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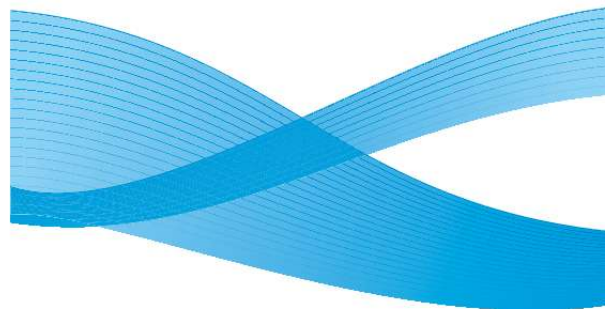
You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX PHASER 3320. You'll find the answers to all your questions on the XEROX PHASER 3320 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual XEROX PHASER 3320
User guide XEROX PHASER 3320
Operating instructions XEROX PHASER 3320
Instructions for use XEROX PHASER 3320
Instruction manual XEROX PHASER 3320

Version 1.0
January 2012



Xerox® Phaser 3320DN/3320DNI
User Guide



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Manual abstract:

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Selecting Menu Items ••• Press the Menu Button on the control panel. Press the Up/Down arrow buttons to scroll through the menu items. Press OK to select the menu item. @ Press OK to select the menu option. Entering Alphanumeric Characters As you perform various tasks, you may need to enter alphanumeric characters. For example, when entering a margin measurement. When this is required, the arrow keys are used as follows: • UP Key: Increases the character code (A -> B -> C ...) • Down Key: Decreases the character code (C -> B -> A...) • Right Key: Moves to the next input field • Left Key: Deletes the last character • OK Key: Enters the current input Feature Menu You can change the settings for various feature options within the print environment to meet your preferences and needs.

A password may be required to access and change these settings. The following table shows the available options for each menu item. For more detailed information refer to Machine Features and Setups on page 75. Information •••••••• Menu Map Configuration Supplies info. Demo Page PCL Font PS Font EPSON Font Stored Job Usage Counters Layout • Orientation • Common Margin: - Simplex Margin - Duplex Margin - Binding Margin Paper • Quantity • Bypass Tray/Tray 1 & 2: Paper Size and Type • Paper Source • Bypass Mode Graphic • Resolution • Darken Text Job Manage • Active Job & rinter Manager (EPM): Conveniently combines access to device settings, printing environments and the launch of applications such as Xerox CentreWare Internet Services into one location. Note: Login is required to change Printer Settings. • Wireless Setting Program: When installing the Phaser 3320DNI you can use the Wireless Setting program that was automatically installed with the prin stack of print material. Ensure you have not loaded too much print media. The stack should be below the Maximum Fill line indicated by the symbol . When printing from your computer, ensure you select Size on the driver Paper tab to specify the correct paper size and type.

Not confirming the paper details may result in printing delays. For information about setting the paper size and type in the printer driver, refer to Paper Tab on page 38. Note: The settings made from the printer driver on your computer override the settings on the control panel. 6. After printing, remove any unfed paper and close the bypass tray.

Duplex Unit The duplex unit is preset to either Letter size or A4 depending on your country. To change the size of the duplex unit, follow the instructions below. 1. Pull the duplex unit out of the machine. 2. Adjust the guides to match the size of paper you will be using. 16 Xerox Phaser 3320DN/3320DNI User Guide Loading Paper 3. Insert the duplex unit back into the machine, aligning the edges of the unit with the feed grooves on the inside of the machine. Make sure the duplex unit is fully pushed in. Xerox Phaser 3320DN/3320DNI User Guide 17 Media Output Locations Media Output Locations The machine has two output locations: • Output tray (face down) 1 up to a maximum of 150 sheets of 20 lb (80 g/m²) paper. 1 • Rear door (face up) output only. 2 one sheet at a time for 1-sided 2 The machine sends output to the output tray by default. If special media such as envelopes print out with wrinkles, curl, creases or black bold lines, the rear door should be used for the output. Open the rear door and keep it open while printing one sheet at a time. Note: The rear door output can only be used for simplex jobs.

Duplex printing with the rear door open will cause paper jams. Using the Output Tray The output tray collects printed paper face down, in the order in which the sheets were printed. The output tray should be used for most jobs. When the output tray is full, a message displays on the control panel. 18 Xerox Phaser 3320DN/3320DNI User Guide Media Output Locations To use the output tray, make sure that the rear door is closed. Notes: ••• To reduce paper jams, do not open or close the rear door while the printer is printing. If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear door. The rear door output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams. Using the Rear Door When using the rear door, paper comes out of the machine face up.

Printing from the bypass tray to the rear door provides a straight paper path and might improve the output quality when printing on special media. Whenever the rear door is open, the output is delivered there. Note: The rear door output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams. CAUTION: The fuser area inside the rear door of your machine becomes very hot when in use.

Take care when you access this area. Xerox Phaser 3320DN/3320DNI User Guide 19 General Care and Consumables General Care and Consumables There is only one customer replaceable consumable in the machine, the print cartridge. To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number. Supplies can also be ordered from www.xerox.com, refer to Support on page 64 for further information. The machine's serial number is located on the inside of the front door on the machine and is printed on the configuration report. For further information about locating the serial number, please refer to Locating the Serial Number on page 116. Print Cartridge To avoid print quality problems resulting from worn parts and to maintain your machine in top working condition, the print cartridge will need to be replaced after printing the specified number of pages or when the life span of the cartridge has expired. The machine will display a message when the print cartridge needs to be replaced. Only replace the cartridge when a message instructs you to do so or when instructed by a Xerox representative. To replace the print cartridge, follow the instructions provided within this guide or with the consumable. To replace the print cartridge, refer to General Care and Troubleshooting on page 87. To purchase a new print cartridge, contact your local Xerox representative or authorized dealer. Supplies can also be ordered from www.xerox.com.

xerox.com, refer to Support on page 64 for further information. Cleaning Tasks Performing regular cleaning activities ensures the machine is kept free of dust and debris. The machine covers and control panel should all be cleaned using a soft lint-free cloth, lightly dampened with water. Remove any residue with a clean cloth or paper towel. For further information on maintenance tasks, refer to General Care and Troubleshooting on page 87. 20 Xerox Phaser 3320DN/3320DNI User Guide Further Assistance Further Assistance For any additional help visit our customer web site at www.xerox.com.



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xerox.com or contact the Xerox Support Center quoting the machine serial number. The machine's serial number is located on the inside of the front door on the machine and is printed on the configuration report.

For further information about locating the serial number, please refer to Locating the Serial Number on page 116. Xerox Support Center If a fault cannot be resolved by following the display instructions, check Error Messages on page 101. If the difficulty persists, contact the Xerox Support Center. The Xerox Support Center will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

Documentation Most answers to your questions will be provided by the documentation that is supplied with your machine or on the Software and Documentation CD supplied with your machine.

Alternatively you can access the documents from www.xerox.com/support. • Installation Guide - contains information about installing the machine. • User Guide (this document) - contains instructions and information about all the features on the machine.

• System Administration Guide - provides detailed instructions and information about connecting your machine to the network and installing optional features. Xerox Phaser 3320DN/3320DNI User Guide 21 Further Assistance 22 Xerox Phaser 3320DN/3320DNI User Guide Print 2 The Xerox Phaser 3320DN/DNI produces high quality prints from electronic documents. You can access the printer from your computer by installing the appropriate printer driver. To access the many printer drivers which can be used with your machine, refer to the Drivers CD or download the latest versions from the Xerox website at www.xerox.com. This chapter includes: • Printing using Windows on page 24 • Xerox Easy Printer Manager (EPM) on page 45 • Wireless Setting Program (Phaser 3320DNI) on page 46 • SetIP on page 48 • Printing using Macintosh on page 49 • Printing using Linux on page 52 • Printing using Unix on page 54 Xerox Phaser 3320DN/DNI User Guide 23 Printing using Windows Printing using Windows The following provides an overview of the print procedure and features available when printing using Windows. Install Printer Software You can install the printer software for local printing and network printing. To install the printer software on the computer, perform the appropriate installation procedure depending on the printer in use. A printer driver is software that lets your computer communicate with your printer.

The procedure to install drivers may differ depending on the operating system you are using. All applications should be closed on your PC before beginning installation. You can install the printer software for a local, networked or wireless printer using the typical or custom method. For further information refer to the System Administrator Guide. Local Printer A local printer is a printer directly attached to your computer using a printer cable, such as a USB cable. If your printer is attached to a network, refer to Networked Printer on page 26. Note: If the "New Hardware Wizard" window appears during the installation procedure, select Close or Cancel. 1. 2. Make sure that the printer is connected to your computer and powered on.

Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appear. • If the installation window does not appear, select the Start button and then Run. Type X:\Setup.exe, replacing "X" with the letter which represents your drive and select OK. • If you use Windows Vista, select Start > All programs > Accessories > Run, and type X:\Setup.exe. If the AutoPlay window appears in Windows Vista, select Run Setup.exe in the Install or run program field, and select Continue in the User Account Control window. Select Install Software. 3. 24 Xerox Phaser 3320DN/DNI User Guide Printing using Windows 4. Select Typical installation for a local printer and follow the wizard instructions to install the local printer. If your printer is not already connected to the computer, the Connect Device screen will appear. After connecting the printer, select Next. Note: If you don't want to connect the printer at this time, select Next and then No on the following screen. Then the installation will start and a test page will not be printed at the end of the installation. Xerox Phaser 3320DN/DNI User Guide 25 Printing using Windows 5. After the installation is finished, select Finish. If your printer is connected to the computer, a Test Print page will be printed.

If the Test Print operation is successful, continue on to Print Procedure on page 34 in this document. If the print operation failed, refer to Troubleshooting on page 93. Networked Printer When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network. 1. Make sure that the printer is connected to your network and powered on. For details about connecting to the network, refer to the System Administrator Guide. 2. Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears.

• If the installation window does not appear, select the Start button and then Run. Type X:\Setup.exe, replacing "X" with the letter which represents your drive and select OK. • If you use Windows Vista, select Start > All programs > Accessories > Run, and type X:\Setup.exe.

If the AutoPlay window appears in Windows Vista, select Run Setup.exe in the Install or run program field, and select Continue in the User Account Control window. 3. Select Install Software. 26 Xerox Phaser 3320DN/DNI User Guide Printing using Windows 4.

Select Typical installation for a network printer and click Next. Note: For custom install instructions, see Custom Installation on page 29. 5. Select the required Printer Port. If TCP/IP Port is selected, select your printer from the list and click Next. Click Update to refresh the list. To select a different port go to the next step, otherwise follow the wizard instructions to install the printer. Xerox Phaser 3320DN/DNI User Guide 27 Printing using Windows 6. Select the required Printer Port. If Shared Printer (UNC) is selected, type in the name of the shared network printer and select Next.

To select a different port go to the next step, otherwise follow the wizard instructions to install the printer. 7. If Add TCP/IP Port is selected, enter the Printer Name or the assigned IP address and a port name for the desired device. Click Next and follow the wizard instructions to install the printer. 28 Xerox Phaser 3320DN/DNI User Guide Printing using Windows 8. After the installation is finished, select Finish. If your printer is connected to the network, a Test Print page will be printed.



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If the Test Print operation is successful, continue on to Print Procedure on page 34 in this document. If the print operation failed, refer to Troubleshooting on page 93. Custom Installation With the custom installation, you can choose individual components to install.

1. Make sure that the printer is connected to your computer and powered on. 2. Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears.

• If the installation window does not appear, select the Start button and then Run. Type X:\Setup.exe, replacing "X" with the letter which represents your drive and select OK. • If you use Windows Vista, select Start > All programs > Accessories > Run, and type X:\Setup.exe.

If the AutoPlay window appears in Windows Vista, select Run Setup.exe in the Install or run program field, and select Continue in the User Account Control window. 3. Select Install Software. Xerox Phaser 3320DN/DNI User Guide 29 Printing using Windows 4. 5. Select Custom installation. Select Next. 6. Select the desired Printer Port and follow the instructions to select your printer or enter your printer details.

Click Next. Note: If your printer is not already connected to the computer, the Connect Device window will display, refer to the next step. 30 Xerox Phaser 3320DN/DNI User Guide Printing using Windows 7. Connect the printer and select Next. If you don't want to connect the printer at this time, select Next, and then No on the following screen. Then the installation will start and a test page will not be printed at the end of the installation. Note: The installation window that appears in this User Guide may differ depending on the printer and interface in use. Select the components to be installed and select Next. You can change the desired installation folder by selecting Browse. 9.

After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and select Next. Otherwise, just select Next. 10. If the test page prints out correctly, select Yes.

If not, select No to reprint it. 8. Xerox Phaser 3320DN/DNI User Guide 31 Printing using Windows 11. Select Finish. Wireless Printer (Phaser 3320DNI) When you connect your printer to a network, you must first configure the TCP/IP settings for the printer.

After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network. Note: If you choose a wireless connection for your printer, you cannot use a wired connection at the same time. 1. 2. Make sure that the printer is connected to your computer with a usb cable and powered on. For details about connecting to the network, refer to the System Administrator Guide. Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. • If the installation window does not appear, select the Start button and then Run. Type X:\Setup.

exe, replacing "X" with the letter which represents your drive and select OK. • If you use Windows Vista, select Start > All programs > Accessories > Run, and type X:\Setup.exe. If the AutoPlay window appears in Windows Vista, select Run Setup.exe in Install or run program field, and select Continue in the User Account Control window. Select Install Software. 3. 32 Xerox Phaser 3320DN/DNI User Guide Printing using Windows 4. Select Wireless Setup and follow the wizard instruction to select and install the printer. If your printer is not already connected to the computer, the Connect Device screen will appear.

After connecting the printer, select Next and follow the wizard instruction to install the printer. 5. After the installation is finished, select Finish. If your printer is connected to the network, a Test Print page will be printed. If the Test Print operation is successful, continue on to Print Procedure on page 34 in this document.

If the print operation failed, refer to Troubleshooting on page 93. For more information refer to the System Administrator Guide. Xerox Phaser 3320DN/DNI User Guide 33 Printing using Windows Print Procedure Documents can be printed from your computer using the printer drivers supplied. The printer driver must be loaded on each PC which uses the machine for printing. Note: Some options may be unavailable depending on your machine configuration.

1. 2. 3. Select Print in your application. From the Printer: Name drop down menu, select your machine. Select Properties or Preferences to make your print selections on the individual tabs. For more information refer to the following: • Basic Tab on page 35 • Paper Tab on page 38 • Graphics Tab on page 39 • Advanced Tab on page 40 • Earth Smart Tab on page 43 • Xerox Tab on page 44 Select OK to confirm your selections. Select OK to print your document. 4. 5.

34 Xerox Phaser 3320DN/DNI User Guide Printing using Windows Basic Tab The Basic tab provides selections for the print mode to use and options to adjust how the document appears on the printed page. These options include orientation settings, quality settings, layout options and doublesided printing settings. Note: Some options may be unavailable depending on your printer model and configuration. Print Mode The Print Mode drop down menu enables selection of various job types. Note: Not all job types are available, depending on your model and machine configuration. • Normal: This is the default print mode and is used for printing without saving the print file in memory. Sample: Useful when printing more than one copy. Allows you to print one copy first, and the rest of the copies later when they have been checked. Secure: This mode is used for printing confidential documents. A pop-up screen enables you to enter a job name, user ID and a 4-digit password.

At the machine, re-enter the password to release the job for print. • • Printing a Secure Job At the machine: 1. Select the Menu button on the control panel. 2. Press the down arrow button to scroll to Job Manage. and press OK. 3. Press the down arrow button to scroll to Stored Job and press OK. 4. Press the down arrow button to scroll to your job and press OK to select the job.

5. Enter your 4 digit pin by pressing the up arrow button to select the required number, then select the right arrow button to get to the second number in your pin. 6. Continue pressing the up arrow to select the number and the right arrow to move across until you have entered all 4 numbers. 7. Select OK. 8. The Print option appears. If you select the down arrow you have the option to Delete the job if you wish. Xerox Phaser 3320DN/DNI User Guide 35 Printing using Windows 9.

To print the job, select Print and press OK. 10. The Copies menu appears. Press the up arrow to enter the required number of copies and press OK. 11. The Print menu appears with No as the option - press the down arrow to select Yes. 12. Press OK. Your document prints.



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

• **Portrait:** Prints across the width of the page, letter style. • **Landscape:** Prints across the length of the page, spreadsheet style. • **Rotate 180 Degrees:** This allows you to rotate the page 180 degrees. **Layout Options** Layout Options allow you to select a different layout for your output and a page border. **Type:** You can select the number of pages to print on a single sheet of paper.

To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify. • **Single Page Per Side:** Use this option if the layout does not require changing. • **Multiple Pages Per Side:** Use this option to print multiple pages on each page. You can print up to 16 pages on one sheet.

Select the number of images required on each side, the page order and if borders are required.

• **Poster Printing:** Use this option to divide a single-page document onto 4, 9 or 16 segments. Each segment will be printed on a single sheet of paper for the purpose of pasting the sheets together to form one poster-size document. Select **Poster 2x2** for 4 pages, **Poster 3x3** for 9 pages or **Poster 4x4** for 16 pages. Then choose the overlap amount in mm or inches. 36 Xerox Phaser 3320DN/DNI User Guide Printing using Windows • **Booklet Printing:** This allows you to print your document on both sides of the paper and arrange the pages so that the paper can be folded in half after printing to produce a booklet. **Page Border** You can select to have a border printed around each page. Various line styles are available from the drop down menu, together with corner marks or crop marks. **2 sided Printing** You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented. • **Printer Default:** If you select this option, this feature is determined by the settings made on the control panel of the printer.

• **None:** The document is printed single-sided. • **Long Edge:** This is the conventional layout used in book binding. • • **Short Edge:** This is the type often used with calendars. **Reverse Double-Sided Printing:** The document is printed two sided and the second side images are rotated 180 degrees. Xerox Phaser 3320DN/DNI User Guide 37 Printing using Windows **Paper Tab** Use the Paper tab options to set the basic paper handling specifications when you access the printer properties. **Copies** This allows you to choose the number of copies to be printed. You can select 1 to 999 copies. **Paper Options** • **Size:** This allows you to set the size of paper required for printing. If the required size is not listed in the Size box, select **Edit**. When the Custom Paper Setting window appears, set the paper size and select **OK**.

The setting appears in the list so that you can select it. **Source:** Use this option to select the paper tray required. Use the bypass tray when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size. **Type:** Set Type to correspond to the paper loaded in the tray selected.

This will provide the best quality printout. If printing envelopes, ensure the **Envelope** tab is selected and the envelopes loaded into the bypass tray. **Advanced:** The advanced paper options allow you to select a different paper source for the first page of your document. From the drop-down menu, select the paper tray containing the paper required. • • • **Scaling Options** This allows you to automatically or manually scale your print job on a page.

• **Fit to Page:** This allows you to scale your print job to any selected paper size, regardless of the digital document size. • **Percentage:** Use this option to change the contents of a page to appear larger or smaller on the printed page. Enter the scaling rate in the Percentage input box. 38 Xerox Phaser 3320DN/DNI User Guide Printing using Windows **Graphics Tab** Use the following options to adjust the print quality for your specific printing needs. **Quality** Use this option to select the image quality setting required. • **Best:** Use this option if printing graphics or photographs. • **Normal:** Use this option for text or line art. **Font/Text** • **Darken Text:** Use this option to select the level of darkness to apply to the text in your document. **All Text Black:** Select this checkbox to have all text in your document print in solid black, regardless of the color it appears on the screen. **Advanced:** Use this option to set font options.

True Type fonts can be downloaded as **Outline** or **Bitmap Images** or printed as **Graphics**. Select the **Use Printer Fonts** option if the fonts do not require downloading and the printer fonts should be used. • • **Toner Save** Selecting this option extends the life of your print cartridge and reduces your cost per page without a significant reduction in print quality. Xerox Phaser 3320DN/DNI User Guide 39 Printing using Windows **Advanced Tab** You can select **Advanced** output options for your document, such as **Watermarks** or **Overlay Text**. 40 Xerox Phaser 3320DN/DNI User Guide Printing using Windows **Watermark**. This option allows you to print text over an existing document. There are several predefined watermarks that come with the printer which can be modified, or you can add new ones to the list. **Using an Existing Watermark** Select the required watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image. **Creating a Watermark 1.**

Select **Edit** from the **Watermark** drop-down list. The **Edit Watermark** window appears. 2. Enter a text message in the **Watermark Message** box. You can enter up to 40 characters.

The message displays in the preview window. When the **First Page Only** box is checked, the watermark prints on the first page only. 3. Select the watermark options. You can select the font name, style, size or shade from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section. 4. Select **Add** to add the new watermark to the list. 5. When you have finished editing, select **OK**. **Editing a Watermark 1.** Select **Edit** from the **Watermark** drop-down list. The **Edit Watermark** window appears. 2. Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message options. 3.

Select **Update** to save the changes. 4. When you have finished editing, select **OK**. **Deleting a Watermark 1.** Select **Edit** from the **Watermark** drop-down list. The **Edit Watermark** window appears. 2. Select the watermark you want to delete from the **Current Watermarks** list and select **Delete**. 3. Select **OK**.

Xerox Phaser 3320DN/DNI User Guide 41 Printing using Windows **Overlay** An **Overlay** is text and/or images stored on the computer hard disk drive as a special file format that can be printed on any document. **Overlays** are often used to take the place of preprinted forms and letterhead paper. **Note:** This option is only available when you use the **PCL6 Printer Driver**.



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Creating a New Page Overlay To use a page overlay, you must first create one containing your logo or another 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 want them to appear when printed as an overlay. 2. Select Edit from the Overlay drop-down list. The Edit Overlay window appears.

3. Select Create and type a name in the File name box. Select the destination path, if necessary. 4. Select Save. The name appears in the Overlay List box. 5. Select OK. Note: The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

6. 7. 8. Select OK on the Advanced tab page. Select OK in the main Print window. An Are you Sure? message displays. Select Yes to confirm. Using a Page Overlay 1. Select the required overlay from the Overlay drop-down list box. If the overlay file you want does not appear in the overlay list, select the Edit button and Load Overlay, and select the Overlay file.

If you have stored the overlay file you want to use in an external source, you can also load the file when you access the Load Overlay window. After you select the file, select Open. The file appears in the Overlay List box and is available for printing. Select the overlay from the Overlay List box. 2.

If necessary, select Confirm Page Overlay When Printing. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document. If this box is not checked and an overlay has been selected, the overlay automatically prints with your document. 3. Select OK.

Deleting a Page Overlay 1. Select Edit from the Overlay drop-down list. The Edit Overlay window appears. 2. Select the Overlay you want to delete from the Overlay List box. 3. Select Delete Overlay. When a confirming message window appears, select Yes. 4. Select OK.

42 Xerox Phaser 3320DN/DNI User Guide Printing using Windows Output Options Select the required Print order from the drop-down list box: • Normal: All pages are printed. • Reverse All Pages: Your printer prints all pages from the last page to the first page. • Print Odd Pages: Your printer prints only the odd numbered pages of the document. • Print Even Pages: Your printer prints only the even numbered pages of the document. Tick the Skip Blank Pages checkbox if you do not want blank pages to be printed. To add a binding margin, tick the Manual Margin checkbox and select Details to select the margin position and width. Earth Smart Tab The Earth Smart tab provides options to decrease the amount of energy and paper used in the printing process and displays a visual representation of the savings made. Type The Type drop-down list is used to select the main Earth Smart option for the printer. • None: No energy or paper saving options are automatically selected. • Earth Smart Printing: When this option is selected, 2 Sided Printing, Layout, Skip Blank Pages and Toner Save can be customized to suit requirements.

Printer Default. This option automatically selects the printer default settings. Result Simulator This area of the Earth Smart tab shows a visual representation of the estimated energy and paper savings based on the selections made. Xerox Phaser 3320DN/DNI User Guide 43 Printing using Windows Xerox Tab This tab provides version and copyright information as well as links to drivers and downloads, supplies ordering and the Xerox website. 44 Xerox Phaser 3320DN/DNI User Guide Xerox Easy Printer Manager (EPM) Xerox Easy Printer Manager (EPM) Xerox Easy Printer Manager is a Windows-based application that combines Xerox machine settings into one location.

Xerox Easy Printer Manager conveniently combines access to device settings, printing environments and the launch of applications such as Xerox CentreWare Internet Services into one location. All of these features provide a gateway to conveniently use Xerox devices. For information about using the Easy Printer Manager, refer to the Xerox Phaser 3320DN/DNI Utilities Guide available on Xerox.com. Xerox Phaser 3320DN/DNI User Guide 45 Wireless Setting Program (Phaser 3320DNI) Wireless Setting Program (Phaser 3320DNI) When installing the Phaser 3320DNI you can use the Wireless Setting program that was automatically installed with the printer driver to configure the wireless settings.

Note: If you choose a wireless connection for your printer, you cannot use a wired connection at the same time. To open the program: • 1. Select Start > Programs or All Programs > Xerox Printers > Xerox Phaser 3320DNI > Wireless Setting Program Connect the machine to your computer using the USB cable Note: During installation, the printer needs to be temporarily connected using the USB cable. 2. Select Next 46 Xerox Phaser 3320DN/DNI User Guide Wireless Setting Program (Phaser 3320DNI) 3. Once the machine is connected to the computer with the USB cable, the program searches for WLAN data. Note: It may be necessary to select the program again before this screen appears. 4. 5. When the search is complete, the wireless Network Setting Information is displayed.

If you want to configure the settings, select Next. Xerox Phaser 3320DN/DNI User Guide 47 SetIP SetIP The SetIP program is a utility program allowing you to select a network interface and manually configure the addresses for use with the TCP/IP protocol. This program is on the software CD that comes with your printer. For information on using the SetIP program, refer to refer to the Xerox Phaser 3320DN/DNI Utilities Guide available on Xerox.com. 48 Xerox Phaser 3320DN/DNI User Guide Printing using Macintosh Printing using Macintosh This section explains how to print using a Macintosh. You need to set the print environment before printing. Refer to the System Administrator Guide. Smart Panel is a program that monitors and informs you of the machine's status, and allows you to customize the machine's settings. Smart Panel is installed automatically when you install the machine software.

Printing a Document When you print with a Macintosh, you need to check the printer driver setting in each application you use. Follow the steps below to print from a Macintosh. 1. Open the document you want to print. 2.

Open the File menu and select Page Setup (Document Setup in some applications). 3. Choose your paper size, orientation, scaling and other options. Make sure that your machine is selected and select OK. 4.

Open the File menu and select Print. 5. Choose the number of copies you want and indicate which pages you want to print. 6. Select Print. Changing Printer Settings You can use advanced printing features provided by your machine. Open an application and select Print from the File menu. The machine name, which appears in the printer properties window may differ depending on the machine in use. Except for the name, the composition of the printer properties window is similar to the following.



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Note: The setting options may differ depending on the printer and the Macintosh OS version.

Layout The Layout tab provides options to adjust how the document appears on the printed page. You can print multiple pages on one sheet of paper.

Graphics The Graphics tab provides options for selecting Resolution. Select Graphics from the drop-down list under Orientation to access the graphic features. Resolution This option allows you to select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document. Xerox Phaser 3320DN/DNI User Guide 49 Printing using Macintosh Paper Set Paper Type to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If you load a different type of print material, select the corresponding paper type.

Printer Features The Printer Features tab provides Reverse Duplex Printing. Select Printer Features from the dropdown list under Orientation to access the following features. • Reverse Duplex Printing: The document is printed 2 sided and the second side images are rotated 180 degrees. Toner Save Mode Selecting this option extends the life of your print cartridge and reduces your cost per page without a significant reduction in print quality. • On: Select this option to allow the printer to use less toner on each page.

• Off: If you do not need to save toner when printing a document, select this option. Printing Multiple Pages on one Sheet You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages. 1. Open an application, and select Print from the File menu. 2. Select Layout from the drop-down list under Orientation. In the Pages per Sheet drop-down list, select the number of pages you want to print on one sheet of paper. 3. Select the other options you want to use. 4. Select Print. The machine prints the selected number of pages you want to print on one sheet of paper.

Two Sided Printing You can print on both sides of the paper. Before printing in the duplex mode, decide on which edge you will be binding your finished document.

1. From your Macintosh application, select Print from the File menu. 2. Select Layout from the drop-down list under Orientation. 3. Select a binding orientation from the Two Sided Printing option: • Long-Edge Binding: This option is the conventional layout used in book binding. • Short-Edge Binding: This option is the type often used with calendars. 4. Select the other options you want to use and select Print. 50 Xerox Phaser 3320DN/DNI User Guide Printing using Macintosh Using Smart Panel If an error occurs while operating, you can check the error from the Smart Panel.

You can also launch Smart Panel manually: • For Mac OS 10.5: Select Print & Fax from System Preferences > Open Printer Queue... of a printer > Utility.

• For Mac OS 10.6: Select Print & Fax from System Preferences > Open Printer Queue... of a printer > Printer Setup > Utility > Open Printer Utility.

Xerox Phaser 3320DN/DNI User Guide 51 Printing using Linux Printing using Linux Printing from Applications There are a lot of Linux applications that allow you to print using Common UNIX Printing System (CUPS). You can print on your machine from any such application. 1. Open an application, and select Print from the File menu. 2. Select Print directly using lpr. 3. In the LPR GUI window, select the machine from the printer list and select Properties. 4.

Change the print job properties using the following four tabs displayed at the top of the window.

• General: This option allows you to change the paper size, the paper type, and the orientation of the documents. It enables the duplex feature, adds start and end banners, and changes the number of pages per sheet. • Text: This option allows you to specify the page margins and set the text options, such as spacing or columns. • Graphics: This option allows you to set image options that are used when printing image files, such as color options, image size, or image position. • Advanced: This option allows you to set the print resolution, paper source, and destination. 5. Select Apply to apply the changes and close the Properties window. 6. Select OK in the LPR GUI window to start printing. The Printing window appears, allowing you to monitor the status of your print job.

Printing Files You can print many different file types on your machine using the standard CUPS utility, directly from the command line interface. However, the drivers package replaces the standard lpr tool with a much more user-friendly LPR GUI program. To print any document file: 1. Type `lpr <file_name>` from the Linux shell command line and press Enter. The LPR GUI window appears.

2. When you type only `lpr` and press Enter, the Select file(s) to print window appears first. Just select any files you want to print and select Open. 3. In the LPR GUI window, select your machine from the list, and change the print job properties.

4. Select OK to start printing. Configuring Printer Properties Using the Printer Properties window provided by the Printers configuration, you can change the various properties for your machine as a printer. 1. Open the Unified Driver Configurator. If necessary, switch to Printers configuration. 2. Select your machine on the available printers list and select Properties. 52 Xerox Phaser 3320DN/DNI User Guide Printing using Linux 3. 4.

The Printer Properties window opens. The following five tabs display at the top of the window: • General: This option allows you to change the printer location and name. The name entered in this tab displays on the printer list in Printers configuration. • Connection: This option allows you to view or select another port. If you change the machine port from USB to parallel or vice versa while in use, you must re-configure the machine port in this tab. • Driver: This option allows you to view or select another machine driver. By selecting Options, you can set the default device options. • Jobs: This option shows the list of Print jobs. Select Cancel job to cancel the selected job and select the Show completed jobs check box to see previous jobs on the job list. • Classes: This option shows the class that your machine is in.

Select Add to Class to add your machine to a specific class or select Remove from Class to remove the machine from the selected class. Select OK to apply the changes and close the Printer Properties window. Xerox Phaser 3320DN/DNI User Guide 53 Printing using Unix Printing using Unix Printing Files After installing the printer, choose any of the image, text, PS to print. 1. Execute "`printui <file_name_to_print>`" command.

For example, if you are printing "document1" use `printui document1` command. This will open the UNIX Printer Driver Print Job Manager in which the user can select various print options.



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2. Select a printer that has already been added. 3.

Select the printing options from the window such as Page Selection. 4. Select how many copies are needed in Number of Copies. 5. Press OK to start the print job. Configuring Printer Properties The UNIX printer driver Print Job Manager allows you to configure various print options using the printer Properties option. The following hot keys may also be used: H for Help, O for OK, A for Apply, and C for Cancel. General Tab •••••Paper Size: Set the paper size as A4, Letter, or other paper sizes, according to your requirements. Paper Type: Choose the type of the paper. Options available in the list box are Printer Default, Plain, and Thick.

Paper Source: Select from which tray the paper is used. By default, it is Auto Selection. Orientation: Select the direction in which information is printed on a page. Duplex: Print on both sides of paper to save paper. Multiple pages: Print several pages on one side of the paper. Page Border: Choose any of the border styles (e.g., Single-line hairline, Double-line hairline) Image Tab In this tab, you can change the brightness, resolution, or image position of your document. Text Tab Use this tab to set the character margin, line space, or the columns of the actual print output. Margins Tab • Use Margins: Set the margins for the document.

By default, margins are not enabled. The user can change the margin settings by changing the values in the respective fields. Set by default, these values depend on the page size selected. Xerox Phaser 3320DN/DNI User Guide 54 Printing using Unix • Unit: Change the units to points, inches, or centimeters. Printer-Specific Settings Tab Select various options in the JCL and General frames to customize various settings.

These options are specific to the printer and depend on the PPD file. Xerox Phaser 3320DN/DNI User Guide 55 Printing using Unix 56 Xerox Phaser 3320DN/DNI User Guide CentreWare Internet Services 3 CentreWare Internet Services uses the embedded HTTP Server on the machine. This allows you to communicate with your machine through a web browser. Entering the IP Address of the machine as the URL (Universal Resource Locator) in the browser provides direct access to the machine over the internet or intranet. For detailed setup information refer to the System Administrator Guide.

This chapter includes: • Using CentreWare Internet Services on page 58 • Status on page 59 • Jobs on page 60 • Print on page 62 • Properties on page 63 • Support on page 64 Xerox Phaser 3320DN/3320DNI User Guide 57 Using CentreWare Internet Services Using CentreWare Internet Services Prior to connecting to CentreWare Internet Services the machine must be connected to the network either physically (all models) or wirelessly (Phaser 3320DNI only) and have TCP/IP and HTTP enabled. An operational workstation with TCP/IP Internet or Intranet accessibility is also required. Note: Some options may be unavailable depending on your machine configuration. To access CentreWare Internet Services: 1. Open the web browser from your workstation. 2. In the URL field, enter http:// followed by the IP Address of the machine. For example: if the IP Address is 192.168.100.

100, enter the following into the URL field: http://192.168.100.100 3. Press Enter to view the Home page. The CentreWare Internet Services options for your machine are displayed. Note: To find the IP Address of your machine, print a configuration report. For instructions, refer to Information on page 77. Home Page The Internet Services Home page provides information about your machine and access to the CentreWare Internet Services options. The Home Page provides information about the machine name and address details.

Use the Refresh Status button to update the machine status information. The Earth Smart option available at the top of the screen enables this feature to be turned On or Off. Note: You must be logged in as Administrator to enable this feature. If a different language is required, select the language drop-down menu and change to the language required. Use the Index option to navigate to specific topics.

Note: Some options may be unavailable depending on your machine configuration. 58 Xerox Phaser 3320DN/3320DNI User Guide Status Status Use this option to review status information about your machine. The Status page allows you to view any active alerts being displayed by the machine, and see the status of the print cartridge. The Usage Counters page allows you to view the number of impressions made by the machine. This page also displays the machine serial number and in the Current Settings menu, information about the machine setup and network information can also be viewed.

The Print Information page allows you to print the configuration report and other documents about the machine. Xerox Phaser 3320DN/3320DNI User Guide 59 Jobs Jobs The Job Management page provides information about active, stored and secure jobs. Click the links in the left hand menu to see your jobs. The options are: • Active Jobs • Stored Print • Secure Job Stored Print allows you to save your job on the device to print at a later date. To use the Stored Print feature: 1. 2. 3. Select a document to store and select file > print. Select the 3320 printer driver and click Properties. Select Sample from the Print Mode menu.

Print your document: 1. At the Internet Services Jobs screen select Stored Print. 2. Select your job. To print your document select Print. Your document will be printed at the device. To delete your document select Delete. You can also print your document at the machine: 1. Select the Menu button on the control panel. 2.

Press the down arrow to scroll to Job Manage. and press OK. 3. Select the down arrow to scroll to Stored Job and select OK. 4.

Select your document and press OK to print. To use the Secure Print feature: 1. 2. 3. 4.

5. 6. Open a document to print and select file > print. Select the 3320 printer driver and click Properties. Select Secure from the Print Mode menu and enter a 4-digit pin number for your job. Select OK. At the Internet Services Jobs page, select Secure Print. Select your job in the list and click Print. Enter your 4-digit pin number in the Password box and Confirm Password box to release your job. You can also print your secure document at the machine: 1.

Select the Menu button on the control panel. 2. Press the down arrow to scroll to Job Manage. and press OK. 60 Xerox Phaser 3320DN/3320DNI User Guide Jobs 3. 4. 5. 6. Select the down arrow to scroll to Stored Job and select OK. Select your document and press OK.

Enter your 4-digit password and press OK. Select Print and press OK to print your document. Xerox Phaser 3320DN/3320DNI User Guide 61 Print Print The Print option enables you to send a print ready job to the printer over the internet. You can send the job from your desktop or from a remote location. File Download Print-ready documents can be quickly and easily submitted for printing using the File Download page.



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A printready document is a file that has been formatted and saved for printing from the application that created it, or the Print to File check box was checked in the printer driver screen. The following file formats can be printed from the Job Submission page: • PCL • PostScript® • Plain Text • PRN files 1. 2. 3. 4. 5. 6. 7. 8. 9. At your Workstation, open the web browser and enter the IP Address of the machine in the Address Bar. Press Enter. Select the Print icon. The Print Options page displays. Select the number of copies required in the Quantity menu.

Select the required orientation of your print from the Orientation menu. Select the required option for 2-Sided printing. In the Print-Ready File area, select the Browse button. The File Download page displays. Select the print-ready document and select OK. Select Apply to print the document. 62 Xerox Phaser 3320DN/3320DNI User Guide Properties Properties The Properties option contains all the settings, setups and default values for installing and setting up the machine. These are usually protected by a user name and password and should only be changed by your System Administrator. For information about all the Properties options, refer to the System Administrator Guide. Note: The Properties tab only appears when the administrator is logged in or when the CWIS Access Control has been disabled.

Xerox Phaser 3320DN/3320DNI User Guide 63 Support Support The Support option contains information about the firmware version of your product and contact information for your System Administrator. Links are also provided to the Xerox website for downloading the Printer Drivers and User Guides, ordering supplies, accessing Technical Support or registering your machine. 64 Xerox Phaser 3320DN/3320DNI User Guide Paper and Media 4 This chapter contains information about the different types of stock and stock sizes that can be used on your machine, available paper trays and the types of stock and sizes supported by each tray. This chapter includes: • Loading Paper on page 66 • Setting Paper Size and Type on page 70 • Media Guidelines and Specifications on page 71 Xerox Phaser 3320DN/3320DNI User Guide 65 Loading Paper Loading Paper One paper tray and a bypass tray are standard on your machine.

Paper tray 2 is available to purchase as an option.

Various media sizes and types can be used in the trays. For more media specifications, refer to Media Guidelines and Specifications on page 71 and Media Specifications on page 119. Preparing Paper for Loading Before loading paper into the paper trays, flex or fan the edges of the paper stack. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams. Note: To avoid unnecessary paper jams and misfeeds do not remove paper from its packaging until required.

Loading Paper Tray 1 and Paper Tray 2 (optional) The paper level indicator on the front of tray 1 and the optional tray 2 shows the amount of paper currently left in the tray. When the tray is empty, the indicator is completely lowered as shown in the illustration: 1 shows full, 2 shows empty. Using the instructions provided below, load paper into the machine. Paper tray 1 can hold up to 250 sheets and paper tray 2 (optional) can hold up to 520 sheets of 20 lb (80 g/m²) paper. For more media specifications, refer to Media Guidelines and Specifications on page 71 and Media Specifications on page 119. 1 2 1. Pull out the paper tray and load paper into the tray, print side down. Do not fill above the Maximum Fill line indicated by the symbol. 66 Xerox Phaser 3320DN/3320DNI User Guide Loading Paper 2. Slide the paper length guide until it lightly touches the end of the paper stack.

3. 4. 5. 6. Position the side guide by squeezing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack. Insert the paper tray into the machine. After loading paper in the paper tray, set the paper size and type using the control panel. For information about setting the paper size and type on the control panel, refer to Setting Paper Size and Type on page 70. When printing from your computer, ensure you select Size on the driver Paper tab to specify the correct paper size and type. Not confirming the paper details may result in printing delays.

For information about setting the paper size and type in the printer driver, refer to Paper Tab on page 38. Note: The settings made from the printer driver on your computer override the settings on the control panel. Using the Bypass Tray The bypass tray is located on the front of your machine. It can be closed when not in use, making the product more compact. Use the bypass tray to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper tray.

When using the bypass tray for special media it may be necessary to use the rear door for the output. For further information refer to Media Output Locations on page 18. Note: The rear door output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams. Acceptable print media is plain paper from 3.

0 x 5.0 inches to 8.5 x 14 inches Legal (76 mm x 127 mm to 216 mm x 356 mm) and weighing between 16 lb and 58 lb (60 g/m² and 220 g/m²). For more media specifications, refer to Media Guidelines and Specifications on page 71 and Media Specifications on page 119. Xerox Phaser 3320DN/3320DNI User Guide 67 Loading Paper Loading the Bypass Tray 1. 2. Lower the bypass tray 1, located on the front of the machine and unfold the paper support extension 2. Prepare a stack of paper for loading by flexing or fanning it back and forth. Straighten the edges on a level surface. Remove any curl on postcards, envelopes and labels before loading them into the bypass tray.

Note: The bypass tray can hold a maximum of 50 sheets of 20 lb (80 g/m²) bond paper, 5 transparency sheets or 5 envelopes. 3. Load the print material between the width guides with the print side facing up. Note: Hold transparencies by the edges and avoid touching the print side. 4. Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be under the Maximum Fill line indicated by the symbol. When printing from your computer, ensure you select Size on the driver Paper tab to specify the correct paper size and type. Not confirming the paper details may result in printing delays.

For information about setting the paper size and type in the printer driver, refer to Paper Tab on page 38. 2 1 5. Note: The settings made from the printer driver on your computer override the settings on the control panel. 6. After printing, remove any unfed paper and close the bypass tray.

Envelope Mode 1. 2. Lower the bypass tray, located on the front of the machine and unfold the paper support extension. Remove any curl on envelopes before loading them into the bypass tray.



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