XEROX®

User Guide

Guide D'utilisation
Guida dell'utente
Benutzerhandbuch
Guía del usuario
Guia do Usuário
Gebruikershandleiding
Användarhandbok
Руководство пользователя
Przewodnik użytkownika
Felhasználói útmutató
Uživatelská příručka
Kullanım Kılavuzu

Contents

For instructions on how to unpack and set up your printer, see the *Setup Guide* that shipped with your printer. For basic information about using your printer and clearing jams, see the *Quick Reference Guide* that shipped with your printer. The *Quick Reference Guide* and *Setup Guide* can also be found on the web site at www.xerox.com/office/3500support.

3500-058

Features

Phaser® 3500 Laser Printer

Printing

Connections and Networks

Troubleshooting

Appendices

Features

Printer Tour

Printer Features

The Phaser 3500 Laser Printer embodies a multitude of features to meet your printing needs:
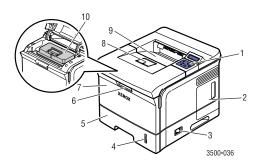
- Great performance and superior print quality
  - Letter: 35 pages per minute (ppm) with 1200 x 1200 dpi image quality
  - A4: 33 ppm with 1200 x 1200 dpi image quality
  - Up to 288 MB RAM memory
- Flexible paper handling
  - Optional 500-Sheet Feeder (including tray)
  - 2-sided printing with Phaser 3500DN configuration to automatically print on both sides. If you use Phaser 3500B and Phaser 3500N configurations, you can print on both sides when you install an optional duplex unit.
  - A wide variety of productivity features
  - Easy to replace print cartridge
  - CentreWare IS printer management software helps manage, configure, and troubleshoot the printer from your computer.
  - Status Monitor provides on-screen notification and troubleshooting information.

Available Configurations

The Phaser 3500 Laser Printer is available in three configurations:
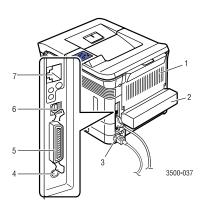
Features	Printer Configuration		
	3500B	**3500N**	**3500DN**
Maximum Print Speed (pages per minute)	35 ppm	35 ppm	35 ppm
Memory (Standard) Up to 288 MB Optional	32 MB	32 MB	32 MB
PostScript and PCL Fonts	Yes	Yes	Yes
Default Resolutions (dpi)	600 x 600 dpi	600 x 600 dpi	600 x 600 dpi
500-Sheet Feeder	Optional	Optional	Optional
Network Interface	Optional	Standard	Standard
Automatic 2-Sided Printing (Duplex)	Optional	Optional	Standard

Front View

3500-036

1. Control Panel
2. Control Board cover
3. On/Off Switch
4. Paper Quantity Gauge
5. Tray 2
6. Tray 1 (MPT) Release
7. Tray 1 (MPT)
8. Paper Output Support
9. Output Tray
10. Print Cartridge

Rear View

3500-037

1. Rear Door
2. Duplex Unit (optional for Phaser 3500B and Phaser 3500N)
3. Power Cord Receptacle
4. Optional Tray 3 Cable Connector
5. IEEE 1284 Parallel Port
6. USB Port
7. Network Port (option for Phaser 3500B)

Printer Options and Supplies

The following printer options and supplies are available for Phaser 3500 printers:
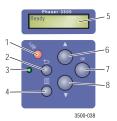
Options and Supplies

Item	Part Number
64 MB additional RAM memory	097S03389
128 MB additional RAM memory	097S03390
256 MB additional RAM memory	097S03391
Network Interface Card (NIC)	097S03386
Duplex Unit	097S03387
500-Sheet Feeder (includes tray)	097S03385
Standard-Capacity Print Cartridge (6,000 pages @ 5% area coverage)	106R01148
High-Capacity Print Cartridge (12,000 pages @ 5% area coverage)	106R01149

Control Panel Layout

The control panel has three components:

- Multi-colored Light Emitting Diode (LED) light
- Alphanumeric display
- Six-button cluster.
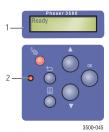
1. **Cancel** button
2. **Return** button
3. **On-line/Data/Error LED**
4. **Menu** button
5. **Status/Error Messages** and **Menus**
6. **Up Arrow** button
7. **OK** button
8. **Down Arrow** button

The alphanumeric display provides status messages and control panel menus.

Error and Warning Messages

When there is a problem with the printer, the control panel LED (2) blinks orange for an error and a warning. An error or warning message is displayed in the Alphanumeric Display (1).

Menu Map

The "Menu Map" is a visual representation of the control panel settings and information pages.

To print the "Menu Map":

1. On the control panel, press the **Menu** button, then press the **OK** button to select **Information**.
2. Press the **OK** button to print the **Menu Map**.

Information Pages

Your printer comes with a set of information pages that helps you solve printing problems and obtain the best results from your printer. You can access these pages from the printer's control panel.

To print information pages:

1. On the control panel, press the **Menu** button, then press the **OK** button to select **Information**.
2. Select **Info Pages**, then press the **OK** button.
3. Select the appropriate information page, then press the **OK** button to print.

Note
    Print the "Menu Map" to see other information pages available for printing.

Sample Pages

Your printer comes with a set of sample pages which demonstrate different functions.

To print sample pages:

1. On the control panel, press the **Menu** button, then press the **OK** button to select **Information**.
2. Select **Sample Pages**, then press the **OK** button.
3. Select the desired sample page, then press the **OK** button to print.

Printer Drivers

Printer drivers enable your computer and printer to communicate and provide access to printer features. Xerox makes driver installation easy with its Walk-Up Technology. For more information about printer drivers, see the video at www.xerox.com/office/drivers.

Available Printer Drivers

Xerox provides drivers for a variety of page description languages and operating systems. The following drivers are available:

Driver	Source	Description
Windows PCL6 Driver	CD-ROM and Web	The Printer Command Language driver is recommended to take full advantage of your printer's custom features. (Default driver)
Windows PostScript Driver	CD-ROM and Web	The PostScript driver can be used for applications requiring PostScript.
Macintosh OS Driver	CD-ROM and Web	This driver enables printing from a Macintosh with Mac OS 9.x or Mac OS X, version 10.2~10.3.
UNIX Driver	Web only	This driver enables printing from a UNIX operating system.

Printer Driver Features

The following chart displays the Xerox driver features that are available with specific operating systems.

Feature	Windows 2000, Windows XP, Windows Server 2003	Windows NT4.0	Windows 9x Windows Me	Mac OS 9.x	Mac OS X, version 10.2~10.3
Print-Quality Modes	Both	Both	Both	PostScript	PostScript
2-Sided Printing[1]	Both	Both	Both	PostScript	PostScript
N-Up	Both	Both	Both	PostScript	PostScript
Booklet[1]	Both	PCL6	PCL6	—	—
Poster Printing	PCL6	PCL6	PCL6	—	—
Fit to Page	Both	Both	Both	PostScript	PostScript
Mirrored Output	PostScript	PostScript	PostScript	PostScript	—
Negative Output	PostScript	PostScript	PostScript	PostScript	—
Scaling	Both	Both	Both	PostScript	PostScript
Watermarks	PCL6	PCL6	PCL6	—	—
Cover Page[2]	PCL6	PCL6	PCL6	PostScript	PostScript

1 Must have an optional duplex unit (Phaser 3500B and Phaser 3500N configurations).

2 Availability varies depending on your Macintosh OS version. Mac OS 10.3 version supports the Cover Page feature by default.

Remote Control Panel

The Remote Control Panel is a Windows utility that enables you to:

- Set printer-specific settings in the printer
- Download fonts and macros to your printer

The Remote Control Panel can be used with all Windows operating systems with a non-networked printer when connected with either the parallel or USB interface.

Installing the Remote Control Panel

The Remote Control Panel utility can be installed from the *Software and Documentation* CD-ROM or at www.xerox.com/office/3500support.

Changing Settings with the Remote Control Panel

To change settings using the Remote Control Panel:

1. Click **Start**, select **Programs**, select **Xerox Phaser 3500**, then click **Remote Control Panel**.
2. Make changes to the Remote Control Panel settings on the **Printing**, **Config**, **Job**, **Test PCL**, **Flash Font and Macro**, and **PS 3** tabs.

   Note

   Use the help features by referring the windows which appears when you click the **Help** button at the bottom.

3. Send the settings to the printer by clicking the **Send** button.

Note

Settings selected in the printer driver override settings selected in the Remote Control Panel.

Managing Your Printer

There are a number of resources available to help you get the best quality printing from your printer.

Printer's IP Address

You need your printer's IP address to change printer settings through CentreWare IS. Follow these steps to identify your printer's IP address:

1. On the control panel, press the **Menu** button, then press the **OK** button to select **Information**.
2. Select **Printer Ident**, then press the **OK** button.
3. Select **IP Address**, then press the **OK** button.

CentreWare Internet Services (IS)

CentreWare IS is a printer management tool that helps users and administrators accomplish many tasks. It is available on all networked printers. With CentreWare IS you can:

- Access remote diagnostics and troubleshooting information for printer problems.
- Monitor printer and supply status.
- Link to software updates and technical support.

CentreWare IS uses TCP/IP (your printer's IP address) to communicate directly with an embedded web server on the printer. CentreWare IS runs on any TCP/IP-enabled computer with a web browser.

Launching CentreWare IS

To launch CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. For detailed information about CentreWare IS software, click **HELP** on the upper right of the CentreWare IS screen.

Status Monitor

Status Monitor is installed when you select **Install Status Monitor** while installing the printer software, and available only with Windows on a network-enabled or a USB cable-connected printer. It automatically checks the printer status and sends instant notifications to your computer if the printer needs attention.

Whenever the printer is unable to print a document, the printer automatically sends a message that indicates an error and provides the corresponding solution. Using Status Monitor, you can also access the HTML Troubleshooting Guide, which provides an animated message showing how to address the problem. You do this by double-clicking task bar or from the Windows Start menu.

Printer Settings

Accessing Power Saver

To save energy, the printer enters a low-energy consumption mode after a predefined period of time has elapsed since its last activity. In this mode, called Power Saver, most printer electrical systems are shut down. When a print job is sent to the printer, the printer enters Warmup mode. You can also warm up the printer by pressing the **OK** button on the control panel.

If you find that the printer is going into the Power Saver mode too often and you do not want to wait while the printer warms up, you can increase the length of time before the printer goes into the Power Saver mode. Change the timeout value as follows:

1. On the control panel, press the **Menu** button, select **Printer Setup**, then press the **OK** button.
2. Select **General Setup**, then press the **OK** button.
3. Select **Power Saver**, then press the **OK** button.
4. Press the **Down Arrow** or **Up Arrow** button to scroll to a selected Power Saver timeout value. Select a larger value if you want to extend the length of time before the printer goes into Power Saver mode.
5. Press the **OK** button.

Selecting Tray Settings

Tray Selection

You can select the tray to be used.

1. On the control panel, press the **Menu** button, select **Printer Setup**, then press the **OK** button.
2. Press the **OK** button to select **Paper Handling**.
3. Press the **OK** button to select **Paper Source**.
4. Scroll to the desired tray or **Auto Select**.
5. Press the **OK** button to save the changes.

Tray Sequence

You can specify the sequence in which the printer selects the paper trays. When a tray runs out of a particular paper during printing, the printer selects the next tray in the sequence containing the same paper type and size to continue printing.

To specify the tray sequence on the control panel:

1. Press the **Menu** button, select **Printer Setup**, then press the **OK** button.
2. Press the **OK** button to select **Paper Handling**.
3. Select **Tray Sequence**, then press the **OK** button.
4. Scroll to the desired tray sequence.
5. Press the **OK** button to save the changes.

Changing Printer Language

To change the language used for the text on the control panel, CentreWare IS, and some information pages:

1. On the control panel, press the **Menu** button, select **Printer Setup**, then press the **OK** button.
2. Select **General Setup**, then press the **OK** button.
3. Select **FP Language**, then press the **OK** button.
4. Select the desired language, then press the **OK** button.

Fonts

Your printer uses the following types of fonts:

- Resident fonts
- Fonts downloaded into printer memory
- Fonts downloaded with your print job from the application
- Fonts downloaded into printer flash memory

Resident PostScript Fonts

Printer-resident fonts are always available for printing. All printers are shipped with PostScript resident Roman fonts. You can print a sample of the resident PostScript fonts from the control panel.

Resident PCL Fonts

For PCL printing, the printer includes many typefaces, including Courier, Times, and Universe typefaces in medium, bold, italic medium, and italic bold. You can print a sample of resident PCL fonts from the control panel.

Printing a List of Available Fonts

To print a list of available PostScript or PCL fonts, use:

- The control panel
- The printer driver

Using the Control Panel

To print either a PostScript or PCL font list on the control panel:

1. Press the **Menu** button, then press the **OK** button to select **Information**.
2. Select **Info Pages**, then press the **OK** button.
3. Select either **PCL Font List** or **PS Font List**, then press the **OK** button to print.

Using a PC Printer Driver

You can print a font list from the printer driver. PostScript font lists are available only with Windows 2000, Windows XP, or Windows Server 2003.

To print either a PostScript or PCL font list from your printer driver:

1. Select **Start**.
2. Select one of the following options:
   - For Windows 98/Me/NT4.0/2000, select **Settings** and then **Printers**.
   - For Windows XP/Server 2003, select **Printers and Faxes**.

3. Right-click the icon for your printer and select **Printing Preferences**.

4. Select the **Troubleshooting** tab.

5. Click the drop-down arrow in the **Printer Information Pages** field to view the list of options.

6. Select **PCL Font List** or **PostScript Font List** from the drop-down list.

7. Click **Print**.

Registering Your Printer

Registering your printer is quick and easy. You can register your printer using one of the following methods:

■ Mail the registration card that came with your printer

■ Fill out the online form at www.xerox.com/office/register

Registering your printer provides you with updates and news about your printer.

Printing

Supported Paper

Follow the guidelines in these tables to ensure the best print quality and avoid printer jams. For best results, use only Xerox Printing Media specified for your printer. These media are guaranteed to produce excellent results with your Phaser 3500 Laser Printer.

Note

Print transparencies only from Tray 1 (MPT). Print letterhead only from Tray 1 (MPT) and Tray 2. For best results, Xerox highly recommends that you print other specialty media from Tray 1 (MPT).

Supported Paper, Transparencies, and Other Specialty Media

■ User-Selected Size ● Auto-Sensed Size ▲ Supported Paper Type/Size	**Tray 1 (MPT) Weight**: 60~176 g/m^2 (16~65 lb. Cover) **Tray 2 and 3 Weight**: 60~105 g/m^2 (16~28 lb.) **Duplex Weight**: 75~90 g/m^2 (20~24 lb.) Dimensions	Tray 1 (MPT)	Tray 2	Tray 3[1]	2-Sided Printing[2]
Letter	8.5 in. x 11 in.	■	●	●	▲
Legal	8.5 in. x 14 in.	■	●	●	▲
US Folio	8.5 in. x 13 in.	■	●	●	▲
A4	210 mm x 297 mm	■	●	●	▲
B5-JIS	182 mm x 257 mm	■	●	●	
ISO-B5	176 mm x 250 mm	■	●	●	
A5	148 mm x 210 mm	■	●	●	
Executive	7.25 in. x 10.5 in.	■	●	●	
Statement	5.5 in. x 8.5 in.	■			
US Postcard	3.5 in. x 5.5 in.	■			
Index Card	3 in. x 5 in.	■			
A6 Postcard	105 mm x 148 mm	■			
Envelopes					
Monarch	3.88 in. x 7.5 in.	■			
#10 Commercial	4.13 in. x 9.5 in.	■			
C5	162 mm x 229 mm	■			
C6	114 mm x 162 mm	■			
DL	110 mm x 220 mm	■			
Transparencies					
Letter	8.5 in. x 11 in.	■			
A4	210 mm x 297 mm	■			
Labels					
Letter	8.5 in. x 11 in.	■			
A4	210 mm x 297 mm	■			
Custom	Width = 76 mm~216 mm (3 in.~8.5 in.); Length = 127 mm~356 mm (5 in.~14 in.)	■			

1 Optional

2 Option for the Phaser 3500B and Phaser 3500N configurations

Basic Printing

For information about how to load paper in Tray 1 (MPT), Tray 2, or Tray 3, see the *Quick Reference Guide* that came with your printer. The *Quick Reference Guide* can also be found at www.xerox.com/office/3500support.

Note

> A minimum clearance of 32 cm (12.6 in.) must be maintained at the rear of the printer. See the *Setup Guide* that came with your printer for minimum clearances.

Changing Paper Type and Size on the Control Panel

If you have changed the paper size in Tray 1 (MPT), you need to change the printer settings. You can change the paper size on the control panel when you load paper in Tray 1 (MPT). If you load paper in Tray 2 or Tray 3, your printer automatically senses the paper size loaded. To change the paper size, on the control panel:

1. Press the **Menu** button, select **Printer Setup**, then press the **OK** button.
2. Press the **OK** button to select **Paper Handling**.
3. Select **Tray 1 Size**, then press the **OK** button.
4. Scroll to the paper size loaded in Tray 1, then press the **OK** button.
5. Press the **Cancel** button to return to the main menu.

If you have changed the paper type, you need to change the printer settings. On the control panel:

1. Press the **Menu** button, select **Printer Setup**, then press the **OK** button.
2. Press the **OK** button to select **Paper Handling**.
3. Select **Tray [1**, **2**, or **3] Type**, then press the **OK** button.
4. Scroll to the paper type loaded, then press the **OK** button.
5. Press the **Cancel** button to return to the main menu.

Adjusting Printing Options

Setting Printing Options

Many printing options are available with the Xerox printer driver.

Selecting Printing Preferences in Windows

Printing preferences control all of your jobs, unless you overwrite them specifically for a particular job. For example, if you want to use N-up printing for most jobs, set this option in printer settings.

1. Click **Start**.

2. Select one of the following options:
   - For Windows 98/Me/NT4.0/2000, select **Settings** and then **Printers**.
   - For Windows XP/Server 2003, select **Printers and Faxes**.

3. Right-click the icon for your printer and:
   - In Windows 98/Me, select **Properties**.
   - In Windows 2000/XP/Server 2003, select **Printing Preferences**.
   - In Windows NT4.0, select **Document Defaults**.

4. Make selections from the driver tabs. See the "PCL6 Printer Driver Options for Windows Operating Systems" table or "PostScript Printer Driver Options for Windows Operating Systems" table for specific printing options.

5. Click the **OK** button to save your selections.

Selecting Properties for an Individual Job

If you want to use special settings for a particular job, change the driver settings before sending the job to the printer. For example, if you want to use the **1200 dpi Image Quality** mode for a particular graphic, select this setting in the driver before printing that job.

1. With the desired document or graphic open in your application, access the **Print** dialog box.

2. Select the Phaser 3500 printer and click the **Properties** or **Preferences** button to open the printer driver.

3. Make selections from the driver tabs. See the "PCL6 Printer Driver Options for Windows Operating Systems" table or "PostScript Printer Driver Options for Windows Operating Systems" table for specific printing options.

4. Click the **OK** button to save your selections.

5. Print the job.

PCL6 Printer Driver Options for Windows Operating Systems

Operating System	Driver Tab	Printing Options
Windows 2000, Windows XP, Windows NT4.0, or Windows Server 2003	**Layout** tab	■ **Orientation** ■ **2-Sided Printing**[1]
	More Layout Options dialog box	■ **Multiple Pages per Side** ■ **Poster** ■ **Booklet Printing**[1] ■ **Fit to Page** ■ **Reduce/Enlarge**
	Paper tab	■ **Print Quantity** ■ **Size** ■ **Custom** ■ **Type** ■ **Source** ■ **Cover Page**
	Image Options tab	■ **Print-Quality Mode** ■ **TrueType Options** ■ **Print All Text Black**
	Output Options tab	■ **Print Order** ■ **Use Printer Fonts** ■ **Collate**
	Watermark tab	■ **Current Watermarks** ■ **Watermark Message** ■ **Message Angle** ■ **Font Attributes**
	Troubleshooting tab	■ **Print Information Pages** ■ **Web Links**

1 The Phaser 3500B and Phaser 3500N configurations may be upgraded to use these printing options. Install an optional duplex unit.

Note

For more information about printing options and other features, click the **Help** button on each printer tab to view online help.

PostScript Printer Driver Options for Windows Operating Systems

Operating System	PostScript Driver Tab	Printing Options
Windows 2000, Windows XP, or Windows Server 2003	**Layout** tab	**Orientation** **Print on Both Sides**[1] **Page Order** **Pages Per Sheet** **Booklet**[1]
	Paper/Quality tab	**Paper Source**
	Advanced Options dialog box	**Paper Size** **Scaling** **Mirrored Output** **Negative Output** **Fit to Page** **Paper Type** **Print Quality**
	Troubleshooting tab	**Printer Information Pages** **Helpful Web Links**
Windows NT4.0	**Paper Setup** tab	**Paper Size** **Orientation** **Paper Source** **Printing on Both Sides (Duplex Printing)**[1]
	Advanced dialog box	**Resolution** **Scaling** **Mirrored Output** **Negative Output** **Image Quality** **Fit to Page** **Paper Type**

PostScript Printer Driver Options for Windows Operating Systems (Continued)

Operating System	PostScript Driver Tab	Printing Options
Windows 98 or Windows Me	**Paper** tab	■ **Paper Size** ■ **Layout** ■ **Orientation** ■ **Paper Source** ■ **Copies**
	More Paper Options dialog box	■ **Printing on Both Sides (Duplex Printing)[1]**
	Graphics tab	■ **Resolution** ■ **Halftoning** ■ **Special** ■ **Scaling**
	Device Options tab	■ **Fit to Page** ■ **Paper Type** ■ **Print Quality**
	PostScript tab	■ **PostScript Output Format**

1 The Phaser 3500B and Phaser 3500N configurations may be upgraded to use these printing options. Install an optional duplex unit.
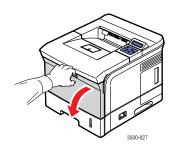
Note

    If you are using Windows 2000, Windows XP, or Windows Server 2003 you can view online help about printing options and other features. Click the **Help** button on the Troubleshooting tab.
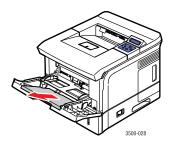
Using the Manual Feed Mode

Follow these steps to print a manual print job from Tray 1 (MPT):
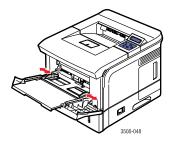
1. At your computer, select **Print**, select **Properties** or **Preferences**, select the **Paper** tab, select the **Force printing from specific tray**, select **Tray 1 [Manual Feed]** from the **Source** drop-down list, then click **OK** to send the job to the printer.

2. Open Tray 1 (MPT) by pushing the handle down and pulling out.

3500-027

3. Slide the extender toward you until it locks into place.

3500-028

4. Adjust the paper guides to match the size of the paper, transparency, or other specialty media.

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5. When prompted at the control panel, insert paper, transparency, or other specialty media into the tray. Place the side to be printed **face up** with the **top** of the page entering the printer first.
6. If necessary, press the guides inward to match the size of the paper.

Tray 1 (MPT) detects the paper and prints the page.

Selecting the Bypass Tray 1 (MPT) Mode

The Bypass Tray 1 (MPT) mode setting can be set from the control panel. There are two options:

- When the bypass mode is enabled (**On**), the printer prints the job on the paper loaded in Tray 1 (MPT) even if it does not match the paper type and size selected for the print job. To use a tray other than Tray 1 (MPT), you must select **Force printing from a specific tray** in your printer driver.
- When the bypass mode is disabled (**Off**), the printer prints from the tray containing the requested paper type and size for the print job.

Using the Control Panel

To enable or disable the Bypass Tray 1 (MPT) mode on the control panel:

1. Press the **Menu** button, select **Printer Setup**, then press the **OK** button.

2. Press the **OK** button to select **Paper Handling**.

3. Press the **Up Arrow** or **Down Arrow** button to select **Bypass Tray 1 (MPT)**, then press the **OK** button.

4. Press the **Up Arrow** or **Down Arrow** button to select **On** or **Off**, then press the **OK** button.

2-Sided Printing

Automatic 2-Sided Printing

Guidelines

- A duplex unit must be installed on your printer to perform automatic 2-sided printing. The Phaser 3500B and Phaser 3500N configurations may be upgraded to include this feature.
- Use only letter, legal, A4, or US Folio with dimensions and weights listed for automatic 2-sided printing in "Supported Paper" on page 12.
- Use paper with a weight range between 75~90 g/m^2 (20~24 lb.).

Binding Preferences

Use the printer driver to select **Portrait** or **Landscape** orientation for the images on the page. When you print 2-sided jobs, you need to select the binding preference. This determines how the pages turn.

Portrait **Flip on Long Edge**	**Portrait** **Flip on Short Edge**	**Landscape** **Flip on Short Edge**	**Landscape** **Flip on Long Edge**

Checking Duplex Unit Status in Printer Properties (Phaser 3500B and Phaser 3500N configurations only)

For the Phaser 3500B and Phaser 3500N configurations, before printing two-sided jobs, make sure that the optional duplex unit is set as installed in the Windows printer properties window. The procedure differs depending on the printer driver used.

If you use the Windows PostScript driver:

1. Click **Start**.
2. Select one of the following options:
   - For Windows 98/Me/NT4.0/2000, select **Settings** and then **Printers**.
   - For Windows XP/Server 2003, select **Printers and Faxes**.
3. Right-click on the icon for your printer and select **Properties**.
4. Select one of the following options:
   - For Windows 98/Me, select the **Device Options** tab, select **Duplex Unit** in the **Installable Options** section, and select **Installed** in the **Change Setting for** section.
   - For Windows 2000/XP/Server 2003, select the **Device Settings** tab and set **Duplex Unit** in the **Installable Options** section to **Installed**.
   - For Windows NT4.0, select the **Device Settings** tab, select **Duplex Unit** in the **Installable Options** section, and select **Installed** in the **Change 'Duplex Unit' Setting** section.
5. Click **OK** to save your choice.

If you use the Windows PCL6 driver:

1. Click **Start**.
2. Select one of the following options:
   - For Windows 98/Me/NT4.0/2000, select **Settings** and then **Printers**.
   - For Windows XP/Server 2003, select **Printers and Faxes**.
3. Right-click on the icon for your printer and select **Properties**.
4. Select the **Printer Configuration** tab and select the **Optional Duplex Unit Installed** checkbox.
5. Click **OK** to save your choice.

Printing 2-Sided Jobs

To print on both sides of the sheet in a supported driver:

Windows 98 or Windows Me <u>PostScript driver</u>:

1. Insert paper into the tray. For information, see the *Quick Reference Guide* that came with your printer. The *Quick Reference Guide* can also be found at www.xerox.com/office/3500support.
2. In the printer driver, on the **Paper** tab, click the **More Options** button, then select **None**, **Flip on Long Edge**, or **Flip on Short Edge** under **Printing on Both Sides (Duplex Printing)**.
3. Click **OK** to accept the printer driver settings, then click **OK** to print.

Windows 2000, Windows XP, or Windows Server 2003 <u>PostScript driver</u>:

1. Insert paper into the tray. For information, see the *Quick Reference Guide* that came with your printer. The *Quick Reference Guide* can also be found at <u>www.xerox.com/office/ 3500support</u>.

2. In the printer driver, on the **Layout** tab, select **None**, **Flip on Long Edge**, or **Flip on Short Edge** under **Print on Both Sides**.

3. Click **OK** to accept the printer driver settings, then click **OK** to print.

Windows NT4.0 <u>PostScript driver</u>:

1. Insert paper into the tray. For information, see the *Quick Reference Guide* that came with your printer. The *Quick Reference Guide* can also be found at <u>www.xerox.com/office/ 3500support</u>.

2. In the printer driver, on the **Page Setup** tab, select **None**, **Long Side**, or **Short Side** under **Printing on Both Sides (Duplex Printing)**.

3. Click **OK** to accept the printer driver settings, then click **OK** to print.

Windows 98 SE, Windows Me, Windows 2000, Windows XP, Windows NT4.0, or Windows Server 2003 <u>PCL6 driver</u>:

1. Insert paper into the tray. For information, see the *Quick Reference Guide* that came with your printer. The *Quick Reference Guide* can also be found at <u>www.xerox.com/office/ 3500support</u>.

2. In the printer driver, on the **Layout** tab, select **None**, **Long Edge**, or **Short Edge** under **2-Sided Printing**.

3. Click **OK** to accept the printer driver settings, then click **OK** to print.

Mac OS 9.x <u>PostScript driver</u>:

1. Insert paper into the tray. For information about how to load paper, see the *Quick Reference Guide*.

2. Go to **Orientation** in **Page Setup** and select **Portrait, Landscape**, or **Rotated Landscape**.

3. Click **OK** to save your settings.

4. In the printer driver:
   a. In the **Print Options** dialog box, click the pull-down menu, and then select **Layout**.
   b. Select **Double-sided Printing**, and then a binding orientation from the **Binding** option.

5. Click **OK** to accept the Print Options settings, then click **Print** to print your job.

Mac OS X, version 10.2~10.3 <u>PostScript driver</u>:

1. Insert paper into the tray. For information about how to load paper, see the *Quick Reference Guide.*

2. Go to **Orientation** in **Page Setup** and select **Portrait**, **Landscape**, or **Rotated Landscape**.

3. Click **OK** to save your settings.

4. In the printer driver:

For Mac OS X, version 10.2

a. Click on the left pull-down menu and select **Duplex**.

b. Select the **Print on Both Sides** checkbox, then select a binding orientation from the **Binding** option.

For Mac OS X, version 10.3

a. Click on the left pull-down menu and select **Layout**.

b. Select **Long Edge Binding** or **Short Edge Binding** from the **Two Sided Printing** option.

5. Click **Print** to print your job.

Manual 2-Sided Printing

Manual 2-sided printing is supported for paper with dimensions and weights listed in "Supported Paper" on page 12. Print manual 2-sided jobs from Tray 2 or Tray 3.

1. Load paper into Tray 2 or Tray 3.

2. At your computer, select even numbered pages from the **Output Options** driver tab. Set the paper type and size according to the steps listed in "Changing Paper Type and Size on the Control Panel" on page 13.

3. Select **Force printing from specific tray** and **Tray 2** [or **3**] as the paper source, and then click **Print** to print one side of your job.

4. Remove the pages from the output tray and place the **printed** side **face up** in Tray 2 [or 3] with the **top** of the page entering the printer last.

5. At your computer, select odd numbered pages to print.

6. Click **Print** to print the other side of your print job.

Transparencies

Print transparencies from Tray 1 (MPT) only.

Guidelines

Place no more than 50 transparencies at one time in Tray 1 (MPT).
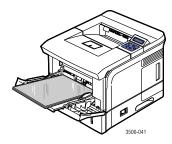
- Handle transparencies by the edges, using both hands to avoid fingerprints and creases which can cause poor print quality.
- Use transparencies intended for monochrome laser printers.

Printing Transparencies from Tray 1 (MPT)

1. Fan the transparencies to release sheets that may stick together.

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2. Insert the transparencies into Tray 1 (MPT). For information about how to load paper in Tray 1 (MPT), see the *Quick Reference Guide* that came with your printer. The *Quick Reference Guide* can also be found at www.xerox.com/office/3500support.

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3. On the printer's control panel:
   a. Press the **Menu** button, select **Printer Setup**, then press the **OK** button.
   b. Press the **OK** button to select **Paper Handling**.
   c. Select **Tray 1 Size**, then press the **OK** button.
   d. Select **Letter** or **A4**, then press the **OK** button.
   e. Press the **Cancel** button to return to the main menu.

4. On the printer's control panel:

    a. Press the **Menu** button, select **Printer Setup**, then press the **OK** button.

    b. Press the **OK** button to select **Paper Handling**.

    c. Select **Tray 1 Type**, then press the **OK** button.

    d. Select **Transparency**, then press the **OK** button.

    e. Press the **Cancel** button to return to the main menu.

5. In the printer driver, select **Tray 1** as the paper source.

Envelopes

Guidelines

Buying and Storing Envelopes

- Use only paper envelopes specified in "Supported Paper" on page 12. Successful envelope printing is highly dependent on the quality and construction of the envelopes. Use envelopes made specifically for laser printers.
- It is recommended that you maintain constant temperatures and relative humidity in your printer room.
- Store unused envelopes in their packaging to avoid the effects of moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Avoid padded envelopes; purchase envelopes that lie flat on a surface.
- Remove air bubbles from the envelopes before loading them in the tray by setting a heavy book on top of the envelopes.

Preparing to Print

Follow these guidelines to prevent wrinkling problems:

- Use only Tray 1 (MPT) to print envelopes.
- Print only on the front of the envelope.
- Perform these steps when using an application that includes a tool for creating an envelope document:
    - Select **faceup**.
    - Select the feed method with the image centered.
    - Clear **Clockwise Rotation**.
    - Load a maximum of 10 envelopes at a time. This printer is not designed to handle high-capacity production envelope printing.

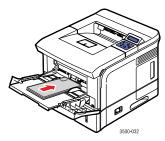### Caution

Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas, please contact your local representative for details.

Printing Envelopes

Note

Some wrinkling or embossing may occur when printing envelopes.

1. Insert the envelopes **face up** with the **top** of the envelope to the **left** as you view the front of the tray. Adjust the guides to match the size of the envelopes. **Maximum capacity is 10 envelopes**.

2. On the printer's control panel:
   a. Press the **Menu** button, select **Printer Setup**, then press the **OK** button.
   b. Press the **OK** button to select **Paper Handling**.
   c. Select **Tray 1 Size**, then press the **OK** button.
   d. Select the envelope size, then press the **OK** button.
   e. Press the **Cancel** button to return to the main menu.
3. On the printer's control panel:
   a. Press the **Menu** button, select **Printer Setup**, then press the **OK** button.
   b. Press the **OK** button to select **Paper Handling**.
   c. Select **Tray 1 Type**, then press the **OK** button.
   d. Select **Envelope**, then press the **OK** button.
   e. Press the **Cancel** button to return to the main menu.
4. In the printer driver, select **Tray 1** as the paper source.
5. Print a test envelope from your application to confirm that the orientation of your envelope is correct.

For information, see the *Quick Reference Guide* that came with your printer. The *Quick Reference Guide* can also be found at www.xerox.com/office/3500support.

Labels

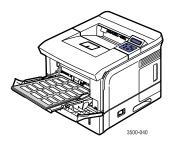Labels can be printed only from Tray 1 (MPT). The maximum number of sheets that can be loaded in Tray 1 (MPT) is 25.

Guidelines

- Use only labels recommended for laser printers.
- Do not use vinyl labels.
- Verify that the labels' adhesive material can tolerate fusing temperatures of 200° C (392° F) for 0.1 second.
- Do not use any sheets where labels are missing; it may damage printer components.
- Store unused labels flat in their original packaging. Leave the labels inside the original packaging until ready to use. Return any unused labels to the original packaging and reseal it for protection.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause print quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause the labels to curl and jam the printer.
- Print only on one side of the sheet of labels.

Printing Labels

If your application has a setting for labels, use it as a template.

1. Insert the labels into Tray 1 (MPT). Place the labels **face up** with the **top** of the sheet entering the printer first. Adjust the guides to match the size of the sheet.

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2. On the printer's control panel:
   a. Press the **Menu** button, select **Printer Setup**, then press the **OK** button.
   b. Press the **OK** button to select **Paper Handling**.
   c. Select **Tray 1 Size**, then press the **OK** button.
   d. Select **Letter** or **A4**, then press the **OK** button.
   e. Press the **Cancel** button to return to the main menu.

3. On the printer's control panel:

   a. Press the **Menu** button, select **Printer Setup**, then press the **OK** button.

   b. Press the **OK** button to select **Paper Handling**.

   c. Select **Tray 1 Type**, then press the **OK** button.

   d. Select **Labels**, then press the **OK** button.

   e. Press the **Cancel** button to return to the main menu.

4. In the printer driver, select **Tray 1** as the paper source.

Custom Size Paper

Print custom size paper or specialty media in Tray 1 (MPT).

You can print on custom size paper within these dimensions:
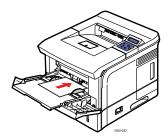
1-sided	**Manual 2-sided**
■ Width = 76.2~215.9 mm (3~8.5 in.)	■ Width = 76.2~215.9 mm (3~8.5 in.)
■ Length = 127~355.6 mm (5~14 in.)	■ Length = 127~355.6 mm (5~14 in.)
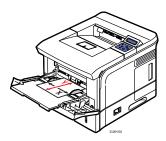
Loading Custom Size Paper in Tray 1 (MPT)

1. Insert the custom size paper into Tray 1 (MPT). Adjust the guides to match the size of the paper. Place the side to be printed **face up** with the **top** of the page entering the printer first.

2. On the printer's control panel:

   a. Press the **Menu** button, then select **Printer Setup**, then press the **OK** button.

   b. Press the **OK** button to select **Paper Handling**.

   c. Select **Tray 1 Size**, then press the **OK** button.

   d. Select **Custom**, then press the **OK** button.

e. Select **Custom X**, then press the **OK** button.

f. Press the **Down Arrow** or **Up Arrow** button to set the paper size, then press the **OK** button.

g. Select **Custom Y**, then press the **OK** button.

h. Press the **Down Arrow** or **Up Arrow** button to set the paper size, then press the **OK** button.
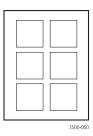
i. Press the **Cancel** button to return to the main menu.

3. In the printer driver, select **Tray 1** as the paper source.

Advanced Options

Printing Multiple Pages to a Single Sheet (N-Up)

When printing a multiple-page document, you can print more than one page on one side of a single sheet of paper. Print one, two, four, six, nine, or 16 pages per side.

To print multiple pages on a single sheet of paper in a supported driver:

■ **Windows 98 or Windows Me PostScript driver:**

On the **Paper** tab, select the number of pages per sheet under **Layout**, and click **OK** to save your choice.

■ **Windows 2000, Windows XP, or Windows Server 2003 PostScript driver:**

On the **Layout** tab, select the number of pages per sheet from the **Pages Per Sheet** drop-down list, and click **OK** to save your choice.

- **Windows NT4.0** <u>PostScript driver</u>**:**

  On the **Page Setup** tab, click the **Advanced** button and select the number of pages per sheet from the **Page Layout (N-up) Option** drop-down list in the **Document Options** section. Click **OK** to save your choices.

- **Windows 98 SE, Windows Me, Windows 2000, Windows XP, Windows NT4.0, or Windows Server 2003** <u>PCL6 driver</u>**:**

  On the **Layout** tab, click the **More Layout Options** button, select **Multiple Pages per Side**, and select the number of pages per sheet from the **Pages per Side** drop-down list. If necessary, select the page order from the **Page Order** drop-down list, and/or check **Print Page Border** to print a border around each page on the sheet. Click **OK** to save your choices.

  Note

  Page Order and **Print Page Border** are enabled only when the number of pages per sheet is 2, 4, 6, 9, or 16.

- **Mac OS 9.x** <u>PostScript driver</u>**:**

  In the printer driver, click the pull-down menu for **General** and select the number of pages per sheet.

- **Mac OS X, version 10.2 and higher** <u>PostScript driver</u>**:**

  In the printer driver, click on the pull-down menu and select **Layout**. Select the number of pages per sheet from the **Pages per Sheet** pull-down list. Select the type of border desired for each page on the sheet from the **Border** pull-down list.

Scaling

You can reduce or enlarge your page images when they are printed by selecting a scaling value. The default is 100 percent.

50%   100%   200%

To select scaling in a supported driver:

- **Windows 98 or Windows Me** <u>PostScript driver</u>**:**

  On the **Graphics** tab, select a percentage between **25** and **400** for your print job from the **Scaling** input box, and click **OK** to save your choices.

■ **Windows 2000, Windows XP, or Windows Server 2003 <u>PostScript driver</u>:**

On the **Layout** tab, click the **Advanced** button and select a percentage between **1** and **1000** for your print job from the **Scaling** input box in the **Graphic** section. Click **OK** to save your choices.

■ **Windows NT4.0 <u>PostScript driver</u>:**

On the **Page Setup** tab, click the **Advanced** button and select a percentage between **1** and **1000** for your print job from the **Scaling** input box in the **Graphics** section. Click **OK** to save your choices.

■ **Windows 98 SE, Windows Me, Windows 2000, Windows XP, Windows NT4.0, or Windows Server 2003 <u>PCL6 driver</u>:**

Fit to Page:

On the **Layout** tab, click the **More Layout Options** button, select **Fit to Page**, then set the correct size from the **Target Page** drop-down list. Click **OK** to save your choices.

Reduce/Enlarge:

On the **Layout** tab, click the **More Layout Options** button, select **Reduce/Enlarge**, then specify a percentage between **25** and **400** for your print job from the **Percentage** input box. Click **OK** to save your choices.

■ **Mac OS 9.x or Mac OS X, version 10.2 and higher <u>PostScript driver</u>:**

In **Page Setup**, specify a percentage for your print job in **Scale**.

Printing Booklets

With two-sided printing, you can print a document in the form of a small book. Create booklets with any paper size that is supported for 2-sided (duplex) printing. For more information on paper types, weights, and sizes, see "Supported Paper" on page 12.

Note

A duplex unit must be installed on your printer to perform automatic 2-sided printing. The Phaser 3500B and Phaser 3500N configurations may be upgraded to include this feature. Make sure that the installed duplex unit is set in the Windows printer properties window. For details, see page 20.

To print booklets in a supported driver:

■ **Windows 2000, Windows XP, or Windows Server 2003 <u>PostScript driver</u>:**

On the **Layout** tab, select **Portrait** or **Landscape** under **Orientation**, select **Flip on Long Edge** or **Flip on Short Edge** under **Print on Both Sides**, select **Front to Back** under **Page Order**, and select **Booklet** from the **Pages Per Sheet** drop-down list. Click **OK** to save your choices.

■ **Windows 98 SE, Windows Me, Windows 2000, Windows XP, Windows NT4.0**, **or Windows Server 2003 <u>PCL6 driver</u>:**

On the **Layout** tab, click the **More Layout Options** button, and select **Booklet Printing**. Click **OK** to save your choice.

Printing Posters

Poster printing allows you to print large, multiple-sheet versions of your page.

To print posters in a supported driver:

- **Windows 98 SE, Windows Me, Windows 2000, Windows XP, Windows NT4.0, or Windows Server 2003 <u>PCL6 driver</u>:**

  On the **Layout** tab, click the **More Layout Options** button, select **Poster** and set the **Page Layout** and **Overlap** values. If you select **Custom** from the **Page Layout** drop-down list, set the desired scale rate in the **Scale Factor** input box. Click **OK** to save your choices.

Printing Negative and Mirror Images

You can print a page as a negative image (reverses the light and dark areas in your printed image) or a mirror image (flips images horizontally on pages when printed).

Negative Image   **Mirror Image**

To print negative images or mirror images in a supported driver:

- **Windows 98 or Windows Me <u>PostScript driver</u>:**

  On the **Graphics** tab, select the **Print as a Negative Image** checkbox or the **Print as a Mirror Image** checkbox under **Special** and click **OK** to save your choice.

- **Windows 2000, Windows XP, or Windows Server 2003 <u>PostScript driver</u>:**

  On the **Layout** tab, click the **Advanced** button, select **PostScript Options** in the **Document Options** section, and select **Yes** or **No** for the **Mirrored Output** drop-down list or the **Negative Output** drop-down list. Click **OK** to save your choice.

- **Windows NT4.0 <u>PostScript driver</u>:**

  On the **Page Setup** tab, click the **Advanced** button, select **Postscript Options** in the **Document Options** section, and select **Yes** or **No** for the **Mirrored Output** drop-down list or the **Negative Output** drop-down list. Click **OK** to save your choice.

- **Mac OS 9.x <u>PostScript driver</u>:**
  - In **Page Setup**, click **Options**.
  - In the **PSPrinter Options** dialog box, under **Visual Effects**, select **Flip Horizontal**, **Flip Vertical**, or **Invert Image**.

Printing Watermarks

A watermark is additional text that can be printed across one or more pages. For example, terms like Draft, Confidential, Date, or Version that you might stamp on a page before distribution, can be inserted as a watermark.

In some Windows drivers you can:

- Create a watermark
- Edit an existing watermark's text, color, location, and angle
- Place a watermark on either the first page or every page of a document
- Print the watermark in the background
- Print the text of the watermark as an outline (instead of filled text)

Note

Not all applications support watermark printing.

To select, create, and edit watermarks using a supported Windows driver:

- **Windows 98 SE, Windows Me, Windows 2000, Windows XP, Windows NT4.0, or Windows Server 2003 <u>PCL6 driver</u>:**

    In the printer driver, select the **Watermark** tab to display the Watermark properties window.

Printing Cover Pages

A cover page can be printed as the first page of a document. The printer enables you to choose a different paper source for the cover page than for the body of a document. For instance, use your company letterhead or colored paper for the first page of a document or report.

Guidelines

- Use any paper tray, within the weight ranges listed in "Supported Paper" on page 12, as the source for printing cover pages.
- Verify that the cover page is the same size as the paper used for the rest of your document. If you specify a different size in the driver than the tray you select as a cover page source, your cover prints on the same paper as the rest of your document.

Printing Cover Pages

To print cover pages in a supported driver:

- **Windows 98 SE, Windows Me, Windows 2000, Windows XP, Windows NT4.0, or Windows Server 2003 <u>PCL6 driver</u>:**

  On the **Paper** tab, select the desired tray to use for the cover from the **Cover Page** drop-down list, then click **OK** to save your choice.

- **Mac OS 9.x <u>PostScript driver</u>:**
  - **a.** Click **Options**.
  - **b.** In the **Print Options** dialog box, under **Cover Page**, select **None**, **Before**, or **After Document**, then click **OK** to save your choice.
  - **c.** Under **Paper Source**, click the pull-down menu and select the desired tray to use for the cover.

- **Mac OS X, version 10.3 <u>PostScript driver</u>:**
  - **a.** In the printer driver, click the pull-down menu and select **Cover Page**.
  - **b.** In **Printer Cover Page**, select **None**, **Before Document**, or **After Document**.
  - **c.** In **Cover Page Type**, click the pull-down menu and make a selection.
  - **d.** If necessary, enter additional information in **Billing Info** to be printed on the cover page.

Supplies and Recycling

Supplies

The printer's control panel displays status messages and warnings as the print cartridge nears its replacement time. When the control panel prompts that the toner is low or needs to be replaced, verify that you have replacements on hand.

To order supplies, contact your local reseller or go to <u>www.xerox.com/office/3500supplies</u>.

Configuration Page

The "Configuration Page" displays the status of the toner in the print cartridge. To print the "Configuration Page":

1. On the control panel, press the **Menu** button, then press the **OK** button to select **Information**.
2. Select **Info Pages**, then press the **OK** button.
3. Select **Config Page**, then press the **OK** button to print the page.

Recycling

For information on Xerox supplies recycling programs, go to <u>www.xerox.com/gwa</u>.

Connections and Networks

Overview of Network Setup and Configuration

To set up and configure the network:

1. Turn on the printer and the computer.

2. Connect the printer to the network using the recommended hardware and cables.

3. Configure the printer's network address, which is required to identify the printer on the network.

- Windows operating systems: Run the Installer on the *Software and Documentation* CD-ROM to automatically set the printer's IP address if the printer is connected to an established TCP/IP network. You can also manually set the printer's IP address on the control panel.
- Macintosh systems: Manually set the printer's network address (for TCP/IP) on the control panel.

4. Install the driver software on the computer from the *Software and Documentation* CD-ROM. For information on driver installation, see the section in this chapter for the specific operating system you are using.

Note

If the *Software and Documentation* CD-ROM is not available, you can download the latest driver at www.xerox.com/office/drivers.

Choosing a Connection Method

Connect the printer to the network via Ethernet or USB. Hardware and cabling requirements vary for the different connection methods. Cabling and hardware are generally not included with your printer and must be purchased separately.

Connecting via Ethernet

Ethernet can be used for one or more computers. It supports many printers and systems on an Ethernet network. It also allows you direct access to CentreWare Internet Services (IS). CentreWare IS provides a simple interface that enables you to manage, configure, and monitor networked printers from your desktop using an embedded web server. For complete information about CentreWare IS, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

Network Connection

Depending on your particular setup, the following hardware and cabling is required for Ethernet.

- If you are connecting to one computer, an Ethernet RJ-45 crossover cable is required.
- If you are connecting to one or more computers with a hub, an Ethernet hub and two twisted-pair (category 5/RJ-45) cables are required.
- If you are connecting to one or more computers using a cable or DSL router, a cable or DSL router and two or more twisted-pair (category 5/RJ-45) cables are required. (One cable for each device.)
- If you are connecting to one or more computers with a hub, connect the computer to the hub with one cable, and then connect the printer to the hub with the second cable. Connect to any port on the hub except the uplink port.

TCP/IP and EtherTalk are the most common protocols used with Ethernet. To print using a TCP/IP protocol, each computer and printer requires a unique IP address.

Standalone (Cable or DSL) Network Connection

For information about setting up a cable or DSL connection for your printer, go to the Knowledge Base at www.xerox.com/office/3500support.

Connecting via USB

If you are connecting to one computer, a USB connection offers fast data speeds. However, a USB connection is not as fast as an Ethernet connection. To use USB, PC users must have Microsoft Windows 98 SE, Windows Me, Windows XP, or Windows 2000. Macintosh users must use Mac OS 9.x and higher.

USB Connection

A USB connection requires a standard A/B USB cable. This cable is not included with your printer and must be purchased separately. Verify that you are using the correct USB cable for your connection.

1. Connect one end of the USB cable to the printer and turn it on.
2. Connect the other end of the USB cable to the computer.

Connecting via Parallel Cable

A parallel cable connection can also be used for connecting to one computer. This type of connection provides the slowest data speeds. Parallel connection requires a standard-to-high density parallel printer cable, (36-pin high-density 1284-C [male] to 36-pin low density 1284-B [male] cable), with a maximum length of 10 feet (three meters). Connect the parallel cable to the printer and the computer while they are both **Off**, and then turn them **On**. Install the printer driver from the *Software and Documentation* CD-ROM, and then select the appropriate LPT parallel port.

Configuring the Network Address

TCP/IP and IP Addresses

If your computer is on a large network, contact your network administrator for the appropriate TCP/IP addresses and additional configuration information.

If you are creating your own small Local Area Network or connecting the printer directly to your computer using Ethernet, follow the procedure for automatically setting the printer's Internet Protocol (IP) address.

PCs and printers primarily use TCP/IP protocols to communicate over an Ethernet network. With TCP/IP protocols, each printer and computer must have a unique IP address. It is important that the addresses are similar, but not the same; only the last digit needs to be different. For example, your printer can have the address 192.168.1.2 while your computer has the address 192.168.1.3. Another device can have the address 192.168.1.4.

Generally, Macintosh computers use either TCP/IP or the EtherTalk protocol to talk to a networked printer. For Mac OS X systems, TCP/IP is preferred. Unlike TCP/IP, however, EtherTalk does not require printers or computers to have IP addresses.

Many networks have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically programs an IP address into every PC and printer on the network that is configured to use DHCP. A DHCP server is built into most cable and DSL routers. If you use a cable or DSL router, see your router's documentation for information on IP addressing.

Automatically Setting the Printer's IP Address

If the printer is connected to a small established TCP/IP network without a DHCP server, use the installer on the *Software and Documentation* CD-ROM to detect or assign an IP address to your printer. For further instructions, insert the *Software and Documentation* CD-ROM into your computer's CD-ROM drive. After the Installer launches, follow the prompts for installation.

Note

> For the automatic Installer to function, the printer must be connected to an established TCP/IP network.

Manually Setting the Printer's IP Address

Note

Verify that your computer has a properly configured IP address for your network. Contact your network administrator for more information.

If you are on a network without a DNS server, or in an environment where the network administrator assigns printer IP addresses, you can use this method to manually set the IP address. Manually setting the IP address overrides DHCP and AutoIP. Alternatively, if you are in a small office with a single PC and use a dialup modem connection, you can manually set the IP address.

1. On the control panel, select **Connection**, and then press the **OK** button.
2. Select **TCP/IP Setup**, and then press the **OK** button.
3. Select **DHCP/BOOTP**, and then press the **OK** button.
4. Select **Off**, and then press the **OK** button.
5. Press the **Return** button to return to the **TCP/IP Setup** menu.
6. Select **TCP/IP Setup**, and then press the **OK** button.
7. Select **IP Address**, and then press the **OK** button.
8. Enter the printer's IP address, and then press the **OK** button.

Installing the Printer Drivers

Windows 98 SE or Later and Windows 2000 or Later

To install the printer driver from the *Software and Documentation* CD-ROM:

1. Insert the CD-ROM into the computer's CD-ROM drive. If the installer does not launch, do the following:
   a. Click **Start**, and then click **Run**.
   b. In the **Run** window, type: **<CD drive>:\SETUP.EXE**.
2. Select your desired language from the list.
3. Select **Install Printer Driver**.
4. Select the installation method you want to use, and then follow the onscreen instructions.

Macintosh OS 9.x

Create a desktop USB printer or use EtherTalk to install the printer driver.

USB

A USB-connected printer does not display in the Chooser. To create a desktop USB printer:

1. Insert the *Software and Documentation* CD-ROM into the CD-ROM drive.
2. Use the **Desktop Printer Utility** to create a desktop USB printer.

EtherTalk

Note

If you use EtherTalk, Macintosh computers do not require IP addresses.

Follow these steps to install the printer driver:

1. Open the **AppleTalk Control Panel**.
2. Verify that the **Ethernet** port is the selected network port.
3. Double-click the installer on the *Software and Documentation* CD-ROM to install the printer driver.
4. Open the **Chooser**, and then click the **LaserWriter** driver.
5. From the right column of the **Chooser**, select the printer, and then click **Create** to create the desktop printer.

Macintosh OS X Version 10.2 and Higher

To install the printer driver from the *Software and Documentation* CD-ROM:

1. Insert the CD-ROM into the CD-ROM drive.
2. Open the **Print Center** utility.

Note

In Macintosh OS X version 10.3 or higher, the utility is called **Printer Setup Utility**. To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Click the **Add** icon in the Printer List window, and then select **Rendezvous** from the drop-down menu.
4. Select the printer in the window.
5. Select **Xerox** from the list of manufacturers in the lower drop-down menu.
6. Select the appropriate printer model from the list of available devices.
7. Click the **Add** button.

Troubleshooting

Your printer is designed to produce consistently high-quality work. If you observe print-quality problems, use the information on these pages to troubleshoot the problem.

For detailed, online support information, go to www.xerox.com/office/3500support.

Print-Quality Problems

If you experience problems with print quality, go to www.xerox.com/office/3500support.

Cleaning the Outside of the Printer

You can clean the outside of the printer with a soft, damp cloth. You can use a cloth moistened with a mild neutral detergent to remove stains; do not spray detergent directly onto the printer.
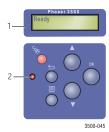
Warning

To prevent electric shock, turn the printer off and unplug the power cord from the electrical outlet before cleaning the printer.

Do not use a vacuum cleaner to clean the printer. Do not lubricate the printer with oil.

Control Panel Messages

Your printer's control panel provides you with information and troubleshooting help.

1. **Alphanumeric** display
2. **On-line/Data/Error LED**

The control panel is divided into two sections. The upper section (1) displays printer menu and error messages; the lower section (2) contains the control panel control buttons.

Some of the LED descriptions and error messages that appear in the control panel are listed below.

LED Descriptions

The LED indicates the different functioning states of the printer:

LED Behavior	Description
Blinking Green	■ Warming up ■ Displaying menus ■ Canceling a job ■ Waiting for more data ■ Processing data ■ Printing pages
Steady Green	Ready to print
Steady Orange	A major error has occurred and printing has stopped
Blinking Orange	A minor error exists that prevents further printing without user attention
LED is off	■ Power is off ■ Power Saver mode

Errors and Warnings

The printer displays error or warning messages on the control panel display.

Hardware or software failures that may require service support are presented as errors. When the printer's control panel displays an error message, the LED blinks or turns orange. An error message replaces the status lines.

When an error occurs during printing, the Status Monitor balloon, available only with Windows on a network-enabled or a USB cable-connected printer, appears on your computer screen alerting you that the printer needs attention.

Moving and Repacking the Printer

Warning

Follow these guidelines to avoid injuring yourself or damaging the printer.

For safety information, go to Appendix "A–User Safety" in this guide.
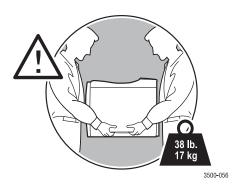
Follow these guidelines to move the printer within the office or to prepare the printer for shipment.

Precautions for Moving the Printer

Caution

Remove the print cartridge prior to moving the printer. Failure to do so can result in damage to the printer.

- Use one or two people to lift the printer.
- Always turn off the printer using the power switch, and unplug all cables and cords.
- Disconnect and remove the optional 500-Sheet Feeder if present.
- Always lift the printer from the designated lift points.
- Do not place any food or liquids on the printer.
- Damage to the printer caused from improper moving or failure to repackage the printer properly for shipment, is not covered by the warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

38 lb.
17 kg

3500-056

Moving the Printer Within the Office

The printer can be safely moved from one location within an office to another as long as it travels in an upright position, gently. Any jarring movement, such as pushing the printer over a raised door threshold or across a parking lot, can damage the printer.

Caution

Remove the print cartridge prior to moving the printer. Failure to do so can result in damage to the printer.

Preparing the Printer for Shipment

To transport the printer by vehicle, a printer must be repackaged in the original packaging or a repackaging kit. Instructions for repackaging the printer are provided in the repackaging kit.

If you do not have the original packaging, or are unable to repackage the printer, contact your local Xerox service representative.

Additional Resources

Support

There is additional help available at www.xerox.com/office/3500support. You can access the Knowledge Base and technical support via email and driver downloads.

A set of Xerox links is installed in your web browser's Favorites folder when you install the printer drivers on your computer. The **Troubleshooting** tab in your Windows printer driver also includes useful links.

Web Links

Xerox provides many resources to help you learn more about your Xerox printer. Use these web sites to obtain information about your printer.

Resource	Link
To link to product information, download printer drivers, view documents, and access support information:	www.xerox.com/office/3500support
To view technical support information:	www.xerox.com/office/3500support
To order Xerox supplies:	www.xerox.com/office/3500supplies
To find your local sales and support center:	www.xerox.com/office/contacts

Appendices

A–User Safety

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information will ensure the continued safe operation of your printer.

Electrical Safety

- Use the power cord supplied with your printer.
- Plug the power cord directly into a properly grounded electrical outlet. Make sure each end of the card is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Do not use an extension cord or power strip.
- Verify that the printer is plugged into an outlet that is capable of providing the correct voltage and power. Review the printer's electrical specifications with an electrician, if necessary.

Warning

Avoid the potential of electrical shock by ensuring that the printer is properly grounded. Electrical products may be hazardous if misused.

- Do not place the printer in an area where people might step on the power cord.
- Do not place objects on the power cord.
- Do not block the ventilation openings. These openings are provided to prevent overheating of the printer.
- Do not drop paper clips or staples into the printer.

Warning

Do not push objects into slots or openings on the printer. Making contact with a voltage point or shorting out a part could result in fire or electrical shock.

If you notice unusual noises or odors:

1. Turn off the printer immediately
2. Disconnect the power cord from the electrical outlet
3. Call an authorized service representative to correct the problem.

The power cord is attached to the printer as a plug-in device at the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.

Warning

Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be **OFF** when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

Note

Leave the printer on for optimum performance; it does not pose a safety hazard.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.

If any of these conditions occur, do the following:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

Laser Safety

With specific regard to lasers, this printer complies with laser product performance standards set by governmental, national, and international agencies and is certified as a Class 1 Laser Product. The printer does not emit hazardous light because the beam is totally enclosed during all modes of customer operation and maintenance.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance and could create a hazardous condition.
- Do not burn any of the consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Printer Supplies

- Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the printer, options and supplies.

Printer Location

- Place the printer in a dust-free area where the temperature range is 50 degrees F to 89 degrees F (10 degrees C to 32 degrees C) and the relative humidity range of 20 percent to 80 percent.
- Place the printer in an area where there is adequate space for ventilation, operation, and servicing. The recommended minimal spacing is 32 cm (12.6 in.) behind and 10 cm (4 in.) on each side of the printer.
- Do not block or cover the slots and openings on the printer. The printer may overheat without adequate ventilation.
- For altitudes under 2,050 meters (6,726 ft.), use the **Low** Altitude setting. For altitudes over 2,050 meters (6,726 ft.), use the **High** Altitude setting.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight.
- Do not place the printer in line with the cold air flow from an air conditioning system.
- Place the printer on a level, solid surface with adequate strength for the weight of the printer. The base printer weight without any packaging materials is approximately 17 kg (38 lb.).

Moving the Printer

Refer to "Moving and Repacking the Printer" on page 41.

Printing Safety Guidelines

- Wait 10-15 seconds between turning the printer off and on.
- Keep hands, hair, neckties, etc., away from the exit and feed rollers.
- Do not remove the paper source tray that you selected in either the printer driver or control panel when the printer is printing.
- Do not open the doors when the printer is printing.
- Do not move the printer when the printer is printing.

Symbols Marked on the Product

Hot surface on or in the printer. Use caution to avoid personal injury.

Use caution (or draws attention to a particular component).

B–Printer Specifications (English Only)

Physical Specifications

Width: 396 mm (15.6 in.)

Depth: 453 mm (17.8 in.)

Height: 348 mm (13.7 in.)

Top Clearance: 254 mm (10 in.)

Weight: 17 kg (38 lb.)

Environmental Specifications

Temperature

- Storage (in original packaging): -20° to 40° C / -4° to 104° F
- Operating: 10° to 32° C / 50° to 89° F

Relative Humidity

- Storage (in original packaging): 10% to 90%
- Operating: 20% to 80%

Electrical Specifications

Available in two models:

- 110-127 VAC, 50/60 Hz
- 220-240 VAC, 50/60 Hz

Performance Specifications

Resolution

- 300 x 300 dpi
- 600 x 600 dpi
- 1200 dpi Image Quality

Print Speed

- Up to 35 pages per minute (ppm)

Fuser Life

- Maximum 150,000 pages

Controller Specifications

- 400 MHz processor

Memory

- 32 MB standard on all printers
- Maximum 288 MB

Page Description Languages (PDL)

- PCL5e (driver not included)
- PCL6
- PostScript

Resident Fonts

- PostScript 3: 136 fonts
- PCL: 45 scalable fonts, 1 bitmap font

Interfaces

- USB
- IEEE 1284 parallel
- Ethernet 10BaseT and 100BaseTx

C–Regulatory Information (English Only)

Xerox has tested this product to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this product in a typical office environment.

United States (FCC Regulations)

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. If it is not installed and used in accordance with these instructions, it 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 receiver.
- 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/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the equipment. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada (Regulations)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

European Union (Declaration of Conformity)

Xerox Corporation declares, under our sole responsibility, that the product to which this declaration relates is in conformity with the following standards and other normative documents:

Low Voltage Directive 73/23/EEC as amended

EN 60950:2000
EN 60825-1:1994+A1:2001+A2:2002

Electromagnetic Compatibility Directive 89/336/EEC as amended

EN 55022:1998+A1:2000+A2:2003
EN 55024:1998+A1:2001+A2:2003
EN 61000-3-2:2000
EN 61000-3-3:1995+A1:2001

Radio & Telecommunications Terminal Equipment Directive 1999/5/EC as amended

EN 300 330-2 V1.1.1
EN 300 440-2 V1.1.1
EN 301 489-3 V1.3.1

This product, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

A signed copy of the Declaration of Conformity for this product can be obtained from Xerox.

D–Material Safety Data Sheet (English Only)

For Material Safety Data information regarding your Phaser 3500 printer, go to www.xerox.com/office/msds. For the Customer Support Center phone numbers, see the information sheet that shipped with your printer or go to www.xerox.com/office/contacts.

E–Product Recycling and Disposal (English Only)

Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-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.html.

If your product is not part of the Xerox program and you are managing its disposal, please note that the product may contain lead and other materials whose disposal may be regulated due to environmental considerations. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance at www.eiae.org.

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