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You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 3119. You'll find the answers to all your questions on the XEROX WORKCENTRE 3119 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual XEROX WORKCENTRE 3119
User guide XEROX WORKCENTRE 3119
Operating instructions XEROX WORKCENTRE 3119
Instructions for use XEROX WORKCENTRE 3119
Instruction manual XEROX WORKCENTRE 3119

XEROX®

WorkCentre 3119

User Guide

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10.2.2 Important Precautions and Safety Information When using this machine, these basic safety precautions should always be followed to reduce risk of fire, electric shock and injury to people: 1 2 3 4 Read and understand all instructions. Use common sense whenever operating electrical appliances. Follow all warnings and instructions marked on the machine and in the literature accompanying the machine. If an operating instruction appears to conflict with safety information, heed the safety information. You may have misunderstood the operating instruction. If you cannot resolve the conflict, contact your sales or service representative for assistance. Unplug the machine from the AC wall socket and/or telephone jack before cleaning. Do not use liquid or aerosol cleaners. Use only a damp cloth for cleaning.

Do not place the machine on an unstable cart, stand or table. It may fall, causing serious damage. Your machine should never be placed on, near or over a radiator, heater, air conditioner or ventilation duct. Do not allow anything to rest on the power cord. Do not locate your machine where the cords will be abused by persons walking on them. Do not overload wall outlets and extension cords. This can diminish performance, and may result in the risk of fire or electric shock. 16 The Power cord supplied with your machine should be used for safe operation. If you are using a cord which is longer than 2 m with 110 V machine, then it should be 16 AWG or bigger. 17 SAVE THESE INSTRUCTIONS.

Laser Safety Statement The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, chapter 1 Subchapter J for Class I(1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 825. Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance or prescribed service condition.

5 6 7 8 9 WARNING Never operate or service the printer with the protective cover removed from Laser/Scanner assembly. The reflected beam, although invisible, can damage your eyes. 10 Do not allow pets to chew on the AC power, telephone or PC interface cords. 11 Never push objects of any kind into the machine through case or cabinet openings. They may touch dangerous voltage points, creating a risk of fire or shock.

Never spill liquid of any kind onto or into the machine. 12 Your machine may have a heavy cover for optimal pressure on the document for the best scanning and/or faxing (usually the flatbed-type of machine). In this case, replace the cover after placing document on the scan glass, by holding and moving it down slowly until it seats on its location. 13 To reduce the risk of electric shock, do not disassemble the machine. Take it to a qualified service technician when repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly could cause electric shock when the unit is subsequently used. 14 Unplug the machine from the telephone jack, PC and AC wall outlet and refer servicing to qualified service personnel under the following conditions: ·When any part of the power cord, plug or connecting cable is damaged or frayed. ·If liquid has been spilled into the machine. ·If the machine has been exposed to rain or water.

·If the machine does not operate properly after instructions have been followed. ·If the machine has been dropped, or the cabinet appears damaged. ·If the machine exhibits a sudden and distinct change in performance. 15 Adjust only those controls covered by the operating instructions. Improper adjustment of other controls may result in damage, and may require extensive work by a qualified service technician to restore the machine to normal operation. Ozone Safety During normal operation, this machine produces ozone. The ozone produced does not present a hazard to the operator. However, it is advisable that the machine be operated in a well ventilated area. If you need additional information about ozone, please request your nearest Xerox dealer. a.

AWG: American Wire Gauge 3 Power Saver This printer contains advanced energy conservation technology that reduces power consumption when it is not in active use. When the printer does not receive data for an extended period of time, power consumption is automatically lowered. ·Increase the separation between the equipment and receiver. ·Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. ·Consult the dealer or experienced radio TV technician for help.

Recycling Please recycle or dispose of the packaging material for this product in an environmentally responsible manner. CAUTION: Change or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment.



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Canadian Radio Interference Regulations This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry and Science Canada. Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", ICES-003 édictée par l'Industrie et Sciences Canada. Correct Disposal of This Product (Waste Electrical & Electronic Equipment) (Applicable in the European Union and other European countries with separate collection systems) This marking shown on the product or its literature, indicates that it should not be disposed with other household wastes at the end of its working life.

To prevent possible harm to the environment or human health from uncontrolled waste disposal, please separate this from other types of wastes and recycle 13 amp fuse in the plug, adaptor, or at the distribution board. 5 1 Introduction Thank you for purchasing this Xerox multifunctional product. Your machine provides printing, copying, and scanning functions! This chapter includes: · Special features · Understanding component locations Save time and money · You can print multiple pages on one single sheet of paper to save paper. · You can use preprinted forms and letterhead on plain paper. See the Software Section · This machine automatically conserves electricity by substantially reducing power consumption when not printing. Print in various environments · You can print in Windows 98/Me/2000/XP. · Your machine is compatible with various Linux operating system versions. · Your machine is compatible with various Macintosh operating system versions. · Your machine comes with the USB interface. Special features Your new machine is equipped with special features that improve the print quality.

You can: Print with excellent quality and speed · You can print up to 600 dpi X 600 dpi. See the Software Section. · Your machine prints A4-sized paper at up to 18 ppm and letter-sized paper at up to 19 ppm. Handle paper flexibly · The manual feeder supports plain paper, letterhead, envelope, label, transparency, custom-sized material, postcard, and heavy paper. · The paper input tray supports 250 sheets of A4/lettersized paper. Create professional documents · Print Watermarks. You can customize your documents with words, such as "Confidential." See the Software Section. · Print Posters. The text and pictures of each page of your document are magnified and printed across the sheet of paper and taped together to form a poster.

See the Software Section. a. page per minute 1.1 Introduction Rear view Understanding component locations These are the main components of your machine: Front view 1 2 rear cover USB port 3 4 power receptacle power switch 1 2 3 4 5 document cover document glass control panel front cover toner cartridge 6 7 8 9 10 manual feeder guides paper input tray manual feeder output tray scan unit 1.2 Introduction Control panel functions 1 2 3 4 5 6 7 Displays the current status and prompts during an operation.

Shows the status of your machine. See page 9.3. Enters Menu mode and scrolls through the available menus. Scroll through the options available in the selected menu.

Confirms the selection on the display. Sends you back to the upper menu level. Allows you to enter the number of copies. Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the resolution, the document type setting, the copy size, and the number of copies. Starts a job. 8 9 1.3 Introduction 2 Getting started This chapter gives you step-by-step instructions for setting up your machine. This chapter includes: Setting up your machine · Selecting a location · Installing the toner cartridge · Loading paper · Making connections · Turning the machine on Setting up the machine system · Overview of control panel menus · Changing the display language · Using the save modes Printer software overview · Supplied printer software · Printer driver features · System requirements Setting up your machine Finding more information You can find information for setting up and using your machine from the following resources, either printed or onscreen. Quick Install Guide Provides information on setting up your machine and, therefore, be sure to follow the instructions in the guide to get the machine ready.

Online User's Guide Provides you with step-by-step instructions for using your machine's full features, and contains information for maintaining your machine, troubleshooting, and installing accessories. This user's guide also contains the Software Section providing you with information on how to print documents with your machine on various operating systems, and how to use the supplied software utilities. NOTE: You can access the user's guides in other languages from the Manual folder on the printer driver CD. Printer Driver Help Provides you with help information on printer driver properties and instructions for setting up the properties for printing. To access a printer driver help screen, click Help from the printer properties dialog box. If you have Internet access, you can get help, support, printer drivers, manuals, and order information from the Xerox website, www.xerox.com. Xerox website 2.1 Getting started Selecting a location Select a level, stable place with adequate space for air circulation.

Allow extra space for opening covers and trays. The area should be well-ventilated and away from direct sunlight or sources of heat, cold, and humidity. Do not set the machine close to the edge of your desk or table. Installing the toner cartridge 1 Open the front cover. Clearance space · Front: 482. 6 mm (enough space so that the paper tray can be removed) · Back: 100 mm (enough space for ventilation) · Right: 100 mm (enough space for ventilation) · Left: 100 mm (enough space for ventilation) 2 Remove the toner cartridge from its bag. Do not use a knife or other sharp object as it might scratch the drum of the toner cartridge. Roll the toner cartridge 5 or 6 times to distribute the toner evenly inside the toner cartridge. 3 Thoroughly rolling the toner cartridge will assure maximum copies per toner cartridge. 4 Remove the paper protecting the toner cartridge.

NOTE: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric. 2.2 Getting started · To prevent damage, do not expose the toner cartridge to light for more than a few minutes.



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Cover it with a piece of paper, if left exposed for more than a few minutes. · Do not touch the green underside of the toner cartridge. Use the handle on the toner cartridge to avoid touching this area. 5 6 Hold the toner cartridge by the handle. Slowly insert the toner cartridge into the opening in the machine. Tabs on the sides of the toner cartridge and corresponding grooves within the machine will guide the toner cartridge into the correct position until it locks into place completely.

CAUTION: Loading paper The paper input tray can hold a maximum of 250 sheets of 20 lb (75 g/m²) plain paper. 1 Pull open the paper input tray and remove it from the machine. 2 Fan the edges of the paper stack to separate the pages. Then tap the stack on a flat surface to even it up. 1 2 7 Groove Tab 3 Insert the paper stack into the paper input tray with the side to be printed on facing down. Close the front cover. Make sure that the front cover is securely closed. **NOTE:** If you want to load a different sized paper, you need to adjust the paper guides. For details, see page 2.4.

NOTE: When printing text at 5% coverage, you can expect a toner cartridge life of approximately 3,000 pages. (1,000 pages for the toner cartridge that is shipped with the machine.) 2.3 Getting started 4 Pay attention to the paper limit mark on both inside walls of the paper input tray. Paper overloading may cause paper jams.

Changing the size of the paper in the paper input tray To load longer sizes of paper, such as Legal-sized paper, you need to adjust the paper guides to extend the paper input tray. 1 After pressing and unlatching the guide lock, slide the paper length guide out completely to extend the paper input tray to its full length. 5 Insert and slide the paper input tray back into the machine. 2 After inserting paper into the paper input tray, squeeze the front paper length guide and slide it until it lightly touches the end of the paper stack. **NOTE:** After you load paper, you need to set up your machine for the paper type and size you loaded.

See page 3.6 for copying, or the Software Section for PC-printing. The settings made from the printer driver override the settings on the control panel. For paper smaller than Letter size, adjust the front paper length guide so that it lightly touches the paper stack. 2.4 Getting started 3 Squeeze the paper width guide, as shown and slide it to the stack of paper until it lightly touches the side of the stack. **NOTE:** When using the USB connection, your machine provides two USB modes; Fast and Slow. Fast is the default mode. Some PC users may experience poor USB function in the default mode. If this occurs, select Slow mode to achieve successful results.

For details about changing the USB mode, see page 9.7. · Do not push the paper width guide far enough to cause the materials to warp. · If you do not adjust the paper width guide, it may cause paper jams. **NOTES:** Turning the machine on 1 Plug one end of the supplied power cord into the power receptacle on the machine and the other end into a properly grounded AC outlet. Press the power switch to turn the machine on. warming up please wait appears on the display indicating that the machine is now on. 2 Making connections 1 Connect a USB cable to the USB connector on your machine To view your display text in another language, see page 2.6. · The fuser area inside of the rear cover of your machine becomes very hot when in use.

Take care not to burn your fingers when you access this area. · Do not disassemble the machine with power on. If you do, you may receive an electric shock. To the USB port on your computer **CAUTION:** 2 Connect the other end of the cable to the USB port on your computer. See your computer User's Guide if you need help.

2.5 Getting started Setting up the machine system Overview of control panel menus The control panel provides access to various menus to set up the machine or use the machine's functions. They can be accessed by pressing button. Refer to the following diagram. Reduce/Enlarge Darkness Changing the display language To change the language that appears on the control panel, follow these steps: 1 2 3 4 Press button until Machine Setup appears on the top line of the display.

Press button when Language appears.) to select the language you Press the scroll button (or want and press button. Press button to return to Standby mode. Using the save modes Original Type Toner save mode Special Copy Off Clone Auto Fit ID Card Copy 2 UP Poster Toner Save Paper Setting Paper Size Paper Type 2 Toner save mode allows your machine to use less toner on each page. Activating this mode extends the life of the toner cartridge beyond what one would experience in the normal mode, but it reduces print quality. 1 Press button until Toner Save appears on the top line of the display. Press the scroll button (or button.) until On appears and press **NOTE:** When PC-printing, you can also turn on or off Toner Save mode in the printer properties. See the Software Section. Power save mode Copy Setup Default-Change Timeout Report Machine Setup Language Power Save USB mode Maintenance Power save mode allows your machine to reduce power consumption when it is not in actual use.

You can turn this mode on and select a length of time for which the machine waits after a job is printed before it switches to a reduced power state. 1 2 3 4 5 Press button until Machine Setup appears on the top line of the display. Press the scroll button (or and press button. Press the scroll button (or button.) until Power Save appears) until On appears and press Clean Drum Clear Settings Press the scroll button (or) to select the time setting you want and press button. Press button to return to Standby mode. 2.6 Getting started Printer software overview Supplied printer software You must install the printer software using the supplied printer driver CD after you have set up your machine and connected it to your computer. For details, see the Software Section. The printer driver CD provides you with the following software: Printer driver features Your printer drivers support the following standard features: · Paper source selection · Paper size, orientation and media type · Number of copies The following table lists a general overview of features supported by your printer drivers.

Printer Driver Programs for windows To use your machine as a printer and scanner in Windows, you must install the MFP driver. You can install selectively or all the following components: · Printer driver- Use this driver to take full advantage of your printer's features. · Scanner driver- TWAIN and Windows Image Acquisition (WIA) driver are available for scanning documents on your machine. · ControlCentre- Use this program to create phonebook entries. You can also update the firmware of the machine.



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Feature Win 98/Me/2000/XP Y Y Y Y Y Y Y Y Y Y Macintosh N Y N Y N Y N N N Linux Y Y N Y (2,4) Y Y N N N Toner save Print quality option Poster printing Multiple pages per sheet (N-up) Fit to page printing Scale printing Watermark Overlay TrueType fonts option Linux driver You can print and scan in Linux using your machine. For information about installing the MFP driver in Linux, see the Software Section. Macintosh printer driver You can print and scan in Macintosh using your machine. For information about installing the printer driver in Macintosh, see the Software Section. NOTE: The Overlay feature is not supported in NT 4.

0. 2.7 Getting started System requirements Before you begin, ensure that your system meets the minimum requirements. Item Operating system CPU Requirements Windows 98/Me/2000/XP Windows 98/Me/2000 Windows XP RAM Windows 98/Me/2000 Windows XP Free disk space Windows 98/Me/2000 Windows XP Internet Explorer 5.0 or higher Pentium II 400 MHz or higher Pentium III 933 MHz or higher 64 MB or more 128 MB or more 300 MB or more 1 GB or more Pentium III 933 MHz Pentium IV 1 GHz 128 MB 256 MB 1 GB 5 GB Recommended NOTE: For Windows 2000/XP, users who have an administrator right can install the software. 2.8 Getting started 3 Loading original documents and paper This chapter introduces you to how to load documents and print materials into your machine. This chapter includes: · Loading document · Selecting print materials · Loading paper · Setting the paper size and type · Selecting an output location 2 Place the document face down on the document glass and align it with the registration guide at the top left corner of the glass. Loading document You can use the document glass to load an original document for copying and scanning. 1 Lift and open the document cover.

3 Close the document cover. Be careful not to move the document. · Leaving the document cover open while copying may affect copy quality and toner consumption. · Dust on the document glass may cause black spots on the printout. Always keep it clean. · If you are copying a page from a book or magazine, lift the document cover until its hinges are caught by the stopper and then close the cover. If the book or magazine is thicker than 30 mm, start copying with the cover open. NOTES: 3.1 Loading original documents and paper Supported paper types and sizes Selecting print materials You can print on a variety of print materials, such as plain paper, envelopes, labels, and transparencies. Always use print materials that meet the guidelines for use with your machine.

Paper that does not meet the guidelines outlined in this user's guide may cause the following problems: · Poor print quality · Increased paper jams · Premature wear on the machine. Properties, such as weight, composition, grain, and moisture content, are important factors that affect the machine's performance and the output quality. When you choose print materials, consider the following: · Desired outcome: The paper you choose should be appropriate for your project. · Size: You can use any size paper that fits easily within the paper adjusters of the paper input tray. · Weight: Your machine supports paper weights as follows: - 16 to 24 lb (60 to 90 g/m²) bond for the paper input tray - 16 to 43 lb (60 to 165 g/m²) bond for the manual feeder. · Brightness: Some papers are whiter than others and produce sharper, more vibrant images. · Surface smoothness: The smoothness of the paper affects how crisp the printing looks on the paper. Type Plain paper Size Letter Legal Dimensions 215.9 x 279 mm (8.5 x 11 inches) 215.9 x 355.6 mm (8.5 x 14 inches) 216 x 330.2 mm (8.5 x 13 inches) 210 x 297 mm (8.27 x 11.69 inches) 216 x 343 mm (8.5 x 13.5 inches) 182 x 257 mm (7.18 x 10.

12 inches) 176 x 250 mm (6.93 x 9.84 inches) 184.2 x 266.7 mm (7.25 x 10.5 inches) 148.5 x 210 mm (5.85 x 8.27 inches) 105 x 148.

5 mm (4.13 x 5.85 inches) 176 x 250 mm (6.92 x 9.48 inches) 98.

4 x 190.5 mm (3.88 x 7.5 inches) 105 x 241 mm (4.12 x 9.

5 inches) 110 x 220 mm (4.33 x 8.66 inches) 162 x 229 mm (6.38 x 9.02 inches) Weighta · 60 to 90 g/m² (16 to 24 lb bond) for the paper input tray · 60 to 165 g/m² (16 to 43 lb bond) for the manual feeder Capacityb · 250 sheets of 75 g/m² (20 lb bond) paper for the paper input tray · 1 sheet of paper for the manual feeder Folio A4 Oficio JIS B5 ISO B5 Executive · Some paper may meet all of the guidelines in this section and still not produce satisfactory results. This may be the result of improper handling, unacceptable temperature and humidity levels, or other variables over which Xerox has no control. · Before purchasing large quantities of paper, ensure that the paper meets the requirements specified in this user's guide. Envelope NOTES: A5 A6 may cause problems, requiring repairs. Such repairs are not covered by the Xerox warranty or service agreements. CAUTION: Using paper that does not meet these specifications Envelope B5 60 to 90 g/m² (16 to 24 lb) Envelope Monarch Envelope COM-10 Envelope DL 1 sheet of paper for the manual feeder Envelope C5 3.

2 Loading original documents and paper Type Envelope (continued) Size Envelope C6 Dimensions 114 x 162 mm (4.48 x 6.37 inches) Refer to the Plain paper section Weighta 60 to 90 g/m² (16 to 24 lb) 138 to 148 g/m² Capacityb 1 sheet of paper for the manual feeder 1 sheet of paper for the manual feeder 1 sheet of paper for the manual feeder 1 sheet of paper for the manual feeder Guidelines for selecting and storing print materials When selecting or loading paper, envelopes, or other print materials, keep these guidelines in mind: · Always use paper and other materials that conform with the specifications listed on page 3.2. · Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality. · For the best print quality, use only high quality copier grade paper specifically recommended for use in laser printers. · Avoid using the following paper types: - Paper with embossed lettering, perforations, or a texture that is too smooth or too rough - Erasable bond paper - Multi-paged paper - Synthetic paper and thermally reactive paper - Carbonless paper and Tracing paper. · Use of these types of paper could result in paper jams, chemical smells, and damage to your machine. · 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 it away from moisture or other conditions that can cause it to wrinkle or curl. · Store unused materials at temperatures between 15o C and 30o C (59o F to 86o F). The relative humidity should be between 10% and 70%.



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· Store unused paper in a moisture-proof wrap, such as a plastic container or bag, to prevent dust and moisture from contaminating your paper.

· Load special paper types one sheet at a time through the manual feeder to avoid paper jams. · To prevent materials such as transparencies and label sheets from sticking together, remove them as they print out. Transparency Letter, A4 Labels Letter, Legal, Folio, A4, JIS B5, ISO B5, Executive, A5, A6 Letter, Legal, Folio, A4, JIS B5, ISO B5, Executive, A5, A6 Refer to the Plain paper section 120 to 150 g/m2 (32 to 40 lb) Card stock Refer to the Plain paper section 60 to 165 g/m2 (16 to 43 lb) Minimum size (custom) Maximum size (custom) 76 x 127 mm (3.0 x 5.0 inches) 215. 9 x 356 mm (8.5 x 14 inches) 60 to 165 g/m2 (16 to 43 lb bond) a If paper weight is over 90 g/m2, load one sheet of paper in the manual feeder. b Maximum capacity may differ depending on media weight, thickness, and environmental conditions. Paper size supported in each mode Mode Copy mode Size Letter, A4, Legal, Folio, Executive, ISO B5, JIS B5, A5, A6 All sizes supported by the machine Source · paper input tray · manual feeder · paper input tray · manual feeder Single side printing 3.3 Loading original documents and paper Guidelines for special materials Paper Type Envelopes Guidelines · Successful printing on envelopes depends upon the quality of the envelopes. When selecting envelopes, consider the following factors: - Weight: The weight of the envelope paper should not exceed 90 g/m2 (24 lb) or jamming may occur. - Construction: Prior to printing, envelopes should lie flat with less than 6 mm (0.25 inches) curl, and should not contain air. - Condition: Envelopes should not be wrinkled, nicked, or otherwise damaged. - Temperature: You should use envelopes that are compatible with the heat and pressure of the machine during operation.

· Use only well-constructed envelopes with sharp and well creased folds. · Do not use stamped envelopes. · Do not use envelopes with clasps, snaps, windows, coated lining, self-adhesive seals, or other synthetic materials. · Do not use damaged or poorly made envelopes. · Be sure the seam at both ends of the envelope extends all the way to the corner of the envelope. Paper Type Transparencies Guidelines · To avoid damaging the machine, use only transparencies designed for use in laser printers. · Transparencies used in the machine must be able to withstand 208° C (406.4° F), the machine's fusing temperature. · Place them on a flat surface after removing them from the machine. · Do not leave them in the paper tray for long periods of time. Dust and dirt may accumulate on them, resulting in spotty printing. · To avoid smudging caused by fingerprints, handle them carefully. · To avoid fading, do not expose printed transparencies to prolonged sunlight. · Ensure that transparencies are not wrinkled, curled, or have any torn edges. · To avoid damaging the machine, use only labels designed for use in laser printers.

· When selecting labels, consider the following factors: - Adhesives: The adhesive material should be stable at 208° C (406.4° F), the machine's fusing temperature. - Arrangement: Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious jams. - Curl: Prior to printing, labels must lie flat with no more than 13 mm (5 inches) of curl in any direction. - Condition: Do not use labels with wrinkles, bubbles, or other indications of separation. · Make sure that there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components. · Do not run a sheet of labels through the machine more than once. The adhesive backing is designed for only a single pass through the machine. · Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged. · Do not print on media smaller than 76 mm (3 inches) wide or 127 mm (5 inches) long. · In the software application, set margins at least 6.4 mm (0.25 inches) away from the edges of the material. Labels Acceptable Unacceptable · Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the machine's fusing temperature of 208° C (406.4° F) for 0.1 second. The extra flaps and strips might cause wrinkling, creasing, or jams, and may even damage the fuser. · For the best print quality, position margins no closer than 15 mm (0.6 inches) from the edges of the envelope. · Avoid printing over the area where the envelope's seams meet. Card stock or custom-sized materials 3.4 Loading original documents and paper Paper Type Preprinted paper Guidelines · Letterhead must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the machine's fusing temperature of 208° C (406.4° F) for 0.1 second. · Letterhead ink must be non-flammable and should not adversely affect printer rollers. · Forms and letterhead should be sealed in a 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 preprinted paper, reducing print quality. In the manual feeder Use the manual feeder 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 input tray. To load print material in the manual feeder: 1 Load a sheet of the print material with the side to be printed on facing up into the center of the manual feeder. Loading paper In the paper input tray Load the print material you use for the majority of your print jobs in the paper input tray. The paper input tray can hold a maximum of 250 sheets of 20 lb (75 g/m2) plain paper. To load paper, pull open the paper input tray and load paper with the side to be printed on face down. Depending on the paper type you are using, keep the following loading method: · Envelopes: load a sheet with the flap side down and with the stamp area on the top left side. · Transparencies: load a sheet with the print side up and the top with the adhesive strip entering the machine first. · Labels: load a sheet with the print size up and top short edge entering the machine first. You can load letterhead paper with the design side face down. The top edge of the sheet with the logo should be placed at the front of the paper input tray. For details about loading paper in the tray, see page 2.



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3. · *Preprinted paper: load a sheet with the design face up, top edge toward the machine.* · *Card: load a sheet with the print side up and the short edge entering the machine first.*

· *Pre printed paper: load a sheet with the printed side down and an uncurled edge toward the machine.* · *If you experience problems with paper feed, place one sheet at a time in the manual feeder.* · *You can load previously printed paper. The printed side should be facing up with an uncurled edge at the front. If you experience problems with paper feed, turn the paper around. Note that the print quality is not guaranteed.* NOTES: 3.5 Loading original documents and paper 2 Adjust the manual feeder guides to the width of the print material without bending it. 4 5 6 7 8 Press the scroll button (or) to find the paper size you are using and press button. Press button to return to the upper level.

or) to select Paper Type and Press the scroll button (press button. Press the scroll button (or) to find the paper type you are using and press button. Press button to return to Standby mode. Selecting an output location 3 After loading paper, you need to set the paper type and size for the manual feeder. See page 3.

6 for copying or the Software Section for PC-printing. The machine has two output locations: the rear cover (face up) and the output tray (face down). To use the output tray, make sure that the rear cover is closed. To use the rear cover, open the rear cover. NOTE: The settings made from the printer driver override the settings on the control panel.

4 If you want to use the rear cover, open the rear cover. · *If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear cover.* · *To avoid paper jams, do not open or close the rear cover while the machine is printing.* NOTES: Tips on using the manual feeder · *Print materials should be loaded face up with the top edge going into the manual feeder first and be placed in the center of the tray.* · *Always load only the print materials specified in the Specifications on page 3.2 to avoid paper jams and print quality problems.* · *When you print on 76 x 127 mm (3 x 5 inches) sized media on the manual feeder, open the rear cover to use the rear cover.* · *Make sure to open the rear cover when you print on transparencies. If not, they may tear while exiting the machine.* Printing to the output tray (Face down) The output tray collects printed paper face down, in the order in which the sheets were printed.

The tray should be used for most print jobs. If you use paper which is not long enough to reach the output tray, use the scan unit. To use the scan unit: 1 Lift the scan unit. A tab automatically springs up to support the cover. Setting the paper size and type After loading paper in the paper tray, you need to set the paper size and type using the control panel buttons. These settings will apply to Copy mode. For PC-printing, you need to select the paper size and type in the application program you use on your PC. 1 2 3 Press button until Paper Setting appears on the top line of the display. Press button when Paper Size appears.) to select the paper tray button.

Press the scroll button (or you want to use and press 3.6 Loading original documents and paper 2 Take the paper out manually. To use the rear cover, open the rear cover by pulling it up. 3 Close the scan unit. In order to close the cover, push the tab to the left and hold it down.

Then lower the cover carefully until the cover is holding down the tab. Then you can move your hand and finish lowering the cover. Be careful not to pinch your fingers! CAUTION: The fuser area inside the rear cover of your machine becomes very hot when in use. Take care when you access this area. · *If you continuously print many pages, the surface of the output tray may become hot.*

Be careful not to touch the surface, and especially keep children away from the surface. · *The output tray can hold up to 50 sheets of paper. Remove the pages so that tray is not overloaded.* NOTES: Printing to the rear cover (Face up) Using the rear cover, paper comes out of the machine face up. Printing from the manual feeder to the rear cover provides a straight paper path. Using the rear cover might improve the output quality with special materials. 3.7 Loading original documents and paper 4 Copying This chapter gives you step-by-step instructions for copying documents. This chapter includes: · *Copying* · *Changing the settings for each copy* · *Using special copy features* · *Changing the default settings* · *Setting the time out option Reduced/Enlarged copy* You can reduce or enlarge the size of a copied image from 50% to 200% when you copy original documents from the document glass. To select from the predefined copy sizes: 1 2 Press button then Reduce/Enlarge appears.

Press the scroll button (or) to select the size setting you want and press button. To fine-tune the size of copies: 1 2 3 Press button then Reduce/Enlarge appears. Press the scroll button (or) until Custom:50-200% appears and press button. Press the scroll button (or) to enter the copy size you want. Pressing and holding the button allows you to quickly scroll to the number you want. Press button to save the selection. Copying 1 2 Place a document on the document glass. Customize the copy settings including copy size, darkness, and original type, by using the control panel buttons. See page 4.1.

If necessary, you can use special copy features, such as Poster copying or 2 Up copying. See page 4.3. 3 4 Press button and enter the number of copies using the scroll button (or), if necessary. Press button to begin copying.

4 NOTE: When you make a reduced copy, black lines may appear at the bottom of your copy. Darkness If you have an original document containing faint markings and dark images, you can adjust the brightness to make a copy that is easier to read. 1 2 Press button until Darkness appears on the top line of the display. Press the scroll button (or you want.) to select the contrast mode The display shows the copy processing.

NOTE: You can cancel the copy job during an operation. Press button, and the copying will stop. · *Light: works well with dark print. Changing the settings for each copy The buttons on the control panel let you select all basic copy options: darkness, document type and copy size. Set the following options for the current copy job before pressing button to make copies.* 3 · *Normal: works well with standard typed or printed documents.* · *Dark: works well with light print or faint pencil markings.* Press button to save the selection. Original type The original type setting is used to improve the copy quality by selecting the document type for the current copy job. 1 2 Press button until Original Type appears on the top line of the display.



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Press the scroll button (you want. or) to select the image mode NOTE: If you press button while setting the copy options, all of the options you have set for the current copy job will be canceled and returned to their default status. · Text: Use for documents containing mostly text. · Text/Photo: Use for documents with mixed text and photographs. · Photo: Use when the originals are photographs. 4.1 Copying 3 Press button to save the selection. Auto Fit copying A This feature automatically reduces or enlarges the original image to fit on the paper currently loaded in the machine. Changing the default settings The copy options, including darkness, original type, copy size and number of copies, can be set to the most frequently used modes. When you copy a document, the default settings are used unless they are changed by using the menus on the control panel.

To create your own default settings: 1 2 3 4 5 6 Press button until Copy Setup appears on the top line of the display. Press OK when Default-Change appears. Press the scroll button (and press button. or) to select a setup option) to change the setting or button. NOTE: When the size of the document you want to copy is not same as the size of the paper loaded, this function automatically adjusts the size of the document to fit the paper.

You can not adjust the copy size manually. 1 2 3 4 Load the document to be copied on the document glass, and close the cover. Press button until Special Copy appears on the top line of the display. Press the scroll button (or press button.) until Auto Fit appears and Press the scroll button (or enter the value and press Customize the copy settings including copy size, darkness, and original type, by using the control panel buttons.

See page 4.1. Repeat steps 3 through 4, as needed. Press button to return to Standby mode. NOTE: You cannot adjust the copy size using the Reduce/ Enlarge menu while Auto Fit copying is enabled. 5 Press button to begin copying. NOTE: While you are setting copy options, pressing button cancels the changed settings and restores their default status. ID Card copying You can copy both sides of the ID Card like a drivers licence to a single side of paper. When you copy using this feature, the machine prints one side of the card on the upper half of the paper and the other side on the lower half without reducing the size of the original. If the loaded card is larger than the printable area, some portions may not be printed.

1 2 3 4 Place the ID Card to be copied on the document glass and close the cover. Press button until Special Copy appears on the top line of the display. Press the scroll button (or) until ID Card copy appears and press button. Customize the copy settings including copy size, darkness, and original type, by using the control panel buttons. See page 4.1. Press button to begin copying. Using special copy features Clone copying This feature prints multiple image copies from the original document on a single page. The number of images is automatically determined by the original image and paper size. 1 2 3 4 Place the document to be copied on the document glass, and close the cover.

Press button until Special Copy appears on the top line of the display. Press the scroll button (press button. or) until Clone appears and Customize the copy settings including copy size, darkness, and original type, by using the control panel buttons. See page 4.1.

5 Your machine begins scanning the front side and will then display Set Backside. 6 Open the document cover and flip the document over. Close the cover. NOTE: You cannot adjust the copy size using the Reduce/ Enlarge menu while making a clone copy. 5 Press button to begin copying.

4.2 Copying NOTE: If you press button or no buttons are pressed for approximately 30 seconds, the machine cancels the copy job and returns to Standby mode. 7 Press button to begin copying. NOTE: You cannot adjust the copy size using the Reduce/ Enlarge menu while making a poster. Your original document is divided into 9 portions. Each portion is scanned and printed one by one in the following order: 2-UP copying This feature prints 2 original images reduced to fit onto one sheet of paper. 1 2 3 4 Place the document to be copied on the document glass and close the cover. Press button until Special Copy appears on the top line of the display. Press the scroll button (press button. or) until 2-UP appears and 2 Setting the time out option You can set the time the machine waits before it restores the default copy settings, if you do not start copying after changing them on the control panel.

1 2 3 Press button until Copy Setup appears on the top line of the display. Press the scroll button (or) until Timeout appears and press button. Press the scroll button (you want. or) to select the time setting 1 Customize the copy settings including copy size, darkness, and original type, by using the control panel buttons. See page 4.1. NOTE: You cannot adjust the copying size using the Reduce/ Enlarge menu while making a 2-UP copying. 5 Press button to begin copying. Your machine begins scanning the front side and will then display Set Next Page Press Start. 6 7 Place the second document to be copied on the document glass.

Press button to begin copying. Selecting Off means that the machine does not restore the default settings until you press button to begin copying, or button to cancel. 4 5 Press press button to save your selection. button to return to Standby mode. NOTE: 2-UP copying reduces your original document by 50%.

Poster copying This feature prints an image onto 9 sheets of paper (3x3). You can paste the printed pages together to make one poster-sized document. 1 2 3 4 Place the document to be copied on the document glass and close the cover. Press button until Special Copy appears on the top line of the display. Press the scroll button (press button.

or) until Poster appears and Customize the copy settings including copy size, darkness, and original type, by using the control panel buttons. See page 4.1.

Press button to begin copying. 5 4.3 Copying 5 Basic printing This chapter explains common printing tasks. Printing a document This printer allows you to print from various Windows applications, a Macintosh computer, or a Linux system. The exact steps for printing a document may vary depending on the application you use. For details about printing, see the Software Section. Canceling a print job If the print job is waiting in a print queue or print spooler, such as the printer group in Windows, delete the job as follows: 1 2 Click the Windows Start button.

For Windows 98/2000/Me, select Settings and then Printers. For Windows XP, select Printers and Faxes. 3 4 Double-click the Xerox Workcentre 3119 Series icon. From the Document menu, select Cancel Printing (Windows 98/Me) or Cancel (Windows 2000/XP). NOTE: You can also access this window by simply doubleclicking the printer icon at the bottom right corner of the Windows desktop.



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You can also cancel the current job by pressing the control panel of your machine. button on 5.1 Basic printing 6 Scanning Scanning with your machine lets you turn pictures and text into digital files on your computer. Then you can upload them on your web site or use them to create projects that you can print using Xerox the WIA driver. Scanning basics Your machine offers the following ways to scan an image: · From TWAIN-compliant software: You can use other software including Adobe Photoshop Deluxe and Adobe Photoshop.

· From the Windows Images Acquisition (WIA) driver: Your machine supports the WIA driver for scanning images. NOTE: To scan with your machine, you must install the software. For details about installing the software, see the Software Section. 6.1 Scanning 7 Ordering toner cartridge This chapter provides information on purchasing toner cartridges available for your machine.

Toner cartridges When the toner runs out, you can order the following type of toner cartridges for your machine: Type Standard Yields 3,000 pages Part number 013R00625 a. ISO 19752 5% coverage How to purchase To order Xerox-authorized toner cartridges, contact your local Xerox dealer or the retailer where you purchased your machine, or visit www.xerox.com and select your country/ region for information on calling for technical support. 7.

1 Ordering toner cartridge 8 Maintenance This chapter provides information for maintaining your machine and the toner cartridge. This chapter includes: · Printing reports · Clearing memory · Cleaning your machine · Maintaining the toner cartridge · Consumable and replacement parts Cleaning your machine To maintain print and scan quality, follow the cleaning procedures below each time the toner cartridge is replaced or if print and scan quality problems occur. CAUTION: Cleaning the cabinet of the machine with cleaning materials containing large amounts of alcohol, solvent, or other strong substances can discolor or crack the cabinet. Cleaning the outside Clean the cabinet of the machine with a soft lint-free cloth. You can dampen the cloth slightly with water, but be careful not to let any water drip onto or into the machine. Printing reports Your machine can print report containing system data information. 1 2 Press button until Report appears on the top line of the display. Press button when System Data appears. Cleaning the inside During the printing process, paper, toner, and dust particles can accumulate inside the machine. This buildup can cause print quality problems, such as toner specks or smearing.

Cleaning the inside of the machine clears or reduces these problems. 1 2 Turn the machine off and unplug the power cord. Wait for the machine to cool down. Open the front cover and pull the toner cartridge out. Set it on a clean flat surface. The system data information will be printed. Clearing memory You can selectively clear information stored in your machine's memory. 1 2 3 Press button until Maintenance appears on the top line of the display. Press the scroll button (or) until Clear Settings appears and press button. Press the scroll button (or to clear.

) to select the item you want · Paper Setting: Resets all of the Paper Setting options to the factory default. · Copy Setup: Resets all of the Copy Setup options to the factory default. · All Settings: Resets all of your settings to the factory default. · Machine Setup: Resets all of the system settings, such as the display language and save mode, to the factory default. 4 5 6 Press button to confirm clearing.

The selected setting is cleared. Repeat steps 3 through 4 to clear another setting. Press button to return to Standby mode. · To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.

· Do not touch the green surface underside of the toner cartridge. Use the handle on the toner cartridge to avoid touching this area. CAUTION: 8.1 Maintenance 3 With a dry lint-free cloth, wipe away any dust and spilled toner from the toner cartridge area and the toner cartridge cavity. The machine prints out a cleaning page. Toner particles on the drum surface are affixed to the paper. 4 If the problem remains, repeat steps 1 through 3. Cleaning the scan unit Keeping the scan unit clean helps ensure the best possible copies. We suggest that you clean the scan unit at the start of each day and during the day, as needed. 1 2 3 Slightly dampen a soft lint-free cloth or paper towel with water.

Open the document cover. Wipe the surface of the document glass until it is clean and dry. CAUTION: While cleaning the inside of the machine, be careful not to touch the transfer roller, located underneath the toner cartridge. Oil from your fingers can cause print scan quality problems. 4 Locate the long strip of glass (LSU) inside the top of the toner cartridge compartment, and gently swab the glass to see if dirt turns the white cotton black. 1 2 4 5 document cover document glass Wipe the underside of the document cover until it is clean and dry. Close the document cover. 5 6 Reinsert the toner cartridge and close the front cover. Plug in the power cord and turn the machine on. Cleaning the drum If there are streaks or spots on your print, the OPC drum of the toner cartridge may require cleaning.

1 2 3 Before starting the cleaning procedure, make sure that paper is loaded in the machine. Press button until Maintenance appears on the top line of the display. Press button when Clean Drum appears. 8.2 Maintenance 2 Pull the toner cartridge out.

Maintaining the toner cartridge Toner cartridge storage To get the most from the toner cartridge, keep the following guidelines in mind: · Do not remove the toner cartridge from its package until ready for use. · Do not refill the toner cartridge. The machine warranty does not cover damage caused by using a refilled toner cartridge. · Store toner cartridges in the same environment as your machine. · To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.

3 Thoroughly roll the toner cartridge 5 or 6 times to distribute the toner evenly inside the toner cartridge. Saving toner To save toner, press button until Toner Save appears and then press button when On appears. Using this feature extends the life of the toner cartridge and reduces your cost per page, but it also reduces print quality. Expected toner cartridge life The life of the toner cartridge depends on the amount of toner that print jobs require. When printing text at ISO 19752 5% coverage, a new toner cartridge lasts an average of 3,000 pages. (The original toner cartridge supplied with the machine lasts an average of 1,000 pages.) The actual number may be different depending on the print density of the page you print.



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If you print a lot of graphics, you may need to change the toner cartridge more often. NOTE: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

NOTE: The 1,000 pages and 3,000 pages toner cartridge have different shapes. CAUTION: Do not touch the green underside of the toner cartridge. Use the handle on the toner cartridge to avoid touching this area. 4 5 Hold the toner cartridge by the handle and slowly insert the toner cartridge into the opening in the machine. Tabs on the sides of the toner cartridge and corresponding grooves within the machine will guide the toner cartridge into the correct position until it locks into place completely. Redistributing the toner cartridge When the toner cartridge is near the end of its life: · White streaks or light printing occurs. · The warning message, Toner Low displays on the control panel. · The Smart Panel program window appears on the computer telling you that the toner cartridge is low on toner. · The Status LED blinks red. If this happens, you can temporarily reestablish print quality by redistributing the remaining toner in the toner cartridge.

In some cases, white streaks or light printing will still occur even after you have redistributed the toner. 1 Open the front cover. 6 Close the front cover. Make sure that the cover is securely closed. 8.

3 Maintenance Replacing the toner cartridge When the toner cartridge is completely empty: · The warning message, Toner Empty or [Toner Empty] Replace Toner displays on the control panel. · The Smart Panel program window appears on the computer telling you that the toner cartridge is empty. · The Status LED lights red. At this stage, the toner cartridge needs to be replaced. For order information for toner cartridges, see page 7.

1. 4 Remove the paper protecting the toner cartridge. NOTE: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric. CAUTION: Do not touch the green underside of the toner cartridge. Use the handle on the toner cartridge to avoid touching this area. 5 6 Hold the toner cartridge by the handle and slowly insert the toner cartridge into the opening in the machine.

7 2 3 Remove the new toner cartridge from its bag. Roll the toner cartridge 5 or 6 items to distribute the toner evenly inside the toner cartridge. Consumable and replacement parts From time to time, you need to replace the toner cartridge, roller, and fuser unit to maintain top performance and to avoid print quality problems and paper feed problems resulting from worn parts. The Smart Panel program window will appear on the computer, indicating which item needs to be replaced. The following items should be replaced after you have printed the specified number of pages, or when the life span of each item has expired. The Smart Panel program window will appear on the computer, indicating which item needs to be replaced. Thoroughly rolling the toner cartridge will assure maximum copies per toner cartridge.

Items Transfer roller Fuser unit Paper feeding roller Yield (Average) Approx. 50,000 pages Approx. 50,000 pages Approx. 50,000 pages To purchase consumable and replacement parts, contact your Xerox dealer or the retailer where you bought your machine. We strongly recommend that these items be installed by a 8.

4 Maintenance trained service professional, except for the toner cartridge (see page 8.4). 8.5 Maintenance 9 Troubleshooting This chapter gives helpful information for what to do if you encounter an error. This chapter includes: · Clearing paper jams · Understanding the Status LED · Understanding display messages · Solving other problems 3 Remove the jammed paper by gently pulling it straight out.

Clearing paper jams When a paper jam occurs, Paper Jam appears on the display. Refer to the table below to locate and clear the paper jam. Message [Paper Jam 0] Open/Close Door [Paper Jam 1] Open/Close Door [Paper Jam 2] Check Inside Location of Jam In the paper input tray Go to below and page 9.1 4 5 If there is any resistance and the paper does not move when you pull, or if you cannot see the paper in this area, check the fuser area around the toner cartridge. See page 9.2. Insert the paper input tray into the machine until it snaps into place. Open and close the front cover to resume printing. In the fuser area or around the toner cartridge In the manual feeder In the paper exit area page 9.2 In the manual feeder 1 If the paper is not feeding properly, pull the paper out of the machine.

page 9.2 To avoid tearing the paper, pull out the jammed paper gently and slowly. Follow the instructions in the following sections to clear the jam. In the paper input tray 1 Open and close the front cover. The jammed paper automatically exits the machine. If the paper does not exit, continue to step 2. 2 Pull the paper input tray out. 2 To resume printing, open and close the front cover. 9.1 Troubleshooting In the fuser area or around the toner cartridge NOTE: The fuser area is hot.

Take care when removing paper from the machine. 1 In the paper exit area 1 Open and close the front cover. The jammed paper automatically exits the machine. If the paper does not exit, continue to step 2. 2 Gently pull the paper out of the output tray.

Skip to step 9. Open the front cover and pull the toner cartridge out. If you cannot see the jammed paper in the output tray, continue to the next step. 2 Remove the jammed paper by gently pulling it straight out. 3 4 5 Lift the scan unit.

Pull the jammed paper out gently. Close the scan unit by pushing a tab to the left and hold it down and lowering the cover carefully until the cover is holding down the tab. If there is any resistance and the paper does not move when you pull or if you cannot see the paper under the scan unit, continue to the next step. 6 7 Open the rear cover. Remove the jammed paper by gently pulling it straight out. 3 Replace the toner cartridge and close the front cover. Printing automatically resumes. 8 9 Close the rear cover. Open and close the front cover to resume printing. 9.

2 Troubleshooting Tips for avoiding paper jams By selecting the correct paper types, most paper jams can be avoided. When a paper jam occurs, follow the steps outlined in page 9.1. · Follow the procedures in page 2.3. Ensure that the adjustable guides are positioned correctly.



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