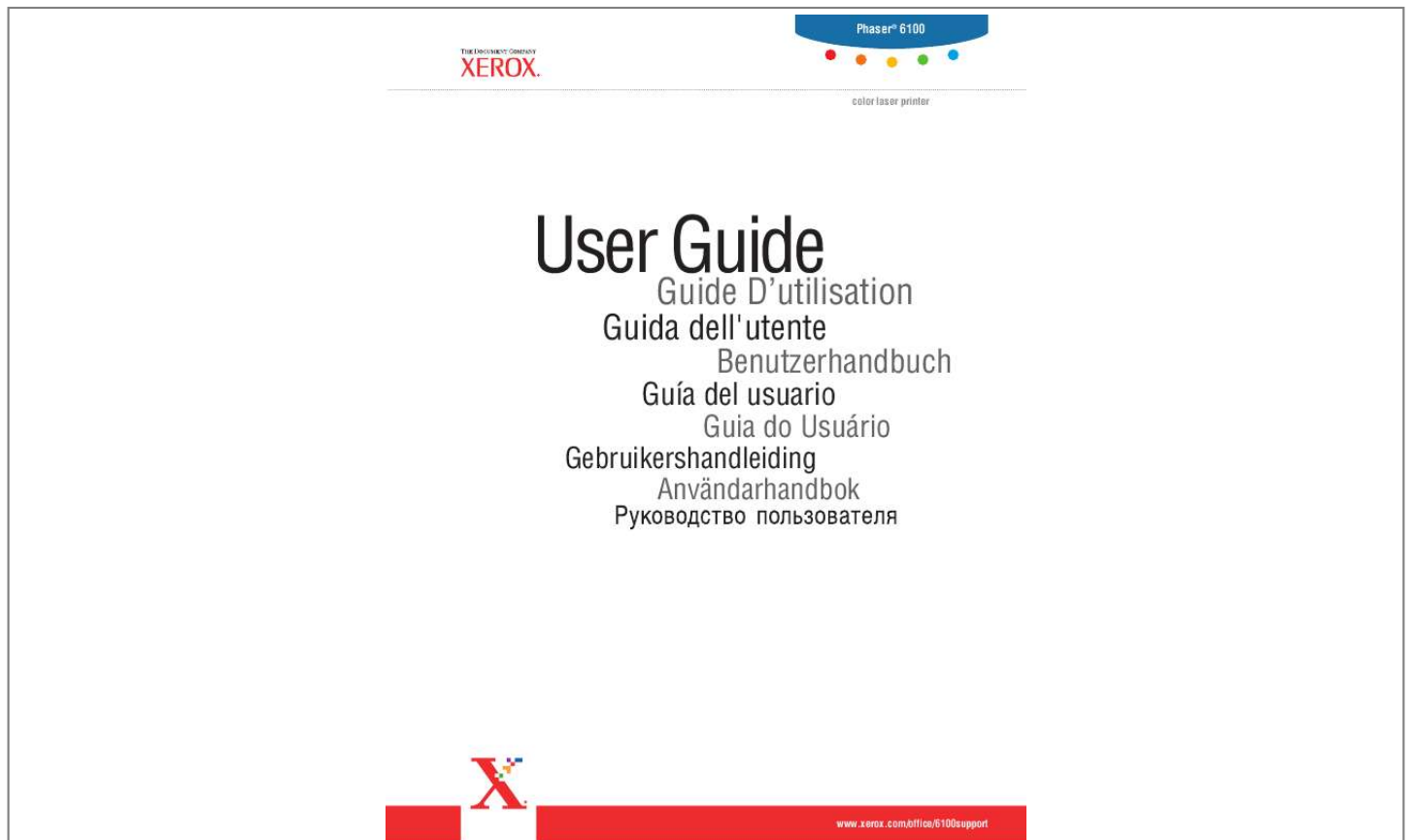




# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX PHASER 6100. You'll find the answers to all your questions on the XEROX PHASER 6100 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 6100**  
**User guide XEROX PHASER 6100**  
**Operating instructions XEROX PHASER 6100**  
**Instructions for use XEROX PHASER 6100**  
**Instruction manual XEROX PHASER 6100**



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**Manual abstract:**

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*INTRODUCTION Save time and money · You can print on both sides of the paper to save paper (double-sided printing). See page 4.2. · You can print multiple pages on one single sheet of paper to save paper. · You can use preprinted forms and letterhead on plain paper.  
See "Using Overlays" on page 4.*



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13. · The printer saves electricity by lowering power consumption when it is not printing. 1 Expand the printer capacity & melope at a time through the Multi-purpose Tray. 2.

2 USING PAPER OR SPECIALTY Guidelines for Paper and Specialty Media When selecting or loading paper, envelopes, or other specialty media keep these guidelines in mind: · Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality. · Use cut-sheet paper only.

You cannot use multi-part paper. · When printing transparencies, use only Phaser 35-Series Premium Transparency Film. · Do not use paper with irregularities, such as tabs or staples.

· Do not attempt to load any tray while printing and never overfill the tray. This could cause a paper jam. · Avoid paper with embossed lettering, perforations, or a texture that is too smooth or too rough. · Colored paper should be of the same high quality as white photocopy paper. The pigments must withstand the printer's fusing temperature of 180°C (356°F) for 0.1 seconds without deteriorating. Do not use paper with a colored coating that was added after the paper was produced. · Preprinted forms must be printed with nonflammable, heatresistant ink that does not melt, vaporize, or release hazardous emissions when subject to the printer's fusing temperature. · Store paper in its ream wrapper until you are ready to use it. Place cartons on pallets or shelves, not on the floor.

· Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. · Keep paper away from moisture, direct sunlight or other conditions that can cause it to wrinkle or curl. NOTE: Do not use carbonless paper and tracing paper. The chemicals can damage your printer. 2 USING PAPER OR SPECIALTY 2.3 Loading Paper Proper paper loading helps prevent paper jams and ensure trouble-free printing. Do not remove the paper tray while a job is printing. Doing so may cause a paper jam. See "Sizes and Capacities" on page 2.2 for acceptable paper capacities for each tray.

Using Tray 1 Tray 1 can hold a maximum of 250 sheets plain A4 and lettersized paper. You can purchase an optional tray, Tray 2, and attach it below Tray 1, to load an additional 500 sheets of paper. 1 Pull the tray out of the printer. 2 Push down on the metal plate until it locks into position. 2.

4 USING PAPER OR SPECIALTY 3 Flex the paper sheets back and forth to separate the pages, and then fan them while holding one edge. Tap the edge of the stack on a flat surface to even it up. 2 4 Load paper with the print side facing up. Make sure that all four corners are flat in the tray and under the corner brackets as shown below. USING PAPER OR SPECIALTY 2.

5 5 Do not exceed the maximum stack height. Overfilling the tray may cause a paper jam. 6 While pinching the paper guide as shown, move it toward the paper until it lightly touches the side of the stack. Do not press the guide too tightly against the edge of the paper; the guide may bend the paper. NOTE: If you want to change the paper size in the tray, refer to page 2.7. 7 Slide the tray back into the printer. 8 When you print a document, select the paper type, paper size and tray selection in your software application. For details, see page 3.7.

2.6 USING PAPER OR SPECIALTY Changing the Paper Size in the Tray The tray is preset to Letter or A4 size, depending on your country. To change the size to A4 or Letter, you must adjust the paper length guide properly. 1 Lift the paper length guide and place it in the correct position for the paper size you are loading. 2 Paper length guide To remove the paper length guide, turn it slightly to your right to release the locks on the bottom of the guide, then pull it up. To place the paper length guide in the paper position you want, insert the locks on the bottom of the guide into the desired paper slot and push it all the way in. USING PAPER OR SPECIALTY 2.7 2 Load paper with the print side facing up. For more information see steps 4 and 5 on page 2.5~2.

6. 3 While pinching the paper guide as shown, move it toward the paper until it lightly touches the side of the stack. Do not push the guide too tightly against the edge of the paper as it may cause the paper to bend. Using the Optional Tray 2 The optional tray, Tray 2, can hold a maximum of 500 sheets of plain paper. To load paper in Tray 2, follow the instructions for loading paper on page 2.

4. 2.8 USING PAPER OR SPECIALTY Using the Multi-Purpose Tray (MPT) The Multi-purpose Tray (MPT) is located on the right side of your printer. It can be closed when you are not using it, making the printer more compact. 2 Multi-purpose Tray (MPT) The Multi-purpose Tray can hold several sizes and types of paper, such as transparencies, cards and envelopes.

You may also want to use the Multi-purpose Tray for single page print jobs on letterhead, colored paper for use as separator sheets, or other specialty media that you do not normally keep in the paper tray. You can load approximately 100 sheets of plain paper, 10 envelopes, 30 transparencies, 10 sheets of card stock or 10 labels at a time. · Load only one size of paper at a time in the Multi-purpose Tray. · To prevent paper jams, do not add paper when there is still paper in the Multi-purpose Tray. This also applies to other types of specialty media. · Paper should be loaded face down with the top edge going into the Multi-purpose Tray first and be placed in the center of the tray. To load paper in the Multi-purpose Tray: 1 Lower the Multi-purpose Tray and unfold the paper support extension as shown. USING PAPER OR SPECIALTY 2.9 2 If you are using paper, flex or fan the edge of the paper stack to separate the pages before loading. For transparencies, hold them by the edges and avoid touching the print side.

Oils from your fingers can cause print quality problems. 3 Load the paper with the print side facing down and against the right edge of the tray. 4 Pinch the paper width guide and slide it to the right to touch lightly against the edge of the paper without bending it. 2.10 USING PAPER OR SPECIALTY If you want to print on previously printed paper from the Multi-purpose Tray, the printed side should be facing up with the uncurled edge towards the printer. If you experience problems with the paper feeding, turn the paper around. NOTE: Make sure that you have not loaded too much paper. The paper buckles if you load a stack that is too deep or if you push it in too far. 2 5 When you print a document, set the tray selection to MPT and select the correct paper type in the software application. For details, see page 3.

7. NOTE: After printing fold away the paper support extension and close the Multi-purpose Tray. USING PAPER OR SPECIALTY 2.11 Using the Manual Feed If you select Manual in the Tray selection option when changing print settings, you can manually load a sheet of paper in Multi-purpose Tray.



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Manually loading paper can be helpful when you want to check the print quality after each page is printed.

This loading procedure is almost the same as the procedure for loading in the Multi-purpose Tray, except you load paper sheet-by-sheet in the Tray, send print data to print the first page, and press the On Line/Continue button on the control panel to print each following page. 1 Load a sheet of paper with the print side down and against the right edge of the Multi-purpose Tray. 2 Pinch the paper width guide and slide it to the right to touch lightly against the edge of the paper without bending it. 2.12 USING PAPER OR SPECIALTY 3 When you print a document, you must select Manual for Tray selection in the software application, and then select the correct paper size and type.

For details, see page 3.7. 2 4 Print the document. The display shows a message prompting you to load paper. 5 Press the On Line/Continue button. The printer picks up the paper and prints. After one page is printed, the message appears again. 6 Insert the next sheet into the Multi-purpose Tray and press the On Line/Continue button. Repeat this step for every page to be printed. USING PAPER OR SPECIALTY 2.

13 Printing Specialty Media Printing on Envelopes · Load envelopes into the Multi-purpose Tray only. · Only use envelopes recommended for laser printers. Before loading envelopes in the Multi-purpose Tray, make sure that they are undamaged and are not stuck together. · Do not feed stamped envelopes. · Never use envelopes with windows, metal clasps or snaps, or adhesives. To print on envelopes: 1 Open the Multi-purpose Tray and unfold the paper support. 2 Flex or fan the edge of the envelope stack to separate them before loading. 3 Load the envelopes into the Multi-purpose Tray with the flap side up. The end of the envelope with the stamp area enters the tray first. 2.

14 USING PAPER OR SPECIALTY 4 Pinch the paper width guide and slide it to the right to touch lightly against the edge of the stack without bending it. 2 5 When you print, configure the tray selection to MPT, the paper type to Envelope and the paper size in the software application. For details, see page 3.7. USING PAPER OR SPECIALTY 2.

15 Printing on Labels · Only use labels recommended for laser printers. · Verify that the labels' adhesive material can tolerate a fusing temperature of 180°C (356°F) for 0.1 seconds. · Make sure that there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams.

Exposed adhesive can also cause damage to the printer components. · Never print on any sheet where labels are missing. · Do not use labels that are curled, wrinkled, or damaged. · To prevent labels from sticking together, do not let the printed label sheets stack up as they are printed out. To print on labels: 1 Open the Multi-purpose Tray and unfold the paper support. 2 Load labels only in the Multi-purpose Tray with the print side down and the top, short edge in first. Adjust the guide to fit the width of the labels. 2.16 USING PAPER OR SPECIALTY 3 When you print, configure the tray selection to MPT, the paper type to Labels and the paper size in the software application. For details, see page 3.

7. 2 Printing on Transparencies · Do not use transparencies attached to plain paper. · Only use Phaser 35-Series Premium Transparency Film with the Phaser 6100 printer. · Ensure that transparencies do not have torn edges and are not wrinkled or curled. · Hold the transparencies by the edges and avoid touching the print side. Oils from your fingers can cause print quality problems. · Be careful not to leave fingerprints on or scratch the print side. CAUTION: To avoid damaging the printer, use only transparencies recommended for laser printers using oil-less fusers. Do not use transparencies with paper backing or paper tape. Use only Phaser 35-Series Premium Transparency Film.

NOTES: · Transparencies print only in black and white. · Before printing on transparencies, make sure that the output support is laid down. USING PAPER OR SPECIALTY 2.17 To print on transparencies: 1 Open Multi-purpose Tray and unfold the paper support. 2 They must be loaded with the print side downwards.

Adjust the guide to fit the width of the transparencies. 2.18 USING PAPER OR SPECIALTY 3 When you print, configure the tray selection to MPT, the paper type to Transparency, and the paper size in the software application. For details, see page 3.7.

2 NOTES: · To prevent transparencies from sticking together, do not let the printed sheets stack up as they are printed out. · Place transparencies on a flat surface after removing them from the printer. USING PAPER OR SPECIALTY 2.19 Printing on Preprinted Paper · Preprinted paper is paper that has some type of printing placed on it before it is sent through the printer (paper that has a preprinted logo at the top of the page, for example). · Letterhead must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the printer's fusing temperature of 180°C (356°F) for 0.1 seconds. · Ink on letterhead must be non-flammable, non-metallic, and should not adversely affect any printer rollers. · Forms and letterhead should be sealed in moisture-proof wrapping to prevent changes during storage. · Before you load preprinted paper, such as forms and letterhead, verify that the ink on the paper is dry. During the fusing process, wet ink can come off of preprinted paper, reducing the print quality.

To print on preprinted paper: 1 Open the Multi-purpose Tray and unfold the paper support. 2 Load letterhead only in the Multi-purpose Tray with the print side down and the top, short edge, in first. Adjust the guide to fit the width of the paper stack. 2.20 USING PAPER OR SPECIALTY 3 When you print, configure the tray selection to MPT, the paper type to Letterhead, and the paper size in the software application. For details, see page 3.7. 2 Printing on Card Stock or Custom Size Paper · Print index cards (3.5 in. x 5.

5 in.), postcards, and custom size paper with the Phaser 6100 printer. The minimum size is 90mm by 140mm (3.5in. by 5.5in.) and the maximum size is 216mm by 356mm (8.5in. by 14in.).

· Always insert the short edge into the Multi-purpose Tray first. If you want to print in landscape mode, make this selection using your software. Do not insert paper with the long edge entering the printer first as it may cause the paper to jam. · Do not load more than 10 cards into the Multi-purpose Tray at a time. · Do not print on paper smaller than 90mm (3.5in.) wide or 140mm (5.5in.) long. · Set margins at least 4.

3mm away from the edges of the paper in the software application.



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**USING PAPER OR SPECIALTY 2.21** To print on card stock: 1 Open the Multi-purpose Tray and unfold the paper support. 2 Load paper only in the Multi-purpose Tray with the print side down and the short edge first. Slide the guide until it lightly touches the stack without bending it. 2.22 **USING PAPER OR SPECIALTY 3** When you print, configure the tray selection to MPT, the paper type and paper size in the software application. For details, see page 3.7. 2 If the paper size of your paper is not listed in the Paper Size box in the Paper tab, click the Custom button and set the paper size manually.

See page 3.7. **USING PAPER OR SPECIALTY 2.23 MEMO 2.24 USING PAPER OR SPECIALTY 3 PRINTING TASKS** This chapter explains the printing options and common printing tasks.

This chapter includes: · Printer Driver Features · Printing a Document · Printer Settings Printer Driver Features The Phaser 6100 printer drivers will support the following standard features: · Paper tray selection · Paper size, orientation and media type · number of copies Table below lists a general overview of features supported by your printer drivers. Feature Win98/Me Color mode Print quality option Poster printing Double-sided printing Booklet printing Multiple pages per sheet (N-up) Fit to page printing Scale printing Different source for first page Watermark Overlay Y Y Y Y Y Y Y Y Y Y Y Win2000/XP/ Server 2003 Y Y Y Y Y Y Y Y Y Y Y NT4.0 Y Y Y Y Y Y Y Y Y Y Y Macintosh Y N N N N Y N Y N Y N NOTES: · Some of feature are not supported on Mac OS 10.x such as Tray selection, Paper Type, Grayscale and Black&White. · The Watermark feature is not supported on Mac OS 9.

1 or higher. 3.2 **PRINTING TASKS Printing a Document** The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to the User Guide of your software application for the exact printing procedure. NOTE: For information about printing from a Macintosh computer or a Linux system, see Appendix A and Appendix B. 3 1 Open the document you want to print. 2 Select Print from the File menu. The Print window opens. It may look slightly different depending on your application.

You can select the basic print settings within the Print window. These settings include the number of copies and the print range. Make sure that your printer is selected. ☒Windows 98 3 To take advantage of the printer features provided by your printer, click Properties in the application's print window. For details, see "Printer Settings" on page 3.5 If you see a Setup, Printer or Options button in your Print window, click it instead. Then click Properties on the next screen. 4 Click OK to close the Properties window. 5 To start the print job, click OK in the Print window. **PRINTING TASKS 3.**

3 Canceling a Print Job Select one of the following options to cancel a print job: Control Panel Press the Cancel button ( ) to stop a job that is printing. The printer prints pages that are currently in the printer then deletes the remainder of the print job. NOTE: To cancel more than one print job if several jobs have been sent to the printer, press the Cancel button once when each job begins printing to cancel it. Printers Folder To delete a pending print job: 1 From the Windows Start menu, select Settings. 2 Select Printers to open the Printers window, and double-click the Xerox Phaser 6100 printer icon.

3 From the Document menu, select Cancel Printing (Windows 98/Me) or Cancel (Windows NT 4.0/2000/XP/ Server 2003). ☒Windows 2000 3.4 **PRINTING TASKS Printer Settings** You can use the Xerox Phaser 6100 printer Properties window, which allows you to access all of the information you need when using your printer. When the printer properties are displayed, you can review and change whatever settings are needed for your print job.

Your printer's Properties window consists of 5 tabs: Layout, Paper, Graphics, Extras and Troubleshooting. If you access the printer properties through the Printers folder, you can view more Windows-based tabs; refer to your Windows User Guide. The printer's Properties window may differ, depending on your operating system. This User Guide shows the Properties window on Windows 2000. 3 Notes: · Most Windows applications will override the settings you specify in the printer driver. Change all of the print settings available in the software application first, and change any remaining settings using the printer driver. · The settings you change remain in effect only while you are using the current program. To make your changes permanent, make them in the Printers folder. Follow this procedure: 1. Click the Windows Start menu.

2. For Windows 98/Me/NT 4.0/2000, select Settings and then Printers. For Windows XP/Server 2003, select Printers and Faxes. 3. Select the Xerox Phaser 6100 printer. 4. Click the right mouse button on the printer icon and: · In Windows 98/Me, select Properties. · In Windows 2000/XP/Server 2003, select Printing Preferences. · In Windows NT 4.

0, select Document Default. 5. Change the settings on each tab, and click OK. **PRINTING TASKS 3.5 Layout tab** The Layout tab provides options for you to adjust how the document appears on the printed page.

The Layout Options includes Multiple Pages per Side, Booklet Printing, and Poster. You can also use Print on Both Sides in this tab. See page 3.3 for more information on accessing your software application. 1 2 The preview image shows the sample page with the settings you specified.

3 Property 1 Orientation Description 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. If you want to turn the page upside down, select Rotate 180 degrees. ☒Landscape ☒Portrait 2 Layout Options 3 Print on Both Layout Options allows you to select advanced printing options. For details, see Chapter 4, "Advanced Printing." Print on Both Sides allows you to automatically print two-sided documents. If you use the printer driver's default setting, select Printer Selection. For details, see page 4.3.

Sides 3.6 **PRINTING TASKS Paper tab** You can use the following options for basic paper handling. See page 3.3 for more information about accessing your software application. Click the Paper tab to display the Paper properties. 1 2 3 4 5 6 3 Property 1 Number Description Number of Copies allows you to choose the number of copies to be printed. You can enter up to 999. Paper Size allows you to choose the size of the paper loaded in the tray. If the required size is not listed in the Paper Size box, click Custom.



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When the Custom Paper Size window appears, set the paper size and click OK.

The setting appears on the list so that you can select it. of Copies Paper Size 2 Enter the custom name you want to use. Enter the paper size. PRINTING TASKS 3.7 Property 3 Tray Description Make sure that Tray Selection is set to the corresponding paper tray.

Use the Manual source when printing to specialty media. You have to load one sheet at a time into the Multi-purpose Tray. See page 2.9. If the tray selection is set to Auto Select, the printer automatically picks up paper in the following order: Multi-purpose Tray, Tray1, Optional Tray2.

Selection 4 Type Make sure that Type is set to Plain Paper. If you load a different type of paper, select the corresponding paper type. For more information on paper, refer to Chapter 2, "Using Paper or Specialty Media." If you use cotton paper, which weighs from 16lb to 24lb (60~90g/m<sup>2</sup>), such as Gilbert 25% and Gilbert 100%, set the paper type to Cotton for the best printing. To use recycled paper, which weighs from 20lb to 24lb (75~90g/m<sup>2</sup>), or colored paper, select Colored. 5 Cover Page Source This property allows you to print the first page using a different paper type from the rest of the document. You can select the tray selection for the first page. For example, load thick stock for the first page into the Multi-purpose Tray, and plain paper into Tray1. Then, select Tray1 in the Tray Selection option and MPT in the Cover Page Source option. 6 Scaling Scaling allows you to automatically or manually scale your printer job on a page.

You can choose from None, Scale Printing, Fit to Page. For details, see page 4.4 and page 4.5. 3.8 PRINTING TASKS Graphics tab Use the following graphic options to adjust the print quality for your specific printing needs. See page 3.3 for more information about accessing your software application. Click the Graphics tab to display the Graphics properties. 1 2 3 3 Property 1 Print Description You can select the printing resolution by choosing from 1200 dpi (Enhanced), 600 dpi (Standard).

The higher the setting, the sharper the printed characters and graphics. The higher settings may increase the time it takes to print a document. You can set the color options. Setting to Color typically produces the best possible print quality for color documents. If you want to print a color document in grayscale, select Black & White.

Quality 2 Color Mode PRINTING TASKS 3.9 Property 2 Color Mode (Continued) Description If you click Adjust Color, you can change the appearance of the document's images. The preview image shows the sample page with the settings you specified. · Color Basics: You can adjust the appearance of the images by changing the settings in the Levels option. · Tone Tuning: You can adjust the tonal range of images by changing the Tone Curve option.

· Color Info: This tab contains information about the driver's color conversion system. You can make advanced settings by clicking the Advanced Options button. 3 Advanced Options · Darken Text: When this option is selected, all text in your document prints darker than normal. · Print All Text Black: When this option is selected, all text in your document prints solid in black, regardless of the color it appears on the screen. When it is not checked, colored text prints in shades of gray. 3.10 PRINTING TASKS Extras tab See page 3.3 for more information about accessing your software application. Click the Extras tab to access the following features: 1 2 3 3 Option 1 Watermark Description You can create a background image of text to print on each page of your document. See "Using Watermarks" on page 4.

10. Overlays are often used to take the place of preprinted forms and letterhead paper. See "Using Overlays" on page 4.13. Page Order: You can set the sequence for the pages to print. Select the print order from the drop-down list. · Front to Back: Your printer prints all pages from the first page to the last page. · Back to Front: Your printer prints all pages from the last page to the first page. · Print Odd Pages: Your printer prints only the odd pages of the document. · Print Even Pages: Your printer prints only the even pages of the document.

Reprint When Jammed: When this option is checked, the printer keeps the image for a printed page until the printer signals that the page has successfully exited the printer. When a paper jam occurs, the printer reprints the last page after you clear the jam. 2 Overlay 3 Output Options PRINTING TASKS 3.11 Troubleshooting The Troubleshooting tab offers help and information about using your printer. If you have internet access, use the web links to connect to helpful web locations.

Using a Favorite Setting The Favorites option, which is visible on each tab, allows you to save the current properties settings for future use. To save a Favorites item: 1 Change the settings as needed on each tab. 2 Enter a name for the item in the Favorites input box. 3 Click Save. When you save Favorites, all current driver settings are saved.

3.12 PRINTING TASKS To use a saved setting, select the item from the Favorites drop down list. The printer is now set to print according to the Favorites setting you selected. To delete a Favorites item, select it from the list and click Delete. You can also restore the printer driver's default settings by selecting <Printer Default> from the list. 3 Using Help Your printer has a help screen that can be activated using the Help button in the printer's Properties window. The help screen gives you detailed information about the printer features provided by the printer driver. You can also click in the upper right hand corner, and then click on any setting. PRINTING TASKS 3.13 MEMO 3.

14 PRINTING TASKS 4 ADVANCED PRINTING This chapter explains the printing options and advanced printing tasks. This chapter includes: · Printing on Both Sides of the Paper · Scaling Your Document · Fitting Your Document to a Selected Paper Size · Printing Multiple Pages on One Sheet of Paper · Printing Posters · Printing Booklets · Using Watermarks · Using Overlays Printing on Both Sides of the Paper You can print on both sides of the paper automatically. Before printing, decide how you want your documents oriented. The options are: · Flip on Long Edge, which is the conventional layout used in book binding, or portrait. · Flip on Short Edge, which is the type often used with calendars, or landscape. 2 2 3 2 3 2 5 3 5 3 5 3 5 3 5 Long Edge Short Edge CAUTION: Do not print on both sides of labels, transparencies, envelopes, or thick paper. Paper jamming and damage to the printer may result. NOTE: To use double-sided printing, you can use only the following paper sizes: A4, Letter, Legal and Folio that weigh 20~24lbs (75~90g/m<sup>2</sup>).



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There are two ways to enable or disable double-sided printing: Using the Control Panel Menu Select Duplex in the Page Layout menu. Set the Duplex Margin item in the same menu, if necessary.

See page 5.7 for more details. For further details about using the control panel menu, see page 5.5. 4.

2 **ADVANCED PRINTING** From the software application 1 When you change the print settings from your software application, access the printer's Properties. See page 3.3. 2 From the Layout tab, select the paper orientation. 3 From the Print on Both Sides section, select either Printer Selection, None, Flip on Short Edge, or Flip on Long Edge.

4 4 Click the Paper tab and select the paper tray, paper size and type. 5 Click OK and print the document. NOTE: The settings in the software application override those on the control panel. **ADVANCED PRINTING 4.3 Scaling Your Document** You can scale your print job on a page. 1 When you change the print settings from your software application, access the printer Properties. See page 3.3. 2 From the Paper tab, select Scale Printing from the Type drop-down list. 3 Enter the scaling rate in the Percentage input box.

You can also click the  button. 4 Select the paper tray, paper size and type in Paper Options. 5 Click OK and print the document. **4.4 ADVANCED PRINTING Fitting Your Document to a Selected Paper Size** This printer feature allows you to scale your print job to any paper size regardless of the digital document size. This can be useful when you want to check the fine details on a small document. A 1 When you change the print settings from your software application, access the printer Properties. See page 3.3. 2 From the Paper tab, select Fit to Page from the Type drop-down list.

4 3 Select the correct size from the Target Paper drop-down list. 4 Select the paper tray, paper size and type in Paper Options. 5 Click OK and print the document. **ADVANCED PRINTING 4.5 Printing Multiple Pages on One Sheet of Paper 1 2 3 4** 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 are smaller and arranged in the order you specify on the sheet. You can print up to 16 pages on one sheet. 1 To change the print settings from your software application, access the printer Properties. See page 3.3.

2 From the Layout tab, choose Multiple Pages per Side from the Type drop-down list. 3 Select the number of pages you want to print per sheet (1, 2, 4, 9 or 16) from the Pages per sheet drop-down list. 4 Select the page order from the Page Order drop-down list, if necessary. 1 3 2 4 1 2 3 4 2 4 1 3 3 4 1 2 Right, Then Down Down, Then Right Left, Then Down Down, Then Left **4.6 ADVANCED PRINTING The Page Order** drop down list is enabled only if the number of pages per side is 4, 9 or 16. Check Print Page Border to print a border around each page on the sheet. Print Page Border is enabled only if the number of pages per side is 2, 4, 9, or 16. 5 Click the Paper tab and select the paper tray, paper size and type. 6 Click OK and print the document. **Printing Posters** This feature allows you to print a single-page document onto 4, 9 or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-sized document.

4 1 When you change the print settings from your software application, access the printer Properties. See page 3.3. 2 From the Layout tab, select Poster from the Type dropdown list. **ADVANCED PRINTING 4.7 3 Configure the poster option:** You can select the page layout from 2x2, 3x3 or 4x4. If you select 2x2, the image is automatically stretched to cover 4 physical pages. Specify an overlap in millimeters or inches to make it easier to paste the sheets together. 4 mm 4 mm 4 Click the Paper tab and select the paper tray, paper size and type. 5 Click OK and print the document.

You can complete the poster by pasting the sheets together. **4.8 ADVANCED PRINTING Printing Booklets** The Booklet printing feature allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet. 1 When you change the print settings from your software application, access the printer Properties. See page 3.

3. 2 From the Layout tab, choose Booklet Printing from the Type drop-down list. 4 NOTE: The booklet printing option is available when A4, Letter, Legal or Folio size is selected in the Paper Size option on the Paper tab. 3 Click the Paper tab, and select the paper tray, paper size and type. 4 Click OK and print the document.

5 After printing, fold and staple the pages. 8 9 **ADVANCED PRINTING 4.9 Using Watermarks** A watermark is additional text that can be printed across one or more pages. For example, terms like Draft, Confidential, Date, or Version can be inserted using the watermark feature. There are several predefined watermarks that come with your printer, and they can be modified or you can add new ones to the list. Using an Existing Watermark 1 When you change the print settings from your software application, access the printer Properties. See page 3.3. 2 Click the Extras tab, and select a watermark from the Watermark drop-down list. You will see the selected watermark in the preview image.

Preview image 3 Click OK and start printing. NOTE: The preview image shows how the page will look when it is printed. **4.10 ADVANCED PRINTING Creating a Watermark 1** When you change the print settings from your software application, access the printer Properties. See page 3.3. 2 Click the Extras tab, and click the Edit Watermarks button in the Watermark section. The Watermarks window appears. 4 3 Enter a text message in the Watermark Message box. You can enter up to 40 characters and it displays in the preview window.

When the First Page Only box is checked, the watermark prints on the first page only. 4 Select the watermark options. You can select the font name, style, color, grayscale level and size from the Font Attributes section and set the angle of the watermark from the Message Angle section. 5 Click Add to add a new watermark to the list. 6 When you finish editing, click OK and start printing.

To stop printing the watermark, select <No Watermark> from the Watermark drop-down list. **ADVANCED PRINTING 4.11 Editing a Watermark 1** When you change the print settings from your software application, access the printer Properties. See page 3.3.

2 Click the Extras tab, and click the Edit Watermarks button in the Watermark section. The Watermarks window appears. 3 Select the watermark you want to edit from the Current Watermarks list to change the watermark message and the options. Refer to page 4.11. 4 Click Update to save the changes. 5 Click OK.

Deleting a Watermark 1 When you change the print settings from your software application, access the printer Properties.



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See page 3.3.

2 From the Extras tab, click the Edit Watermarks button in the Watermark section. The Watermarks window appears. 3 Select the watermark you want to delete from the Current Watermarks list and click Delete. 4 Click OK. 4.12 ADVANCED PRINTING Using Overlays What is an Overlay? An overlay is text and/or images stored on the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you need only tell the printer to print the letterhead overlay on your document. Dear ABC Regards Creating a New Page Overlay To use a page overlay, you must create a new page overlay containing your logo or image.

4 1 Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay. If needed, save the file for later use. 2 When you change the print settings from your software application, access the printer Properties. See page 3.

3. 3 Click the Extras tab, and click the Edit Overlays button in the Overlay section. ADVANCED PRINTING 4.13 4 In the Overlays window, click Create Overlay. 5 In the Create Overlay window, type a name of up to eight characters in the File name box. Select the destination path, if necessary. (The default is C:\Formover.) 6 Click Save. The name appears on the Overlay List box. 7 Click OK or Yes to finish creating. The file is not printed out. Instead it is stored on your computer hard disk drive. NOTE: The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark. 4.

14 ADVANCED PRINTING Using a Page Overlay After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document: 1 Create or open the document you want to print. 2 When you change the print settings from your software application, access the printer Properties. See page 3.3. 3 Click the Extras tab. 4 Select an overlay from the Overlay drop-down list box. 5 If the overlay file you want does not appear on the Overlay list, click the Edit Overlays button and Load Overlay, and select the overlay file. 4 If you have stored the overlay file you want to use in an external source, you can also load the file when you access this Load Overlay window. After you select the file, click Open.

The file appears in the Overlay List box and is available for printing. Select the overlay from the Overlay List box. ADVANCED PRINTING 4.15 6 If necessary, click Confirm Page Overlay When Printing. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.

If this box is empty and an overlay has been selected, the overlay automatically prints with your document. 7 Click OK or Yes until the printing starts. The selected overlay downloads with your print job and prints on your document. NOTE: The resolution of the overlay document must be the same as that of the document you are printing with the overlay. Deleting a Page Overlay You can delete page overlays that you no longer use.

1 In the printer Properties window, click the Extras tab. 2 Click Edit Overlays button in the Overlay section. 3 Select the overlay you want to delete from the Overlay List box. 4 Click Delete Overlay. 5 Click OK until you exit the Print window. 4.16 ADVANCED PRINTING 5 USING THE CONTROL PANEL This chapter describes how to use the printer's control panel. This chapter includes: · Understanding the Control Panel · Using Control Panel Menus Understanding the Control Panel The control panel on the top right side of your printer has a display and seven buttons. Buttons Status Map Display: displays the printer status and job in progress. Display Message Ready Description · The printer is on-line and ready to print.

· If you press On Line/Continue, the printer switches to off-line. · The printer is off-line and cannot print. · If you press On Line/Continue, the printer switches to on-line. · The printer is printing. · If you want to cancel printing, press OK( ). · The printer is in Power Saver mode, using less power. When a print job is received from the computer or if any button is pressed, the printer switches to on-line. · To deactivate the Power Saver mode or change the power-saving time, see page 5.9. Offline Processing.

.. Power Saver See "Understanding Display Messages" on page 7.25 for a complete listing of all the printer messages. 5.

2 USING THE CONTROL PANEL Buttons Button Description When an error occurs, a lamp turns on at the corresponding location on the Status map. An error message appears on the display so that you can locate the error. For details on the meaning of the error messages, see page 7.25. (status map) · Press to switch between on-line and off-line.

· In menu mode, press to return to ready mode. The color of the On Line/Continue button indicates the status of the printer. The printer is on-line and can receive data from the computer. On Green Blinking · When the backlight blinks slowly, the printer is receiving data from the computer. · When the backlight blinks quickly, the printer is receiving and printing data. The printer stops printing due to a major error. Check the display message. See page 7.25 for details on the meaning of the error message. A minor error has occurred and the printer is waiting for the error to be cleared.

5 On Orange Blinking Off · The printer is off-line and cannot print. · The printer is in Power Save mode. When data is received, it switches to on-line. · Press to enter menu mode. · In menu mode, press to scroll through the menus. In menu mode, press to select the displayed submenu item or confirm the changed setting. The selected item is marked with an \*. USING THE CONTROL PANEL 5.3 Button Description In menu mode, press to scroll through submenu items or setting options. Pressing moves you to the next option and pressing sends you back to the previous option.

· Press to cancel the current print job. · In menu mode, press to return to ready mode. In menu mode, press to go back to the upper menu level. 5.4 USING THE CONTROL PANEL Using Control Panel Menus A number of menus are available to make it easy for you to change the printer settings. The diagram on page 5.6 shows the menus and all of the items available in each menu. The items in each menu and the options you can select are described in more detail in the tables beginning on page 5.



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## 6. Accessing Control Panel Menus You can configure your printer from the printer's control panel.

You can also use the control panel menus while the printer is in use. 1 In ready mode press the Menu button ( 2 Press the OK button ( 3 Press the scroll button ( 4 Press the OK button ( ) until you see the menu you want on the bottom line of the display. ) to access the menu. 5 or ) until the menu item you want displays on the bottom line. ) to confirm the selected item. 6 If the menu item has submenus, repeat steps 3 and 4. 6 Press the scroll button ( or ) until the setting option you want displays on the bottom line or enter the required value. ) to save your input or selection. 7 Press the OK button ( An asterisk (\*) appears next to the selection on the display, indicating that it is now the default. 8 To exit the menu, press the Back button ( ) repeatedly, or the Cancel button ( ).

After 60 seconds of inactivity (no key has been pressed), the printer automatically returns to ready mode. NOTE: Print settings made from the printer driver override the settings on the control panel. USING THE CONTROL PANEL 5.5 Overview of Control Panel Menus The control panel menus are used to configure the printer. The control panel provides access to the following menus: Information (See page 5.6.) Config Page Menu Map Demo Page Connection Pg\* Page Layout (See page 5.7.) Duplex Duplex Margin Color (See page 5.8.

) Calibration Custom Color Maintenance (See page 5.8.) Check Toner Check Others Low Warning Cleaning Page Registration Primary Color Printer Setup (See page 5.9.) Language Pwr Save Time Auto Continue Jam Recovery Altitude Adj.

Power Save Reset Defaults All Color Page Cyan Solid Magenta Solid Yellow Solid Black Solid Network Setup\* (See page 5.12.) Configure TCP Enable AppleTK Reset Network Reset Defaults \* This menu only appears on the Phaser 6100DN printer. Information Menu This menu contains information pages that you can print to give details about the printer and its configuration. Item Config Page Explanation The configuration page shows the printer's current configuration.

See page 6.2. The menu map shows the layout and current settings of the control panel menu items. Menu Map 5.6 USING THE CONTROL PANEL Item Demo Page Explanation The demo page allows you to check to see if your printer is printing properly. The Connection Page prints displaying the current network settings when using a Phaser 6100DN printer. Connection Pg Page Layout Menu Use the Page Layout menu to define all settings relating to output. (\*: the default setting) Item Explanation Options: Off\*, Long Edge, Short Edge To print on both sides of paper, choose the edge as follows. 5 · Long Edge: Flips on the long edge. Prints pages to read like a book.

· Short Edge: Flips on the short edge. Prints pages to read by flipping over like a note pad. 2 Duplex 3 2 5 5 3 Long Edge in the Portrait orientation 2 Long Edge in the Landscape orientation 3 2 5 3 5 Short Edge in the Landscape orientation Short Edge in the Portrait orientation Select Off to print on one side of the paper. USING THE CONTROL PANEL 5.7 Item Explanation In this menu, you can set the margins for double-sided printing. You can increase or decrease the value in 0.1mm increments. Duplex Margin · Top Margin: Set the top margin, from 0.0mm to 9.9mm.

· Left Margin: Set the left margin, from 0.0mm to 9.9mm. · Short Binding: Set the bottom margin of the back of the page for short binding, from 0.0mm to 10mm.

Binding position: In the portrait orientation, appears in the upper line of the page. In the landscape orientation, appears on the right side of the page. · Long Binding: Set the right margin of the back of the page for long binding, from 0.0mm to 22mm. Binding position: In the portrait orientation, appears on the left side of the page.

In the landscape orientation, appears in the upper line of the page. Color Menu This menu allows you to adjust the color setting. Item Explanation Options: Off, Auto\*, Run Now Calibration This menu item allows you to calibrate the printer for the best possible color printer quality. · Off: The printer is calibrated by the default setting. · Auto: It automatically calibrates the printer to produce the best possible print quality for color documents. · Run Now: It manually calibrates the printer. 5.8 USING THE CONTROL PANEL Item Explanation This item allows you to adjust a specific color contrast individually. · CMYK: It allows you to adjust the contrast of the toner in each toner cartridge. Custom Color Default: It optimizes the colors automatically.

Manual Adjust: It allows you to manually adjust the selected color contrast for each cartridge. Note: You should use the Default setting for a best color quality. Printer Setup Menu Use the Printer Setup menu to configure a variety of printer features. (\*: the default setting) 5 Item Explanation Options: English\*, German, French, Italian, Spanish, Russian Language The Language setting determines the language of the text that appears on the control panel display and information printing. Options: 30 Minutes, 45 Minutes, 60 Minutes, 120 Minutes\* Pwr Save Time Set how long the printer waits before going to power save (when Power Save is enabled). USING THE CONTROL PANEL 5.9 Item Explanation Options: Off, On\* This item determines whether or not the printer continues printing when it detects paper mismatched to your paper setting. Auto Continue · Off: If a paper mismatch occurs, the message remains on the display and the printer remains off-line until you insert the correct paper. · On: If the paper is mismatched, an error message displays. The printer goes off-line for 30 seconds then automatically clears the message and continues printing.

Options: Off\*, On Jam Recovery This item determines how the printer behaves when a paper jam occurs. · Off: The printer does not reprint pages. Printing performance might be increased with this setting. · On: The printer automatically reprints pages after you clear the paper jam. Options: Low\*, High Altitude Adj.

You can optimize the print quality according to your altitude. Options: On\*, Off Power Save When the printer does not receive data for an extended period of time, power consumption is automatically lowered when Power Save is enabled. This menu allows you to reset the printer's factory default settings. Reset Defaults 5.10 USING THE CONTROL PANEL Maintenance Menu Use the Maintenance menu to maintain the toner cartridges and other consumables. Item Check Toner Explanation Allows you to check how much toner is left in the each toner cartridge. Check Others · Imaging Unit: allows you to check the total number of images printed, since the image counter was last set to zero.



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See page 6.14. · Transfer Belt: allows you to check the total number of images printed, since the image counter was last set to zero. See page 6.22. · Fuser, Transfer Roll: allows you to check the total number of pages printed and reset the life count after the fuser or transfer roller is replaced. · MPT Roller, Tray 1 Roller, Tray 2 Roller: allows you to check the total number of images fed from each tray. This item determines how the printer behaves when the consumables are low.

5 Low Warning · Off: The printer does not display the warning message. · On: The printer displays the warning message. Allows you to print a page that cleans the fuser unit inside the printer. Allows you print a color registration print page. Allows you to print a 4x4 color bar test print page. Cleaning Page Registration Primary Color All Color Page Allows you to print a primary and secondary test print page. Allows you to print a 100% Cyan fill test page. Allows you to print a 100% Magenta fill test page. Allows you to print a 100% Yellow fill test page. USING THE CONTROL PANEL 5.

11 Cyan Solid Magenta Solid Yellow Solid Item Black Solid Explanation Allows you to print a 100% Black fill test page. Network Setup Menu This menu lets you configure the network interface card installed in your printer according to how the network is set up. (\*: the default setting) Item Explanation Options: Yes\*, No Sets whether or not you want to manually configure the network. If you select Yes, you can configure the IP Address settings. Configure TCP If you select Yes, the IP Source menu appears displaying the following options: · BOOTP · DHCP · Static See the IP Source table for information on BOOTP, DHCP, and Static options.

Options: Yes, No\* Enable AppleTK This item enables AppleTalk. Reset Network This item reboots the network interface card. Select Reset Now to reboot.

Options: Yes, No Reset Defaults This item performs a simple reset and restores the network configuration parameters to the factory defaults. 5.

12 USING THE CONTROL PANEL IP Source The IP Source menu option provides three methods for setting an IP address: Item BOOTP Explanation · BOOTP: The BOOTP server allots the IP address to you automatically. · DHCP: The DHCP server allots the IP address to you automatically. · Static: You can enter IP address, subnetmask, and gateway manually. DHCP Static See the Static table for information on manually entering an IP address. Static The Static menu option provides three methods for manually entering an IP address: Item Explanation This item lets you enter the IP address manually. IP Address 5 · Press the scroll button to set the value of the 1st byte between 1 and 255, and then press the OK button. · Set the value for the 2nd to the 4th byte the same way. This item lets you enter the subnet mask manually. Subnet Mask · Press the scroll button to set the value of the 1st byte between 1 and 255, and then press the Enter button. · Set the value for the 2nd to the 4th byte the same way.

This item lets you enter the gateway manually. Gateway · Press the scroll button to set the value of the 1st byte between 1 and 255, and then press the Enter button. · Set the value for the 2nd to the 4th byte the same way. USING THE CONTROL PANEL 5.13 MEMO 5.14 USING THE CONTROL PANEL 6 MAINTAINING YOUR PRINTER This chapter provides information for maintaining your printer and suggestions for high-quality and economical printing. This chapter includes: · Printing a Config Page · Replacing the Supplies · Managing the Toner Cartridges · Replacing the Toner Cartridges · Replacing the Waste Cartridge · Replacing the Imaging Unit · Replacing the Transfer Belt · Cleaning the Printer · Replacement Parts Printing a Config Page You can print a config page from the printer's control panel. Use the config page to view the current settings, to help troubleshoot problems, or to verify the installation of options. To print the config page: 1 In ready mode press the Menu button ( ) on the control panel until you see 'Information' on the bottom line of the display. ) to access the menu.

@@@6.11. @@ Usage conditions and print patterns may cause results to vary. \*\*Image counts are based on one color on each page. @@ · Do not refill the toner cartridges.

@@@@@@@@@@@@@@@@) to access the menu. 2 Press the OK button ( OK button ( ). 3 When 'Check Toner' displays on the bottom line, press the 4 Press the scroll button ( or ) until the color of the toner cartridge you want to check displays on the bottom line. 6.4 MAINTAINING YOUR PRINTER 5 Press the OK button ( ).

The display shows the percentage of the remaining toner. Redistributing the Toner When a toner cartridge is nearly empty, faded or light areas may appear. Equally it is possible that colored images may have incorrect colors due to incorrect mixing of the toner colors when one of the colored toner cartridge is nearly empty. 'Ready [Color] Low Toner' appears on the display. The printer can continue to print using the current toner cartridge until the control panel displays a message telling you to replace the cartridge. @@@@@@@@@@@@@@@@@@This causes damage to the imaging unit.

@@@@@@@@@Using both hands, grip the cartridge to insert into the slot. @@@@@@@@@@@@@@@@@@CAUTIONS: · Don't use sharp objects, such as a knife or scissors, to open the imaging unit package and tape on the protective paper liner. You could damage the surface of the imaging unit. · To prevent damage, do not expose the imaging unit to light for more than a few minutes.

Cover it with black paper, if necessary. @@ · Do not touch the surface of the green roller on the imaging unit or print quality problems can occur. 6 9 Locate the imaging unit slots inside the printer, one on each side. MAINTAINING YOUR PRINTER 6.17 10 Hold the handle of the new imaging unit with the green roller facing you. Align the imaging unit with the slots in your printer so that the colors on both sides of the imaging unit slide into the corresponding colors of the slots. CAUTION: Insert the imaging unit carefully so as not to scratch and damage the surface of the green roller. 11 Slide the imaging unit down into the printer until it cannot be pushed in any further and fold the handle down. 6.18 MAINTAINING YOUR PRINTER 12 To replace the transfer belt, hold its handle and then align it with the slots inside your printer, on each side.

CAUTION: Do not turn the transfer belt over. If you do this, the toner may spill. 6 13 Slide the transfer belt down into the printer and press it firmly into place. MAINTAINING YOUR PRINTER 6.19 14 Firmly push the lock levers on each side towards the top cover B, as shown below, to lock the transfer belt into place.



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