

Xerox Phaser®
3100MFP
A4
Black and White
Multifunction
Printer



Xerox Phaser® 3100MFP Multifunction Printer Evaluator Guide



About this Guide

This Evaluator Guide introduces you to the Xerox Phaser® 3100MFP multifunction laser printer, explains its key features and performance advantages, and provides guidance throughout your printer evaluation process.

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Section 1: Introducing the Xerox Phaser 3100MFP Multifunction Laser Printer

Product Overview

Loaded with helpful features at a surprisingly low price, the Phaser 3100MFP multifunction laser printer brings powerful printing, copying, scanning and faxing within easy reach, right at the user's desktop. It's the ideal office solution for workgroups of one to five users.

Printer with more features for less

The budget-friendly Phaser 3100MFP handles four critical office tasks with speed and precision.

- Print and copy speeds of 20 ppm - plus a fast first-page-out time - keep up with your busy pace.
- Scan directly to your computer in black and white and in colour for easy access and organising.
- Powerful character recognition software turns hard copies into editable electronic documents.
- High-end copy and print features like ID Card Copy and N-up simplify work processes.
- Optional features, including wireless networking and Voice over IP functionality, add even more flexibility
- Security features includes Secure fax receive, confidential mailbox, counters to track the usage of the device, key functions lock (USB, SMS send and parameters).
- Toner save mode (ECO Mode) and Energy Star compliance benefit both the environment and your bottom line. Plus, adjustable time to power save mode, N-up printing, low power consumption add more value by reducing energy and print costs.



Total ease-of-use

Each of the Phaser 3100MFP device's features and functions is designed to make office life easier.

- Easy set up and operation, plus a front panel makes walkup functions and features a simple touch of a button.
- USB direct printing/scanning lets you save to or print directly from any USB memory drive - no computer needed.
- The intuitive, bi-directional print driver provides helpful device-status updates.
- Fax configuration includes a full keyboard for easy text entry.
- Easy supplies replacement. All in one cartridge contains all of your printer essential parts. Replacing the toner is straightforward and can be managed by any users. Plus the Automatic consumable ordering system will take care of ordering consumables via fax!

Just the right fit

The Phaser 3100MFP takes up less office space while delivering more helpful capabilities.

- The automatic document feeder provides fast scanning, copying and faxing of multipage jobs (available on 3100MFP/X configuration).
- A centre output tray helps keep the device compact and desktop friendly.
- Paper capacity of 250 sheets means fewer interruptions to reload paper.
- The bypass tray allows single-sheet feeding of special media, like envelopes and heavier paper.

Xerox Phaser 3100MFP Configurations



Phaser 3100MFP/S

The Phaser 3100MFP/S comes with a standard set of productive multifunction features, including printing, copying and colour scanning.

Performance:

- Print and copy speeds of up to 20 ppm
- Manual two-sided output
- Manual two-sided scanning
- First-Page-Out Time (FPOT) as fast as 13 seconds
- First-Copy-Out Time (FCOT) as fast as 8.5 seconds
- Up to 600 x 600 dpi print and copy resolution
- 4800 x 4800 dpi interpolated scan resolution
- 32 MB memory
- USB 2.0
- Page Description Language: GDI

Reliability:

- Duty Cycle of up to 10,000 pages per month
- Recommended Average Monthly Print Volume of up to 3,000 pages

Paper handling:

- **Multipurpose Tray:** 1 sheet; A4, A5, B5, A6; 52 to 162 gsm
- **Main Tray:** 250-sheet capacity; Selectable sizes: A4, A5; 60 to 105 gsm
- Output Tray: 50-sheet capacity

Print feature highlights:

- Print from USB thumb drive, Watermarks, N-up, overlays

Copy feature highlights:

- ID card copy, N-up, Reduce/enlarge image (25 % to 400 %), Image lighter/darker (7 levels), Poster (platen only), Clone, Auto Fit

Scan feature highlights:

- **File Formats:** JPEG, TIFF, Multipage TIFF
- **Colour scanning**
- **Scan Destinations:** Scan to PC, Scan to USB thumb drive
- Nuance® PaperPort® SE 11.0 scan software



Phaser 3100MFP/X

Builds on the Phaser 3100MFP/S with the addition of:

Print features:

- Calendars (print calendars from year 1900 to 2099 directly from front panel)

Copy features:

- **Automatic Document Feeder (ADF):** 50 sheets
- **Copy Feature Highlights:** Collation, N-Up

Scan features:

- **Scan Speed:** Up to 20 ppm (via Automatic Document Feeder)
- **Scan Software:** ABBYY FineReader*

* Not available in all regions.

Fax features:

- **Fax Speed:** 33.6 Kbps, 3-second-per-page transmission
- **Resolution:** Up to 200 x 200 dpi
- **Compression:** MMR, MR, MH, JBIG
- **Memory:** 2 MB
- **Speed Dial:** 250 settings
- **Fax Feature Highlights:** Full keyboard, PC Fax, 32 broadcast lists, Auto redial, Journal, Confirmation reports, Secure fax receive, Fax reroute, Broadcast fax, Delayed fax, Memory receive, Receive to USB thumb drive, Polling, 31 Fax Mailboxes, fax answering machine, SMS send capability

Optional

Configure the Phaser 3100MFP to meet your specific needs with a range of optional accessories.

Fax features:

Digital cordless telephone for simultaneous fax/wireless telephone functionality over shared phone line.

This will enable the user to effectively use the same phone line for Fax and Voice data. It offers the customer a cordless phone, which will automatically differentiate between a received fax call or voice call and handle it accordingly. This way the customer would not have to race to the fax machine to answer not knowing whether it is a fax or a voice call. Cordless phone would not ring at all if the call is a fax.

Connectivity:

USB wireless network adaptor enables wireless connectivity. The Phaser 3100MFP wireless option offers the customer two choices:

- Ad-hoc connection, i.e. Phaser 3100 MFP connected wirelessly directly to a single or multiple PCs.
- Infrastructure Network, i.e., Phaser 3100 MFP connected wirelessly to a wireless router to which the PCs connect.

It actually turns the device into a GDI wireless network printer available to all the network users. Several PCs can print or scan at the same time through the USB adaptor.

Miscellaneous:

VoIP (Voice over Internet Protocol) adaptor/ Fax ATA 101S**

- A device that enables the analogue fax machine to work over the IP network
- Ideal for companies who are intending to go to Voice over IP or are already using it, the Analogue Telephone Adaptor is a device used to connect one or more standard analogue telephones to a digital and/or non-standard telephone system such as a Voice over IP based network. An ATA usually takes the form of a small box with a power adaptor, one Ethernet port, and one or more FXS telephone ports. Users can plug one or more standard analogue telephone devices into the ATA and the analogue device(s) will operate, usually transparently, on a VoIP network

** Not available in all regions. IT expertise is required.

Service

- **1 year extended on-site service**
Total 2 years on-site when combined with 1 year warranty available during first 90 days of product ownership
- **2 year extended on site service**
Total 3 years on site when combined with 1 year warranty available during first 90 days of product ownership

Section 2: Evaluating Multifunction Printers

Overview

Based on continuous study of our customers' productivity requirements, Xerox recommends that the following criteria be used when evaluating which black and white laser multifunction system to purchase for your office.

Ease of Installation, Management and Use

Does the multifunction system offer an installation process simple enough for non technical users? Does it include helpful tools that simplify day-to-day management? How does the multifunction system ease the demands of daily use?

Productivity

Can the multifunction system keep up with the demands of your daily and monthly workloads?

Versatility

Does the multifunction system deliver the range of capabilities your office requires?

This section examines each of the above evaluation criteria in greater detail, covering the specific features and performance attributes you should look for in a black and white multifunction system. When the same criteria are used to evaluate every device under consideration, you'll see how the Phaser 3100MFP excels against other manufacturers' products.

Evaluate Ease of Installation, Management and Use

Most small office environments don't have IT resources on staff, so office equipment must be simple and easy to install. Is ongoing multifunction system management eased by tools provided by the vendor? In small offices, ease of use is a critical attribute of the equipment you deploy - the system must be easy to learn and use, with simple user interfaces that help employees access features, program jobs and stay focused on producing great work.

How the Xerox Phaser 3100MFP exceeds the ease of installation, management and use requirements

Ease of Installation

Fast, Simple Setup

Easy installation starts with unpacking the device and ends when it's powered up and ready for use. The Phaser 3100MFP is easily removed from its packaging and, at just over 11.6 kg, can be safely placed in the office by almost anyone. It's also small enough to fit on a desk or into any space-constrained office. The included quick install guide helps the user install optional accessories, connect the printer to the computer and a power source, and power-up the device. Settings such as language selection and feature setup are completed at the Phaser 3100MFP's intuitive front-panel user interface.

Easy Driver Deployment

Xerox includes an installation CD that features an easy, wizard-based driver-installation process. If preferred, print and scan drivers can also be easily downloaded from the Xerox website.

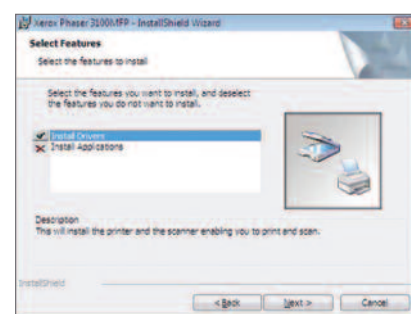
Xerox Office Services

Lastly, Xerox offers a host of productivity-enhancement services for managing an office's document output and asset infrastructure. These services deliver measurable business results by leveraging a powerful set of office technologies, business processes, methodologies and software tools to reduce costs and improve productivity. These offerings are summarised in Section 3 of this guide.

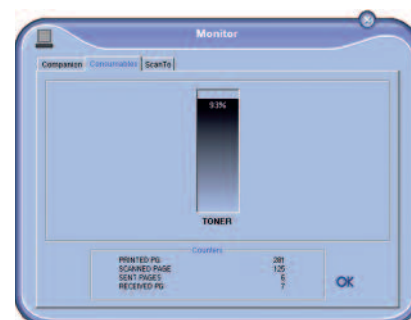
Ease of Management

The Phaser 3100MFP includes Companion Pro device management software, which helps you manage your scan, print and fax settings, and phonebook, and enables you to update the system firmware.

Also, whether at your desk or at the device's front panel, current information is available on every job the multifunction system processes as well as in-depth device status. See the list of jobs currently in the print queue, how many faxes have been sent that day, paper status and total-page-output counts via the Phaser 3100MFP print driver or the device's front panel.



The InstallShield Wizard helps users quickly install and configure the Phaser 3100MFP multifunction printer.



The included Companion Pro device management software keeps track of the Phaser 3100MFP's consumable levels.

Also, consider consumables. The Phaser 3100MFP features an integrated print cartridge that minimises the number of consumables you'll need to change.

You have two options when purchasing print cartridges for the Phaser 3100MFP:

- **Standard-capacity print cartridge** - lower-cost cartridge for price-sensitive offices, with a 2,200-page capacity*
- **High-capacity print cartridge** - maximises the time between consumables purchases, with a 4,000-page capacity*

*Average standard pages. Declared yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and print mode.

Ease of Use

The front panel interface on the Phaser 3100MFP provides simple access to copy, scan, fax and administration features. Device functions are controlled by a selection of buttons, including one-button access to copy, scan and fax menus, plus a full keyboard for easy text entry. More advanced features are accessed with four navigation buttons that select programming attributes in the two-line LCD display. Access print-quality settings, such as contrast and resolution, and switch to economical "Toner Saver" printing at the easy touch of a button.

In addition, a front USB port lets you print (JPEG, TIFF) from or scan to (PDF, B&W TIFF, COLOUR JPEG) any USB memory drive without the need for a computer.

Phaser 3100MFP/X will include as standard an automatic consumables ordering system. You will have to activate it by manually entering the details of your reseller. Once done, you don't need to worry about ordering consumables anymore. The Automatic consumables ordering system notifies the dealer by sending a fax with the level of consumables remaining, thereby allowing the dealer to call you in order to supply a new toner.

You will never face supplies shortage. Plus, by using genuine Xerox supplies, you will get the best print quality and performance.

No worries in term of device management.

The Companion Pro suite software will enable you to:

- Check whether the machine is connected to your PC
- Monitor the machine activities
- Monitor the status of the machine consumables from the PC
- Quickly access the graphic editor applications

Plus, Companion Pro provide the device management tools, PaperPort document manager and OCR, PC fax and Fax phone directory management tools

For normal copy jobs that require no special settings, simply place the original on the platen or in the ADF and press the green button - the copy is on its way in just two steps.

Administrative features include reports, device setup settings and device maintenance.

The Phaser 3100MFP print driver - with a clear, graphical user interface - provides an easy, intuitive way to interact with the system.



The Phaser 3100MFP/X fax configuration includes a full keyboard for easy text entry.

Evaluate Productivity

When evaluating an multifunction system's overall productivity, consider its level of performance - including print and copy speeds, as well as first-page-out time - and determine whether the device will easily handle the average print jobs (typically 3 to 5 pages long) of a busy individual or small workgroup. Does the system offer the media flexibility to support the variety of jobs you'll ask it to perform?

How the Xerox Phaser 3100MFP exceeds the productivity requirement

Performance

The Phaser 3100MFP has the power to support either one employee or a small group in office environments. With print and copy output speeds up to 20 ppm, the Phaser 3100MFP makes quick work of your day-to-day workloads. Additionally, first-page-out times as fast as 13 seconds for printing and 8.5 seconds for copying minimise the time spent waiting for your jobs to start. The 50-sheet automatic document feeder (ADF) on the 3100MFP/X configuration makes scanning multipage originals for copying, scanning or faxing easy. With multiple scan destination options - including Scan to Desktop and Scan to USB thumb drive - the Phaser 3100MFP helps you digitise documents for editing and distributing.

Media Support and Capacity

The Phaser 3100MFP supports a range of paper sizes and weights to handle the range of your employees' tasks. A wide range of paper sizes - from A6 to A4 along with custom sizes in the single-sheet Bypass Tray - makes it easy to print a variety of office documents on various media types, including plain paper, envelopes, labels, card stock and transparencies. The Main Tray supports paper weights from 60 - 105 gsm; the ADF supports paper weights from 60 - 90 gsm; the bypass tray supports paper weights up to 162 gsm for heavier paper stock.

The Phaser 3100MFP also has the media capacity to avoid interruptions and keep you productive, with a 250-sheet paper capacity to handle your day-to-day print volumes.

Other powerful features

Security features: Secure fax receive, confidential mailbox, counters to track the usage of the device, key functions lock (USB, SMS send, parameters etc)

Environmental functions: ECO Mode (toner save mode) and Energy Star compliance benefit both the environment and your bottom line. Consumables for the Phaser 3100MFP are part of the Xerox Green World Alliance Supplies Recycling Programme. The Phaser 3100MFP also offers adjustable time to power saver mode, N-up printing, low power consumption



Images can be scanned directly from the Phaser 3100MFP to any USB memory drive via the USB port, conveniently located on the front of the device.

Evaluate Versatility

When evaluating a multifunction system's versatility, determine whether its feature set will not only increase your efficiency, but also help you consolidate older office devices. Does the system include print and copy speeds and features needed to support your work volumes? Have you considered the ways in which the system's scanning features help streamline company workflows? Does your company still require fax capabilities?

How the Xerox Phaser 3100MFP exceeds the versatility requirement

Copy Features

The Phaser 3100MFP copies black and white documents at speeds of up to 20 ppm. Paired with the 50-sheet ADF, the Phaser 3100MFP helps you quickly process multipage originals. Advanced features - including ID Card Copy, collation, N-up, reduce/enlarge, poster copying, manual two-sided copying and ECO Copy (toner save mode) - make this a versatile copier for the desktop.

Print Features

With black and white print speeds of up to 20 ppm, as well as a first-page-out time of less than 13 seconds, the Phaser 3100MFP provides the printing performance to support a busy user or small workgroup. From start to finish, the average three-page office print job takes less than 20 seconds, letting you quickly move on to the next task. Its list of print features includes watermarks, N-up and overlays.

The Phaser 3100MFP also comes with the flexibility to function in virtually any office environment, with included print drivers for Microsoft, Mac and Linux.

Scan Features

The Phaser 3100MFP/X configuration delivers helpful scanning features, standard, including colour scanning, scan to PC via USB connection, and scan to USB thumb drive. The 50-sheet ADF eases multipage-document scanning tasks, and up to 4800 x 4800 interpolated dpi resolution delivers sharp images. In addition, Nuance® PaperPort® SE 11.0 software eases the process of scanning, distributing and organising scanned images. Plus, ABBYY FineReader Sprint is a simple tool allowing you to convert scanned documents into editable formats, such as Microsoft Word and Microsoft Excel. It offers basic OCR functionality.

Fax Features

The Phaser 3100MFP/X configuration offers fax functionality that includes a 33.6 Kbps transmission speed and M, MR, MMR and JBIG compression formats. Its feature set includes 250 speed dial settings, 31 Mailboxes, auto redial, broadcast fax, delayed fax, priority fax, server fax and receive to USB thumb drive. Two key fax features include:

- **PC Fax Send** - transmits paperless faxes directly from your PC via USB;
- **Secure Fax Receive** - keeps private faxes secure until released at the device by the intended recipient.



Scan to PC lets a user adjust the image quality before scanning a document to his or her desktop.

Section 3: Configurations, Specifications, Supplies, Support and Additional Information Sources

Configuration Summary

The following sections provide details about the various Phaser 3100MFP configurations, available options and supplies, and more helpful information.



| | Phaser 3100MFP/S | Phaser 3100MFP/X |
|-----------------------|---|---|
| Speed | 20 ppm | |
| Duty Cycle | Up to 10,000 pages / month | |
| Paper Handling | Platen | |
| Paper input | Standard | Automatic Document Feeder (ADF): 50 sheets; Custom sizes: 142 x 147 mm to 216 x 356 mm |
| | Main Tray: 250 sheets; Sizes: A4, A5 Bypass Tray: 1 sheet; Sizes: A6 – A4 | |
| Paper output | 50 sheets, face down | |
| Copy | | |
| First-page-out time | As fast as 8.5 seconds | |
| Resolution (max) | Up to 600 x 600 dpi | |
| Copy features | ID Card Copy, Poster, Toner save mode (ECO Mode), Reduce/Enlarge, Manual two-sided, Clone, Auto Fit | ID Card Copy, Poster, Toner save mode (ECO Mode), Reduce/Enlarge, Manual two-sided, Clone, Auto Fit, Collation, N-up |
| Print | | |
| First-page-out-time | As fast as 13 seconds | |
| Resolution (max) | Up to 600 x 600 dpi | |
| Memory | 32 MB | |
| Connectivity | USB 2.0, Wireless network (optional) | |
| Language support | Host-Based | |
| Print features | Watermarks, N-up, Overlays | Watermarks, N-up, Overlays, calendars |
| Scan | | |
| Scan destinations | Scan to desktop, Scan to USB Thumb Drive, Scan to TWAIN/WIA applications | |
| Scan features | Up to 4800 x 4800 interpolated dpi, 600 x 600 optical dpi, Colour Scanning, Nuance® PaperPort® SE 11.0 | Up to 4800 x 4800 interpolated dpi, 600 x 600 optical dpi, Colour Scanning, Nuance® PaperPort® SE 11.0, ABBYY FineReader™ |
| Fax | | |
| | NA | Embedded fax (33.6 Kbps with M/MR/MMR/JBIG compression), PC Fax |
| Fax features | NA | Secure Fax Receive, up to 250 number directory/32 broadcast lists, 31 Mailboxes, Polling, Auto redial, journal, confirmation reports, broadcast fax, memory receive, Delayed fax, Fax answering machine, Fax rerouting, Receive to USB memory drive, SMS send capability |
| Warranty | One-year on-site warranty. Plus optional service extensions available. | |

Specifications

| Specifications | | | | | | | | |
|------------------------------|---|---|---------------|---------------|------------------|--------------|--------------------------|---------------|
| Device Management | Companion Pro | | | | | | | |
| Print Driver Support | Microsoft Windows® — 2000/XP/Vista (32-bit and 64-bit), 2003 Server Linux: Red Hat 8 – 9, Debian, Fedora, Ubuntu, Suse 9.2 and higher Apple Mac OS® — 10.3 – 10.5 | | | | | | | |
| Media Handling | ADF: 142 x 147 mm to 216 x 356 mm Main Tray: A4, A5 Bypass Tray: A4, A5, B5, A6 | | | | | | | |
| Supported Sizes | | | | | | | | |
| Supported Weights | ADF: 60 to 90 gsm Main Tray: 60 to 105 gsm Bypass Tray: 52 to 162 gsm | | | | | | | |
| Operating Environment | Temperature: 10 to 32 °C Relative Humidity: 15 % to 80 % Sound Pressure Levels: • Standby Mode: < 30 dB(A) • Warm Up: < 40 dB(A) • Copying: < 63 dB(A) • Printing: < 53 dB(A) | | | | | | | |
| Electrical | 220–240 VAC, 50/60 Hz, 3.0 A | | | | | | | |
| Power | | | | | | | | |
| Power Consumption | <ul style="list-style-type: none"> • Power Save Mode: Under 12 W • Average: 340 W • ENERGY STAR® qualified | | | | | | | |
| Dimensions | 3100MFP/S | | | | 3100MFP/X | | | |
| | Width | Depth | Height | Weight | Width | Depth | Height | Weight |
| | 447 mm | 386 mm | 344 mm | 11.6 kg | 447 mm | 386 mm | 412 mm | 13 kg |
| Agency Approvals | FCC Part 15, Class B Listed UL Cred 7 60950-1/CSA 6095-1-03, CE Mark applicable to Directives 2006/95/EEC, 89/336/EC, 2004/108/EC, and 1999/5/EC | | | | | | | |
| Supplies and options | Part Number | Description | | | | | Capacity | |
| | 106R01378 | Standard-Capacity Print Cartridge | | | | | 2,200 pages ¹ | |
| | 106R01379 | High-Capacity Print Cartridge | | | | | 4,000 pages ¹ | |
| | 097N01694 | Digital Cordless Telephone - Europe | | | | | | |
| | 097N01789 | Digital Cordless Telephone - UK/Ireland | | | | | | |
| | 097N01716 | Voice over IP Adaptor/Fax ATA 101S (IT expertise required) - Europe | | | | | | |
| | 097N01717 | Voice over IP Adaptor/Fax ATA 101S (IT expertise required) - UK/Ireland | | | | | | |
| | 097N01683 | USB Wireless Network Adaptor | | | | | | |

¹ Average standard pages. Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and print mode.

Support and Additional Information Sources

Unrivalled Service and Support

Behind every Xerox product is a large network of industry-leading customer support — available when you need it. Xerox service professionals use leading-edge technologies to keep you up and running. They're even linked to the engineers who designed your product, so you can be confident when you choose Xerox. And Genuine Xerox supplies are always readily available.

A trusted brand

Outstanding quality, reliability and performance are backed by a standard one-year on-site warranty. Optional extended warranties are also available.

Additional Information Sources

Phaser 3100MFP Front Panel:

- The front panel offers tools and information pages to help with machine setup, feature selections, operational problem solutions, and media feed and supply issues.

Customer Documentation:

- Read Me First
- Quick Reference Guide
- User Manual
- Print Driver (PCL)
- Scan Driver
- Scan Software by Nuance®
- Companion Pro suite software

On the Web

Visit www.xerox.com/office for:

- Product, supplies and support information
- Downloading drivers
- Finding your local Xerox sales representative
- Online documentation

Visit www.xerox.com/office/support for:

- Support and service information, including the same troubleshooting Knowledge Base used by Xerox Customer Support staff to provide the latest technical information on:
 - Application issues
 - Errors
 - Print-quality issues
 - Troubleshooting

Questions? Comments? Problems?

If for any reason you need to contact your Xerox sales representative, please call or visit us on the web at www.xerox.com/office.

