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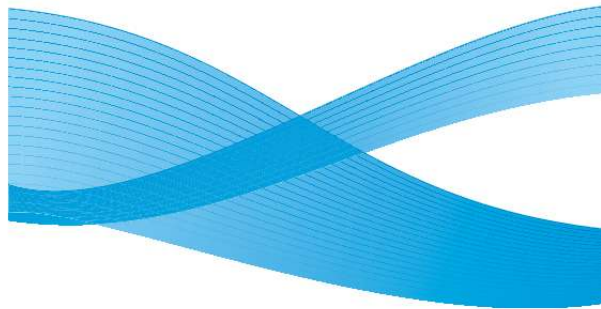
You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 3325. You'll find the answers to all your questions on the XEROX WORKCENTRE 3325 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual XEROX WORKCENTRE 3325
User guide XEROX WORKCENTRE 3325
Operating instructions XEROX WORKCENTRE 3325
Instructions for use XEROX WORKCENTRE 3325
Instruction manual XEROX WORKCENTRE 3325

Version 1.0
December 2011



Xerox® WorkCentre™
3315DN/3325DN/3325DNI
User Guide



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Manual abstract:

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and paper tray 2 (optional) can hold up to 520 sheets of 20 lb (80 g/m²) paper. For more media specifications, refer to Media Specifications on page 227. 1 1
2 2 To load the paper: 1. Pull out the paper tray and load paper into the tray, print side down.

Do not fill above the Maximum Fill line indicated by the symbol . 2. Slide the paper length guide until it lightly touches the end of the paper stack. 18 Xerox
WorkCentre 3315DN/3325DN/3325DNI User Guide Loading Paper 3. 4.

5. 6. Position the side guide by squeezing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack. Insert the paper tray into the machine. After loading paper in the paper tray, set the paper size and type using the control panel. Press OK to confirm the settings or Stop to change the settings. These settings will apply to Copy and Fax modes. When printing from your computer, ensure you press the Select Paper button to specify the correct paper size, color and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to Setting Paper Size and Type on page 148.

Note: The settings made from the printer driver on your computer override the settings on the control panel. For more information on loading paper, refer to Paper and Media on page 143. Bypass Tray The bypass tray is located on the front of your machine. It can be closed when not in use, making the product more compact. Use the bypass tray to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the main paper tray.



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The bypass tray can hold a maximum of 50 sheets of 20 lb (80 g/m²) bond paper, 5 transparency sheets or 5 envelopes. 1. Lower the bypass tray 1 and unfold the paper support extension 2. 2. Prepare a stack of paper for loading by flexing or fanning it back and forth.

Straighten the edges on a level surface. Remove any curl on postcards, envelopes and labels before loading them into the bypass tray. 2 When using the bypass tray for special media it may be necessary to use the rear door for the output. For further information refer to Media Output Locations on page 23. 3. Load the print material between the width guides with the print side facing up. Note: Hold transparencies by the edges and avoid touching the print side. 1 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 19 Loading Paper 4. 5. Adjust the paper guide to the width of the stack of print material.

Ensure you have not loaded too much print media. The stack should be below the Maximum Fill line indicated by the symbol. When printing from your computer, ensure you press the Select Paper button to specify the correct paper size, color and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to Setting Paper Size and Type on page 148. Note: The settings made from the printer driver on your computer override the settings on the control panel. 6. After printing, remove any unfed paper and close the bypass tray.

Duplex Unit The duplex unit is preset to either Letter size or A4 depending on your country. To change the size of the duplex unit, follow the instructions below.

1. Pull the duplex unit out of the machine. 2. Adjust the guides to match the size of paper you will be using. A 4 20 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Loading Paper 3. Insert the duplex unit back into the machine, aligning the edges of the unit with the feed grooves on the inside of the machine. Make sure the duplex unit is fully pushed in. Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 21 Loading Documents Loading Documents Documents can be loaded either into the automatic document feeder or onto the document glass. Automatic Document Feeder The automatic document feeder can hold a maximum of 50 originals of 20 lb (80 g/m²) thickness. 1.

Load documents to be scanned face up in the input tray of the automatic document feeder with the top of the document to the left of the tray. 2. Move the document guide to just touch both sides of the document. Document Glass The document glass can be used for oversized, torn or damaged originals and for books and magazines. 1.

Open the automatic document feeder and place single documents face down on the document glass aligned with the rear left corner. 2. The default document size is 8.5 x 11" or A4. For other sized documents, change the Original Size option.

Refer to Copy Options on page 36 for further information. Note: Documents are only scanned once even when several copies are selected. 22 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Media Output Locations Media Output Locations The machine has two output locations: • Output tray (face down) 1 up to a maximum of 150 sheets of 20 lb (80 g/m²) paper. 1 • Rear door (face up) 2 one sheet at a time. 2 The machine sends output to the output tray by default. If special media such as envelopes print out with wrinkles, curl, creases or black bold lines, the rear door should be used for the output. Open the rear door and keep it open while printing one sheet at a time. Note: The rear door output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams. Using the Output Tray The output tray collects printed paper face down, in the order in which the sheets were printed.

The output tray should be used for most jobs. When the output tray is full, a message displays on the control panel. Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 23 Media Output Locations To use the output tray, make sure that the rear door is closed. Notes: • • If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear door. To reduce paper jams, do not open or close the rear door while the printer is printing. Using the Rear Door When using the rear door, paper comes out of the machine face up. Printing from the bypass tray to the rear door provides a straight paper path and might improve the output quality when printing on special media. Whenever the rear door is open, the output is delivered there. Note: The rear door output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

CAUTION: The fuser area inside the rear door of your machine becomes very hot when in use. Take care when you access this area. 24 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Machine Status Machine Status The Machine Status button provides information about the machine and access to the machine setups. After your machine is installed, it is recommended that the settings and options are customized by the System Administrator to fully meet the requirements of the Users. Access to these options is usually password protected.

Please discuss your requirements with your System or Machine Administrator to ensure you get optimum performance from your machine. The Machine Status options include machine information, toner level, information pages, feature defaults, system setups and network settings. These options are described below. Machine Information Use this option to access the following information: • Model • Printer Name • DNS Name • IP Address • IPv6 Address • Serial Number • Activation Date • Billing Counters Toner Level Use this option to check the level of toner in the print cartridge. The toner level is indicated on the status bar.

Information Pages This option allows the user to print the following reports: Report Menu Map All Reports Configuration Description Prints the menu map which shows the layout and current settings of this machine. This option enables you to print all the reports and information pages. This report provides information about your machine setup, including the serial number, IP Address, installed options and the software version. The demo page is printed to check the quality of the print. Demo Page Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 25 Machine Status Report Supplies Info Address Book Fax Send Description Prints the supplies information page. This list shows all of the Fax and E-mail addresses currently stored in the machine's memory. This report shows the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results for a particular Fax job. Note: You can set up your machine to automatically print a Send Report after each Fax job. (See Fax Setup on page 166.) Fax Sent This report shows information on the faxes you have recently sent.



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Note: You can set the machine to automatically print this report every 50 communications. (See Auto Report on page 169.) E-mail Sent Fax Received Scheduled Job Junk Fax This report shows information on the e-mails you have recently sent. This report shows information on the faxes you have recently received. This list shows the documents currently stored for delayed faxing along with the start time and type of each operation. This list shows the fax numbers specified as junk fax numbers. To add or delete numbers, access the Junk Fax Setup menu. (See Fax Setup on page 166.) This list shows information about your machine's network connection and configuration. This list shows users who are authorized to use the e-mail function.

Prints the PCL font list. Prints the PS font list. Prints the EPSON font list. Prints jobs currently stored on the optional memory or HDD within the machine. Prints a list of completed jobs.

Prints users and their IDs who logged into the Domain. This list shows the number of impressions made on the machine. The list includes: • Total Impressions • Black Impressions • Maint. Impressions • Sheets • 2 Sided Sheets Prints fax setup information. Network Configuration User Auth.

PCL Font PS Font EPSON Font Stored Jobs Completed Jobs Net User Auth. Usage Counter Fax Options 26 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Machine Status Feature Defaults Your machine provides default settings for Copy, Scan, E-mail and Fax so that you can quickly and easily make selections for your job. The default selections can be changed by selecting the Machine Status button on the control panel and the down arrow to select Feature Defaults. A password may be required to access and change the System Setup settings. Copy Defaults The default selections for the Copy options including Original size, Quantity, Collation, Reduce/Enlarge, Lighten/Darken, Contrast and Original Type can be set to those most frequently used. When you copy a document, the default settings are used unless they have been changed for the current job. Once the current job is complete the settings return to the default settings. A password may be required to access and change the default settings. Scan Defaults The default selections for the Scan options including Original Size, Original Type, Resolution, Output Color, File Format, Lighten/Darken and Contrast, can be set to those most frequently used for the Scan to USB, Scan to FTP and Scan to SMB options. When you scan a document, the default settings are used unless they have been changed for the current job.

A password may be required to access and change the default settings. E-mail Defaults The default selections for the E-mail options, including Original Size, Original Type, Resolution, Output Color, File Format, Lighten/Darken and Contrast can be set to those most frequently used. When you e-mail a document, the default settings are used unless they have been changed for the current job. Once the current job is complete the settings return to the default settings. A password may be required to access and change the default settings. Fax Setup Your machine provides you with various user-selectable options for setting up the fax system. You can change the default settings for your preferences and needs. Receiving and Sending settings can be customized. A password may be required to access and change the Fax Setup settings. Print Setup You can change the default settings for various options within the print environment to meet your preferences and needs.

A password may be required to access and change the Print Setup settings. Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 27 Machine Status System Setup System Setup options enable you to customize settings which are specific to the machine, such as Date & Time and Power Save. A password may be required to access and change the System Setup settings. Network Settings You may set up the network using the machine's display screen. Before doing that, you must have the relevant information concerning the type of network protocols and computer system you use.

If you are not sure which setting to use, contact your System Administrator to configure this machine on the network. A password may be required to access and change the Network Settings. Local Drive (WorkCentre 3325DN / 3325DNI only) Enables a location on the machine's hard drive to be set up for stored scan, print and fax jobs. Note: For full instructions on accessing and customizing the machine settings, refer to Machine Status and Setups on page 153. 28 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide General Care and Consumables General Care and Consumables There is only one customer replaceable consumable in the machine, the print cartridge.

To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number. Supplies can also be ordered from www.xerox.com, refer to Support on page 142 for further information. The machine serial number can be displayed by pressing the Machine Status button, then highlighting Machine Information and pressing OK. For further information about locating the serial number, please refer to Locating the Serial Number on page 223. Print Cartridge To avoid print quality problems resulting from worn parts and to maintain your machine in top working condition, the print cartridge will need to be replaced after printing the specified number of pages or when the life span of the cartridge has expired. The machine will display a message when the print cartridge needs to be replaced. Only replace the cartridge when a message instructs you to do so or when instructed by a Xerox representative. To replace the print cartridge, follow the instructions provided within this guide or with the consumable.

To replace the print cartridge, refer to General Care and Troubleshooting on page 183. To purchase a new print cartridge, contact your local Xerox representative or authorized dealer. Supplies can also be ordered from www.xerox.com, refer to Support on page 142 for further information. Cleaning Tasks Performing regular cleaning activities ensures the machine is kept free of dust and debris. The machine covers, control panel and automatic document feeder should all be cleaned using a soft lint-free cloth, lightly dampened with water. Xerox Cleaning Fluid or Anti-Static Cleaner can be used to clean the document glass, but must be applied using a cloth and not poured directly on the document glass. Remove any residue with a clean cloth or paper towel. For further information on maintenance tasks, refer to General Care and Troubleshooting on page 183.

Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 29 Further Assistance Further Assistance For any additional help visit our customer web site at www.xerox.com or contact the Xerox Support Center quoting the machine serial number. Xerox Support Center If a fault cannot be resolved by following the display instructions, check Error Messages on page 200.



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If the difficulty persists, contact the Xerox Support Center.

The Xerox Support Center will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company. For information about locating the serial number, please refer to Locating the Serial Number on page 223. Documentation Most answers to your questions will be provided by the documentation that is supplied on CD with the Xerox WorkCentre 3315DN/3325DN/3325DNI. Alternatively you can access the documents from www.xerox.com/support.

• Install Guide - contains information about installing the machine. • Quick Use Guide - provides basic information on how to use the machine. • User Guide (this document) - contains instructions and information about all the features on the machine. • System Administration Guide - provides detailed instructions and information about connecting your machine to the network and installing optional features. 30 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Copy This chapter includes: • Copy Procedure on page 32 • Copy Options on page 36 • Using the Layout Options on page 39 • Media Output Locations on page 43 2 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 31 Copy Procedure Copy Procedure This section describes the basic procedure for making copies: • Loading Documents on page 32 • Select the Features on page 33 • Enter the Quantity on page 34 • Start the Job on page 34 • Check the Job Status on page 35 • Stop the Copy Job on page 35 If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact your System Administrator. Loading Documents Documents can be loaded either into the automatic document feeder or onto the document glass. Automatic Document Feeder The automatic document feeder can hold a maximum of 50 originals of 20 lb (80 g/m²) thickness. 1.

Load documents to be scanned face up in the input tray of the automatic document feeder with the top of the document to the left of the tray. 2. Move the document guide to just touch both sides of the document. 32 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Copy Procedure Document Glass The document glass can be used for oversized, torn or damaged originals and for books and magazines. 1. Open the automatic document feeder and place single documents face down on the document glass aligned with the rear left corner. 2. The default document size is 8.5 x 11" or A4. For other sized documents, change the Original Size option.

Refer to Copy Options on page 36 for further information. Note: Documents are only scanned once even when several copies are selected. Select the Features Various features can be selected for your Copy job. The paper and 2 sided options are selected from buttons on the control panel. Additional Copy options are available through the Menu button.

Once you have made a selection, press Back to return to the Ready screen. @@1. 2. Press the Copy button on the control panel. Press the Paper Supply button on the control panel: • Auto Select: With this option selected, the machine chooses the correct paper for the Copy job based on the size of the originals being scanned.

• Tray 1: Use this option to select the paper loaded in Tray 1. • Tray 2: Use this option to select the paper loaded in Tray 2. Note: Tray 1 can hold 250 sheets of 20 lb (80 g/m²) paper and the optional tray 2 can hold 520 sheets of 20 lb (80 g/m²) paper. Weight ranges from 16 - 43 lbs bond (60 - 163 g/m²). Sizes range from 105 x 148 mm to 216 x 356 mm (A6 to Legal). • Bypass Tray: Use this option when feeding individual types of stock, for example letterhead or labels for one-off jobs. Note: The bypass tray holds up to 50 sheets of 20 lb (80 g/m²) paper or up to 5 transparency sheets or up to 5 envelopes. Weight ranges from 16 - 58 lbs bond (60 - 220 g/m²). Sizes range from 76 x 127 mm (custom) to 216 x 356 mm (Legal). Select the Paper Supply option required using the up/down arrows and press OK.

Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 33 Copy Procedure 3. For more information, refer to Paper and Media on page 143. Press the 2 Sided button on the control panel. Two-sided copies can be made automatically from one or two-sided originals: • • • 1 1 Sided: Use this option for 1 sided originals when 1 sided copies are required. 2 Sided: Use this option for 1 sided originals when 2 sided copies are required. 1 2 Sided, Rotate Side 2: This option produces 2 sided copies from 1 sided originals and rotates 180 degrees every second side image. Use this option to create documents which can be read in a "head to toe" manner, for example a calendar. 2 2 Sided: Use this option for 2 sided originals when 2 sided copies are required. 1 Sided: Use this option for 2 sided originals when 1 sided copies are required. • • • 2 1 Sided, Rotate Side 2: This option produces 1 sided copies from 2 sided originals and rotates 180 degrees every second side image.

The "read" orientation for this option varies depending on the input originals. For example, if "head to head" orientation originals are scanned, the output will be "head to toe". If "head to toe" orientation originals are scanned, the output produced will be "head to head". Select the 2 Sided option required using the up/down arrows and press OK. Note: Not all the 2 sided options are available on the WorkCentre 3315DN.

4. Additional Copy options are available through the Menu button. For information about programming additional options, refer to Copy Options on page 36. Enter the Quantity • • The maximum copy quantity is 999. Use the keypad on the control panel to enter the number of copies required.

The number entered is displayed in the upper right-hand corner of the display. Note: To cancel an incorrect entry, press the C button and enter the correct quantity. Start the Job 1. 2. Press the Start button. Each document is scanned only once. If using the document glass to scan 2 sided originals, the machine displays a message when ready to scan side 2. Continue scanning until all sides have been scanned. The images are scanned and the Copy job is printed. 34 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Copy Procedure Check the Job Status 1.

2. Press the Job Status button on the control panel to display job status information. A list of Active Jobs or Saved Jobs is displayed. Select your job using the up/down arrows and press OK. The following Job Options are available: For active jobs: • Release • Cancel For saved jobs: • Print • Delete 3. Interrupt the Copy Job To interrupt the active Copy job so that a more urgent job can take priority: 1. Press the Job Interrupt button on the control panel. 2. Remove the active job originals from the automatic document feeder or from the document glass.



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3.

Program the priority job. 4. Place the originals for the priority job on the document glass or in the automatic document feeder. 5. Press Start.

6. When the priority job is complete, press the Job Interrupt button again. 7. Replace the originals from the first job and press start. The interrupted job will resume copying.

Stop the Copy Job Follow the steps below to cancel an active Copy job. 1. Press the Stop button on the control panel. Follow the steps below to cancel a queued Copy job. 1. Press the Job Status button on the control panel to display the active jobs. 2. Use the up/down arrows and select the job required, press OK. 3. Select Delete and OK.

4. Select Yes to delete the job or No to return to previous screen. Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 35 Copy Options Copy Options Your machine provides the following options to customize your Copy jobs. Use the Menu button to access the options. For information about changing the default Copy settings, refer to Feature Defaults on page 159. Notes: • Some options may be unavailable depending on your machine configuration. If you press Stop while setting the Copy options, all of the options you have set for the current Copy job will be canceled and return to their default status after the machine completes the Copy job in progress. Description Allows you to specify the size of the image to be scanned. ••••••••••A4 A5 B5 Letter Legal Executive Folio Oficio Feature Original Size Options Reduce/Enlarge Originals can be reduced or enlarged between 25% and 400% when using the document glass, or from 25% to 100% when using the automatic document feeder. • 100 %: Produces an image on the copies the same size as the image on the original.

- Variable %: Use the keypad or the up/down arrows to enter the percentage required. • Auto Fit: Reduces or enlarges the image on the copies based on the size of the original and the size of the selected output paper. • Presets: The most commonly used reduce/enlarge percentages have been provided as preset options. These preset options can be customized by your System or Machine Administrator to meet individual needs. • Lighten +1 to +5: Lightens the image in increments to the lightest setting of Lighten +5; works well with dark print.
- Normal: Works well with standard typed or printed originals. • Darken +1 to +5: Darkens the original in increments to the darkest setting of Darken +5; works well with light print. Lighten/Darken Adjusts the lightness or darkness of the output. 36 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Copy Options Feature Contrast Description Increases or decreases the contrast between light and dark areas of the image. Options • Less +1 to +5: Decreases the contrast in increments to the lowest contrast setting of Less +5.
- Normal: No contrast adjustment is made. • More +1 to +5: Increases the contrast in increments up to the highest contrast setting of More +5. • Text: Use for originals containing mostly text. • Text and Photo: Use for originals with mixed text and photographs. • Photo: Use when the originals are photographs. • Normal: Select this option to match the layout of the originals. • 2 Up: This feature is used to copy two documents, in a reduced size, onto one sheet of paper.
- 4 Up: This feature is used to copy four documents, in a reduced size, onto one sheet of paper. • ID Card Copy: The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. • Poster Copy: Your original will be divided into 9 portions.

You can paste the printed pages together to make one poster-sized document. • Clone Copy: The machine prints multiple original images onto a single page.

The number of images is automatically determined by the machine based on the original size and the paper size. • Book Copy: Use when copying bound documents and books. • Booklet Creation: This allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet. Refer to Using the Layout Options on page 39 for instructions. • Off: Select if Background Suppression is not required. • Auto: Select to automatically eliminate background. • Enhance: Levels 1 to 4: Suppresses the background color in increments, level 4 representing the greatest amount of background elimination. Original Type The Original Type setting is used to improve the image quality by selecting the document type for the originals.

This option is used to copy multiple documents onto one sheet of paper, copy from book originals, create booklet output and produce documents which can be pasted together to make a poster. Layout Background Suppression Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals. Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 37 Copy Options Feature Margin Shift Description Allows you to shift the image on the page by a specified amount. Options • Off: Select if Margin Shift is not required. • Auto Center: Automatically copies the image in the center of the page.

This feature is only available when you place originals on the document glass. • Custom Margin: Use the numeric keypad to enter the left, right, top or bottom margin amount from 0 to 20 mm. • Off: Select if Edge Erase is not required. • Small Original: erases the edge of the original if it is small. This feature is only available when you place originals on the document glass.

• Hole Punch: Erases the marks from book binding holes. • Book Center: Erases the middle part of the page to eliminate the dark vertical marks reproduced when you copy a book. This feature is only available when you place originals on the document glass. • Border Erase: Use the numeric keypad to enter the left, right, top or bottom amount of margin to erase. Edge Erase Allows you to erase spots, drill holes, fold creases and staple marks along any of the four edges of a document. 38 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Using the Layout Options Using the Layout Options This option is used to copy multiple documents onto one sheet of paper, copy from book originals, create booklet output and produce documents which can be pasted together to make a poster. 2 Up or 4 Up Copying This feature is used to copy two or more documents, in a reduced size, onto one sheet of paper. It is ideal for creating handouts, storyboards or documents used for archival purposes. Note: Originals must be loaded in the automatic document feeder when using this feature. 1.

2. 3. 4. Press Copy on the control panel. Press Menu on the control panel. Press the up/down arrows to highlight Layout and press OK. Select the option required: • Normal: Copies an original onto one sheet of paper.



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• 2 Up: Copies two separate originals onto one sheet of paper. • 4 Up: Copies four separate originals onto one sheet of paper. 1 2 2 3 4 Note: For landscape originals, place the top of the document at the back of the feeder.

For portrait originals, place the top of the document to the left. 5. 6. Select OK to save your selections and press Menu to return to the top level menu. Load originals and press Start.

ID Card Copy The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. This feature is helpful for copying a small-sized item, such as a business card. Note: This Copy feature is available only when you place originals on the document glass. If the original is larger than the printable area, some portions may not be printed. Your machine can print 2 sided originals on one sheet of A4, Letter, Legal, Folio, Executive, B5, A5, or A6 paper.

1. Press Copy on the control panel. 2. Press Menu on the control panel. 3. Press the up/down arrows to highlight Layout and press OK. 1 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 39 Using the Layout Options 4. 5. 6. 7.

Press the up/down arrows to highlight ID Card Copy and press OK. Press Menu to return to the top level menu. Place the front side of the original face down on the document glass, aligned with the tip of the registration arrow and close the automatic document feeder. Press Start. Place Front Side Press OK appears on the display. Press OK on the control panel. Your machine begins scanning the front side and shows Place Rear Side Press Start. Turn the original over and place the rear side of the original face down on the document glass and close the automatic document feeder. Press Start on the control panel to begin copying. 8.

9. **Book Copy** This feature enables you to specify which page or pages of a book are to be scanned. The book original is placed face down B A on the document glass with the spine of the book lined up with the book marker. 1. Press Copy on the control panel.

2. Press Menu on the control panel. 3. Press the up/down arrows to highlight Layout and press OK. 4.

Press the up/down arrows to highlight Book Copy and press OK. 5. Press the up/down arrows to highlight the option required: • Off: Use to deactivate the feature. • Left Page Only: Use to scan and copy the left page of a bound document. • Right Page Only: Use to scan and copy the right page of a bound document. • Both Pages: Use to scan and copy both pages of a bound document. The left page of the book will be scanned first. 6. Select OK to save your selections and press Menu to return to the top level menu. 7.

Place the book original face down on the document glass with the spine of the book lined up with the book marker at the center of the rear edge of the document glass. 8. Press Start. B A 40 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Using the Layout Options 9. If another page requires scanning, select Yes to add another page. Place the book with the new page to be scanned on the document glass, select the Copy option required and press

OK. When you have finished scanning all the pages required, select No at the Another Page? prompt. **Booklet Creation** This allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet. 1. Insert the documents neatly into the automatic document feeder, face up.

The first page should be on top with the headings towards the left of the machine. Note: The originals must be loaded in the automatic document feeder to enable the Booklet Creation feature to be selected. 2. 3. 4.

5. 6. 7. 8. Press Copy on the control panel.

Press Menu on the control panel. Press the up/down arrows to highlight Layout and press OK. Press the up/down arrows to highlight Booklet Creation and press OK. Press the up/down arrows to highlight 1 Sided Originals or 2 Sided Originals and press OK. Select OK to save your selections and press Menu to return to the top level menu. Load originals and press Start. **Poster Copy** Your original will be divided into 9 portions. You can paste the printed pages together to make one poster-sized document. Note: This Copy feature is available only when you place originals on the document glass. 1.

2. 3. 4. 5. 6. Press Copy on the control panel. Press Menu on the control panel. Press the up/down arrows to highlight Layout and press OK. Press the up/down arrows to highlight Poster Copy and press OK. Select OK to save your selections and press Menu to return to the top level menu.

Load originals and press Start. Each portion is scanned and printed one by one. Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 41 Using the Layout Options **Clone Copy** The machine prints multiple original images on a single page. The number of images is automatically determined by the original image and the paper size. Note: This Copy feature is available only when you place originals on the document glass.

1. 2. 3. 4. 5.

6. Press Copy on the control panel. Press Menu on the control panel. Press the up/down arrows to highlight Layout and press OK. Press the up/down arrows to highlight Clone Copy and press OK. Select OK to save your selections and press Menu to return to the top level menu. Load originals and press Start. 42 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide **Media Output Locations** The machine has two output locations: • Output tray (face down) 1 up to a maximum of 150 sheets of 20 lb (80 g/m²) paper. 1 • Rear door (face up) 2 one sheet at a time. 2 The machine sends output to the output tray by default.

If special media such as envelopes print out with wrinkles, curl, creases or black bold lines, the rear door should be used for the output. Open the rear door and keep it open while printing one sheet at a time. Note: The rear door output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams. Using the Output Tray The output tray collects printed paper face down, in the order in which the sheets were printed. The output tray should be used for most jobs. When the output tray is full, a message displays on the control panel. Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 43 **Media Output Locations** To use the output tray, make sure that the rear door is closed. Notes: • • If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear door. To reduce paper jams, do not open or close the rear door while the printer is printing.

Using the Rear Door When using the rear door, paper comes out of the machine face up. Printing from the bypass tray to the rear door provides a straight paper path and might improve the output quality when printing on envelopes or special media. Whenever the rear door is open, the output is delivered there.

Note: The rear door output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.



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CAUTION: The fuser area inside the rear door of your machine becomes very hot when in use. Take care when you access this area. 44 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Scan This chapter includes: • Scanning Overview on page 46 • Scan Procedure on page 47 • Scan Options on page 53 • Scan Assistant on page 55 • Scan Using TWAIN on page 56 • Scan Using WIA Driver on page 57 • Macintosh Scanning on page 58 • Linux Scanning on page 60 3 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 45 Scanning Overview Scanning Overview Scanning with your machine lets you turn pictures and text into digital files that can be stored on your computer or sent to a repository. Your machine can scan via USB or network to a PC or server, as well as directly to a USB memory device. The following filing options are available for Scan: • USB: Using this option, you can scan an image to a USB Memory Device inserted into the USB Memory Device port.

• Local PC: This option can be used if the machine is connected to a PC via a USB cable. For Windows scanning, the Easy Printer Manager must be installed on your PC prior to use. For Macintosh scanning, the Scan and Fax Manager must be installed. • Network PC: Using this option the scanned data will be stored to a networked PC. For Windows, the Easy Printer Manager must be installed on your PC prior to use. For Macintosh scanning, the Scan and Fax Manager must be installed. • SMB: Using this option, you can scan an image and upload it to a shared folder on an SMB server. • FTP: Using this option, you can scan an image and upload it to an FTP server. • WSD: Using this option you can scan to applications or computers that support Microsoft's Web Services for Devices. @@For instructions on setting up and configuring the Scan function, refer to the System Administrator Guide.

Scanning Methods Your machine offers the following ways to scan an image using a local connection: • TWAIN: TWAIN drivers handle the communication between computer software and the scanning device. This feature can be used via a local connection or a network connection. Refer to Scan Using TWAIN on page 56. • WIA (Windows Image Acquisition): To use this feature your computer must be connected to the machine via a USB cable. Refer to Scan Using WIA Driver on page 57. 46 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Scan Procedure Scan Procedure Using Scan, an electronic file can be created from a hard copy original. The electronic file can be scanned in color or black and white depending on the Color option selected. The file can then be sent to a specified destination. This section describes the basic procedure for scanning: • Loading Documents on page 47 • Select the Scan Destination on page 48 • Select the Features on page 50 • Start the Job on page 51 • Check the Job Status on page 51 • Stop the Job on page 52 If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the System Administrator.

Note: Some options may be unavailable depending on your machine configuration and the Scan features and destination selected. Loading Documents Documents can be loaded either into the automatic document feeder or onto the document glass. Automatic Document Feeder The automatic document feeder can hold a maximum of 50 originals of 20 lb (80 g/m²) thickness. 1. Load documents to be scanned face up in the input tray of the automatic document feeder with the top of the document to the left of the tray.

2. Move the document guide to just touch both sides of the document. Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 47 Scan Procedure Document Glass The document glass can be used for oversized, torn or damaged originals and for books and magazines. 1. Open the automatic document feeder and place single documents face down on the document glass aligned with the rear left corner.

2. The default document size is 8.5 x 11" or A4. For other sized documents, change the Original Size option. Refer to Scan Options on page 53 for further information. Note: Documents are only scanned once even when several copies are selected. Select the Scan Destination Scan to USB 1. 2. @@Insert a USB Memory Device into the USB memory port on your machine. The USB menu automatically displays.

@@@3. Press the up/down arrows to highlight Scan to USB and press OK. Scan to Local PC To use Scan to Local PC, the machine must be connected to your PC or workstation via a USB cable. The scan driver must be installed on your PC prior to use. For instructions, refer to the System Administrator Guide.

1. Press Scan on the control panel. 2. Press the up/down arrows to highlight Local PC. 3.

Press OK. If you see the Not Available message, check the port connection and/or setup. 4. Press the up/down arrows until the scan destination you want highlights and press OK. 48 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Scan Procedure Scan to Network PC from Control Panel Make sure that your machine is connected to a network.

Make sure the machine has been configured using the Xerox Scan Assistant utility and the scan driver has been installed. For instructions, refer to the System Administrator guide. 1. Press Scan on the control panel. 2.

Press the up/down arrows to highlight Network PC. 3. Press OK. If you see the Not Available message, check the connection and/or setup. 4. Press the up/down arrows to highlight the Login ID you want and press OK. 5. If necessary, enter the password using the keypad and press OK. 6. Press the up/down arrows to highlight the Scan Destination you want and press OK.

7. Press the up/down arrows to highlight the Resolution you want and press OK. 8. Press the up/down arrows to highlight the Color option you want and press OK. 9. Press the up/down arrows to highlight the File Format you want and press OK. Note: You can also use the Xerox Scan Assistant to scan documents directly from your PC. Refer to Scan Assistant on page 55. Scan to SMB Make sure that your machine is connected to a network. Make sure the machine has been configured using CentreWare Internet Services.

Refer to the System Administrator guide for instructions. 1. Press Scan on the control panel. 2. Press the up/down arrows to highlight SMB and press OK.

3. If required, press the 2 Sided button and Menu button to select the Scan settings. Refer to Select the Features on page 50. 4. Press OK.

5. If Authentication is enabled, enter your Login ID and, if required, your password. 6. Press the up/down arrows until the server you want highlights and press OK. 7. Press the up/down arrows to highlight the File Format you want and press OK. Scan to FTP Make sure that your machine is connected to a network. Make sure the machine has been configured using CentreWare Internet Services. Refer to the System Administrator guide for instructions. 1.

Press Scan on the control panel. 2. Press the up/down arrows to highlight FTP and press OK.



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3. If required press the 2 Sided button and Menu button to select the Scan settings. Refer to Select the Features on page 50. 4. Press OK. 5. If Authentication is enabled, enter your Login ID and, if required, your password.

6. Press the up/down arrows until the server you want highlights and press OK. 7. Press the up/down arrows to highlight the File Format you want and press OK. Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 49 Scan Procedure Scan to WSD Using this option you can scan to applications or computers that support Microsoft's Web Services for Devices.

1. Press Scan on the control panel. 2. Press the up/down arrows to highlight WSD and press OK. 3.

If required press the 2 Sided button and Menu button to select the Scan settings. Refer to Select the Features on page 50. 4. Press OK. 5. Press the up/down arrows until the destination you want highlights and press OK. 6. Press the up/down arrows to highlight the File Format you want and press OK. Scan to Local Drive Using this option you can scan documents to the machine's hard drive, and print scanned documents from the machine hard drive. Folders within the Local Drive are created within CentreWare Internet Services by the System Administrator.

Refer to the System Administrator Guide for more information. To scan a document to the Local Drive: 1. Press Scan on the control panel. 2. Press the up/down arrows to highlight Scan to Local Drive and press OK. The Search ID screen will appear. 3. Select your required folder on the Local Drive. The Default Public folder appears and any other folders that were created within the Internet Services Jobs > Local Drive page. 4. Select the features from the Scan to Local Drive menu. Select the Features Various features can be selected for your Scan job when the machine is in Ready mode. Note: Some of the following options may be unavailable depending on your machine configuration and the scan method selected. Once you have made a selection, press Back to return to the Ready screen. 1.

Press the 2 Sided button on the control panel. The following 2 Sided options are available: ••• 1 2 1 Sided: Use this option for 1 sided originals. 1 Sided: Use this option for 2 sided originals. 2 1 Sided, Rotated: Use this option for 2 sided originals which have the second side rotated. This option will rotate the second side image 180 degrees.

Select the 2 Sided option required using the up/down arrows and press OK. 50 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Scan Procedure 2. The following features are available through the Menu button for Scan to USB, Scan to FTP and Scan to SMB. Original Size Original Type Resolution Output Color File Format Lighten/Darken Contrast Use to set the size of the image being scanned. Used to improve the image quality by selecting the document type for the originals. Sets the image resolution. A higher resolution increases the file size. Sets the color mode of the scanned image. Sets the file format of the saved image. Provides manual control to adjust the lightness or darkness of the scanned images.

Use to increase or decrease the contrast between black and white images. Press the up/down arrows until the feature you want highlights and press OK. Select the setting required and press OK. For information about each of the options refer to Scan Options on page 53. Start the Job 1. 2. 3. 4. Press the Start button. If using the document glass to scan 2 sided originals, the machine displays a message when ready to scan side 2.

Continue scanning until all sides have been scanned. @@@@Load an original and press Start. Otherwise, press the left/right arrows to highlight No and press OK. The images are scanned and sent to the destination selected. Check the Job Status 1.

2. Press the Job Status button on the control panel to display job status information. A list of Active Jobs or Saved Jobs is displayed. Select your job using the up/down arrows and press OK. The following Job Options are available: For active jobs: •Release •Cancel For saved jobs: •Print •Delete 3.

Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 51 Scan Procedure Stop the Job Follow the steps below to cancel an active Scan job. 1. Press the Stop button on the control panel. Follow the steps below to cancel a queued Scan job. 1. Press the Job Status button on the control panel to display the active jobs. 2. Use the up/down arrows to select the job required, press OK. 3. Select Delete and OK.

4. Select Yes to delete the job or No to return to previous screen. 52 Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide Scan Options Scan Options Your machine provides the following options to customize your Scan jobs. Use the Menu button to access the options. For information about changing the default Scan settings, refer to Scan Defaults on page 161. Note: Some of the following options may be unavailable depending on your machine configuration and the scan method selected. Feature Original Size Description Allows you to specify the size of the image to be scanned. ••••••••A4 A5 B5 Letter Legal Executive Folio Oficio Options Original Type The Original Type setting is used to improve the image quality by selecting the document type for the originals. Resolution affects the appearance of the scanned image. A higher resolution produces a better quality image.

A lower resolution reduces communication time when sending the file over the network. •Text: Use for originals containing mostly text. •Text and Photo: Use for originals with mixed text and photographs. •Photo: Use when the originals are photographs. •300 dpi: Recommended for high quality text documents that are to pass through OCR applications.

Also recommended for high quality line art or medium quality photos and graphics. This is the default resolution and the best choice in most cases. •200 dpi: Recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics. •100 dpi: Recommended for lower quality text documents or if a smaller file size is required.

•Color: Use to select color output from your original. •Grayscale: Use if output is to be in shades of gray. •Black and White: Use to select black and white output regardless of the color of your original. Resolution Output Color Select Output Color to produce black and white, grayscale or color output. Xerox WorkCentre 3315DN/3325DN/3325DNI User Guide 53 Scan Options Feature File Format Description File Format determines the type of file created and can be temporarily changed for the current job. Select the file format you wish to use for your scanned image. Options •PDF (Portable Document Format): Allows recipients with the right software to view, print or edit the electronic file, no matter what their computer platform. •Single-TIFF (Tagged Image File Format): Produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms.



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