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You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX PHASER 3300MFP. You'll find the answers to all your questions on the XEROX PHASER 3300MFP 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 3300MFP
User guide XEROX PHASER 3300MFP
Operating instructions XEROX PHASER 3300MFP
Instructions for use XEROX PHASER 3300MFP
Instruction manual XEROX PHASER 3300MFP

Phaser® 3300MFP
Multifunction Printer



Phaser® 3300MFP
User Guide



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Manual abstract:

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..... *Printer overview* .

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Changing the default mode

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.. Setting sounds ...

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.... Entering characters using the number keypad .

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..... *Using the save modes ...*

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.. *Setting print job timeout ...*

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. 3.1 Printer driver features ...

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... 3.2 System requirements

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..... 3.2.4. Network setup Introduction ..

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..... *Supported operating systems*

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..... *Locating the 3300MFP IP Address*

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Accessing CentreWare Internet Services (CWIS)

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... Configuring TCP/IP

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..... *Setting Ethernet speed*

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.... *Restoring the network configuration*

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... *Printing a network configuration page*

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Loading originals and print media Loading originals

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Loading paper

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... Setting the paper size and type

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..... Selecting an output location .

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8 6. Copying Selecting the paper tray

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. *Changing the settings for each copy*

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... *Changing the default copy settings* .

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... *Using special copy features* .

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..... *Copying on both sides of paper*

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.. *Setting copy timeout*

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2 6.4 6.4 7. Basic printing Printing a document

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..... 7.1 Canceling a print job ..

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7.1 8. Scanning Scanning basics

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... 8.1 Scanning to an application using a local connection

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1 Scanning using a network connection

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..... 8.2 Changing the settings for each scan job ..

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... 9.1 Adjusting the document settings

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9.1 Sending a fax automatically

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... 9.2 Sending a fax manually

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4 Receiving manually in Tel mode

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9.4 Receiving manually using an extension telephone

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..... 9.4 Receiving automatically in Ans/Fax mode .

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4 Receiving faxes using DRPD mode

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9.4 Receiving in secure receiving mode

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9.5 Receiving faxes in memory

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.... 9.5 Printing received faxes on both sides of paper

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... 9.6 Sending a fax to multiple destinations .

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. 9.6 Sending a delayed fax ...

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..... 9.6 Sending a priority fax .

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... 9.8 10.

Fax setup Changing the fax setup options

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..... 10.1 Changing the default document settings

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.. 10.2 Printing sent fax report automatically ..

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2 Setting up Phone Book*

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.. 10.2 11. Using USB flash memory About USB memory

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. 16.1 Printer specifications

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... 16.1 Scanner and copier specifications

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.... 16.2 Facsimile specifications

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..... 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. 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 a licensed electrician for advice. 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 a licensed electrician to replace the outlet. 2. Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. 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. 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. 2. The socket outlet shall be installed near the equipment and shall be easily accessible. 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 odours 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. 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. WARNING: Risk of explosion if battery is replaced by an incorrect type.

Dispose of used batteries according to the instruction. 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. ii Quality Standards The product is manufactured under a registered ISO 9002 Quality system. If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number: EUROPE: +44 (0) 1707 353434 USA/CANADA: 1 800 928 6571 Ozone Safety Information This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits.



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If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider. Safety Standards EUROPE: This XEROX product is certified by the following Agency using the Safety Standards listed. · · Agency: TUV Rheinland Standard: IEC60950-1, 2001 For Consumables · · · · Store all consumables in accordance with the instructions given on the package or container. Keep all consumables away from the reach of children. Never throw print cartridges or toner containers into an open flame. Cartridges: When handling cartridges, for example ink, fuser, etc, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact.

USA/CANADA: This XEROX product is certified by the following Agency using the Safety Standards listed. · · Agency: UNDERWRITERS LABORATORIES Standard: UL60950-1, 2003 Edition. Certification is based on reciprocity agreements, which include requirements for Canada. Laser Safety Information CAUTION: Use of controls, adjustments or performance of procedure other than those specified herein may result in hazardous light exposure. With specific regard to laser safety, the equipment complies with performance standards for laser product set by government, 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. Product Safety Certification This product is certified by the following Agency using the Safety standards listed. Agency Underwriters Laboratories Inc. SEMKO Standard UL60950-1st Edition (2003) (USA/ Canada) IEC60950-1st Edition I (2001) This product has been manufactured under a registered ISO 9001 Quality system. iii Regulatory Information CE Mark 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. March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of the conformity. A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative. EMC Information 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. 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. 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 numerique de la classe "B" est conforme a la norme NMB-003 du Canada. NOTE: Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment. WARNING: Shielded cables must be used with this equipment to maintain compliance with Council Directive 2004/108/EC. WARNING: Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

iv Illegal Copying Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies. · Obligations or Securities of the United States Government, such as: Certificates of Indebtedness Coupons from Bonds Silver Certificates United States Bonds Federal Reserve Notes Certificates of Deposit National Bank currency Federal Reserve Bank Notes Gold Certificates Treasury Notes Fractional Notes Paper money Bonds and obligations of certain agencies of the government, such as FHA Bonds (US Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.) Internal Revenue Stamps (If it is necessary to copy a legal document on which there is a cancelled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.) Postage Stamps, canceled or uncanceled (For philatelic purposes, postage stamps may be photographed provided the reproduction is black and white and less than 3/4 or more than 1 1/2 times the linear dimensions of the original).

Postal Money Orders Bills, checks, or drafts for money drawn by or on authorized officers of the United States Stamps and other representatives of value, of whatever denomination, which may be or have been issued under any Act of Congress · · Adjusted compensation Certificates for veterans of the World Wars. Obligations or Securities of any foreign government, bank, or corporation. v · Copyrighted material (unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction provisions of the copyright law). Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, DC 20559 (circular R21). Certificates of Citizenship or Naturalization (foreign naturalization certificates may be photographed).

Passports (foreign passports may be photographed). Immigration papers.



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) In order to program this information into your FAX machine refer to Setting the Machine and follow the steps provided. without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label. If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. If advance notice isn't practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment.

If this happens the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the user guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved. Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period.

If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer. Data Coupler Information: This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details. You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (or REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN vi CANADA This product meets the applicable Industry Canada technical specifications NOTE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all of the devices does not exceed 5. Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas. OpenSSL License Copyright (c) 1998-2001 The OpenSSL Project. All rights reserved. Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met: CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

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Europe Radio Equipment & Telecommunications Terminal Equipment Directive This Xerox product has been self-certified by Xerox for panEuropean single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom, Iceland, Liechtenstein, Norway In the event of problems, you should contact your local Xerox representative in the first instance. This product has been tested to and is compliant with TBR21 or ES 103 021-1/2/3 or ES 203 021-1/2/3, technical specifications for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network. 3. All advertising materials mentioning features or use of this software must display the following acknowledgment: "This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit. (<http://www.openssl.org/>)" 4. The names "OpenSSL Toolkit" and "OpenSSL Project" must not be used to endorse or promote products derived from this software without 5.

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NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification. vii This product includes cryptographic software written by Eric Young (ey@cryptsoft.com). This product includes software written by Tim Hudson (tjh@cryptsoft.com). Original SSLeay License Copyright (C) 1995-1998 Eric Young (ey@cryptsoft.com) All rights reserved. This package is an SSL implementation written by Eric Young (ey@cryptsoft.com). The implementation was written so as to conform with Netscapes SSL. This library is free for commercial and non-commercial use as long as the following conditions are adhered to. The following conditions apply to all code found in this distribution, be it the RC4, RSA, lhash, DES, etc., code; not just the SSL code. The SSL documentation included with this distribution is covered by the same copyright terms except that the holder is Tim Hudson (tjh@cryptsoft.com). Copyright remains Eric Young's, and as such any Copyright notices in the code are not to be removed. If this package is used in a product, Eric Young should be given attribution as the author of the parts of the library used. This can be in the form of a textual message at program startup or in documentation (online or textual) provided with the package.

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3. All advertising materials mentioning features or use of this software must display the following acknowledgement: "This product includes cryptographic software written by Eric Young (ey@cryptsoft.com)" The word 'cryptographic' can be left out if the routines from the library being used are not cryptographic related. 4. If you include any Windows specific code (or a derivative thereof) from the apps directory (application code) you must include an acknowledgement: "This product includes software written by Tim Hudson (tjh@cryptsoft.com)" THIS SOFTWARE IS PROVIDED BY ERIC YOUNG "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR viii Environmental Compliance USA Energy Star As an ENERGY STAR® partner, Xerox Corporation has determined that (the basic configuration of) 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 Office 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.



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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 30 minutes. A more detailed description of this feature can be found in the Machine Setup Section of this guide. Product Recycling and Disposal European Union 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 contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information. Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information. North America Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASKXEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment. If you are managing the disposal of your Xerox product, please note that the product may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market.

For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org. WARNING: Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtscc.ca.gov/hazardouswaste/perchlorate/. Other Countries Please contact your local waste authorities and request disposal guidance.

EH&S 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. Product Safety information for US www.xerox.com/about-xerox/environment/enus.html Product Safety information for EU www.xerox.com/about-xerox/environment/eneu.html x 1 Introduction Thank you for purchasing this Xerox multifunctional product. Your machine provides printing, copying, scanning, and faxing functions. This chapter includes: Special features Printer overview Finding more information Selecting a location Expand your machine's capacity · The Phaser 3300MFP has 96 MB of memory which can be expanded to 320 MB.

· You can add a 250-sheet optional tray 2 to your machine. This tray lets you add paper to the machine less often. · Zoran IPS Emulation* compatible with PostScript 3 (PS) enables PS printing. * Zoran IPS Emulation compatible with PostScript 3 · © Copyright 1995-2005, Zoran Corporation. All rights reserved. Zoran, the Zoran logo, IPS/PS3, and OneImage are trademarks of Zoran Corporation. * 136 PS3 fonts Contains UFST and MicroType from Monotype Imaging Inc. Print in various environments You can print with Windows 2000/XP/2003/Vista. Your machine is compatible with a variety of Linux systems. Your machine is compatible with a variety of Macintosh systems.

Your machine comes with both USB and ethernet interfaces. Special features Your new machine is equipped with special features that improve print quality. You can: Print with excellent quality and speed · You can print with a resolution of up to 1200 dpi [Best]. See the Software Section. · Your machine prints A4-sized paper at up to 28 ppma and letter-sized paper at up to 30 ppm.

· For duplex printing, your machine prints A4-sized paper at up to 19 ipmb and letter-sized paper at up to 21 ipm. Handle paper flexibly · The multi-purpose tray supports letterhead, envelopes, labels, transparencies, custom-sized media, postcards, and heavy paper. The multipurpose tray holds up to 50 sheets of plain paper. · The 250-sheet tray 1 and 250-sheet optional tray 2 support plain paper in various sizes. Use USB flash memory devices If you have a USB memory device, you can use it in various ways with your machine.

· You can scan documents and save them to the device. · You can directly print data stored to the device. · You can back up data and restore backup files to the machine's memory. Machine features The table below lists a general overview of features supported by your machine. (I: Installed, O: Option, NA: Not Available) Features USB 2.0 USB Memory PostScript Emulation Network Interface (Ethernet 10/100 Base TX) Duplex printing 1 1. Printing on both sides of paper. 250 Create professional documents · Print Watermarks. You can customize your documents with words, such as "Confidential". 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 · You can print multiple pages on one single sheet of paper to save paper. · You can use preprinted forms and letterhead with plain paper. See the Software Section. · This machine automatically conserves electricity by substantially reducing power consumption when not in use. Phaser 3300MFP I I I I I a. pages per minute b. images per minute 1.

1 <Introduction> Printer overview These are the main components of your machine: Front view Rear view * The figure above shows Phaser 3300MFP with all available accessories. * The figure above shows Phaser 3300MFP with all available accessories. 1 2 control board cover network port USB port optional tray 2 cable connector telephone line socket (LINE) a 6 7 8 9 10 1 2 3 4 5 6 7 8 9 ADF (automatic document feeder) document width guides document input tray scanner lid document output tray control panel output tray front cover paper level indicator 10 11 12 13 14 15 16 17 18 tray 1 optional tray 2 multi-purpose tray output support USB memory port multi-purpose tray extension multi-purpose tray paper width guides scanner glass print cartridge 5 3 4 extension telephone socket (EXT) duplex unit power receptacle power switch rear cover 1.



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2 <Introduction> Control panel overview 1 Speed buttons: Allows you to store frequently-dialed fax numbers and email addresses and enter them with the touch of a few buttons. 16-30: Allows you to shift the speed buttons to access numbers 16 through 30.

Address Book: Allows you to store frequently used fax numbers in memory or search for stored fax numbers or email addresses. Also allows you to print an Address Book/Phone Book list. Resolution: Adjusts the document resolution for the current fax job. Redial/Pause: In Standby mode, redials the last number, or in Edit mode, inserts a pause into a fax number. Fax: Activates Fax mode.

Copy: Activates Copy mode. Scan: Activates Scan mode. Display: Shows the current status and prompts during an operation. Menu: Enters Menu mode and scrolls through the available menus. 13 Exit: Sends you back to the upper menu level. 2 3 14 15 Lighten/Darken: Adjusts the document brightness for the current copy job. Original Type: Selects the document type for the current copy job. 4 5 16 17 Reduce/Enlarge: Makes a copy smaller or larger than the original. USB Print: Allows you to directly print files stored on a USB Memory device when it is inserted into the USB memory port on the front of your machine. Duplex: Allows you to print documents on both sides of the paper.

Toner Saver: Allows you to save on toner by using less toner in printing. Number keypad: dials a number or enters alphanumeric characters. Manual Dial: Engages the telephone line. Stop/Clear: Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the darkness, the document type setting, the copy size, and the number of copies. Start: Starts a job. 6 7 8 9 10 18 19 20 21 22 11 12 Scroll buttons: Scroll through the options available in the selected menu, and increase or decrease values. Enter: Confirms the selection on the screen. 23 1.3 <Introduction> Finding more information You can find information for setting up and using your machine from the following resources, either printed or onscreen.

Quick Install Guide Provides information on setting up your machine and, therefore, be sure to follow the instructions in the guide to get the machine ready. Selecting a location Select a level, stable place with adequate space for air circulation. Allow extra space for opening 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.

Clearance space · Front: 482,6 mm (enough space so that the paper tray can be removed) · Back: 100 mm (enough space for ventilation) · Right: 100 mm (enough space for ventilation) · Left: 100 mm (enough space for ventilation) Online User Guide Provides you with step-by-step instructions for using your machine's full features, and contains information for maintaining your machine, troubleshooting, and installing accessories. This user guide also contains the Software Section providing you with information on how to print documents with your machine 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 software 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/support. 1.4 <Introduction> 2 System setup This chapter gives you an overview of menus available on your machine and step-by-step instructions for setting up the machine's systems. This chapter includes: Menu overview Changing the display language Setting the date and time Changing the default mode Setting sounds Entering characters using the number keypad Using the save modes Setting print job timeout Menu overview The control panel provides access to various menus to set up the machine or use the machine's functions. These menus can be accessed by pressing Menu. Refer to the following diagram. Menus available in Fax, Copy, or Scan mode vary. Fax Feature Darkness Multi Send Delay Send Priority Send Send Forward Rcv.

Forward Secure Receive Add Page Cancel Job Fax Setup Sending Redial Times Redial Term Prefix Dial ECM Mode Sent Report Image TCR Dial Mode Receiving Receive Mode Ring to Answer Stamp Rcv Name Rcv Start Code Auto Reduction Discard Size Junk Fax Setup DRPD Mode Change Default Resolution Darkness Auto Report Copy Feature Copy Collation 2-Up 4-Up ID Copy Poster Copy Clone Copy Erase Bkgd. Copy Setup Change Default Copies Reduce/Enlarge Darkness Original Type Scan Feature USB Memory Scan Size Original Type Resolution Scan Color Scan Format E-mail Scan Size Original Type Resolution Scan Color FTP Scan Size Original Type Resolution Scan Color SMB Scan Size Original Type Resolution Scan Color Network TCP/IP EtherTalk Ethernet Speed Clear Setting Network Info. System Setup (continued) Paper Setup Paper Size Paper Type Paper Source Sound/Volume Key Sound Alarm Sound Speaker Ringer Report Maintenance Clean Drum Ignore Toner CLR Empty Msg. Supplies Life Serial Number Clear Setting System Setup Machine Setup Machine ID Machine Fax No. Date & Time Clock Mode Language Default Mode Power Save Scan PWR Save Timeout NetScanTimeout Job Timeout Import Setting Export Setting Scan Setup Change Default USB Memory E-mail FTP SMB 2.1 <System setup> Changing the display language To change the language that appears on the control panel, follow these steps: 1 2 3 4 5 @@Press Enter when Machine Setup appears. Press the Scroll buttons until Language appears and press Enter. Press the Scroll buttons until the language you want appears and press Enter. Press Stop/Clear to return to Standby mode. 6 Press Enter to save the time and date.

When you enter a wrong number, Out of Range appears and the machine does not proceed to the next step. If this happens, simply reenter the correct number.

7 Press Stop/Clear to return to Standby mode. Changing the clock mode You can set your machine to display the current time using either a 12-hour or 24-hour format. 1 2 3 4 5 @@Press Enter when Machine Setup appears.

Press the Scroll buttons until Clock Mode appears and press Enter. Press the Scroll buttons to select the other mode and press Enter. Press Stop/Clear to return to Standby mode. Setting the date and time The current date and time are shown on the display when your machine is on and ready to work. For the Phaser 3300MFP, all of your faxes will have the date and time printed on them.



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Note If power to the machine is cut off, you need to reset the correct time and date once the power has been restored. 1 2 3 4 @@Press Enter when Machine Setup appears. Press the Scroll buttons until Date & Time appears and press Enter. Enter the correct time and date using the number keypad. Month Day Year Hour Minute 01 to 12 01 to 31 requires four digits 01 to 12 (12-hour mode) 00 to 23 (24-hour mode) = 00 to 59 = = = Changing the default mode Your machine is preset to Fax mode. You can switch this default mode between Fax mode and Copy mode. 1 2 3 4 5 @@Press Enter when Machine Setup appears. Press the Scroll buttons until Default Mode appears and press Enter. Press the Scroll buttons until the default mode you want appears and press Enter. Press Stop/Clear to return to Standby mode.

Note The date format may differ from country to country. You can also use the Scroll buttons to move the cursor under the digit you want to correct and enter a new number. 5 To select AM or PM for 12-hour format, press the any number button. or button or When the cursor is not under the AM or PM indicator, pressing the or button immediately moves the cursor to the indicator. You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00). For details, see the next section. 2.2 <System setup> Setting sounds You can control the following sounds: · Key Sound: Turns the key sound on or off.

With this option set to On, a tone sounds each time a key is pressed. · Alarm Sound: Turns the alarm sound on or off. With this option set to On, an alarm tone sounds when an error occurs or fax communication ends. · Speaker: Turns on or off the sounds from the telephone line through the speaker, such as a dial tone or a fax tone. With this option set to Comm.

which means "Common," the speaker is on until the remote machine answers. You can adjust the volume level using Manual Dial. · Ringer: Adjusts the ringer volume. For the ringer volume, you can select Off, Low, Mid, and High. Entering characters using the number keypad As you perform various tasks, you may need to enter names and numbers.

For example, when you set up your machine, you enter your name or your company's name, and the fax number. When you store fax numbers or email addresses in memory, you may also enter the corresponding names. Entering alphanumeric characters 1 When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display. For example, to enter the letter O, press 6, labeled with MNO. Each time you press 6, the display shows a different letter, M, N, O, and finally 6. You can enter special characters, such as space, plus sign, and etc. For details, see the below section. 2 To enter additional letters, repeat step 1. If the next letter is printed on the same button, move the cursor by pressing the right Scroll button and then press the button labeled with the letter you want.

The cursor will move to the right and the next letter will appear on the display. You can enter a space by pressing 1 twice. 3 When you have finished entering letters, press Enter. Speaker, ringer, key sound, and alarm sound 1 2 3 4 5 6 @@Press the Scroll buttons until Sound/Volume appears and press Enter. Press the Scroll buttons until the sound option you want appears and press Enter. Press the Scroll buttons until the desired status or volume for the sound you have selected appears and press Enter. If necessary, repeat steps 3 through 5 to set other sounds. Press Stop/Clear to return to Standby mode. Keypad letters and numbers Key 1 2 3 4 5 6 7 8 9 0 1 A D G J M Assigned numbers, letters, or characters Space B E C F a bc2 f3 4 5 o6 rs7 Speaker volume 1 2 3 Press Manual Dial. A dial tone sounds from the speaker.

Press the Scroll buttons until you hear the volume you want. Press Manual Dial to save the change and return to Standby mode. de hi kl HIg KLj Note You can adjust the speaker volume only when the telephone line is connected. NOmn PQRSpq T U V t uv8 WXYZwx + , ` `y z9 & @ 0 /*# 2.

3 <System setup> Correcting numbers or names If you make a mistake while entering a number or name, press the left Scroll button to delete the last digit or character. Then enter the correct number or character. Scan Power Save mode Scan Power Save mode allows you to save power by turning off the scan lamp. The scan lamp under the scanner glass automatically turns off when it is not in actual use to reduce power consumption and extend the life of the lamp. The lamp automatically wakes up after some warm-up time when you start scanning.

You can set the length of time for which the scan lamp waits after a scan job is completed before it switches to the power save mode. 1 2 3 4 5 @@Press Enter when Machine Setup appears. Press the Scroll buttons until Scan PWR Save appears and press Enter. Press the Scroll buttons until the time setting you want appears and press Enter. Press Stop/Clear to return to Standby mode. Inserting a pause With some telephone systems, you must dial an access code (9, for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up speed buttons or speed dial numbers. To insert a pause, press Redial/Pause at the appropriate place while entering the telephone number. A - appears on the display at the corresponding location.

Using the save modes Toner Save mode Toner Save mode allows your machine to use less toner on each page. Activating this mode extends the life of the print cartridge beyond what one would experience in the normal mode, but it reduces print quality. To turn this mode on or off, press Toner Saver. Setting print job timeout You can set the amount of time a single print job is active before it must print. The machine handles incoming data as a single job if it comes in within the specified time. When an error occurs while processing data from the computer and the data flow stops, the machine waits the specified time and then cancels printing if data flow does not resume. 1 2 3 4 5 @@Press Enter when Machine Setup appears. Press the Scroll buttons until Job Timeout appears and press Enter. Press the Scroll buttons until the time setting you want appears and press Enter. Press Stop/Clear to return to Standby mode.

Note When PC-printing, you can also turn on or off Toner Save mode in the printer properties. See the Software Section. Power Save mode Power Save mode allows your machine to reduce power consumption when it is not in actual use. You can turn this mode on and select a length of time for which the machine waits after a job is printed before it switches to a reduced power state. 1 2 3 4 5 6 @@Press Enter when Machine Setup appears. Press the Scroll buttons until Power Save appears and press Enter. Press the Scroll buttons until On appears and press Enter.



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Press the Scroll buttons until the time setting you want appears and press Enter. Press Stop/Clear to return to Standby mode. 2.

4 <System setup> 3 Software overview This chapter gives you an overview of the software that comes with your machine. Further details about installing and using the software are explained in the Software Section. This chapter includes: . . . Supplied software Printer driver features System requirements CD PostScript printer driver CD Windows Contents · Postscript Printer Description (PPD) file: Use the PostScript driver to print documents with complex fonts and graphics in the PS language. · User Guide in PDF · Postscript Printer Description (PPD) file: Use this file to run your machine from a Macintosh computer and print documents. · Scan driver: TWAIN driver is available for scanning documents on your machine. Macintosh Supplied software You must install the printer and scanner software using the supplied CDs after you have set up your machine and connected it to your computer. Each CD provides you with the following software: CD Printer software CD Windows Contents · Printer driver: Use this driver to take full advantage of your printer's features. · Scanner driver: TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your machine. · Status Monitor: This program allows you to monitor the machine's status and alerts you when an error occurs during printing. · Network Scan: This program allows you to scan a document on your machine and save it to a networkconnected computer.

· User Guide in PDF · Set IP: Use this program to set your machine's TCP/IP addresses. · PC Fax: This program allows you to launch fax in your PC when the machine is connected to your PC. · Printer driver: Use this driver to run your machine from a Linux computer and print documents. · SANE: Use this driver to scan documents. · Status Monitor: This program allows you to monitor the machine's status and alerts you when an error occurs during printing. Linux 3.1 <Software overview> Printer driver features Your printer drivers support the following standard features: · Paper source selection · Paper size, orientation and media 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 Toner save Print quality option Poster printing Multiple pages per sheet (N-up) Fit to page printing Scale printing Watermark Overlay PCL 6 Windows O O O O PostScript Windows O O X O Macintosh O O X O Linux O O X O (2, 4) O O X X Operating System Mac OS X 10.4 or lower Mac OS X 10.5 Operating System Windows 2000 Windows XP Windows 2003 Server Windows Vista System requirements Before you begin, ensure that your system meets the following requirements: Windows Requirement (recommended) CPU Pentium II 400 MHz (Pentium III 933 MHz) Pentium III 933 MHz (Pentium IV 1 GHz) Pentium III 933 MHz (Pentium IV 1 GHz) Pentium IV 3 GHz RAM 64 MB (128 MB) 128 MB (256 MB) 128 MB (512 MB) 512 MB (1024 MB) free HDD space 650 MB 1.5 GB 1.25 GB to 2 GB 15 GB Notes O O O O O X X O O X X · Internet Explorer 5.0 or higher is the minimum requirement for all Windows operating systems. · Users who have an administrator right can install the software Macintosh Requirement (recommended) CPU Intel Processor Power PC G4 / G5 Intel Processor 867 MHz or faster Power PC G4 / G5 RAM 128 MB for a Power-PC based Mac (512 MB) 512 MB for an Intelbased Mac (1 GB) 512 MB (1 GB) free HDD space 1 GB 1 GB 3.2 <Software overview> Linux Item Operating system Requirements (Recommended) RedHat 8.0, 9.0 (32 bit) RedHat Enterprise Linux WS 4, 5 (32/64 bit) Fedora Core 1~7 (32/64 bit) Mandrake 9.2 (32 bit), 10.0, 10.1 (32/64 bit) Mandriva 2005, 2006, 2007 (32/64 bit) SuSE Linux 8.2, 9.0, 9.1 (32 bit) SuSE Linux 9.2, 9.3, 10.0, 10.1, 10.2 (32/64 bit) SuSE Linux Enterprise Desktop 9, 10 (32/64 bit) Ubuntu 6.06, 6.10, 7.04 (32/64 bit) Debian 3.1, 4.0 (32/64 bit) CPU RAM free HDD space Software Pentium IV 2.4 GHz (IntelCore2) 512 MB (1024 MB) 1 GB (1 GB) Linux Kernel 2.4 or higher Glibc 2.2 or higher CUPS 3.3 <Software overview> 4 Network setup This chapter gives you step-by-step instructions for setting up your machine for network connections. This chapter includes: Introduction Supported operating systems Locating the 3300MFP IP Address Accessing CentreWare Internet Services (CWIS) Configuring TCP/IP Configuring EtherTalk Configuring 802.1x Setting Ethernet speed Restoring the network configuration Printing a network configuration page Via the control panel You can set up the following basic network parameters through the machine's control panel: · Configure TCP/IP · Configure EtherTalk Supported operating systems The following table shows the network environments supported by the machine: Item Network interface Network operating system Network protocols Dynamic addressing server Requirements · 10/100 Base-TX · Windows 2000/XP/2003/Vista · Various Linux OS · Macintosh OS 10.3 ~ 10.5 · TCP/IP on Windows · EtherTalk · DHCP, BOOTP Introduction Once you have connected your machine to a network with an RJ-45 Ethernet cable, you can share the machine with other network users. You need to set up the network protocols on the machine to use it as your network printer. Protocols can be set up by the following two methods: · TCP/IP: Transmission Control Protocol/Internet Protocol · DHCP: Dynamic Host Configuration Protocol · BOOTP: Bootstrap Protocol Via network administration programs You can configure your machine's print server settings and manage the machine via the following programs that came with your machine: · CentreWare IS: CentreWare Internet Services is the embedded HTTP server application that resides in the 3300MFP. CentreWare Internet Services allows administrators to change network and system settings on the 3300MFP from the convenience of their desktops. The user will require the 3300MFP IP address to access CWIS. Many of the features available within CentreWare Internet Services will require an administrator user name and password. The default user name is admin and the default password is 1111. A user will only be prompted for an administrator's user name and password once in a single browser session. This embedded web server allows you to: - Configure the network parameters necessary for the machine to connect to various network environments. - Customize e-mail settings and set up Address Book for scanning to email. - Customize server settings and set up server lists for scanning to an FTP or SMB servers.



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- Customize printer, copy, and fax settings. · SetIP: Utility program allowing you to select a network interface and manually configure the IP addresses for use with the TCP/IP protocol. See the Software Section. 1 2 3 4 Locating the 3300MFP IP Address Press Menu until Network appears on the bottom line of the display and press Enter. Press the Scroll buttons until Network Info. appears and press Enter. Press Enter when Yes appears. The Network Configuration page prints out. On the Network Configuration page note the IP Address (Example 169).

123.21.23) Accessing CentreWare Internet Services (CWIS) 1 On your PC open a web browser such as Internet Explorer. 4.1 <Network setup> 2 3 4 In the URL or Address field enter http://xxx.xxx.xxx.xxx where x is your IP address. Press Enter. Select a tab to view.

Dynamic addressing (BOOTP/DHCP) To have a TCP/IP address assigned automatically by the server, take the following steps: 1 2 3 4 Press Menu until Network appears on the bottom line of the display. Press Enter when TCP/IP appears. Press the Scroll buttons until DHCP or BOOTP appears and press Enter. Press Stop/Clear to return to Standby mode. Configuring TCP/IP Your machine can be set up with a variety of TCP/IP network information, such as an IP address, a subnet mask, a gateway, and DNS addresses.

There are several ways in which your machine can be assigned a TCP/IP address, depending on your network. · Static addressing: A TCP/IP address is assigned manually by the system administrator. · Dynamic addressing via BOOTP/DHCP (default): A TCP/IP address is assigned automatically by the server.

Configuring EtherTalk EtherTalk is AppleTalk used in an Ethernet network. This protocol is widely used in Macintosh network environments.

To use EtherTalk, take the following steps: 1 2 3 4 Press Menu until Network appears on the bottom line of the display and press Enter. Press the Scroll buttons until EtherTalk appears and press Enter. Press the Scroll buttons until On appears and press Enter. Press Stop/Clear to return to Standby mode. Note Before configuring TCP/IP, you need to set the network protocol to TCP/IP. Static addressing To enter a TCP/IP address from your machine's control panel, take the following steps: 1 2 3 4 5 Press Menu until Network appears on the bottom line of the display and press Enter. Press Enter when TCP/IP appears. Press the Scroll buttons until Static appears and press Enter. Press Enter when IP Address appears. Enter a byte between 0 and 255 using the number keypad and press the Scroll buttons to move between bytes.

Repeat this to complete the address from the 1st byte to the 4th byte. 6 7 8 9 When you have finished, press Enter. Repeat steps 5 and 6 to configure the other TCP/IP parameters: subnet mask and gateway address. Press the Scroll buttons until Static appears and press Enter. Press the Scroll buttons until Primary DNS appears and press Enter. Configuring 802.1x Your printer has 802.1x protocol on its network. 802.1x is a security standard for port based network access control.

It secures your network against unauthorized access by requiring authentication before network 10 Enter each byte of the address and press Enter. 11 Press the Scroll buttons until Secondary DNS appears and press Enter. 12 Enter each byte of the address and press Enter. 13 Press Stop/Clear to return to Standby mode. 4.

2 <Network setup> access and data transmission are allowed. There are 3 mutually exclusive options for 802.1x authentication. To use 802.1x, take the following steps: 1 2 3 4 Press Menu until Network appears on the bottom line of the display and press Enter.

Press the Scroll buttons until 802.1x appears and press Enter. Press the Scroll buttons until On appears and press Enter. Press the Scroll buttons until the desired authentication method appears. · EAP-MD5: EAP-MD5 (Extensible Authentication Protocol Message Digest algorithm 5) is a message hashing scheme between client and server to allow the transfer of user data in a secure fashion. · EAP-MSCHAPv2: EAP-MSCHAP (Extensible Authentication Protocol Microsoft version of the Challenge-Handshake Authentication Protocol). MSCHAP v2 is a one-way encrypted password, mutual authentication process. MS-CHAPv2 uses different hashing/encryption algorithms to encode the UserID and passwords. · PEAP: PEAP (Protected EAP). 5 6 7 Enter user name and passcode using Scroll button.

Press Enter to save the selection. Press Start/Stop to return to Standby mode. 1 2 3 4 Press Menu until Network appears on the bottom line of the display and press Enter. Press the Scroll buttons until Clear Setting appears and press Enter. Press Enter when Yes appears to restore the network configuration. Power the machine off and back on. Printing a network configuration page The Network Configuration page shows how the network interface card on your machine is configured. 1 2 3 Press Menu until Network appears on the bottom line of the display and press Enter. Press the Scroll buttons until Network Info. appears and press Enter.

Press Enter when Yes appears. The Network Configuration page prints out. Setting Ethernet speed You can select the communication speed for Ethernet connections. 1 2 3 4 Press Menu until Network appears on the bottom line of the display and press Enter. Press the Scroll buttons until Ethernet Speed appears and press Enter.

Press the Scroll buttons until the speed you want appears and press Enter. Press Stop/Clear to return to Standby mode. Restoring the network configuration You can return the network configuration to its default settings. 4.3 <Network setup> 5 Loading originals and print media This chapter introduces you to how to load originals and print media into your machine.

This chapter includes: · · · · Loading originals Selecting print media Loading paper Setting the paper size and type Selecting an output location 2 Place the original face down on the scanner glass and align it with the registration guide at the top left corner of the glass. Loading originals You can use the scanner glass or ADF to load an original for copying, scanning, and sending a fax. 3 Close the scanner lid. On the scanner glass Make sure that no originals are in the ADF. If an original is detected in the ADF, the machine gives it priority over the original on the scanner glass. To get the best scan quality, especially for color or gray-scaled images, use the scanner glass. 1 Lift and open the scanner lid. Notes · Leaving the scanner lid open while copying may affect copy quality and toner consumption. · Dust on the scanner glass may cause black spots on the printout. Always keep it clean.

· If you are copying a page from a book or magazine, lift the scanner lid until its hinges are caught by the stopper and then close the lid. If the book or magazine is thicker than 30 mm, start copying with the lid open. In the ADF Using the ADF, you can load up to 50 sheets of paper (75 g/m2) for one job.



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