l'Industrie et Sciences Canada.

Declaration of Conformity (European Countries) Approvals and Certifications The CE marking applied to this product symbolizes Xerox Corporation.



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Declaration of Conformity with the following applicable 93/68/EEC Directives of the European Union as of the dates indicated: January 1, 1995: Council Directive 73/23/EEC Approximation of the laws of the member states related to low voltage equipment. January 1, 1996: Council Directive 89/336/EEC (92/31/EEC), approximation of the laws of the Member States related to electromagnetic compatibility. A full declaration, defining the relevant Directives and referenced standards can be obtained from your Xerox Corporation representative. WARNING: Changes or modifications to this equipment not specifically approved by Xerox Europe may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive (89/336/EEC). WARNING: In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken. SAFETY NOTES This XEROX product and supplies are manufactured, tested and certified to strict safety regulations, electromagnetic regulations and established environmental standards. WARNING: Any unauthorised alteration, 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. viii Warning Markings All warning instructions marked on or supplied with the product should be followed. This WARNING alerts users to areas of the product where there is the possibility of personal damage. This WARNING alerts users to areas of the product where there are heated surfaces, which should not be touched. Elen print in Windows 95/98/Me/NT 4.0/2000/XP.

· Your printer is compatible with Linux. · Your printer comes with both the Parallel and the USB interface. 1 INTRODUCTION 1.3 Printer Components Front View Output Support Top output tray (Face down) Control Panel Front Cover Manual Feeder guide Power switch Tray Manual Feeder Paper level indicator 1.4 INTRODUCTION Inside View 1 Toner cartridge t;Right: 100 mm (enough space for ventilation) ·Left: 100 mm SETTING UP YOUR PRINTER 2.3 Installing the Toner Cartridge 1 Grasp the front cover and pull it toward you to open. Note: Because the printer is very light, it may be moved when you use it; for example, when opening/closing the tray or installing/ removing the toner cartridge. Be careful not to move the printer. 2 Remove the toner cartridge from its bag and remove the paper covering the cartridge. 3 Gently shake the cartridge from side to side to distribute the toner evenly inside the cartridge. CAUTIONS: · To prevent damage, do not expose the toner cartridge to light for more than a few minutes. Cover it with a piece of paper, if left exposed for more than a few minutes. · 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. 2. 4 SETTING UP YOUR PRINTER 4 Locate the cartridge slots inside the printer, one on each side. 2 5 Grasp the handle and insert the cartridge in the printer until it snaps into place. 6 Close the front cover. Make sure that the cover is securely closed. If the cover is not firmly closed, printing errors may occur when you print.

Note: When printing text at 5% coverage, you can expect a toner cartridge life of approximately 3,000 pages. SETTING UP YOUR PRINTER 2.5 Loading Paper You can load approximately 250 sheets of paper in the tray. 1 Pull the tray out of the printer. Note: Because the printer is very light, it may be moved when you use it; for example, when opening/closing the tray or installing/ removing the toner cartridge. Be careful not to move the printer. 2 Push down the pressure plate until it locks in position. 3 Prepare a stack of paper for loading by flexing or fanning them back and forth. Straighten the edges on a level surface. 2.

6 SETTING UP YOUR PRINTER 4 Load paper with the print side facing down. 2 Make sure that all four corners are flat in the tray. 5 Pay attention to the paper limit mark on the left inside wall of the tray. Paper overloading may cause paper jams. Note: If you want to change the paper size in the tray, see ""Changing the Paper Size in the Tray" on page 2.8". 6 Slide the tray back into the printer. SETTING UP YOUR PRINTER 2.7 Changing the Paper Size in the Tray 1 Pinch the rear guide as shown below to adjust for the paper length. 2 Pinch the side guide as shown and slide it to the left flush against the paper. Notes: · Do not push the width guide far enough to cause the material to warp. · If you do not adjust the width guide, it may cause paper jam. 2.8 SETTING UP YOUR PRINTER Connecting a Printer Cable To print from your computer, you need to connect your printer to your computer with either a parallel interface cable or a Universal Serial Bus (USB) cable. 2 Using a Parallel Cable Note: To connect the printer to the parallel port of the computer requires a certified parallel cable.

You will need to buy a IEEE1284 compliant cable. 1 Make sure that both the printer and the computer are turned off. 2 Plug the parallel printer cable into the connector on the back of the printer. Push the metal clips down to fit inside the notches on the cable plug. To the parallel port on your computer 3 Connect the other end of the cable to the parallel interface port on your computer, and tighten the screws.

See your computer User's Guide if you need help. SETTING UP YOUR PRINTER 2.9 Using a USB Cable Note: Connecting the printer to the USB port of the computer requires a certified USB cable. 1 Make sure that both the printer and the computer are turned off. 2 Plug the USB printer cable into the connector on the back of the printer. To the USB port on your computer 3 Connect the other end of the cable to the USB port on your computer. See your computer User's Guide if you need help. Notes: · For using a USB cable, you must be running Windows 98/Me/ 2000/XP. · In Windows 98/Me, if you want to print using the USB interface, you must install the USB driver to add the USB port. See page 2.

17. · In Windows 2000/XP, if you want to print using the USB interface, you must install the Printer driver. See page 2.15. 2.10 SETTING UP YOUR PRINTER Turning the Printer on 1 Plug the power cord into the power receptacle on the back of the printer. 2 Plug the other end into a properly grounded AC outlet and turn on the printer using the power switch. 2 To the AC outlet CAUTIONS: · The fusing area at the rear portion of the inside of your printer is hot when powered. Be careful not to be burned when accessing this area. · Do not disassemble the printer when it is powered.



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Doing so may give you an electric shock. SETTING UP YOUR PRINTER 2.11 Printing a Demo Page Print a demo page or a configuration sheet to make sure that the printer is operating correctly. 1 Hold down the demo page. OR button for about 2 seconds to print a Hold down the button for about 6 seconds to print a configuration sheet.

2 The Demo page or the configuration sheet shows the printer's current configuration. XEROX Xerox Phaser 3130 Personal Laser Printer Great Performance Great Value Demo page Configuration sheet 2.12 SETTING UP YOUR PRINTER Installing Printer Software The supplied CD-ROM contains Windows printing software, Linux printing software, on-line User's Guide and Acrobat Reader to view the User's Guide. 2 If you are printing from Windows You can install the following printer software using the CD-ROM. · Printer driver for windows.

Use this driver to take full advantage of your printer's features. See page 2.15. · USB driver for adding the USB port to Windows 98/Me. You must first install the USB driver for the USB connection in Windows 98/Me. In Windows 2000/XP, the USB port is provided, so you don't have to install the USB driver. Just install the printer software; see page 2.15. · Remote Control Panel for DOS application. Go to "Printing from DOS Applications" on page 7.

12, for information about installing the Remote Control Panel and printing from DOS applications. If you are printing in Linux Go to "Using Your Printer in Linux" on page 7.2, for information about installing the Linux driver. SETTING UP YOUR PRINTER 2.13 Printer Driver Features Your printer drivers will support the following standard features: · Paper source selection · Paper size, orientation and media type · number of copies Table below lists a general overview of features supported by your printer drivers. Printer Driver Feature Win9x/Me Toner Save Print quality option Poster printing Multiple pages per sheet (N-up) Fit to page printing Scale printing Watermark Overlay Y Y Y Y Y Y Y Win2000/XP Y Y Y Y Y Y Y NT4.0 Y Y Y Y Y Y Y 2.14 SETTING UP YOUR PRINTER Installing Printer software in Windows System Requirements Verify the following: · At least 32 MB (Windows 9x/Me), 64 MB (Windows 2000/NT), 128 MB (Windows XP) or more of RAM is installed on your PC. · There is at least 200 MB of free disk space on your PC. · All applications are closed on your PC before beginning installation.

· Windows 95, Windows 98, Windows Me, Windows NT 4.0, Windows 2000 or Windows XP. · At least Internet Explorer 5.0. 2 Installing Printer Software rox Phaser 3130 Xe 1 Place the CD-ROM in the CD-ROM drive.

Installation will start automatically. If the CD-ROM drive does not automatically run: Select Run from the Start menu, and type x:\cdsetup.exe in the Open box (where x is the drive letter for the CD-ROM drive), then click OK. Note: If the New Hardware Found window appears during the installation procedure, click in the upper right corner of the box, or click Cancel. 2 When the language selection window appears, select the appropriate language.

SETTING UP YOUR PRINTER 2.15 3 Click Install the Print Driver. 4 The Welcome window opens. Click Next. 5 Follow the instructions on the screen to complete the installation. Reinstalling Printer software Reinstall is required if your installation fails. 1 From the Start menu, select Programs. 2 Select Xerox Phaser 3130 PCL 6, and then Xerox Phaser 3130 PCL 6 Driver Maintenance. 3 The Xerox Phaser 3130 PCL 6 Driver Maintenance window appears. Click Repair and then click Next.

4 When reinstallation is done, click Finish. 2.16 SETTING UP YOUR PRINTER Removing Printer software 1 From the Start menu, select Programs. 2 Select Xerox Phaser 3130 PCL 6, and then Xerox Phaser 3130 PCL 6 Driver Maintenance. 3 The Xerox Phaser 3130 PCL 6 Driver Maintenance window appears. Check Remove and then click Next. 2 4 When you are asked to confirm your selection, click OK. The Xerox Phaser 3130 PCL 6 printer driver and all of its components are removed from your computer. 5 When removing is completed, click Finish. Installing the USB Driver in Windows 98/Me 1 Connect the printer to your computer using the USB cable and turn them on.

For detailed information, see page 2.10. 2 The Add New Hardware Wizard window appears. Click Next. 3 Place the CD-ROM in the CD-ROM drive and check Search for the best driver for your device and click Next.

4 Check CD-ROM drive and click Browse, and choose x:\USB (where x is the drive letter for the CD-ROM drive). Click Next. SETTING UP YOUR PRINTER 2.17 5 Click Next. The USB driver will be installed.

6 When the installation is completed, click Finish. 7 When the language selection screen appears, select the appropriate language. Note: If you already installed the printer software, this screen doesn't appear. 8 Follow the instructions on the window to complete the printer software installation. For more details, see page 2.15. Notes: · If you want to use your printer with the parallel cable, remove the USB cable and connect the parallel cable. Then reinstall the printer driver. · If your printer doesn't work properly, reinstall the printer driver. 2.

18 SETTING UP YOUR PRINTER 3 Using Print Materials This chapter will help you understand types of paper you can use with this printer and how to properly load paper in the tray for the best print quality. This chapter includes: · Choosing Paper and Other Materials · Selecting the Output Location · Loading Paper · Printing on Envelopes · Printing on Labels · Printing on Transparencies · Printing on Card Stock or Custom-sized Materials · Printing on Preprinted Paper Choosing Paper and Other Materials You can print on a variety of print materials, such as plain paper, envelopes, labels, transparencies and so on. See "Paper Specifications" on page 7.22. To get the best possible print quality, use only high-quality copier-grade paper. When you choose print materials, consider the followings: · Desired outcome: The paper you choose should be appropriate for the project. · Size: You can use any size paper that fits easily within the paper adjusters of the paper feeder. · Weight: Your printer supports paper weight as follows: · 16~24 lbs (60~90g/m²) bond for the tray · 16~43 lbs (60~163 g/m²) bond for the manual feeder · Brightness: Some papers are whiter than others and produce sharper, more vibrant images. · Surface smoothness: The smoothness of the paper affects how crisp the printing looks on the paper. CAUTION: Using a material that does not conform to the specification listed in the paper specification can cause problems that may require service.

This service is not covered by the warranty or service agreements.



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3.2 USING PRINT MATERIALS Sizes and Capacities Input Source/Capacity Size Tray Plain Paper Letter (8.5 x 11 in.) Legal (8.5 x 14 in.) Executive (7.25 x 10.5 in.) Folio (8.5 x 13 in.) A4 (210 x 297 mm) JIS B5 (182 x 257 mm) ISO B5 (176 x 250 mm) A5 (148 x 210 mm) A6 (105 x 148 mm) 250 250 250 250 250 250 250 250 1

1 1 1 1 1 1 1 Manual Feeder 3 Envelopesb No. 10 (4.12 x 9.5 in.) Monarch (3.87 x 7.5 in.) C5 (162 x 229 mm) DL (110 x 220 mm) JIS B5 (182 x 257 mm) ISO B5 (176 x 250 mm) C6 (114 x 162 mm) 1 1 1 1 1 1 1 Labelsb Letter (8.5 x 11 in.)

) A4 (210 x 297 mm) 1 1 Transparenciesb Letter (8.5 x 11 in.) A4 (210 x 297 mm) 1 1 1 Card stocksb a. Depending on paper thickness, the maximum capacity may be reduced. b. If you are experiencing excessive jamming, feed one sheet at a time through the manual feeder. USING PRINT MATERIALS 3.3

Guidelines for Paper and Special Materials When selecting or loading paper, envelopes, or other special materials, keep these guidelines in mind: · Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality. · Use cut-sheet paper only. You cannot use multi-part paper.

· Use only high-quality, copier grade paper for the best print quality. · Do not use paper that has been already printed on or that has been fed through a photocopier. · Do not use paper with irregularities, such as tabs or staples. · Do not attempt to load any feeder during printing and never overfill the feeder.

This could cause a paper jam.

· Avoid paper with embossed lettering, perforations, or texture that is too smooth or too rough. · Colored paper should be of the same high quality as white photocopy paper. The pigments must withstand the printer's fusing temperature of 400°F (205°C) for 0.1 second without deterioration. Do not use paper with a colored coating that was added after the paper was produced.

· Preprinted forms must be printed with nonflammable, heatresistant ink that do not melt, vaporize, or release hazardous emissions when subject to the printer's approximately 400°F (205°C) fusing temperature for 0.1 second. · Store paper in its ream wrapper until ready to use. 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 unpacked. · Keep paper away from moisture, direct sunlight or other conditions that can cause it to wrinkle or curl. 3.4 USING PRINT MATERIALS Selecting the Output Location The printer has two output locations: the rear output tray and the top output tray. Top output tray Rear output tray 3 To use the top output tray, be sure the rear output tray is closed. To use the rear output tray, open it.

Notes: · If paper coming out of the top output tray has problems, such as excessive curl, try printing to the rear output tray. · To avoid paper jams, do not open or close the rear output tray while the printer is printing. Printing to the Top Output Tray (Face down) The top output tray collects paper face-down, in correct order. The top output tray should be used for most print jobs. Note: If you continuously print many pages, the surface of the output tray may become hot. Be careful not to touch the surface, especially for children. USING PRINT MATERIALS 3.5 Printing to the Rear Output Tray (Face up) The printer always prints to the rear output tray if it is open. Paper comes out of the printer face-up, and each time a sheet of paper comes out, it falls down from the printer. Printing from the Manual Feeder to the rear output tray provides the straight paper path.

Opening the rear output tray might improve the output quality with the following: · envelopes · labels · transparencies To open the rear output tray: 1 Open the rear door by pulling it down. The cover functions as the output tray. Note: Please be careful when you open the rear cover. The inside of the printer maybe hot. 3.

6 USING PRINT MATERIALS 2 If you do not want to print to the rear output tray then close the tray. The pages will stack on the top output tray. 3 Loading Paper Proper paper loading helps prevent paper jams and ensure trouble-free printing. Do not remove the tray while a job is printing. Doing so may cause a paper jam.

See "Sizes and Capacities" on page 3.3 for acceptable paper size and capacities for each tray. The paper level bar on the front of the paper tray shows the amount of paper currently in the tray. When the tray is empty, the indicator of the bar is lowered. Paper full Paper empty Using the Tray The tray holds 250 sheets of paper. See "Sizes and Capacities" on page 3.3 for acceptable paper size and capacities of each tray. Load a stack of paper into the tray and print. for details about loading paper in the tray, see "Loading Paper" on page 2.6.

USING PRINT MATERIALS 3.7 Using the Manual Feeder If you select Manual Feed in the Source option, you can manually load paper in the manual feeder. Manually loading paper can be helpful when you want to check the print quality after each page is printed. If you experience a paper jam from the tray, load one sheet of paper at a time into the manual feeder. 1 Load the print material in the manual feeder with the print side up. Adjust the paper guide against the print material without bending the paper. 2 When you print a document, you must select Manual Feed for Source from the software application, and then select the correct paper size and type. For details, see page 4.6. 3 Press the button on the printer to start feeding.

4 Printing is started. 5 If you are printing multiple pages, load the next sheet after the first page prints out, and press the Repeat this step for every page to be printed. button. 3.8 USING PRINT MATERIALS In Manual Feed mode, you can't cancel a print job by pressing the button.

To cancel a print job in Manual Feed mode: 1 Turn the printer off. 2 Double-click the icon at right bottom of the window. Double-click this icon to view the queue of the print jobs. 3 3 Select a job you want to cancel. 4 For Windows 9x/Me, select Cancel Printing from Document menu.

For Windows NT/2000/XP, select Cancel from Document menu. 5 When the jobs are removed from the list. Turn the printer on. USING PRINT MATERIALS 3.9 Printing on Envelopes Guidelines · Only use envelopes recommended for laser printers. Before loading envelopes in the manual feeder, make sure that they are undamaged and are not stuck together. · Do not feed stamped envelopes. · Never use envelopes with clasps, snaps, windows, coated lining, or self-stick adhesives. These envelopes may severely damage the printer. 1 Open the rear output tray.

Load the envelopes into the manual feeder with the flap side down. The stamp area is on the left side and the end of the envelope with the stamp area enters the feeder first.



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2 Adjust the guide to the edge of the envelope stack. 3.10 USING PRINT MATERIALS 3 When you print on envelopes, you must select Manual Feed for Source from the software application, and then select the correct paper size and type. For details, see page 4.6. 4 Press the button to start feeding. Note: Please be careful when you open the rear cover. The inside of the printer maybe hot.

5 Printing is started. Close the rear output tray after the printing is completed. 3 USING PRINT MATERIALS 3.11 Printing on Labels Guidelines · Only use labels recommended for laser printers. · Verify that the labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second. · Make sure that there is no exposed adhesive material between the 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. · Do not feed a sheet of label through the printer more than once. The adhesive backing is designed for one pass through the printer. · Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged. 1 Open the rear output tray. Load labels in the manual feeder with print side up. 2 Adjust the guide to fit the width of the labels. 3.12 USING PRINT MATERIALS 3 When you print on labels, you must select Manual Feed for Source from the software application, and then select the correct paper size and type. For details, see page 4.6. Note: Please be careful when you open the rear cover.

The inside of the printer maybe hot. 4 Press the button to start feeding. Printing is started. Close the rear output tray after the printing is completed. Note: To prevent labels from sticking to each other, do not let the printed label sheets stack up as they are printed out. 3 Printing on Transparencies Guidelines · Only use transparencies recommended for use in laser printers. · Ensure that transparencies are not wrinkled, curled, or have any torn edges. · Hold the transparencies by the edges and avoid touching the print side. Oils deposited on the transparency can cause print quality problems. · Be careful not to scratch or leave fingerprints on the print side.

1 Open the rear output tray. Load transparencies in the manual feeder with print side up, and the top with the adhesive strip going first. USING PRINT MATERIALS 3.13 2 Adjust the guide to fit the width of the transparencies. 3 When you print on transparencies, you must select Manual Feed for Source from the software application, and then select the correct paper size and type.

For details, see page 4.6. Note: Please be careful when you open the rear cover. The inside of the printer maybe hot. 4 Press the button to start feeding. Printing is started. Close the rear output tray after the printing is completed. Notes: · To prevent transparencies from sticking to each other, do not let the printed sheets stack up as they are printed out. · Place transparencies on a flat surface after removing them from the printer. 3.14 USING PRINT MATERIALS Printing on Card Stock or Custom-sized Materials Postcards, 3.5 by 5.83 in.(index) cards and other custom-sized materials can be printed with this printer. The minimum size is 76 by 127mm(3.

0 by 5.0 in.) and the maximum size is 216 by 356mm(8.5 by 14 in.). Guidelines · Always insert the short-edge into the Manual Feeder first. If you want to print in landscape mode, make this selection through your software. Inserting paper long-edge first may cause a paper jam. · Do not print on media smaller than 76mm (3.0 in.

) wide or 127mm(5.0 in.) long. · When you print on 76mm x 127mm sized media with loading into the tray, open the rear output tray. 3 1 Open the rear output tray.

Load print material with print side up, short edge first and against the left edge of the feeder. 2 Adjust the guide to fit the width of the material. USING PRINT MATERIALS 3.15 3 When you print on card stocks or the custom-sized paper, you must select Manual Feed for Source from the software application, and then select the correct paper size and type. For details, see page 4.

6. Note: If the size of your print material is not listed in the Size box in the Paper tab of the printer driver properties, click Custom button and set the size manually. See page 4.6. 4 Press the button to start feeding. Printing is started. Close the rear output tray after the printing is completed. Printing on Preprinted Paper Preprinted paper is paper that has some type of printing placed on it before it is sent through the printer (paper that has a preprinted logo at the top of the page, for example). Guidelines · Letterheads must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the printer's fusing temperature of 400 °F (205 °C) for 0.1 second.

· Ink on letterheads must be non-flammable and should not adversely affect any printer rollers. · Forms and letterheads should be sealed in a moisture-proof wrapping to prevent changes during storage. · Before you load preprinted paper as forms and letterheads, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper. Note: Please avoid using carbon paper because it may cause the printer a mechanical trouble. 3.16 USING PRINT MATERIALS 1 Load letterheads into the tray you want to use, as shown in the figures below. Adjust the guides to fit the width of the paper stack. Load with the design face down, bottom edge towards the printer. 3 Load with the design face up, top edge towards the printer.

2 When you print, configure the paper source, type and size properly in the software application. For details, see page 4.6. USING PRINT MATERIALS 3.17 NOTE 3.

18 USING PRINT MATERIALS 4 Printing Tasks This chapter explains the printing options and common printing tasks. This chapter includes: · Printing a Document · Setting Paper Properties · Using the Toner Save Mode · Scaling Your Document · Fitting Your Document to a Selected Paper Size · Printing Multiple Pages on One Sheet of Paper (NUp Printing) · Printing Posters · Setting Graphic Properties · Printing Watermarks · Printing Overlays · Using Output Options · Setting Up Locally Shared Printer Printing a Document 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's 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).



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The basic print settings are selected within the Print window. These settings include the number of copies and print range. Make sure that your printer is selected. 3 To take advantage of the printer features provided by your printer, click Properties in the application's print window and go to step 4. If you see Setup, Printer, or Options, click that button instead. Then click Properties in the next screen. 4.2 PRINTING TASKS 4 Now you see the Xerox Phaser 3130 PCL 6 Properties window, which allows you to access all the information you will need when using your printer.

The Layout tab is first displayed. The preview image shows the sample page with the settings you currently specified. 4 If necessary, select the Orientation option. The Orientation option 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 in the selected degrees. You can select 0 or 180 degrees. Landscape Portrait 5 From the Paper tab, select the paper source, size and type. For further details, see page 4.

6. 6 Click other tabs on the top of the Xerox Phaser 3130 PCL 6 Properties window to access other features, if needed. PRINTING TASKS 4.3 7 When you complete setting the properties, click OK until the Print window is displayed. 8 Click OK to start printing.

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. Follows this procedure.

1 2 3 4 Click the Windows Start button. For Windows 9x/Me/2000/NT, select Settings, and then Printers. For Windows XP, select Printers and Faxes. Select the Xerox Phaser 3130 PCL 6 printer. Click the right mouse button on the printer icon and: - In Windows 9x/Me, select Properties. - In Windows 2000/XP, select Printing Preferences. - In Windows NT, select Document Defaults. Change the settings on each tab, and click OK. 5 Canceling a Print Job There are two ways to cancel a print job. To stop a print job from the Control Panel Press the button on the control panel.

4.4 PRINTING TASKS The printer will finish printing the page that is moving through the printer and delete the rest of the print job. Pressing button cancels only the current job in the printer. If more than one print job is in the printer memory, button must be pressed once for each job. To stop a print job from the Printers folder 1 From the windows Start menu, select Settings. 2 Select Printers to open the Printers window, and doubleclick the Xerox Phaser 3130 PCL 6 icon. 3 From the Document menu, select Cancel Printing (Windows 9x/Me) or Cancel (Windows NT 4.0/2000/XP). 4 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. To use a saved setting, just select the item from the Favorites drop down list. To delete a favorite setting item, select the desired item 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 This printer has a help screen that can be activated by the Help button in the printer's properties window. These help screen give detailed information about the printer features provided by the printer driver. You can also click from the upper right hand corner, and then click on any setting. PRINTING TASKS 4.5 Setting Paper Properties Use the following options to set the basic paper handling needs when you access the printer properties. See page 4.2 for more information on accessing printer properties. Click the Paper tab to access various paper properties. Property Description Copies allows you to choose the number of copies to be printed. You can enter up to 999. Size option allows you to choose the size of paper you loaded into the tray. If the required size is not listed in the Size box, click Custom. When the Custom Page Size window appears, set the paper and click OK. The size setting appears in the size list so that you can select it. Enter the custom name you want to use.

Enter the paper size. 4.6 PRINTING TASKS Property Description Make sure that Source is set to the corresponding paper tray. Manual Feed source is used when you use the Manual Feeder to print using special materials. You have to load one sheet at a time into the the printer. see page 3.8. If the paper source is set to Auto Select, the printer automatically selects paper from the Manual Feeder first and then from the Tray. Make sure the Type is set to Printer Default. If you load a different type of print materials, select the corresponding paper type.

For further information on print materials, refer to chapter 3 "Using Print Materials". If you use cotton paper, set the paper type to Thick for the best printing. To use recycled paper, which weights from 20lb to 24lb, or other colored paper, select 4 Color Paper. Scaling option allows you to automatically or manually scale your printer job on a page. You can choose from None, Fit to page, and Reduce/Enlarge.

For further details, see page 4.10 and page 4.11. PRINTING TASKS 4.7 Using the Toner Save Mode Toner Save mode allows the printer to use less toner on each page.

Selecting this option will extend the life of your toner cartridge and reduce your cost per page, but will reduce print quality. There are two ways to enable the Toner Save mode: From the Control Panel Press the button on the control panel. The printer must be in Ready mode (green LED is on). - If the LED is on, the mode is enabled and the printer uses less toner to print a page. - If the LED is off, the mode is disabled and the printer prints in the normal mode. 4.8 PRINTING TASKS From the software application 1 To change the print settings from your software application, access the printer properties. See page 4.2. 2 Click the Graphics tab, and select the Toner Save Mode.

You can select from: -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 to print a document, select this option. 4 3 Click OK. PRINTING TASKS 4.9 Scaling Your Document You can scale your print job on a page.




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1 To change the print settings from your software application, access the printer properties. See page 4.2. 2 From the Paper tab, select Reduce/Enlarge in the Type drop-down list.

3 Enter the desired scaling rate in the Percentage input box. You can also click the  button. 4 Then select the paper source, size and type in the Paper Options. 5 Click OK and print the document. 4.

10 PRINTING TASKS 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. A 1 To change the print settings from your software application, access the printer properties. See page 4.2.

2 From the Paper tab, select Fit to Page in the Type dropdown list. 4 3 Select the correct size from the Target Page drop-down list. 4 Then select the paper source, size and type in the Paper Options. 5 Click OK and print the document. PRINTING TASKS 4.11 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 appear decreased in size and arranged on the sheet. You can print up to 16 pages on one sheet. 1 To change the print settings from your software application, access the printer properties. See page 4.

2. 2 From the Layout tab, choose Multiple Pages per Side in the 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. Check Print Page Border to print a border around each page on the sheet. Print Page Border is enabled only if the Pages per Side is 2, 4, 6, 9, or 16. 4.12 PRINTING TASKS 4 Select the page order, if necessary. 12 34 Right then Down 13 24 Down then Right 21 43 Left then Down 31 42 Down then Left 5 Click the Paper tab, select the paper source, size and type. 6 Click OK and print the document. 4 PRINTING TASKS 4.13 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. 1 To change the print settings from your software application, access the printer properties. See page 4.2. 2 Click the Layout tab, select Poster in the Type drop-down list.

3 Configure the poster option: You can select the page layout from 2x2, 3x3, 4x4, or custom. If you select 2x2, the output will be automatically stretched to cover 4 physical pages. 4.14 PRINTING TASKS If the desired layout is not listed, select Custom in the Page Layout drop down list. When you choose Custom, you can select the percentage in the Scale Factor option.

Specify an overlap in millimeter or inch to make it easier to reconstruct the resulting poster. 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 reconstructing the results. 4 PRINTING TASKS 4.15 Setting Graphic Properties Use the following Graphic options to adjust the print quality for your specific printing needs. See page 4.2 for more information on accessing printer properties. Click the Graphics tab to display the properties shown below. Property Resolution Description You can select the printing resolution by choosing from 1200 dpi class (Best), 600 dpi (Normal) or 300 dpi (Draft).

The higher the setting, the sharper the clarity of printed characters and graphics. Higher settings may increase time it takes to print a document. 4.16 PRINTING TASKS Property Image Mode Description Some printed characters or images appear to have jagged or uneven edges. Set this Image Mode option to improve the print quality of your text and image, and make the characters and images appear smoother. Both the Text Enhance and Image Enhance option are only available when you select 1200 dpi class (Best) in the Resolution option. The following options are available: · Printer Setting: This setting is the printer default, which is set from the printer's control panel. · Normal: This setting allows you to print in the original resolution. · Text Enhance: This setting refines the print quality of characters by smoothing out jagged edges that can occur on the angles and curves of each character. · Image Enhance: This setting refines the print quality of photo images.

4 Toner Save Mode Selecting this option will extend the life of your toner cartridge and reduce your cost per page without a significant reduction in print quality. For detailed information about this mode, see page 4.8. PRINTING TASKS 4.17 Property TrueType Options Description You can set advanced settings by clicking the TrueType Options button.

TrueType Options This option determines what the driver tells the printer about how to image the text in your document. Select the appropriate setting according to the status of your document. · Download as Outline: When the option is selected, the driver will download the font data of the documents as the outlined font images and send the information to the printer. The documents with fewer types of fonts will print faster in this setting. When you print a job whose fonts do not appear correctly on the printed page, choose Download as Bit Image and resend your job. · Download as Bit Image: When this option is selected, the driver will download the font data as bitmap images. Documents with complicated fonts, such as Korean or Chinese, or various types of fonts will print faster in this setting. · Print as Graphics: When this option is selected, the driver will download any fonts as graphics. When printing documents with high graphic content and relatively few True Type fonts, printing performance (speed) may be enhanced in this setting. When the Print All Text Black is checked, all text in your document is allowed to print solid black, regardless of the color it appears on the screen. When it is not checked, colored text is allowed to print in shades of gray. 4.18 PRINTING TASKS Printing 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 the printer properties. See page 4.2. 4 2 Click the Other Features tab, and select the desired watermark in the Watermark drop-down list. You will see the selected watermark in the preview image. 3 Click OK to start printing. PRINTING TASKS 4.19 Creating a Watermark 1 To change the print settings from your software application, access the printer properties.



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See page 4.2.

2 Click the *Other Features* tab, and click the *Edit* button in the *Watermark* section. The *Watermarks* window appears. 3 You can enter the desired text message in the *Watermark Message* box. This will be displayed in the preview window. The preview image is provided so that you can see how the watermark will appear on the printed page.

If the *First Page Only* box is checked, the watermark will be printed on the first page only. 4 Select the desired watermark options. You can select the font type and size, and color 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 complete editing, click *OK* and start printing.

To stop printing the watermark, select (*No Watermark*) in the *Watermark* drop-down list. 4.20 PRINTING TASKS Editing a Watermark 1 To change the print settings from your software application, access the printer properties. See page 4.2. 2 Click the *Other Features* tab, and click the *Edit* button in the *Watermark* section. The *Watermarks* window appears. 3 Select the watermark you want to edit in the *Current Watermarks* list, and change the watermark message and the options. Refer to "Creating a Watermark" on page 4.20.

4 Click *Update* to save the changes. 5 Click *OK*. 4 Deleting a Watermark 1 To change the print settings from your software application, access the printer properties. See page 4.2. 2 From the *Other Features* tab, click the *Edit* button in the *Watermark* section. 3 Select the watermark you want to delete in the *Current Watermarks* list, and click *Delete*. 4 Click *OK*. PRINTING TASKS 4.21 Printing 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. Dear ABC Regards WORLD BEST 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. If needed, save the file for later use. WORLD BEST @@See page 4.2.

3 Click the *Other Features* tab, and click *Edit* button in the *Overlay* section. 4.22 PRINTING TASKS 4 In the *Overlays* 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. @@You will see the name in the *Overlay List*. @@@@See page 4.2. 3 Click the *Other Features* tab. @@After you select the file, click *Open*.

@@@@@Answering *No* to the window cancels overlay printing. @@3 Select the overlay you want to delete from the *Overlay List* box. 4 Click *Delete Overlay*. 5 Click *OK* until you exit the *Print* window. PRINTING TASKS 4.25 Using Output Options You can use the options for output of your document. See page 4.2 for more information about accessing printer properties. @@Select the required print order from the drop-down list. · Normal: Your printer prints in normal order.

@@This setting is helpful when you are using the rear output tray. @@@@@@@@@@@@@@6 Click the *Sharing* tab, and check the *Shared As* box. @@2 Open your network folder in the left column. @@6 Double-click your printer icon. 7 From the *Printer* menu, select *Properties*.

@@@@@ (Windows XP) 3 Double-click your printer icon. 4 From the *Printer* menu, select *Sharing*. 5 Check the *Shared* box. (Windows NT) Check the *Shared As* box. (Windows 2000) Check the *Share this printer* box.

(Windows XP) Fill in the *Share Name* field, and then click *OK*. (Windows NT) Fill in the *Shared Name* field, and then click *OK*. @@2 Open your network folder in the left column. 3 Click the *shared name*. @@(Windows XP) 5 Double-click your printer icon. 6 From the *Printer* menu, select *Properties*.

@@@@@11 Click *OK*. (Windows NT) Click *Apply*, and click *OK*. @@@@@@· Do not refill the toner cartridge. @@@@@@When printing text at 5% coverage, a new toner cartridge lasts an average of 3,000 pages.

Saving toner To save toner, press the button on the printer control panel. The button will be lit. You can also enable the *Toner Save* in the printer properties.

Refer to "Using the Toner Save Mode" on page 4.8. Selecting this option will extend the life of the toner cartridge and reduce your cost per page, but will reduce the print quality. 5.2 MAINTAINING YOUR PRINTER Redistributing Toner When toner is low, faded or light areas may appear on a printed page. You may be able to temporarily improve the print quality by redistributing the toner. The following procedures may allow you to finish the current print job before replacing the toner cartridge.

1 Grasp the front cover and pull it toward you to open. 5 2 Push the toner cartridge down and remove it from the printer. CAUTIONS: · Avoid reaching too far into the printer. The fusing area may be hot. · To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.

MAINTAINING YOUR PRINTER 5.3 3 Gently shake the toner cartridge from side to side five or six times to redistribute the toner. Note: If the 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 Reinsert the toner cartridge into the printer. Ensure that the toner cartridge snaps into place. 5 Close the front cover. Make sure that the cover is securely closed. If it is not firmly closed, printing errors may occur when you print. Replacing the Toner Cartridge If the print remains light after redistributing toner (see page 5.3), replace the toner cartridge.

Remove the old cartridge and install a new toner cartridge. See "Installing the Toner Cartridge" on page 2.4. 5.

4 MAINTAINING YOUR PRINTER Cleaning the Printer To maintain the print quality, follow the cleaning procedures below each time the toner cartridge is replaced or if print quality problems occur. Note: While cleaning the inside of the printer, be careful not to touch the transfer roller (located underneath the toner cartridge). Oil from your fingers can cause print quality problems. CAUTION: Cleaning the cabinet of the printer with surfactants containing large amounts of alcohol, solvent or other strong substances can discolor or crack the cabinet. Cleaning the Outside Clean the cabinet of the printer with a soft, lint-free cloth. You can dampen the cloth slightly with water, but be careful not to let any water drip onto the printer or inside of it.



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5 Cleaning the Inside During the printing process, paper, toner, and dust particles can accumulate inside the printer. This buildup can cause print quality problems, such as toner specs or smearing. Cleaning the inside of the printer will eliminate or reduce these problems. Cleaning inside the printer 1 Turn the printer off and unplug the power cord, then wait for the printer to cool.

2 Open the front cover. Push down the toner cartridge and remove it from the printer. MAINTAINING YOUR PRINTER 5.5 3 With a dry, lint-free cloth, wipe away any dust and spilled toner from the toner cartridge area and the toner cartridge cavity. Note: To prevent damage to the toner cartridge, do not expose it to light for more than a few minute.

Cover it with a piece of paper, if necessary. Also, do not touch the black transfer roller inside the printer. 4 Reinsert the toner cartridge and close the cover. Make sure that the cover is securely closed. If it is not firmly closed, printing errors may occur when you print.

5 Plug in the power cord, and turn the printer on. 5.6 MAINTAINING YOUR PRINTER Printing a cleaning sheet If you are experiencing blurred, faded or smeared printouts. Printing a cleaning sheet cleans the drum inside the toner cartridge. This process will produce a page with toner debris, which should be discarded. 1 Ensure that the printer is turned on and in the Ready mode with paper loaded in the tray. 2 Press and hold down the for about 10 seconds. button on the control panel 5 3 Your printer automatically picks up a sheet of paper from the tray and prints out a cleaning sheet with dust or toner particles on it. Note: The cartridge cleaning process takes some time. To stop printing, turn the power off.

MAINTAINING YOUR PRINTER 5.7 Consumables and Replacement Parts From time to time, you will need to replace the roller and fuser unit to maintain top performance and avoid print quality problems and paper feed problems resulting from worn parts. The following items should be replaced after you have printed a specified number of pages. See the table below. Items Paper Feeding Roller Transfer Roller Pick-up roller Fuser Unit Yield (Average) 60,000

60,000 60,000 60,000 To purchase the consumables and replacement parts, contact Xerox dealer or the place where you bought your product.

@@@ Check Check the power cord and the power switch. Make sure that the LED is on. Solution Check the power source by plugging into another outlet. In the Ready mode, the LED lights green. @@@@ "Solving General Printing Problems" on page 6.

3. "Troubleshooting Error Messages" on page 6.18. "Common Windows Problems" on page 6.19.

"Common Linux Problems" on page 6.20. "Common DOS Problem" on page 6.23. If completing the checklist does not resolve the printer problem, check the following troubleshooting sections.

6.2 SOLVING PROBLEMS Solving General Printing Problems For problems with the operation of your printer, refer to the table for suggested solutions.

Problem The Printer does not print Possible Cause The printer is not receiving power. The printer is not selected as the default printer. Check the printer for the following: Solution Check the power cord connections. Check the power switch and the power source. Select Xerox Phaser 3130 PCL 6 in the Printer folder in Windows as your default printer. The printer cover is not closed. Paper is jammed. No paper is loaded.

The toner cartridge is not installed. If a printer system error occurs, contact your service representative. The printer may be in Manual Feed mode. Add paper to the manual feeder and press the button on the printer's control panel to begin printing. Disconnect the printer cable and reconnect it. 6 The connection cable between the computer and the printer is not connected properly. The connection cable between the computer and the printer is defective. The port setting is incorrect. If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different printer cable.

Check the Windows printer setting to make sure that the print job is sent to the correct port (for example, LTP1). If the computer has more than one port, make sure that the printer is attached to the correct one. Check the printer properties to ensure that all print settings are correct. The printer may be configured incorrectly. SOLVING PROBLEMS 6.

3 Problem The printer does not print. (continued) Possible Cause The printer driver may be incorrectly installed. The printer is malfunctioning. Solution Reinstall the printer driver; see page 2.16.

Try printing a demo page. Check the LEDs on the control panel to determine if the printer is indicating a system error. For many software applications, the paper source selection is found under the Paper tab within the printer properties. Select the correct paper source. See page 4.6. Remove paper from the tray and reload it correctly. Remove excess paper from the tray. Printer selects materials from the wrong paper source. Paper does not feed into the printer.

The paper source selection in the printer properties may be incorrect. Paper has not been loaded correctly. There is too much paper in the tray. The paper is too thick. Use only paper that meets the specifications required by the printer. Reduce the complexity of the page or try adjusting the print quality settings. The maximum print speed of the printer is 16(A4) or 17(Letter) pages per minute. Print job is extremely slow. The job may be very complex. If using Windows 9x/ Me, the Spooling Setting may be set incorrectly.

From the Start menu, choose Settings and Printers. Right-click the Xerox Phaser 3130 PCL 6 printer icon, choose Properties, click the Details tab, and then choose the Spool Settings button. Select the desired spool setting. Simplify the page layout and remove any unnecessary graphics from the document. Change the page orientation in your application.

Half the page is blank. The page layout is too complex. The page orientation setting may be incorrect. The paper size and the paper size settings do not match. Ensure that the paper size in the print settings matches the paper in the tray.

6.4 SOLVING PROBLEMS Problem The paper keeps jamming. Possible Cause There is too much paper in the paper tray. An incorrect type of paper is being used. An incorrect output method is being used. Solution Remove excess paper from the tray. If printing on special materials, use the manual feeder. Use only paper that meets the specifications required by the printer. Special print materials, such as thick paper, should not be printed using the top output tray (face-down). Use the rear output tray (face-up) instead.

Open the front cover and remove the debris. Disconnect the printer cable and reconnect. Try a print job that you have already printed successfully.



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