

Xerox® WorkCentre®
3210 / 3220
Letter-size
Black-and-white
Multifunction Printer



WorkCentre 3210 / 3220
Multifunction Printer
Maximized efficiency,
tailored to your desktop.



Xerox® WorkCentre® 3210/3220 Multifunction Printer

True office productivity on your desktop. The WorkCentre 3210/3220 is a highly compact device complete with extensive features to increase performance and manage costs. This value-packed and reliable all-in-one print/copy/scan/fax device has been designed with individuals and small workteams in mind.

Performance-tuned for Busy Professionals

The WorkCentre 3210/3220 puts a premium on efficiency, giving you the power and functions you need to stay on top of heavy workloads.

30
ppm

- **Fast output keeps pace with high demand.** Print speeds up to 30 ppm, and a rapid first-page-out time of less than 8.5 seconds, deliver documents fast.

- **Concurrent operation** means you can quickly scan a file when you need it, even while other jobs are printing.
- **Flexible paper handling.** Reliably feed a wide variety of media, including cardstocks, transparencies, envelopes and papers ranging from 16 to 43 lb. (60 – 163 gsm).
- **Sharp, clear images and text,** with up to 1200 x 1200 enhanced image quality plus PCL® 6 and PCL 5e printer languages. The WorkCentre 3220 includes Adobe® PostScript® 3™ compatibility.
- **Find your most-needed functions fast** on the user-friendly front panel with large, easy-to-read buttons and a two-line LCD display.
- **Set-up is a snap,** thanks to an installation video, and simplified network and driver installation.
- **No-hassle maintenance.** An all-in-one user-replaceable print cartridge keeps intervention to a minimum, and a robust monthly duty cycle of up to 30,000 pages (3210) and 50,000 pages (3220) ensures reliable operation day after day.

Outstanding Overall Value

The WorkCentre 3210/3220 delivers more for your money and helps small offices gain efficiency while keeping costs down.

- **Affordable price** lets you add superior office capabilities without breaking your budget.
- **Combines critical functions.** One device that does the work of four reduces operating costs and service calls.
- **High productivity right out of the box,** with built-in networking and everything you need to start using this multifunction printer within a few minutes of setup.
- **Choose long-lasting high-capacity print cartridges** to lower your cost per print and minimize printer intervention.
- **An array of security features** such as Secure Fax Receive, which holds a fax until an authorized user logs in to retrieve it, along with SNMPv3 and IPv6, ensure that private data stays secure.
- **Xerox quality, reliability and performance** are backed by Xerox Service and Support, a standard one-year warranty and the unmatched Xerox® Total Satisfaction Guarantee.
- **Front panel USB port** offers convenient scanning to and printing from a USB memory drive.

Conserve resources and stay green.

- **Reduce paper use** with automatic two-sided printing on the WorkCentre 3220.
- **Adjustable power save mode** puts you in control of your multifunction printer's power bill.
- **Increase toner yield** by using Toner Saver mode on draft documents.
- **One set of consumables** saves money and storage space. No more purchasing supplies for separate print, fax and copy machines.
- **Save paper with digital workflows,** letting you distribute documents electronically instead of on paper.

WorkCentre 3210 / 3220 Quick Facts

- Up to 24 ppm and 30 ppm
- 250-sheet paper capacity, expandable to 500 sheets
- 600 x 600 dpi (1200 x 1200 enhanced image quality)
- 360 MHz processor
- 128 MB memory (384 MB maximum)
- Color scanning



Print / Copy / Scan / Fax

Letter / Legal

ppm

WxDxH:

17.5 x 16.2 x 15.6 in.
445.2 x 410.5 x 395.3 mm
3210: 30.45 lbs./13.8 kg
3220: 30.73 lbs./13.9 kg



Small-office Friendly

All the office-ready features you need, sized to fit your workspace.

- **Compact, quiet and lightweight.** The WorkCentre 3210/3220 fits perfectly in tight, busy spaces.
- **Color scanning** quickly converts paper into electronic documents on your network, ready to be saved to a network or desktop folder, inserted into an application, sent to an email inbox (WorkCentre 3220) or stored on a USB memory drive.
- **Included scan software** provides helpful tools for editing and document manipulation, and for organizing and distributing your scanned files.
- **Edit and organize** scanned files with Optical Character Recognition scanning tools.
- **Advanced fax features** such as broadcast (multisend) faxing, fax forwarding and fax speed dials let you replace less cost-effective standalone fax machines with a single, well-integrated device.
- **PC/LAN Fax** allows paperless faxing right from your desktop (Windows only).
- **Manage from your desktop** using CentreWare® Internet Services, which lets you configure, update, view status and receive event alerts remotely.
- **Expand paper capacity** as your requirements expand. An optional 250-sheet paper tray gives you 500-sheet total capacity to reduce paper-changing trips.
- **Work team-ready**, this multifunction printer supports a diverse office environment with Microsoft® Windows®, Linux and Apple® Macintosh® systems.



1

Automatic Document Feeder holds 50 sheets.

2

Automatic two-sided printing on the WorkCentre 3220 saves paper and money.

3

Single-sheet multipurpose tray can handle envelopes, labels, postcards and transparencies.

4

250-sheet tray provides plenty of paper capacity for workgroup printing, copying and faxing.

5

Optional 250-sheet tray brings total capacity to 500 sheets.

6

USB memory port lets you save to, or print directly from, a USB drive — no computer needed.

7

Paper level indicator shows the sheets remaining in the tray.

8

Find frequently used fax numbers and email addresses in address book. You can also print an address list.

9

Four-way directional pad eases menu navigation.

10

Copy both sides of an ID card to a single side of paper with ID Card Copy feature.



Xerox® WorkCentre® 3210 / 3220



| | WorkCentre 3210 | WorkCentre 3220 | |
|------------------------------|---|---|--|
| Speed | Up to 24 ppm (Letter/A4) | Up to 30 ppm (Letter) / 28 ppm (A4) | |
| Duty Cycle | Up to 30,000 pages / month | Up to 50,000 pages / month | |
| Paper Handling | Standard | Automatic Document Feeder: 50 sheets; Custom Sizes: 5.6 x 5.8 in. to 8.5 x 14 in. / 142 x 148 mm to 216 x 356 mm | |
| | | Multipurpose Tray: 1 sheet; Sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm | |
| | Optional | Main Tray 1: 250 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm | |
| | | Tray 2: 250 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm | |
| Automatic Two-sided Printing | NA | Standard | |
| Paper Output | 150 sheets | | |
| Print | First-page-out Time | As fast as 9.5 seconds | As fast as 8.5 seconds |
| | Print Resolution | 600 x 600 dpi (1200 x 1200 enhanced image quality) | |
| Processor | 360 MHz | | |
| Memory (std / max) | 128 MB / 384 MB | | |
| Connectivity | 10/100 Base-TX Ethernet, USB 2.0 | | |
| Page Description Languages | PCL® 6 and PCL®5e emulations (host-based for Mac and Linux) | PCL® 6 and PCL®5e emulations, PDF 1.4, PostScript® 3™ compatibility | |
| Print Features | Custom-size pages, Watermarks, Poster printing, N-Up, Fit to Page, Scaling, Overlays, Reduce/Enlarge, Toner Saver, Print from USB memory drive, Booklet printing | | |
| Copy | First-page-out Time | As fast as 10 seconds | |
| | Copy Resolution | Up to 600 x 600 dpi (1200 x 1200 interpolated) | |
| | Copy Features | Reduce/Enlarge (25 – 400%), Auto background suppression, 3 level darkness control, Collation (ADF only), ID Card Copy, N-Up (2-up, 4-up), Clone (platen only), Poster Copying (platen only) | |
| | NA | Two-sided (1:2 duplex copy), Manual 2:2 copying (no collation) | |
| Fax | Embedded fax (33.6 Kbps with MH/MR/MMR/JBIG/JPEG compression)* | | |
| Fax Features | Secure fax receive, PC/LAN Fax (send only)**, Fax forward to fax, Junk fax barrier, Searchable address book, Auto reduction, Battery backup, Distinctive ring, Broadcast (multisend) fax, Up to 200 group dial/broadcast locations, 200 speed dial locations, Delayed fax, Memory receive, Color fax send, Fax reports, Up to 300 x 300 dpi, 4 MB (225 pages) | | |
| | NA | Fax forward to email, Two-sided fax receive | |
| Scan | Scan Destinations | Scan to application, Network Scan to PC, Scan to USB memory drive | Scan to application, Network Scan to PC, Scan to USB memory drive, Scan to email |
| | Scan Features | Scan to PC Desktop® SE Personal Edition; PDF; JPEG; TIFF; Multi-page TIFF; BMP; Color Scanning; USB, TWAIN, WIA drivers, Up to 4800 x 4800 enhanced dpi | |
| Security | IP Filtering, SNMPv3, Port Control, IPv6, Secure IPP, Scan-to-email with user authentication, Secure fax receive | | |
| Warranty | One-year return to depot, Xerox® Total Satisfaction Guarantee | | |

* Analog phone line required ** Windows only

Device Management

Xerox® CentreWare® Internet Services, CentreWare Web, WebJet Admin Interface

Print Drivers

Windows® XP (32/64 bit)/Vista/2003 Server/2008 Server, Mac OS® X version 10.3 and above; Various Linux® OS (via USB interface only) including Red Hat® 8-9, Fedora™ Core 1-4, Mandrake® 9.2-10.1, SUSE® 8.2-9.2, Mandriva 2005/2006/2007 (32/64 bit), Ubuntu 6.06-7.04, Debian 3.1-4.0, UNIX AT&T system V (4.2) BSD4.3, HP-UX (Rel 9x & 10x), SCO 5.x, SUN OS 5.5, Sparc or Solaris 2.5; Xerox® Global Print Driver®; Xerox® Mobile Express Driver® (WorkCentre 3220)

Media Handling

Main Tray 1 and optional Tray 2: 16 – 28 lb. / 60 – 105 gsm; Multipurpose Tray: 16 – 43 lb. bond / 60 – 163 gsm; ADF: 16 – 28 lb. / 60 – 105 gsm; Plain paper, envelopes, labels, card stock, transparencies

Operating Environment

Operating: 50° to 90° F / 10° to 32° C; Storage: 14° to 104° F / -20° to 40° C; Relative humidity: 20 to 80%; Sound pressure levels: Printing: **3210:** 49 dB(A), **3220:** 50 dB(A), Standby: 26 dB(A); Warm-up time (from Power Save): Less than 2 seconds; Warm-up time (from power on): Less than 54 seconds

Electrical

Power: 110–127 VAC, 50/60 Hz or 220–240 VAC, 50/60 Hz; Power consumption: Standby: 60 W; Printing: 450 W; Power save: 12 W

Dimensions (WxDxH)

17.5 x 16.2 x 15.6 in. / 445.2 x 410.5 x 395.3 mm; Weight: **3210:** 30.45 lbs / 13.8 kg, **3220:** 30.73 lbs / 13.9 kg; Package Dimensions (WxDxH): 23 x 21.7 x 20.7 in. / 584 x 551 x 526 mm; Weight: 39.24 lbs / 17.8 kg

Certifications

Listed UL 60950-1/CSA 609501-1-03, CE Mark applicable to Directives 2006/95/EC, 2004/108/EC, and 99/5/EC, FCC Part 15 Class B, FCC Part 68

What Comes In The Box

- WorkCentre 3210/3220
- Print Cartridge (2,000 pages¹)
- Software (Xerox® Scan to PC Desktop® SE Personal Edition with Single license for support for OmniPage and PaperPort)
- Documentation CD (with User Manual, Quick Installation Guide and Warranty Statement)
- Fax cord, power cord, USB cable

Supplies

| | |
|---|-----------|
| Standard-capacity print cartridge: ¹ | 106R01485 |
| 2,000 pages | |
| High-capacity print cartridge: ¹ | 106R01486 |
| 4,100 pages | |

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

Options

| | |
|------------------------------|-----------|
| 256 MB Memory | 098N02189 |
| Additional Paper Tray | 098N02204 |
| Wireless Network Adapter | |
| – N. America Power Converter | 097S03740 |
| – European Power Converter | 097S03741 |
| – UK Power Converter | 097S03742 |

Supplies Recycling Program

Consumables for the WorkCentre 3210/3220 are part of the Xerox Green World Alliance Supplies Recycling Program. For more information, please visit the Green World Alliance website at www.xerox.com/gwa.



For more information, call **1-877-362-6567** or visit us at www.xerox.com/office.