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You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 3220. You'll find the answers to all your questions on the XEROX WORKCENTRE 3220 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 3220**  
**User guide XEROX WORKCENTRE 3220**  
**Operating instructions XEROX WORKCENTRE 3220**  
**Instructions for use XEROX WORKCENTRE 3220**  
**Instruction manual XEROX WORKCENTRE 3220**



WorkCentre® 3210/3220  
Multifunction Printer

## WorkCentre® 3210/3220 User Guide

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### **Manual abstract:**

· The 250-sheet tray 1 and optional tray support plain paper in various sizes. Create professional documents · Print Watermarks. You can customize your documents with words, such as "Confidential". See Software section. · Print Posters. The text and pictures of each page of your document are magnified and printed across the sheet of paper and can then be taped together to form a poster. See Software section. · You can use preprinted forms and letterhead with plain paper. See Software section. Expand your machine's capacity · Your machine has an extra memory slot to expand their memory.  
(Page 83) · Zoran IPS Emulation\* compatible with PostScript 3 (PS) enables PS printing. · \* Zoran IPS Emulation compatible with PostScript 3 © Copyright 1995-2005, Zoran Corporation. All rights reserved. Zoran, the Zoran logo, IPS/PS3, and OneImage are trademarks of Zoran Corporation.  
\* 136 PS3 fonts Contains UFST and MicroType from Monotype Imaging Inc. Print in various environments · You can print with Windows 2000 and Windows XP/2003/ Vista as well as Linux and Macintosh systems. · Your machine is equipped with a USB interface and a network interface. Copy originals in several formats · Your machine can print multiple image copies from the original document on a single page. · There are special functions to erase catalog and newspaper background.  
· The print quality and image size may be adjusted and enhanced at the same time. Scan the originals and send it right away · Scan in color and use the precise compressions of JPEG, TIFF and PDF formats. · Quickly scan and send files to multiple destinations using Networks scanning. Set a specific time to transmit a Fax · You can specify a certain time to transmit the fax and also send the fax to several stored destinations. · After the transmission, the machine may print out the fax reports according to the setting. IPv6 Save time and money · To save paper, you can print multiple pages on one single sheet of paper. · This machine automatically conserves electricity by substantially reducing power consumption when not in use. · To save paper, you can print on both sides of the paper (double-sided printing). See Software section. Features of your new laser product\_6 **FEATURES BY MODELS** The machine is designed to support all of your document needs from printing and copying, to more advanced networking solutions for your business.

Basic features of this machine include: **FEATURES** USB 2.0 USB Memory Interface ADF (Automatic Document Feeder) Network Interface Ethernet 10/100 Base TX wired LAN Automatic Duplexing (2-sided) printing FAX Scan to email PostScript driver ( : Included, O: Optional, Blank: Not Available) WorkCentre 3210 WorkCentre 3220 **ABOUT THIS USER'S GUIDE** This user's guide provides information about basic understanding of the machine as well as detailed explanation on each step during the actual usage. Both novice users and professional users can refer to this guide for installing and using the machine. Some terms in this guide are used interchangeably, as below: · Document is synonymous with original. · Paper is synonymous with media, or print media. Following table offers the conventions of this guide: **CONVENTION** Bold Note Caution Footnote (See page 1 for more information) **DESCRIPTION** Used for texts on the display or actual prints on the machine. Used to provide additional information or detailed specification of the machine function and feature. Used to give users information to protect the machine from possible mechanical damage or malfunction. Used to provide more detailed information on certain words or a phrase. Used to guide users to the reference page for the additional detailed information.

Start The date format may differ from country to country Do not touch the green underside of the print cartridge. a. pages per minute (See page 1 for more information) **EXAMPLE 7\_Features of your new laser product FINDING MORE INFORMATION** You can find information for setting up and using your machine from the following resources, either as a print-out or on screen. Quick Install Guide Provides information on setting up your machine and this requires that you follow the instructions in the guide to prepare the machine. 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 a Software section to provide you with information on how to print documents with your machine in various operating systems, and how to use the included software utilities. 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. Xerox website If you have Internet access, you can get help, support, printer drivers, manuals, and order information from the Xerox website, [www.xerox.com](http://www.xerox.com). Features of your new laser product\_8 **Safety** Read these safety notes carefully before using this product to ensure you operate the equipment safely. Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety Agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product. The safety testing and performance of this product have been verified using Xerox materials only. 4. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service. **Operational Safety Information** Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements.

These include safety agency examination, approval, and compliance with established environmental standards. To ensure the continued safe operation of your Xerox equipment Supply 1. This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult a licensed electrician for advice. . . . . **WARNING:** This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet. 2. Always connect equipment to a correctly grounded power **Electrical Safety Information 1.** The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine.



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If you are not sure that your electrical supply meets the requirements, please consult your local power company or an electrician for advice. outlet. If in doubt, have the outlet checked by a qualified electrician.

**Disconnect Device** The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet. 2. The socket outlet shall be installed near the equipment and shall be easily accessible.

3. Use the power cable that is supplied with your machine. Do not use an extension cord or remove or modify the power cord plug. **Emergency Power Off** If any of the following conditions occur, turn off the machine immediately and disconnect the power cable(s) from the electrical outlet(s). Contact an authorized Xerox Service Representative to correct the problem: 4. Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult an electrician. 10. **Safety** The equipment emits unusual odours or makes unusual noises. The power cable is damaged or frayed. A wall panel circuit breaker, fuse, or other safety device has been tripped.

**Liquid is spilled into the machine. The machine is exposed to water. Any part of the machine is damaged. Ozone Safety Information** This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits. If you need additional information about ozone, please request the Xerox publication *Ozone* by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider. **WARNING:** Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instruction.

**Quality Standards** The product is manufactured under a registered ISO 9002 Quality system. If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number: EUROPE: +44 (0) 1707 353434 USA/CANADA: 1 800 928 6571 For Consumables . . . . Store all consumables in accordance with the instructions given on the package or container. Keep all consumables away from the reach of children. Never throw print cartridges or toner containers into an open flame. **Cartridges:** When handling cartridges, for example ink, fuser, etc, avoid skin or eye contact.

Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact. **Safety Standards** EUROPE: This XEROX product is certified by the following Agency using the Safety Standards listed. . . Agency: TUV Rheinland Standard: IEC60950-1, 2001 USA/CANADA: This XEROX product is certified by the following Agency using the Safety Standards listed.

. . . Agency: UNDERWRITERS LABORATORIES Standard: UL60950-1, 2003 Edition. Certification is based on reciprocity agreements, which include requirements for Canada. **Product Safety Certification** This product is certified by the following Agency using the Safety standards listed. Agency Underwriters Laboratories Inc. SEMKO Standard UL60950-1st Edition (2003) (USA/ Canada) IEC60950-1st Edition 1 (2001) **Laser Safety Information** **CAUTION:** Use of controls, adjustments or performance of procedure other than those specified herein may result in hazardous light exposure. With specific regard to laser safety, the equipment complies with performance standards for laser product set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance. This product has been manufactured under a registered ISO 9001 Quality system. **Safety\_11 Regulatory Information CE Mark** The CE mark applied to this product, symbolizes XEROX's declaration of conformity with the following applicable European Union Directives, as of the dates indicated: December 12, 2006: Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.

December 15, 2004: Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility. March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of the conformity. A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative. **EMC Information FCC Notices For The USA** **NOTE:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures: . . . . Reorient or relocate the receiving antenna. Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. Consult the dealer or an experienced radio/TV technician for help. **WARNING:** In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken. Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment. **EME Compliance for Canada** This Class "B" digital apparatus complies with Canadian ICES003.

Cet appareil numerique de la classe "B" est conforme a la norme NMB-003 du Canada. **NOTE:** Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment. **WARNING:** Shielded cables must be used with this equipment to maintain compliance with Council Directive 2004/108/EC. **WARNING:** Shielded cables must be used with this equipment to maintain compliance with FCC regulations.



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*Immigration papers. Draft Registration cards. Selective Service Induction papers which bear any of the following information: Registrant's earnings or income Registrant's dependency status Registrant's court record Registrant's previous military service Registrant's physical or mental condition . . . . NOTE: Exception: US Army and Navy discharge certificates may be photographed. · Badges, identification cards, passes or insignias carried by military or Naval personnel, or by members of the various Federal Departments and Bureaus, such as the FBI and Treasury (unless the photograph is ordered by the head of such Department or Bureau). WARNING: Copying of the following is also prohibited in certain states: automobile licences, driver's licenses, and automobile Certificates of Title. This list is not all-inclusive. In case of doubt, consult your attorney. Cyprus Czech Republic Estonia Hungary Italy Latvia Lithuania Malta Poland Slovakia Slovenia Spain Regulatory Information\_13 For Fax Function USA FAX Send Header Requirements: The telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a Fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.) In order to program this information into your FAX machine refer to Setting the Machine and follow the steps provided.*

*US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).*

*For earlier products, the REN is separately shown on the label. If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. If advance notice isn't practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment.*

*If this happens the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the user guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved. Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment.*

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

*The Ringer Equivalence Number (or REN) is used to determine the number of devices that may be connected to a telephone line.*



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Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company.

For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format 14\_Regulatory Information CANADA. This product meets the applicable Industry Canada technical specifications. NOTE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all of the devices does not exceed 5. Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together.

This precaution may be particularly important in rural areas. faster call setup. Modification, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification. OpenSSL License Copyright (c) 1998-2001 The OpenSSL Project. All rights reserved. Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met: CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

1. Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer. Europe Radio Equipment & Telecommunications Terminal Equipment Directive This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom, Iceland, Liechtenstein, Norway. In the event of problems, you should contact your local Xerox representative in the first instance.

This product has been tested to and is compliant with TBR21 or ES 103 021-1/2/3 or ES 203 021-1/2/3, technical specifications for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. The product may be configured to be compatible with other country networks.

Please contact your Xerox representative if it needs to be reconnected to another country's network. 2. Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution. 3. All advertising materials mentioning features or use of this software must display the following acknowledgment: "This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit. (<http://www.openssl.org/>)" 4.

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*Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution. 3. All advertising materials mentioning features or use of this software must display the following acknowledgement: "This product includes cryptographic software written by Eric Young (eay@cryptsoft.com)" The word 'cryptographic' can be left out if the routines from the library being used are not cryptographic related. 16\_Regulatory Information Environmental Compliance USA Energy Star As an ENERGY STAR® partner, Xerox Corporation has determined that (the basic configuration of) this product meets the ENERGY STAR guidelines for energy efficiency. The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.*

*Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 1 minute (WorkCentre 3210), 5 minutes (WorkCentre 3220). A more detailed description of this feature can be found in the Machine Setup Section of this guide. Domestic/Household Environment Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste. Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information. In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information. Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information.*

*Information for users on collection and disposal of old equipment and used batteries These symbols on the products, and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste. For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC. By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling. For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items. Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.*

*Product Recycling and Disposal European Union Professional/Business Environment Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures. Regulatory Information\_17 For business users in the European Union If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information. Others Countries Please contact your local waste authorities and request disposal guidance. Information on disposal in other countries outside the European Union These symbols are only valid in the European Union.*

*If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal. EH&S Contact Information For more information on Environment, Health and Safety in relation to this Xerox product and supplies, please contact the following customer help lines: . . . .*

*USA: 1-800 828-6571 Canada: 1-800 828-6571 Europe: +44 1707 353 434. Product Safety information for US [www.xerox.com/about-xerox/environment/enus.html](http://www.xerox.com/about-xerox/environment/enus.html) Product Safety information for EU [www.xerox.com/about-xerox/environment/eneu.html](http://www.xerox.com/about-xerox/environment/eneu.html) Note for the battery symbol This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.*

*Removal Batteries should only be replaced by a MANUFACTURER approved service facility. North America Xerox operates a worldwide equipment take back and reuse/ recycle program. Contact your Xerox sales representative (1800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment](http://www.xerox.com/environment). If you are managing the disposal of your Xerox product, please note that the product may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site:*

*www.*

*eiae.org. WARNING: Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries.*



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Special handling may apply, please see [www.dtsc.ca.gov/hazardouswaste/perchlorate/](http://www.dtsc.ca.gov/hazardouswaste/perchlorate/).

18\_Regulatory Information introduction These are the main components of your machine: This chapter includes: . . . Printer overview Control panel overview Understanding the Status LED . . . Menu overview Supplied software Printer driver features PRINTER OVERVIEW Front view Rear view 1 2 3 4 5 6 7 8 Document width guides ADF cover Control panel Output support Front cover Manual tray Tray 1 Document input tray 9 10 11 12 13 14 15 16 Document output tray USB memory port Paper level indicator Optional tray 2 Print cartridge Manual tray paper width guides Scanner lid Scanner glass 1 2 3 4 5 Telephone line socket Extension telephone socket (EXT) USB port Network port 15-pin optional tray connection 6 7 8 9 10 Handle Control board cover Rear cover Power receptacle Power switch 19\_Introduction CONTROL PANEL OVERVIEW 1 ID Card Copy You can copy both sides of the ID Card like a driver's license to a single side of paper. See page 40. Allows you to directly print files stored on a USB Memory device when it is inserted into the USB memory port on the front of your machine.

See page 58. Shows the current status and prompts during an operation. Shows the status of your machine. See page 21. Activates Fax mode. Activates Copy mode. Activates Scan mode. Enters Menu mode and scrolls through the available menus. Scroll through the options available in the selected menu, and increase or decrease values. Confirms the selection on the screen.

Sends you back to the upper menu level. Dials a number or enters alphanumeric characters. See page 30. Allows you to store frequently used fax numbers in memory or search for stored fax numbers or email addresses. In ready mode, redials the last number, or in Edit mode, inserts a pause into a fax number. Engages the telephone line. Stops an operation at any time. In ready mode, clears/cancels the copy options, such as the darkness, the document type setting, the copy size, and the number of copies. Starts a job. . . 2 Direct USB All illustrations on this user's guide may differ from your machine depending on its options or models.

The surface of the output tray may become hot if you print a large number of pages at once. Make sure that you do not touch the surface, and do not allow children near it. 3 4 5 6 7 8 9 10 11 12 Display Status Fax Copy Scan/Email Menu Left/right arrow OK Back Number keypad Address Book Redial/Pause On Hook Dial 13 14 15 16 Stop/Clear 17 Start Introduction\_ 20 UNDERSTANDING THE STATUS LED The color of the Status STATUS Off . . . LED indicates the machine's current status. DESCRIPTION The machine is powered off-line. The machine is in power save mode.

When data is received, or any button is pressed, it switches to on-line automatically. When the green LED slowly blinks, the machine is receiving data from the computer. When the green LED rapidly blinks, the machine is printing data. The machine is powered on and can be used. A minor error has occurred and the machine is waiting for the error to be cleared.

Check the display message, and solve the problem referring to "Understanding display messages" on page 73. The print cartridge is low. Order a new print cartridge, see "Ordering supplies and accessories" on page 83. @ @ See "Replacing the print cartridge" on page 65 A problem has occurred such as a paper jam, cover opened or no paper in the tray, so that the machine cannot continue the job. Check the message on the display, and refer to "Understanding display messages" on page 73 to solve the problem. The print cartridge is empty, or needs to be changed. See "Understanding display messages" on page 73 Green Blinking . . . On Red Blinking . . . On . . . Always check the message on the display to solve the problem. The instruction in the Troubleshooting section will guide you to operate the machine properly. See "Understanding display messages" on page 73 for more information. Introduction\_ 21 MENU OVERVIEW The control panel provides access to various menus to set up the machine or use the machine's functions.

These menus can be accessed by pressing Menu Refer to the following diagram. Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine. . . Fax Feature Darkness Resolution Multi Send Delay Send Priority Send Forward Secure Receive Add Page Cancel Job Fax Setup Sending Redial Times Redial Term Prefix Dial ECM Mode Send Report Image TCR Dial Mode Receiving Receive Mode Ring to Answer Fax Setup (Continued) Stamp Rcv Name RCV Start Code Auto Reduction Discard Size Junk Fax Setup DRPD Mode Duplex Print Change Default Resolution Darkness Auto Report Copy Feature Reduce/Enlarge Darkness Original Type Layout Normal 2-Up 4-Up ID Copy Poster Copy Clone Copy Adjust Bkgd. Copy Setup Duplex Print Change Default Copies Copy Collation Reduce/Enlarge Darkness Original Type Scan Feature USB Feature Scan Size Original Type Resolution Scan Color Scan Format E-mail Feature Scan Size Original Type Resolution Scan Color Scan Setup Change Default USB Default E-mail Default Network TCP/IPv4 IPv6 Ethernet Speed Ethertalk Clear Setting Network Info System Setup (Continued) Clear Setting All Settings Fax Setup Copy Setup Scan Setup System Setup Network Setup Phone Book Address Book Sent Report RCV Report Fax RCV Report System Setup (Continued) Report All Report Configuration Phone Book Address Book Send Report Sent Report RCV Report Fax RCV Report Schedule Jobs JunkFax Report Network Info. User Auth List Maintenance CLR Empty Msg Ignore Toner Supplies Life Serial Number Paper Stacking Clean Drum System Setup Machine Setup Machine ID Machine Fax No. Date & Time Clock Mode Language Default Mode Power Save Timeout Job Timeout Altitude Adj. Toner Save Import Setting Export Setting Paper Setup Paper Size Paper Type Paper Source Wide A4 Sound/Volume Key Sound Alarm Sound Speaker Ringer Introduction\_ 22 SUPPLIED SOFTWARE

You must install the printer and scanner software using the supplied CD after you have set up your machine and connected it to your computer. CD provides you with the following software. CD Printer software CD Windows . . . CONTENTS Printer driver: Use this driver to take full advantage of your printer's features. Postscript Printer Description (PPD) file: Use the PostScript driver to print documents with complex fonts and graphics in the PS language. (WorkCentre 3220 only) Scanner driver: TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your machine. Status Monitor: This program allows you to monitor the machine's status and alerts you when an error occurs during printing.



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**SetIP:** Use this program to set your machine's TCP/IP addresses. You can only use IPv4 setting for SetIP. **Printer driver:** Use this driver to take full advantage of your printer's features. **Postscript Printer Description (PPD) file:** Use this file to run your machine from a Linux computer and print documents. (WorkCentre 3220 only) **SANE:** Use this driver to scan documents.

**Printer driver:** Use this driver to take full advantage of your printer's features. **Postscript Printer Description (PPD) file:** Use this file to run your machine from a Macintosh computer and print documents. (WorkCentre 3220 only) **Scanner driver:** TWAIN driver is available for scanning documents on your machine. **PRINTER DRIVER FEATURES** Your printer drivers support the following standard features: · Paper orientation, size, source and media type selection · Number of copies In addition, you can use various special printing features. The following table shows a general overview of features supported by your printer drivers: Some models or operating system may not support the certain feature(s) in the following table. **Printer driver FEATURE** Toner save Machine print quality option Poster printing Multiple pages per sheet (N-up) Fit to page printing Scale printing Different source for first page Watermark Overlay Duplex **WINDOWS** O O O O O O O O O (WorkCentre 3220 only) **LINUX** O O X O (2, 4) X X X X X O (WorkCentre 3220 only) **MACINTOSH** O O X O O O X X O (WorkCentre 3220 only) · · · Linux · · · Macintosh · · · Introduction\_23 **PostScript driver (WorkCentre 3220 only) FEATURE** Toner save Machine print quality option Poster printing Multiple pages per sheet (N-up) Fit to page printing Scale printing Different source for first page Watermark Overlay Duplex **WINDOWS** O O X O O O X X X O **LINUX** O O X O (2, 4) X X X X X O **MACINTOSH** O O X O O O X X O 24 \_Introduction getting started This chapter gives you step-by-step instructions for setting up the machine. This chapter includes: · · · Setting up the hardware System requirements Setting up the network · · Installing the software Machine's basic settings **SETTING UP THE HARDWARE** This section shows the steps to set up the hardware which is explained in the **Quick Install Guide**. Make sure you read **Quick Install Guide** and complete following steps. 1. Select a stable location.

Select a level, stable place with adequate space for air circulation. Allow extra space to open 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. 3. 4. 5. 6. 7. Remove the tape holding the machine tightly.

Install the print cartridge. Load paper. (See "Loading paper" on page 37.) Make sure that all the cables are connected to the machine. Turn the machine on. When you move the machine, do not tilt or turn it upside down. Otherwise, the inside of the machine may be contaminated by toner, which can cause damage to the machine or bad print quality. **SYSTEM REQUIREMENTS** Before you begin, ensure that your system meets the following requirements: **Windows** Your machine supports the following Windows operating systems. **REQUIREMENT (RECOMMENDED) OPERATING SYSTEM** Windows 2000 Windows XP Windows Server 2003 Windows Vista · · **CPU** Pentium II 400 MHz (Pentium III 933 MHz) Pentium III 933 MHz (Pentium IV 1 GHz) Pentium III 933 MHz (Pentium IV 1 GHz) Pentium IV 3 GHz **RAM** 64 MB (128 MB) 128 MB (256 MB) 128 MB (512 MB) 512 MB (1024 MB) **FREE HDD SPACE** 600 MB 1.5 GB 1.

25 GB to 2 GB 15 GB Printing is suitable for altitudes under 1,000 m (3,281 ft). Refer to the altitude setting to optimize your printing. See "Altitude adjustment" on page 29 for more information. Place the machine on a flat, stable surface so that there is no incline greater than 2 mm (0.08 inch). Otherwise, printing quality may be affected. Internet Explorer 5.0 or higher is the minimum requirement for all Windows operating systems. Users who have an administrator right can install the software. 2.

Unpack the machine and check all the enclosed items. **Getting started\_25 Macintosh REQUIREMENT (RECOMMENDED) OPERATING SYSTEM FREE HDD SPACE** 1 GB **SETTING UP THE NETWORK** You need to set up the network protocols on the machine to use it as your network printer. You can set up the basic network settings through the machine's control panel. **CPU** · · Intel Processor · Power PC G4 / G5 · **RAM** 128 MB for a Power-PC based Mac (512 MB). 512 MB for an Intel-based Mac (1 GB) **Introduction** Once you have connected your machine to a network with an RJ-45 Ethernet cable, you can share the machine with other network users. You need to set up the network protocols on the machine to use it as your network printer. Protocols can be set up by the following two methods: **Mac OS X 10.3 ~ 10.4** Via network administration programs 1 GB You can configure your machine's print server settings and manage the machine via the following programs that came with your machine: · **CentreWare IS:** CentreWare Internet Services is the embedded HTTP server application that resides in the WorkCentre 3220 or WorkCentre 3210. CentreWare Internet Services allows administrators to change network and system settings on the WorkCentre 3220 or WorkCentre 3210 from the convenience of their desktops.

The user will require the WorkCentre 3220 or WorkCentre 3210 IP address to access CWIS. Many of the features available within CentreWare Internet Services will require an administrator user name and password. The default user name is admin and the default password is 1111. A user will only be prompted for an administrator's user name and password once in a single browser session. This embedded web server allows you to: - Configure the network parameters necessary for the machine to connect to various network environments.

- Customize e-mail settings and set up Address Book for scanning to email. - Customize printer, copy, and fax settings. · **SetIP:** Utility program allowing you to select a network interface and manually configure the IP addresses for use with the TCP/IP protocol. See the Software section. You can only use IPv4 setting for SetIP.

**Mac OS X 10.5** · · Intel Processor 867 MHz or faster Power PC G4 /G5 512 MB (1 GB) **Linux ITEM** Operating system **REQUIREMENTS** RedHat 8.0, 9.0 (32bit) RedHat Enterprise Linux WS 4, 5 (32/64bit) Fedora Core 1~7 (32/64bit) Mandrake 9.2 (32bit), 10.0, 10.1 (32/64bit) Mandriva 2005, 2006, 2007 (32/64bit) SuSE Linux 8.2, 9.0, 9.1 (32bit) SuSE Linux 9.

2, 9.3, 10.0, 10.1, 10.2 (32/64bit) SuSE Linux Enterprise Desktop 9, 10 (32/64bit) Ubuntu 6.06, 6.10, 7.04 (32/64bit) Debian 3.1, 4.0 (32/64bit) Pentium IV 2.4GHz (IntelCore2) 512 MB (1024 MB) 1 GB (2GB) CPU RAM Free HDD space · · Via the control panel You can set up the following basic network parameters through the machine's control panel: · Configure TCP/IP · Configure EtherTalk It is necessary to claim swap partition of 300 MB or larger for working with large scanned images.



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The Linux scanner driver supports the optical resolution at maximum. Supported operating systems The following table shows the network environments supported by the machine: ITEM Network interface Network operating system . . . . . REQUIREMENTS Ethernet 10/100 Base-TX Windows 2000/XP/2003/Vista Various Linux OS Mac OS 10.3 ~ 10.5 TCP/IP Standard TCP/IP LPR IPP/HTTP Bonjour DHCP BOOTP Network protocols 26 \_Getting started Locating the WorkCentre 3210 or WorkCentre 3220 IP Address 1.

Press Menu on the control panel, until you see Network on the bottom line of the display. 2. Press OK to access the menu. 3. Press the left/right arrow until Network Info. appears and press OK. 4. Print appears and press OK. 5. Press the left/right arrow to select Yes and press OK. The Network Configuration page prints out. 6. On the Network Configuration page note the IP Address (Example 169.123.21).

23) Setting Ethernet speed You can select the communication speed for Ethernet connections. 1. Press Menu on the control panel, until you see Network on the bottom line of the display. 2. Press OK to access the menu. 3. Press the left/right arrow until Ethernet Speed appears and press OK. 4. Press the left/right arrow until the speed you want appears and press OK. 5.

Press Stop/Clear to return to ready mode. Restoring the network configuration You can return the network configuration to its default settings. 1. Press Menu on the control panel, until you see Network on the bottom line of the display. 2.

Press OK to access the menu. 3. Press the left/right arrow until Clear Setting appears and press OK. 4. Press OK when Yes appears to restore the network configuration.

5. Power the machine off and back on. Accessing CentreWare Internet Services (CWIS) 1. On your PC open a web browser such as Internet Explorer. 2. In the URL or Address field enter http://xxx.xxx.xxx.xxx where x is your IP address and click Go to access the web site of your machine. 3.

Select a tab to view. Configuring network protocol via the machine You can set up TCP/IP network parameters, follow the steps listed below. 1. Make sure your machine is connected to the network with an RJ-45 Ethernet cable. 2. Make sure you have turned on the machine. 3. Press Menu on the control panel, until you see Network on the bottom line of the display. 4. Press OK to access the menu.

5. Press the left/right arrow until TCP/IPv4 appears and press OK. 6. Press the left/right arrow until Static appears and press OK. 7. Press the left/right arrow until IP Address appears and press OK. Enter a byte between 0 and 255 using the number keypad and press the left/right arrow to move between bytes. Repeat this to complete the address from the 1st byte to the 4th byte. 8. When you have finished, press OK.

Repeat steps 9 and 10 to configure the other TCP/IP parameters: subnet mask and gateway address. Contact the network administrator if you are not sure how to configure. 9. If you would like to turn on IPv6 repeat step 3. to 4. 10. Then press left/right arrow until IPv6 appears and press OK. 11. Press the left/right arrow until On appears and press OK. You can also set up the network settings through the network administration programs.

· CentreWare Internet Services: Web-based printer management solution for network administrators. CentreWare Internet Services provides you with an efficient way of managing network devices and lets you remotely monitor and troubleshoot network machines from any site with corporate internet access. ·

CentreWare Internet Services: Web server embedded on your network print server, which allows you to: - Configure the network parameters necessary for the machine to connect to various network environments. - Customize machine settings. · SetIP: Utility program allowing you to select a network interface and manually configure the IP addresses for use with the TCP/IP protocol. You can only use IPv4 setting for SetIP. See "Using SetIP program" on page 27.

Printing a network configuration page The Network Configuration page shows how the network interface card on your machine is configured. 1. Press Menu on the control panel, until you see Network on the bottom line of the display.

2. Press OK to access the menu. 3. Press the left/right arrow until Network Info appears and press OK. 4.

Press OK when Yes appears. The Network Configuration page prints out. Using SetIP program This program is for the network IP setting using the MAC address which is the hardware serial number of the network printer card or interface. Especially, it is for the network administrator to set several network IPs at the same time. . . . You can only use SetIP program when your machine is connected to a network.

The following procedure is based on the Windows XP operating system. You can only use IPv4 setting for SetIP. Installing the program 1. Insert the driver CD provided along with your machine. When the driver CD runs automatically, close the window. 2. Start Windows Explorer and open the X drive. (X represents your CDROM drive.) 3. Double click Application > SetIP.

4. Open the folder of the language you plan to use. 5. Double click Setup.exe to install this program. 6. Follow the instruction on the window to complete the installation. Starting the program 1. Print the machine's network information report which includes your machine's MAC address. See "Printing reports" on page 61.

2. From the Windows Start menu, select All Programs > your printer driver name > SetIP > SetIP. Getting started\_ 27 3. Click in the SetIP window to open the TCP/IP configuration window. 4.

Select Typical installation for a network printer, and then click Next. 4. Enter the network card's MAC address, IP address, subnet mask, default gateway, and then click Apply. When you enter the MAC address, enter it without colon(:). 5.

Click OK, then the machine prints the network information. Confirm all the settings are correct. 6. Click Exit to close the SetIP program. INSTALLING THE SOFTWARE You have to install the machine software for printing. The software includes drivers, applications, and other user friendly programs. . . The following procedure is for when the machine is being used as a network machine. If you want to connect a machine with a USB cable, refer to Software section. The following procedure is based on the Windows XP operating system. The procedure and popup window which appear during the installation may differ depending on the operating system, the printer feature, or the interface in use.

5. The list of machines available on the network appears. Select the printer you want to install from the list and then click Next. 1. Make sure that the network setup for your machine is completed. (See "Setting up the network" on page 26.) All applications should be closed on your computer before beginning installation. 2. Insert the Printer Software CD-ROM into your CD-ROM drive.



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The CD-ROM should automatically run, and an installation window appears.

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

If the AutoPlay window appears in Windows Vista, click Run Setup.exe in Install or run program field, and click Continue in the User Account Control window. 3. Click Install Software. · If you do not see your machine on the list, click Update to refresh the list, or select Add TCP/IP Port to add your machine to the network.

To add the machine to the network, enter the port name and the IP address for the machine. To verify your machine's IP address or the MAC address, print a Network Configuration page. (See "Printing reports" on page 61.) To find a shared network printer (UNC Path), select Shared Printer [UNC] and enter the shared name manually or find a shared printer by clicking the Browse button. If you are not sure of the IP address, contact your network administrator or print network information. (See "Printing reports" on page 61.) 28 \_Getting started 6. After the installation is finished, a window appears asking you to print a test page. If you desire, select the corresponding checkbox(es) and click Finish. The window appears asking you to register yourself as a user of Xerox machines in order to receive information from Xerox.

· If your machine does not work properly after the installation, try to reinstall the printer driver. See Software section. During the printer driver installation process, the driver installer detects the location information for your operating system and sets the default paper size for your machine. If you use a different Windows location, you must change the paper size to match the paper you usually use. Go to printer properties to change the paper size after installation is complete. Changing the display language To change the language that appears on the control panel, follow these steps: 1. Press Menu until System Setup appears on the bottom line of the display and press OK. 2. Press OK when Machine Setup appears. 3.

Press the left/right arrow until Language appears and press OK. 4. Press the left/right arrow until the language you want appears and press OK. 5. Press Stop/Clear to return to ready mode.

Setting the date and time The current date and time are shown on the display when your machine is on and ready to work. All of your faxes will have the date and time printed on them. 1. Press Menu until System Setup appears on the bottom line of the display and press OK. 2.

Press OK when Machine Setup appears. 3. Press the left/right arrow until Date & Time appears and press OK. 4. Enter the correct time and date using the number keypad. Month = 01 to 12 Day = 01 to 31 Year = requires four digits Hour = 01 to 12 (12-hour mode) 00 to 23 (24-hour mode) Minute = 00 to 59 The date format may differ from country to country You can also use the left/right arrow to move the cursor under the digit you want to correct and enter a new number. 5. To select AM or PM for 12-hour format, press the \*or # button or any number button. When the cursor is not under the AM or PM indicator, pressing the \*or # button immediately moves the cursor to the indicator. You can change the clock mode to 24-hour format (e.

g. 01:00 PM as 13:00). For details, see the next section. 6. Press OK to save the time and date. When you enter a wrong number, Out of Range appears and the machine does not proceed to the next step. If this happens, simply reenter the correct number. 7. Press Stop/Clear to return to ready mode. MACHINE'S BASIC SETTINGS After installation is complete, you may want to set the machine's default settings.

Refer to the next section if you would like to set or change values. Altitude adjustment The print quality is affected by atmospheric pressure, which is determined by the height of the machine above sea level. The following information will guide you on how to set your machine to the best print quality or best quality of print. Before you set the altitude value, find the altitude where you are using the machine. 0 1 Normal 2 High 1.

Ensure that you have installed the printer driver with the provided Printer Software CD. 2. From the Windows Start menu, select All Programs > your printer driver name > Printer Settings Utility. 3. Click Setting > Altitude Adjustment.

Select the appropriate value from the dropdown list, and then click Apply. If your machine is connected to a network, you can enter CentreWare IS by typing the IP address of the machine in the address bar of your browser. Click Properties > General > Printer Default. Select the appropriate altitude value, and then click Apply. Changing the clock mode You can set your machine to display the current time using either a 12-hour or 24-hour format. 1. Press Menu until System Setup appears on the bottom line of the display and press OK. 2. Press OK when Machine Setup appears. 3.

Press the left/right arrow until Clock Mode appears and press OK. 4. Press the left/right arrow to select the other mode and press OK. 5. Press Stop/Clear to return to ready mode. Getting started\_ 29 Changing the default mode Your machine is preset to Fax mode. You can switch this default mode between Fax mode and Copy mode. 1. Press Menu until System Setup appears on the bottom line of the display and press OK. 2.

Press OK when Machine Setup appears. 3. Press the left/right arrow until Default Mode appears and press OK. 4. Press the left/right arrow until the default mode you want appears and press OK.

5. Press Stop/Clear to return to ready mode. Entering alphanumeric characters 1. When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display.

For example, to enter the letter O, press 6, labeled with MNO. Each time you press 6, the display shows a different letter, M, N, O, m, n, o and finally 6. You can enter special characters, such as space, plus sign, and etc. For details, see the below section. 2. To enter additional letters, repeat step 1. If the next letter is printed on the same button, move the cursor by pressing the right arrow button and then press the button labeled with the letter you want. The cursor will move to the right and the next letter will appear on the display. You can enter a space by pressing the right arrow. 3.

When you have finished entering letters, press OK. Setting sounds You can control the following sounds: · Key Sound: Turns the key sound on or off. With this option set to On, a tone sounds each time a key is pressed. · Alarm Sound: Turns the alarm sound on or off. With this option set to On, an alarm tone sounds when an error occurs or fax communication ends. · Speaker: Turns on or off the sounds from the telephone line through the speaker, such as a dial tone or a fax tone.



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