

Phaser® 6128MFP
Multifunction Printer



Phaser® 6128MFP

User Guide

English

Français Guide d'utilisation
Italiano Guida dell'utente
Deutsch Benutzerhandbuch
Español Guía del usuario
Português Guia do usuário

Nederlands Gebruikershandleiding
Svenska Användarhandbok
Dansk Betjeningsvejledning
Česky Uživatelská příručka
Polski Przewodnik użytkownika
Magyar Felhasználói útmutató

Русский Руководство пользователя
Türkçe Kullanıcı Kılavuzu
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User Safety

1

This chapter includes:

- **Electrical Safety** on page 9
- **Laser Safety** on page 10
- **Maintenance Safety** on page 10
- **Operational Safety** on page 10
- **Moving the Printer** on page 12
- **Safety Symbols Marked on Printer** on page 14

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures 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 cord 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 specification 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. 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. If however the printer will not be used over an extended period of time, it should be turned off and unplugged.

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.

Caution: To reduce the risk of fire, use only No. 26 American Wire Gauge or larger telecommunication line cord.

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 attempt to open, reuse, or burn any 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 Location

Place the printer in a dust-free area within a temperature range of 50° F to 90° F (10° C to 32° C) and a relative humidity range of 10 percent to 85 percent.

Humidity should be 70 percent or below at 90° F, and temperature should be 82° F or below at 85 percent humidity.

Note: Sudden temperature fluctuations can affect print quality. Rapid heating of a cold room can cause condensation inside the machine, directly interfering with image transfer.

Printer Clearance

Place the printer in an area where there is adequate space for ventilation, operation, and servicing. The recommended minimal spacing is:

Overhead Clearance:

- 32 cm (12.6 in.) above the printer

Total Height Requirements:

- Printer: 90.5 cm (35.6 in.)

Other Clearances:

- 10 cm (3.9 in.) behind the printer
- 60 cm (23.6 in.) in front of the printer
- 10 cm (3.9 in.) on the left side of the printer
- 25 cm (9.8 in.) on the right side of the printer

Operational Guidelines

- Do not block or cover the slots and openings on the printer. The printer may overheat without adequate ventilation.
- For optimum performance, use the printer at elevations below 3,500 m (11,480 ft.).
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposing light-sensitive components when the doors are open.
- Do not place the printer in line with the cold air flow from an air conditioning system.
- Place the printer on a level, solid, non-vibrating surface with adequate strength for the weight of the printer. It should be within 1° of horizontal with all four feet in solid contact with the surface. The printer weight with consumables is 29 kg (63.9 lb.).
- Do not place the printer in locations exposed to magnetic forces.
- Do not place the printer in damp locations.
- Do not place the printer in locations susceptible to vibrations.

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.

When the printer is printing:

- Do not remove the paper source tray that you selected in either the printer driver or control panel.
- Do not open the doors.
- Do not move the printer.

Printer Supplies

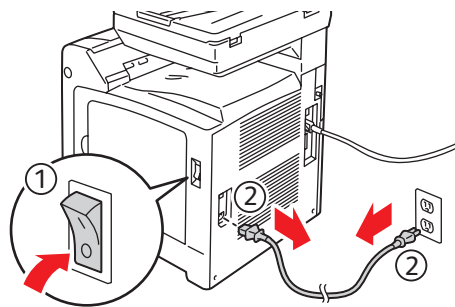
- Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the printer, options, and supplies.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. 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.

Moving the Printer

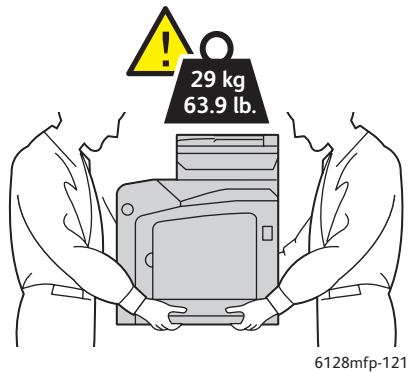
Follow these guidelines to avoid injuring yourself or damaging the printer:

- Turn off the printer and unplug all power cables before moving the printer.



6128mfp-117

- Always use two people to lift the printer.
- Always lift the printer from the designated lift points.



- Carry the printer without tilting it.

Caution: Do not tilt the printer more than 10 degrees to the front/back or right/left. Tilting more than 10 degrees may cause consumables inside the printer to spill out.

Note: The rear side of this printer is heavier than the front. Be aware of this weight difference when moving the printer.

- Do not place any food or liquids on the printer.

Caution: Damage to the printer resulting 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.

Safety Symbols Marked on Printer



Use caution (or draws attention to a particular component). See the manual(s) for information.



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



It may take 40 minutes for the fuser to cool down.



Do not touch the item.

Printer Features

2

This chapter includes:

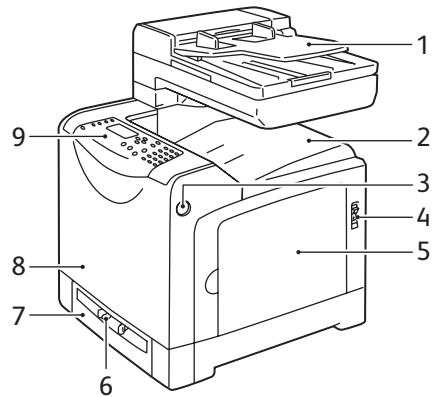
- [Main Components and Their Functions](#) on page 16
- [Standard Features](#) on page 18
- [Control Panel](#) on page 19
- [Power Saver Mode](#) on page 22
- [More Information](#) on page 23

Main Components and Their Functions

This section includes:

- **Front View** on page 16
- **Rear View** on page 17
- **Internal View** on page 17

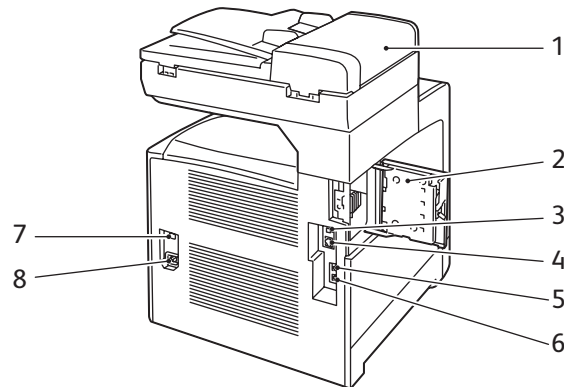
Front View



6128mfp-037

1. Automatic document feeder (ADF) tray
2. Output tray
3. Button for opening the front door
4. Power switch
5. Side door
6. Manual feed slot
7. Paper tray
8. Front door
9. Control panel

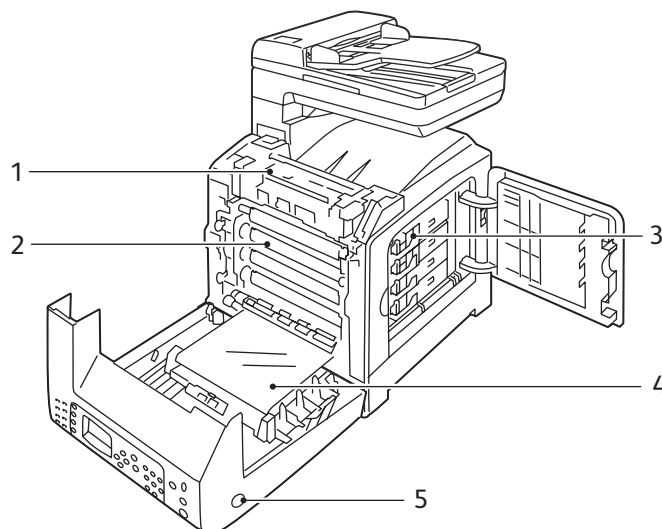
Rear View



6128mfp-038

- | | |
|----------------------------|----------------------------------|
| 1. ADF cover | 5. Phone out |
| 2. Memory slot door (open) | 6. Line in |
| 3. USB port | 7. Power reset (circuit breaker) |
| 4. Network connector | 8. Power socket |

Internal View



6128mfp-039

- | | |
|---------------------|--------------------------------------|
| 1. Fuser | 4. Transfer unit |
| 2. Imaging unit | 5. Button for opening the front door |
| 3. Toner cartridges | |

Standard Features

Phaser 6128MFP Configurations

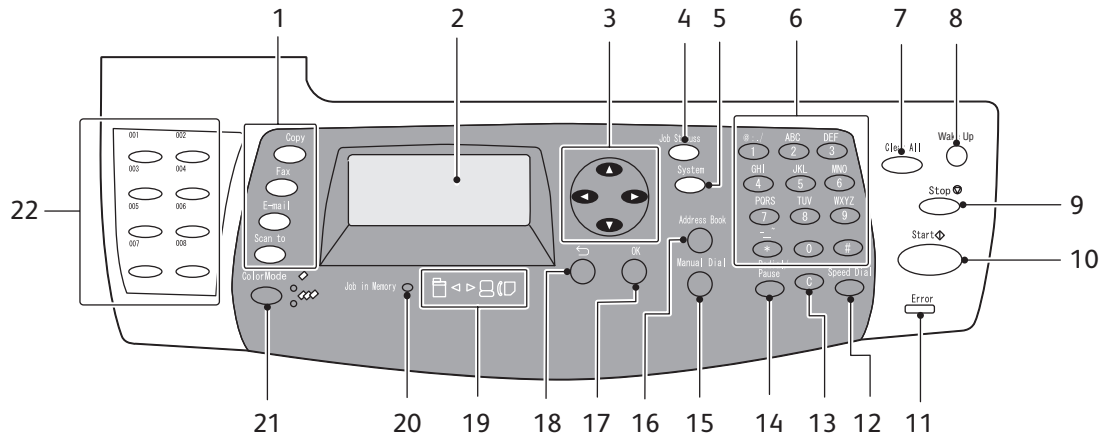
Features	Printer Configuration
	6128MFP
Memory (MB)	384
Print Speed (ppm Color/Mono)	12/16
Resolution (dpi)	
Standard	600 x 600
Enhanced	600 x 600
Ethernet Interface	10/100 Base-Tx
Paper Tray (250 Sheets)	Standard
Manual feed slot	Standard

Control Panel

This section includes:

- [Control Panel Layout](#) on page 20
- [Information Pages](#) on page 21

Control Panel Layout



6128mfp-044

1. Press to use the **Copy, Fax, Email, and Scan** menus on the display screen.
2. Graphic display indicates status messages, menus, and toner levels.
3. Arrow buttons
Scrolls upward, downward, forward, and backwards through the menus.
4. **Job Status** button
Press to check active job status and Walk-Up printing jobs.
5. **System** button
Switches the display to the Setup menu.
6. Alphanumeric key pad
Use to enter letters and numbers for names and phone numbers.
7. **Clear All** button
Clears all text or numbers or instructions.
8. **Wake Up** button
This light is on in power saver mode. Push the button to exit power saver mode.
9. **Stop** button
Cancels the current print job.
10. **Start** button
Press to start a copy, scan, or fax job.
11. **Error**
The red light indicates an error condition.
12. **Speed Dial** button
Press to access directories of group or individual fax telephone numbers.
13. **Clear** button
Deletes a single character each time the button is pressed. For use when entering email addresses and telephone numbers.
14. **Redial/Pause** button
Press the button to recall the last fax number used or to insert pauses in fax numbers.
15. **Manual Dial** button
When faxing, you can press this button to quickly enter a fax number with the alphanumeric key pad.
16. **Address Book** button
Press to access the Fax and Email address books.
17. **OK** button
Press to accept the setting selected.
18. **Exit** button
Press to go up one level in the menu.
19. Arrow LEDs
These LEDs indicate the flow of data either into or out of the printer.
20. Job in Memory LED
When illuminated, it indicates that there is a job in the printer's memory.
21. **Color Mode** button
Press to switch between Color and Black and White modes for your copy, fax, and scan job.
22. One touch key pad
Use to speed dial a phone number.

Information Pages

Your printer comes with a set of information pages to help you obtain the best results from your printer. Access these pages from the control panel. Print the Menu Map to see where these information pages are located in the control panel menu structure.

To print information pages:

1. On the control panel, press the **System** button, select **Information Pages**, and then press the **OK** button.
2. Select the information page you want to print, then press the **OK** button.

Menu Map

The Menu Map helps you navigate the control panel menus.

Note: Print the Menu Map to see other information pages available for printing or go to the support site at www.xerox.com/office/6128MFPdocs.

Configuration Page

The Configuration page lists information about your printer's current configuration and settings.

Power Saver Mode

Power Saver Mode 1 (Printer)

The printer is equipped with Power Saver Mode 1 to reduce power consumption to 35 W or less when it is left idle.

When no print data is received for 30 minutes (default), the printer will enter Power Saver Mode 1.

The time range that can be specified for the printer to enter Power Saver Mode 1 is 5 to 60 minutes. The time required to exit from Power Saver Mode 1 to a print-ready status is about 20 seconds.

The printer automatically cancels Power Saver Mode 1 once it receives data from the computer. To cancel Power Saver Mode 1 manually, press the **Wake Up** button.

Power Saver Mode 2 (System)

Power Saver Mode 2 controls the scanner lamp. When the scanner is not being used, the lamp turns off after the time specified for Power Saver Mode 2. The time range that can be specified for the printer to enter Power Saver Mode 2 is 5 to 120 minutes. Consumption of power during Power Saver Mode 2 is 17W. The default setting for Power Saver Mode 2 is 30 minutes after Power Saver Mode 1 starts.

The printer automatically cancels Power Saver Mode 2 once it receives data from the computer. To cancel the Power Saver Mode 2 manually, press the **Wake Up** button.

More Information

Obtain information regarding your printer and its capabilities from the following sources.

Information	Source
Installation Guide*	Packaged with printer
Quick Use Guide*	Packaged with printer
User Guide (PDF)*	<i>Software and Documentation CD-ROM</i>
Quick Start Tutorials (English only)	www.xerox.com/office/6128MFPdocs
Video Tutorials	www.xerox.com/office/6128MFPdocs
Recommended Media List	United States: www.xerox.com/paper Europe: www.xerox.com/europaper
Online Support Assistant	www.xerox.com/office/6128MFPsupport
Technical Support	www.xerox.com/office/6128MFPsupport
Information pages	Control panel menu

* Also available on the Support website.

Installation and Setup

3

This chapter includes:

- [Installation and Setup Overview](#) on page 26
- [Physical Connection](#) on page 27
- [Initial Setup at the Control Panel](#) on page 28
- [Installing the Software](#) on page 31
- [Setting up Scanning](#) on page 37

See *also*: (English Only)

Online Support Assistant www.xerox.com/office/6128MFPsupport

Installation and Setup Overview

Before you can use your printer, you must:

1. Make sure the printer is set up correctly in an appropriate location, and your printer is connected correctly.
2. Configure settings in the Initial Setup menu on the control panel.
3. Install software utilities and drivers. The software installation procedure depends on your connection type (Network or USB).
4. Configure the software.

Physical Connection

See the *Installation Guide* for more information about:

- Choosing a location for the printer.
- Preparing consumables.
- Connecting the power cord.
- Connecting the communication cables (Ethernet or USB).
 - Network Connection: Both your printer and your computer must be connected to a network using standard Ethernet cables (category 5, RJ45). The printer must also be connected to a dedicated phone line to send and receive faxes.

Note: Your printer can be connected directly to the computer using an Ethernet crossover cable (category 5, RJ45).

- USB Connection: The printer and your computer must be connected by a standard A/B USB 2.0 cable. The printer must also be connected to a dedicated phone line to send and receive faxes.

Note: Communication cables are not included with your printer and must be purchased separately. See your system administrator for help.

The *Installation Guide* is available online at www.xerox.com/office/6128MFPsupport.

Initial Setup at the Control Panel

This section includes:

- [Assigning the Printer's Network Address](#) on page 28
- [Enabling the Printer for Faxing](#) on page 29
- [Enabling the Printer for Scanning](#) on page 30

The first time you turn the printer on, the Initial Setup menu will provide you with an opportunity to:

- Set the language, date, and time.
- Change the network address acquisition method.
- Specify the fax phone number, so the printer can receive a fax.
- Set up advanced fax settings.

Note: After you have exited the Initial Setup menu, you can return to it by pressing the **System** button, then **Admin Menu > System Setup > Power On Wizard**.

Assigning the Printer's Network Address

The printer is set by default to be automatically recognized by the network, acquiring an IP address using DHCP. Network addresses assigned by DHCP are temporary. After a specified time, the network may assign a new IP address to the printer.

If your network administrator requires a static IP addresses for the printer, or you do not want the IP address of the printer to change, you must assign a network address to the printer manually.

Allowing the IP Address to be Assigned Automatically

If your printer is connected to a network that has a DHCP server, an IP address will be assigned when you turn the printer on.

If you are connected to a network that does not have a DHCP server, and you want the IP address assigned automatically, do the following:

1. On the control panel, use the up or down arrow to select **Network Settings** from the Initial Setup menu.
2. Select **AutoIP** from the list, and press the **OK** button.
3. Use the down arrow to select **Exit Menu**, then select **Yes** to exit the menu.

An IP address will be assigned when you turn the printer on.

Note: To return to the Initial Setup menu, press the **System** button, then **Admin Menu > System Setup > Power On Wizard**.

Specifying a Static IP Address

To assign a static IP address to the printer:

1. On the control panel, use the up or down arrow to select **Network Settings** from the Initial Setup menu.
2. Select **Panel** from the list, and press the **OK** button.

3. Type the IP address using the keypad, or use the up and down arrow buttons. Press the **OK** button when finished.
4. Type the Network Mask using the keypad, or use the up and down arrow buttons. Press the **OK** button when finished.
5. Type the Gateway Address using the keypad, or use the up and down arrow buttons. Press the **OK** button when finished.
6. Use the down arrow to select **Exit Menu**, then select **Yes** to exit the menu.

Note: To return to the Initial Setup menu, press the **System** button, then **Admin Menu > System Setup > Power On Wizard**.

Finding Your Printer's IP Address

If you did not write down the IP Address, and need to know what it is, print the **Configuration** information page.

Note: The information page that prints automatically when you turn the machine on (by default) is called the **Startup Page**. This page prints before the printer is recognized by the network, and the IP address shown on this page is not correct.

1. Press the **System** button on the control panel.
2. Select **Information Pgs**, and press the **OK** button.
3. Select **Configuration** and press the **OK** button.

The **Configuration** page will print. The printer's IP address will be listed in the Network Setup section on the bottom left of the page.

Enabling the Printer for Faxing

To enable the printer to send or receive a fax:

1. On the control panel, use the up or down arrow to select **Setup Fax (Basic)** from the Initial Setup menu.
2. Select your country from the list, and press the **OK** button.
3. Type your fax phone number using the keypad, and press the **OK** button.
4. Use the down arrow to select **Exit Menu**, then select **Yes** to exit the menu.

Adding Fax Numbers and Email Addresses to the Address Book

If you are connected to a network, you can add fax numbers and email addresses to the printer's address book using CentreWare IS.

If you are connected via USB, you can add fax numbers and email addresses to the printer's address book using the Address Book Editor utility.

For more information see **Faxing** on page 89 and **Scanning** on page 77.

Enabling the Printer for Scanning

The printer is enabled for scanning (if you are connected to a network), but you can not scan until scanning is set up in CentreWare IS.

If you are connected via USB, you can scan to a folder on your computer, or scan into an application after you have installed the scan drivers and the Express Scan Manager utility.

Note: If you are connected via USB, you can not scan to an email address or a network location (a shared folder on your computer).

For more information see [Scanning Setup Overview](#) on page 37.

Installing the Software

This section includes:

- [Operating System Requirements](#) on page 31
- [Installing Drivers and Utilities - Windows](#) on page 31
- [Installing Drivers and Utilities - Macintosh](#) on page 33
- [Installing Other Drivers](#) on page 36

Operating System Requirements

PC: Windows Vista, XP, 2000, Windows Server 2003 or newer.

Macintosh: OS X, version 10.3 or newer.

Linux: Red Hat, Suse

Installing Drivers and Utilities - Windows

To access all features of the printer, you must:

- Install the print driver
- Install the scan driver - USB only

Print Driver - Network

Note: Before installing drivers, verify that the printer is plugged in, turned on, and connected to an active network. Make sure that the printer is receiving network information by monitoring the LEDs on the back of the printer near the Ethernet cable jack (RJ45). When the printer is connected to a functioning network and receiving traffic, the link LED is green, and its amber traffic LED is flashing rapidly.

To install the driver:

1. Insert the *Software and Documentation CD-ROM* into your CD drive. The installer will start automatically unless you have autorun disabled on your computer. If the installer does not start, navigate to your CD drive and double click the *Setup.exe* installer file.

Note: If the *Software and Documentation CD-ROM* is not available, download the latest driver from www.xerox.com/office/6128MFPdrivers.

2. When the installation menu appears, click **Install Print Driver** and accept the License Agreement.
3. The **Xerox Printer Installation** window appears. Select your printer from the list.
4. If your printer does not appear, select the **IP Address or DNS Name** icon, enter the printer's IP address and click **Search**. To find your printer's IP address, see [Finding Your Printer's IP Address](#) on page 29.
5. Select your printer from the list and click **Next**.
6. Click **Install** when the Installation Options window appears.
7. Click **Finish** when the installation is complete.

Print and Scan Drivers - USB Only

To install the drivers:

1. If a USB cable is not connected from the printer to your computer, connect it now.
2. Cancel the Windows **Found New Hardware Wizard**.
3. Wait for the wizard to appear again and cancel it again.

Note: Windows recognizes the printer as two “devices” (a printer and a scanner) and tries to help you install the drivers.

4. Insert the *Software and Documentation CD-ROM* into your CD drive. The installer will start automatically unless you have autorun disabled on your computer. If the installer does not start, navigate to your CD drive and double click the *Setup.exe* installer file.

Note: If the *Software and Documentation CD-ROM* is not available, download the latest driver from www.xerox.com/office/6128MFPdrivers.

5. When the installation menu appears, click **Install Print Driver** and accept the License Agreement.
6. The **Xerox Printer Installation** window appears. Select your printer from the list.
7. Click **Install** when the Installation Options window appears.
8. Click **Finish** when the installation is complete.
The print driver is installed. Now install the scan driver.
9. From the installation menu, click **Install Scan Driver (USB Only)**.
10. Click **Next** to start the installer.
11. Accept the License Agreement, and click **Next**.
12. Click **Finish** when the installer is done.
13. The Windows **Found New Hardware Wizard** appears again. This time, select **Yes, this time only** and click **Next**.
14. Select **Install the software automatically** and click **Next**.
15. The wizard searches for your printer and lists the associated .inf files. Select the .inf file that corresponds to your Windows operating system.
 - Vista - d:\windows\scan\x86\vista\xrsmnim.inf
 - XP, 2000, Windows Server 2003 - d:\windows\scan\x86\xrsmnim.inf
 - Vista 64 bit - d:\windows\scan\x64\vista\xrsmnim.inf
 - XP 64 bit - d:\windows\scan\x64\xrsmnim.inf
16. Select **Next**.
17. The installer will run and complete the installation.

You can now print and scan. For information about printing see [Printing Basics](#) on page 41. For information about scanning see [Scanning](#) on page 77.

Utilities

The following utilities are not necessary if you are connected to a network. If you are connected via USB, you will need the Express Scan Manager utility to scan, and the Address Book Editor to edit the printer's address book.

- **Address Book Editor:** The Address Book Editor allows you to edit the printer's address book from your computer when connected via USB.
- **Express Scan Manager:** The Express Scan Manager utility allows you to scan when connected via USB.
- **PrintingScout** (Windows only): The PrintingScout utility allows you to monitor the status of print jobs and printer supplies and consumables from your computer.

To install the utilities:

1. Insert the *Software and Documentation CD-ROM* into your CD drive. The installer will start automatically unless you have autorun disabled on your computer. If the installer does not start, navigate to your CD drive and double click the *Setup.exe* installer file.

Note: If the *Software and Documentation CD-ROM* is not available, download the latest driver from www.xerox.com/office/6128MFPdrivers.

2. When the installation menu appears, click **Install Utilities** and click **Next**.
3. Accept the License Agreement and click **Next**.
4. Accept or change the installation location and click **Next**
5. Click **Finish** when the installer is done.

Installing Drivers and Utilities - Macintosh

To access all features of the printer, you must:

- Install the print driver
- Install the scan driver
- Add the printer

Note: Before installing drivers, verify that the printer is plugged in, turned on, and connected to an active network. Make sure that the printer is receiving network information by monitoring the LEDs on the back of the printer near the Ethernet cable jack (RJ45). When the printer is connected to a functioning network and receiving traffic, the link LED is green, and its amber traffic LED is flashing rapidly.

Print Driver

To install the print driver:

1. Insert the *Software and Documentation CD-ROM*.

Note: If the *Software and Documentation CD-ROM* is not available, download the latest drivers from www.xerox.com/office/6128MFPdrivers.

2. Double click the **Phaser6128MFP** CD icon on your desktop.
3. Double click the **6128MFP Print Installer** file.

4. Enter your password and click **OK**.
5. When the installer starts, click **Continue**.
6. Accept the license agreement and click **Continue**.
7. Click **Install**.
8. When the installer is finished, click **Quit**.

Scan Driver

To install the scan driver:

1. Insert the *Software and Documentation CD-ROM*.

Note: If the *Software and Documentation CD-ROM* is not available, download the latest drivers from www.xerox.com/office/6128MFPdrivers.

2. Double click the **Phaser6128MFP** CD icon on your desktop.
3. Double click the **6128MFP Scan Installer** file.
4. Enter your password and click **OK**.
5. When the installer starts, click **Continue**.
6. Accept the license agreement and click **Continue**.
7. Click **Install**.
8. When the installer is finished, click **Quit**.

Adding the Printer - OSX Version 10.3

1. Open the **Applications** folder, and open the **Utilities** folder.
2. Open the **Printer Setup Utility**.
3. Click **Add**.
4. Confirm that the first drop-down menu is set to **Rendezvous** (for a network connection) or **USB** (USB connection).
5. Select the printer in the window.
6. Select **Xerox** from the **Printer Model** drop-down menu.
7. Select the appropriate printer model from the list.
8. Click the **Add** button.

Note: If your printer was not detected by the network, check to make sure that the printer is on, and the Ethernet or USB cables are connected properly.

If you want to connect by specifying the printer's IP address:

1. Open the **Applications** folder, and open the **Utilities** folder.
2. Open the **Printer Setup Utility**.
3. Click **Add**.
4. Confirm that the first drop-down menu is set to **IP Printing**.
5. Select **LPD/LPR, IPP, or Socket/HP Jet Direct** from the **Printer Type** drop-down menu.
6. Enter the printer's IP address in the **Printer Address** field.
7. Select **Xerox** from the **Printer Model** drop-down menu.

8. Select the appropriate printer model from the list.
9. Click the **Add** button.

Adding the Printer - OSX Version 10.4

1. Open **System Preferences** from the **Applications** folder (or the dock).
2. Open **Print & Fax** and select the **Printing** tab.
3. Click the plus button under the list of detected printers.
4. Click **Default Browser** in the **Printer Browser** window.
5. Select your printer from the list, and click **Add**.

Note: If your printer was not detected by the network, check to make sure that the printer is on, and the Ethernet or USB cables are connected properly.

If you want to connect by specifying the printer's IP address:

1. Open **System Preferences** from the **Applications** folder (or the dock).
2. Open **Print & Fax** and select the **Printing** tab.
3. Click the plus button under the list of detected printers.
4. Click **IP Printer** in the **Printer Browser** window.
5. Select **IPP**, **LPD**, or **HP Jet Direct - Socket** from the **Protocol** list.
6. Enter the printer's IP address in the **Address** field.
7. Enter a **Name** for the printer.
8. Select **Xerox** from the **Print Using** drop-down list.
9. Select **Xerox Phaser 6128MFP** from the list.
10. Click **Add**.

Adding the Printer - OSX Version 10.5

1. Open **System Preferences** from the **Applications** folder (or the dock).
2. Open **Print & Fax** and select the **Printing** tab.
3. Click the plus button under the list of detected printers.
4. Click **Default**.
5. Select your printer from the list, and click **Add**.

Note: If your printer was not detected by the network, check to make sure that the printer is on, and the Ethernet or USB cables are connected properly.

If you want to connect by specifying the printer's IP address:

1. Open **System Preferences** from the **Applications** folder (or the dock).
2. Open **Print & Fax** and select the **Printing** tab.
3. Click the plus button under the list of detected printers.
4. Click **IP Printer**.
5. Select **IPP**, **LPD**, or **HP Jet Direct - Socket** from the **Protocol** list.
6. Enter the printer's IP address in the **Address** field.
7. Enter a **Name** for the printer.

8. Select a **Driver to Use** from the **Print Using** drop-down list.
9. Select **Xerox Phaser 6128MFP-N v0.9** from the list.
10. Click **Add**.

You can now print and scan. For information about printing see [Printing Basics](#) on page 41. For information about scanning see [Scanning](#) on page 77.

Utilities

The following utilities are not necessary if you are connected to a network. If you are connected via USB, you will need the Express Scan Manager utility to scan, and the Address Book Editor to edit the printer's address book.

- **Address Book Editor:** The Address Book Editor allows you to edit the printer's address book from your computer when connected via USB.
- **Express Scan Manager:** The Express Scan Manager utility allows you to scan when connected via USB.

Address Book Editor and Express Scan Manager are installed automatically when you install the scan driver. For more information see [Installing Drivers and Utilities - Macintosh](#) on page 33.

Installing Other Drivers

Linux Drivers

A complete list of supported LINUX distributions and the associated downloadable drivers is provided at www.xerox.com/office/6128MFPdrivers.

Other Xerox Drivers

The following drivers are also available (Windows only) for download at www.xerox.com/office/6128MFPdrivers.

- **Xerox Global Print Driver (PCL version):** Print to any PCL printer on your network, even those made by other manufacturers. It configures itself for your individual printer upon installation.
- **Xerox Mobile Express Driver (PCL version):** Print to any PCL printer on your network, even those made by other manufacturers. It configures itself for the printer you select every time you print. If you travel frequently to the same sites, you can save your favorite printers in that location and the driver will remember your settings.

Setting up Scanning

This section includes:

- [Scanning Setup Overview](#) on page 37
- [Setting Up Scanning to an FTP Server](#) on page 39
- [Setting Up Scanning to a Shared Folder on Your Computer](#) on page 37
- [Setting Up Scanning to an Email Address](#) on page 40
- [Setting Up Scanning - USB](#) on page 40

See also:

[Scanning](#) on page 77

Scanning Setup Overview

The printer is enabled for scanning (if you are connected to a network). However, before you can scan you must do the following:

- Scanning to a shared folder on your computer - Share the folder, and add the folder as an Address Book entry in CentreWare IS.
- Scanning to an FTP server - Add the FTP server as an Address Book entry in CentreWare IS.
- Scanning to an email address - Configure the email server in CentreWare IS.

If you are connected via USB, you can not scan to an email address or a network location. You can scan to a folder on your computer, or scan into an application after you have installed scan drivers and the Express Scan Manager utility. For more information about installing scan drivers and utilities, see [Installing the Software](#) on page 31.

Setting Up Scanning to a Shared Folder on Your Computer

Before you can scan to a shared folder you must:

- Share the folder.
- Add the folder as an Address Book entry in CentreWare IS.

Note: CentreWare IS is a web-based interface that allows you to manage, configure, and monitor your printer using the printer's embedded web server. You can access CentreWare IS by entering your printer's IP address in your web browser.

Sharing the Folder - Windows

To enable a folder on your PC computer for network sharing:

1. Open Windows Explorer.
2. Right-click the folder you want to share, and then select **Properties**.
3. Click the **Sharing** tab, and then click **Share this folder**.
4. Click the **Permissions** button.
5. Select the **Everyone** group, and verify that all permissions are enabled.
6. Click **OK**. Write down the Share name; you will need it later.

7. Click **OK** again.
8. Open a DOS Command Prompt window:
 - a. On the **Start** menu, select **Run...**
 - b. In the **Open** field, type **cmd** and click **OK**.
9. Type **ipconfig**, and then press the **Enter** key.

Record your IP address. You will need it when creating the address book entry.
10. Close the DOS Command Prompt window.

The folder is ready. Now you need to add the folder as an Address Book entry in CentreWare IS.

Sharing the Folder - Macintosh

To enable a folder on your Macintosh computer for network sharing:

1. Open **System Preferences**.
2. Click the **Sharing** icon.
3. Enable **Windows Sharing**.
4. Click the **Enable Accounts** button, and then enable your account.
5. Follow the onscreen prompts for entering your password.
6. Click **Done**.
7. Click **Show All**, and then click the **Network** icon.
8. On the **Show** drop-down list, select **Built-in Ethernet**.
9. Record your IP address. You will need it when creating the address book entry.
10. Click **Show All**, and then click **Accounts**.
11. Record your Short Name. You will need it when creating the address book entry.
12. Close System Preferences.
13. Create a folder in your **Public** folder. The scanner will place scanned images in this folder.
14. In the Finder window, click the folder you just created.
15. On the **File** menu, click **Get Info**, and then **Ownership & Permissions**.
16. Click **Details** to expand the window.
17. Set permissions for **Group** to have Read and Write access, and then click **Apply** to enclosed items.

The folder is ready. Now you need to add the folder as an Address Book entry in CentreWare IS.

Adding the Folder as an Address Book Entry

1. Open your Web browser, and type your printer's IP address in the address field to access CentreWare IS. To find your printer's IP address see [Finding Your Printer's IP Address](#) on page 29.
2. Click the **Address Book** tab.
3. Under **Network Scan (Comp./Serv.)**, click **Comp./Server Address Book**.

4. Click **Add** next to any unused entry, and enter the following information:
 - **Name:** Enter the name that you want to appear in the **Address Book**.
 - **Network Type:** Select **Computer (SMB)**.
 - **Host Address:** Enter the IP address of your computer.

To find the IP address of your computer:

Windows: Click either: **Start > Settings > Network Connections** or **Start > Control Panel > Network Connections**. Double click **Local Area Connection**, and click the **Support** tab. The computer's IP address is listed in the window.

Macintosh: Open **System Preferences** from the **Applications** folder (or the dock), and click on **Network**. Select **Built-in Ethernet** from the **Show** drop-down list, and click the **TCP/IP** tab. The computer's IP address is listed in the window.

- **Port Number:** Enter the default port number for SMB (139), or select a number from the range provided.
 - **Name of Shared Directory:** Enter a name for the directory or folder.
 - **Subdirectory Path:** Enter in the path of the subfolder on your computer. For example, if you want the scanned files to go in a folder called *colorscans* inside your shared folder, type `\colorscans`.
5. Click **Save Changes**. A new address book entry is created.

You can now scan to a folder on your computer. For more information see [Scanning to a Shared Folder on Your Computer - Network](#) on page 80.

Setting Up Scanning to an FTP Server

1. Open your Web browser, and type your printer's IP address in the address field to access CentreWare IS.
2. Click the **Address Book** tab.
3. Under **Network Scan (Comp./Serv.)**, click **Comp./Server Address Book**.
4. Click **Add** next to any unused entry, and enter the following information:
 - **Name:** Type the name that you want to appear in the **Address Book**.
 - **Network Type:** Select **Server (FTP)**.
 - **Host Address:** Enter the FTP server's IP address or DNS name.
 - **Port Number:** Enter the default port number for FTP (21), or select a number from the range provided.
 - **Login Name:** Enter a valid login name for your FTP server.
 - **Password:** Enter a valid password for your FTP server.
 - **Re-enter Password:** Enter the password again.
 - **Name of Shared Directory:** Enter a name for the directory or folder. For example, if you want the scanned files to go in a folder called *scans* type `/scans`.
 - **Subdirectory Path:** Enter the path of the folder on the FTP server. For example, if you want the scanned files to go in a folder called *colorscans* inside the *scans* folder, type `/colorscans`.
5. Click **Save Changes**. A new address book entry is created.

You can now scan to the FTP server. For more information see [Scanning](#) on page 77.

Setting Up Scanning to an Email Address

Before you can scan to an email address, you must first configure the printer to communicate with your email (SMTP) server.

To configure the SMTP server settings:

1. Open your Web browser, and type your printer's IP address in the address field to access CentreWare IS.
2. Click the **Properties** tab.
3. Under **Protocols** on the left panel, click **Email Server**.
4. Enter the following information:
 - **SMTP Server:** Enter the SMTP server's IP address or DNS name.
 - **SMTP Port:** Enter the default port number for SMTP (25), or select a number from the range provided.
5. Select an **Authentication Type**.
6. Enter a valid login name and password.
7. Scroll down and click **Save Changes**.

Note: Contact your internet service provider (ISP) or system administrator to obtain your SMTP server name (or IP address). Some ISP providers require authentication. Please make sure to confirm authentication type, login information and password.

You can now scan to an email address. For more information see [Scanning to Email](#) on page 81.

Setting Up Scanning - USB

When connected via USB you can scan to a folder on your computer, or scan into an application. Before you can scan, you must install the scan driver. For more information see [Installing the Software](#) on page 31.

Setting Up Scanning to a Folder on your Computer - USB

Before you can scan to a folder on your computer, you must install the Express Scan Manager utility. For more information see [Installing the Software](#) on page 31.

1. Start Express Scan Manager.
Windows: Click **Start > Programs > Xerox > Phaser 6128MFP > Express Scan Manager**.
Macintosh: Navigate to **Applications > Xerox > Phaser 6128MFP**, and double-click **Express Scan Manager**.
2. Click **OK** to accept the default **Destination Path** folder, or click **Browse** to navigate to another folder, and then click **OK**.

You can now scan to a folder on your computer when connected via USB. For more information see [Scanning to a Folder on Your Computer - USB](#) on page 79.

Printing Basics

4

This chapter includes:

- [Supported Paper and Media](#) on page 42
- [About Paper](#) on page 45
- [Setting Paper Types and Sizes](#) on page 47
- [Loading Paper](#) on page 48
- [Selecting Printing Options](#) on page 51
- [Printing on Specialty Media](#) on page 55
- [Printing Custom Size](#) on page 62
- [Printing Confidential Documents - Secure Print](#) on page 64
- [Print After Checking Printing Result - Proof Print](#) on page 66

Supported Paper and Media

This section includes:

- [Paper Usage Guidelines](#) on page 42
- [Automatic Document Feeder \(ADF\) Guidelines](#) on page 43
- [Paper That Can Damage Your Printer](#) on page 43
- [Paper Storage Guidelines](#) on page 44

Your printer is designed to be used with a variety of paper types. Follow the guidelines in this section to ensure the best print quality and to avoid jams.

For best results, use Xerox printing media specified for your Phaser 6128MFP printer. They are guaranteed to produce excellent results with your printer.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/6128MFPsupplies.

Caution: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by 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.

See also:

[Recommended Media List: United States: www.xerox.com/paper](http://www.xerox.com/paper)

[Recommended Media List: Europe: www.xerox.com/europaper](http://www.xerox.com/europaper)

Paper Usage Guidelines

The printer trays accommodate most sizes and types of paper or other specialty media. Follow these guidelines when loading paper and media in the trays:

- Fan paper or other specialty media before loading in the paper tray.
- Do not print on label stock once a label has been removed from a sheet.
- Use only paper envelopes. Do not use envelopes with windows, metal clasps, or adhesives with release strips.
- All envelopes should be printed single-sided only.
- Some wrinkling and embossing may occur when printing envelopes.
- Do not overload the paper trays. Do not load paper above the fill line on the inside of the paper guide.
- Adjust the paper guides to fit the paper size. The paper guides click into place when they are adjusted correctly.
- If excessive jams occur, use paper or other media from a new package.

See also:

[Printing Envelopes](#) on page 55

[Printing Labels](#) on page 57

[Printing Glossy Paper](#) on page 59

[Printing Custom Size](#) on page 62

Automatic Document Feeder (ADF) Guidelines

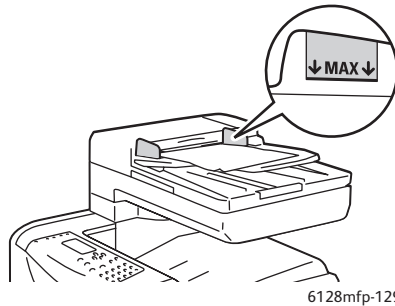
The document feeder accommodates the following original sizes:

- Width: 148–216 mm (4.1 in. – 8.5 in.)
- Length: 210–355.6 mm (8.3 in. – 14 in.)

The weight range includes 50–125 g/m² (17–32 lb. Bond).

Follow these guidelines when loading originals into the document feeder:

- Load originals faceup so that the top of the document enters the feeder first.
- Place only loose sheets of paper in the document feeder.
- Adjust the paper guides so that they fit against the originals.
- Insert paper in the document feeder only when ink on the paper is completely dry.
- Do not load originals above the MAX fill line.



Document Glass

Use the document glass rather than the document feeder to copy or scan the following types of originals:

- Paper with paper clips or staples attached
- Paper with wrinkles, curls, folds, tears, or notches
- Coated or carbonless paper or items other than paper such as cloth or metal
- Envelopes

Paper That Can Damage Your Printer

Your printer is designed to use a variety of media types for print jobs; however, some media can cause poor output quality, increased paper jams, or damage to your printer.

Unacceptable media includes:

- Rough or porous media
- Paper that has been folded or wrinkled
- Paper with staples
- Envelopes with windows or metal clasps
- Padded envelopes
- Non-laser glossy or coated paper
- Perforated media

Paper Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper items are susceptible to damage from ultraviolet (UV) and visible light. UV radiation, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper items. The intensity and length of exposure to visible light on paper items should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid attics, kitchens, garages, and basements for storing paper. Inside walls are drier than outside walls where moisture can collect.
- Store paper flat. Paper should be stored on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave paper in the original packaging. For most commercial cut-size grades, the ream wrapper contains an inner lining that protects the paper from moisture loss or gain.
- Leave the media inside the bag until you are ready to use it; reinsert unused media in the bag and reseal it for protection. Some specialty media is packaged inside resealable plastic bags.

About Paper

Using unsuitable paper may lead to paper jams, poor print quality, breakdown and damage to your printer. In order to use the features of this printer effectively, use the suggested paper that is recommended here.

Usable Paper

The types of paper that can be used on this printer are as follows:

Table 1:

Manual Feed Slot	
Paper Size	Letter (8.5 x 11 in.), Legal (8.5 x 14 in.), Executive (7.25 x 10.5 in.), Folio (8.5 x 13 in.), #10 Commercial (4.1 x 9.5 in.) Monarch (3.8 x 7.5 in.) A4 (210 x 297 mm) A5 (148 x 210 mm) DL (110 x 220 mm) C5 (162 x 229 mm) Custom: 76.2–216 mm (3–8.5 in.) 127–355.6 mm (5–14 in.) B5 JIS (182 x 257 mm)
Paper Type (Weight)	Plain (65–120 g/m ²) (17–32 lb. Bond) Thin Card Stock (100–163 g/m ²) (28–60 lb. Cover) Thick Card Stock (160–220 g/m ²) (60–80 lb. Cover) Glossy Paper (100–160 g/m ²) (28–60 lb. Cover) Thick Glossy Paper (160–220 g/m ²) (60–80 lb. Cover) Labels Paper Envelopes Business Cards
Loading Capacity	Holds 1 sheet

Table 2:

Paper Tray	
Paper Size	Letter (8.5 x 11 in.), Legal (8.5 x 14 in.), Executive (7.25 x 10.5 in.), Folio (8.5 x 13 in.), A4 (210 x 297 mm) A5 (148 x 210 mm) Custom: 76.2–216 mm (3–8.5 in.) 127–355.6 mm (5–14 in.) B5 JIS (182 x 257 mm)
Paper Type (Weight)	Plain (65–120 g/m ²) (17–32 lb. Bond) Thin Card Stock (100–163 g/m ²) (28–60 lb. Cover) Thick Card Stock (160–220 g/m ²) (60–80 lb. Cover) Glossy Paper (100–160 g/m ²) (28–60 lb. Cover) Thick Glossy Paper (160–220 g/m ²) (60–80 lb. Cover) Paper Envelopes Labels
Loading Capacity	Tray holds 250 sheets

Printing on paper that has different settings from the paper size or paper type selected on the print driver, or loading paper into an unsuitable paper tray for printing, may lead to paper jams. To ensure that printing is correctly done, select the correct paper size, paper type, and paper tray.

The printed image may fade due to moisture, such as water, rain or vapor. For details, contact your reseller.

See also:

[Recommended Media List \(United States\): www.xerox.com/paper](http://www.xerox.com/paper)

[Recommended Media List \(Europe\): www.xerox.com/europaper](http://www.xerox.com/europaper)

Setting Paper Types and Sizes

Setting Paper Trays

When loading paper in the paper tray, it is necessary to set the paper type on the control panel.

Note: When you set select **None** from the **Paper Type** dropdown in the driver, printing will default to the control panel settings. Printing will be performed only when the settings for the paper size and type configured on the print driver match the settings on the control panel. When the settings on the print driver and control panel do not match, follow the instructions displayed on the control panel.

See also:

[Description of Menu Items](#) on page 108

Setting Paper Types

Caution: Paper type settings must match those of the actual paper loaded in the trays; otherwise, print-quality problems can occur.

1. Press the **System** button to display the **System** screen.
2. Select **Tray Settings**, and then press the **OK** button.
3. Select the tray, and then press the **OK** button.
4. Select **Paper Type**, and then press the **OK** button.
5. Select the correct paper type for the loaded paper, and then press the **OK** button.

Setting Paper Sizes

1. Press the **System** button to display the **System** screen.
2. Select **Tray Settings**, and then press the **OK** button.
3. Select the tray, and then press the **OK** button.
4. Select **Paper Size**, for custom size only, and then press the **OK** button.

Note: Select **Driver Specified** when you set a custom size paper from Manual Feed Slot.

Loading Paper

This section includes:

- [Loading Paper in the Paper Tray](#) on page 48
- [Loading Paper in the Manual Feed Slot](#) on page 50

Loading Paper in the Paper Tray

Use the paper tray for a wide range of media including:

- Plain paper
- Card stock
- Labels
- Glossy paper
- Specialty media including business cards, postcards, trifold brochures, and weatherproof paper
- Pre-printed paper (paper already printed on one side)
- Custom size paper

See *also*:

[About Paper](#) on page 45

In addition to plain paper, the paper tray can use various other sizes and types of print media, such as envelopes.

Make sure of the following points when loading paper in the paper tray:

You can load up to 250 sheets or a stack of paper (65–220 g/m², 17–40 lb. Bond, 40–80 lb. cover) less than 15 mm high. Sizes can start from 3 x 5 in.

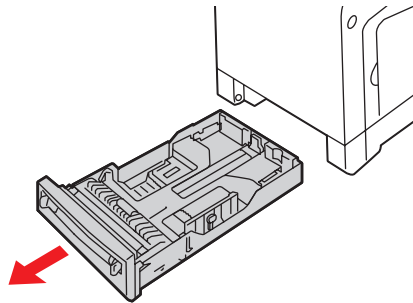
- Paper tray accepts print media within the following dimensions:
 - Width: 76.2–216.0 mm (3–8.5 in.)
 - Length: 127.0–355.6 mm (5–14 in.)

Make sure of the following points to avoid any troubles during printing:

- Do not load different types of paper at the same time.
- Use high quality paper for laser printers to print at high quality. See [About Paper](#) on page 45.
- Do not remove or add paper to the tray when printing, or if there is any paper still in the tray. Doing so may cause a paper jam.
- Do not put any objects other than paper on the tray. Also, do not push or force down the paper tray.
- Always load paper short-edge feed.

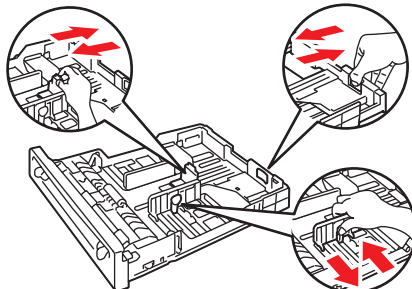
To load paper in the paper tray:

1. Gently pull open the paper tray.



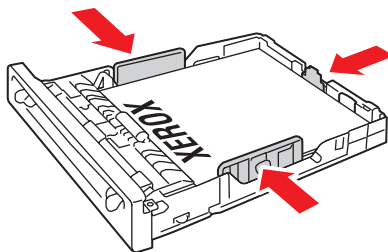
6128mfp-024

2. Slide the width guides to the edge of the tray. The width guides should be fully extended.



6128mfp-025

3. Insert the media **faceup** and top edge first into the paper tray. Slide the width guides until they rest lightly against the edge of the paper stack.



6128mfp-045

Note: Do not force the paper. Be careful not to bend the paper.

When **Size Mismatch** is set to **Use Printer Settings** in the driver, you need to set the paper type and size settings for the tray on the control panel in advance.

See also:

[Setting Paper Types and Sizes](#) on page 47

Loading Paper in the Manual Feed Slot

Use the Manual Feed Slot for a wide range of media including:

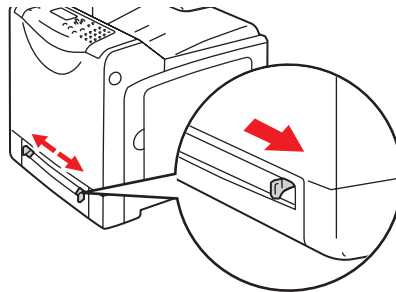
- Plain paper
- Thin card stock
- Glossy paper
- Labels
- Envelopes

See also:

[Printing on Specialty Media](#) on page 55

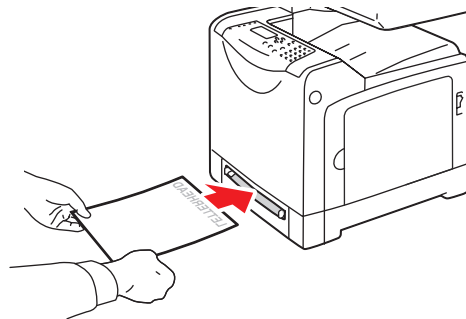
This section describes how to feed paper in the manual feed slot.

1. Slide the width guides of the manual feed slot to fit the appropriate media.



6128mfp-047

2. Place the print media into the slot with the print side **facedown** and the top of the sheet entering the printer first.



6128mfp-046

Selecting Printing Options

This section includes:

- [Selecting Printing Preferences \(Windows\)](#) on page 51
- [Selecting Options for an Individual Job \(Windows\)](#) on page 51
- [Selecting Options for an Individual Job \(Macintosh\)](#) on page 53

Selecting Printing Preferences (Windows)

Printer preferences control all of your print jobs, unless you override them specifically for a job.

To select printer preferences:

1. Select one of the following options:
 - **Windows 2000, Windows Server 2003, and Windows Vista:** Click **Start**, select **Settings**, and then click **Printers**.
 - **Windows XP:** Click **Start**, **Settings**, and then select **Printers and Faxes**.
2. In the **Printers** folder, right-click the icon for your printer.
3. From the pop-up menu, select **Printing Preferences** or **Properties**.
4. Select the **Advanced** tab, and then click the **Printing Defaults** button.
5. Make selections on the driver tabs, and then click the **OK** button to save your selections.

Note: For more information about Windows printer driver options, click the **Help** button on the printer driver tab to view the online help.

Selecting Options for an Individual Job (Windows)

If you want to use special printing options for a particular job, change the driver settings before sending the job to the printer. For example, if you want to use enhanced print-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 6128MFP printer, select the **Properties** button to open the printer driver.
3. Make selections from the driver tabs. See the following table for specific printing options.

Note: In the PCL driver for Windows 2000, Windows XP, Windows Server 2003, and Windows Vista, you can save current printing options with a distinctive name and apply them to other print jobs. Select **Saved Settings** at the bottom of the tab. Click the **Help** button for more information.

4. Click the **OK** button to save your selections.
5. Print the job.

See the following table for specific printing options:

Printing Options for Windows Operating Systems

Operating System	Driver Tab	Printing Options
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	Paper/Output tab	<ul style="list-style-type: none"> • Job Type • Document size, paper type, and tray selection • 2-Sided Print • Output Color • Saved Settings • Printer Status
	Image Options tab	<ul style="list-style-type: none"> • Image Quality • Output Color • Image adjustment, image type, image correction • Image Settings • Color Balance • Profile Settings
	Layout tab	<ul style="list-style-type: none"> • Pages per sheet (N-up) • Image Orientation • Booklet/Poster/Mixed Document/Rotation layout • Output Size • Margin Shift
	Watermarks/Overlays tab	<ul style="list-style-type: none"> • Watermarks • Overlays
	Advanced tab	<ul style="list-style-type: none"> • Skip Blank Pages • Draft Mode • Banner Sheet • Size Mismatch • Graphics Settings • Font Settings

Selecting Options for an Individual Job (Macintosh)

To select print settings for a particular job, change the driver settings before sending the job to the printer.

1. With the document open in your application, click **File**, and then click **Print**.
2. Select the desired printing options from the menus and drop-down lists that are displayed.

Note: In Macintosh OS X, click **Save Preset** on the **Print** menu screen to save the current printer settings. You can create multiple presets and save each with its own distinctive name and printer settings. To print jobs using specific printer settings, click the applicable saved preset in the **Presets** list.

3. Click **Print** to print the job.

See the following table for specific printing options:

Macintosh Driver Settings

Operating System	Driver Drop-Down Title	Printing Options
Mac OS X, Version 10.5 and 10.4	Copies & Pages	<ul style="list-style-type: none"> • Copies • Pages
	Layout	<ul style="list-style-type: none"> • Pages per sheet • Layout direction • Border
	Paper Handling	<ul style="list-style-type: none"> • Page order • Print (all, odd, even) • Destination paper size
	Cover Page	<ul style="list-style-type: none"> • Print cover page (none, before document, after document) • Cover page type • Billing information
	Job Type	<ul style="list-style-type: none"> • Secure prints • Proof prints
	Job Control	<ul style="list-style-type: none"> • Account mode
	Image Settings	<ul style="list-style-type: none"> • Brightness • Contrast • Chroma
	Printer Features	<ul style="list-style-type: none"> • Print quality/color • Color adjustment • Color balance (C, M, Y, K) • Media handling • Printer specific options

Macintosh Driver Settings (Continued)

Operating System	Driver Drop-Down Title	Printing Options	
Mac OS X, Version 10.5 and 10.4 (Continued)	Supply Levels	<ul style="list-style-type: none"> • Toner cartridges • Imaging unit 	
	Copies & Pages	<ul style="list-style-type: none"> • Copies • Pages 	
Mac OS X, Version 10.3	Layout	<ul style="list-style-type: none"> • Pages per sheet • Layout direction • Border 	
	Paper Handling	<ul style="list-style-type: none"> • Reverse page order • Print (all, odd, even) 	
	Cover Page	<ul style="list-style-type: none"> • Cover pages 	
	Job Types	<ul style="list-style-type: none"> • Secure prints, personal prints, proof prints, and saved prints 	
	Image Quality	<ul style="list-style-type: none"> • Print quality • RGB color corrections neutral grays • Image smoothing 	
	Printer Features	<ul style="list-style-type: none"> • Paper types • Output color 	
	Image Settings	<ul style="list-style-type: none"> • Brightness • Contrast • Chroma 	

Printing on Specialty Media

This section includes:

- [Printing Envelopes](#) on page 55
- [Printing Labels](#) on page 57
- [Printing Glossy Paper](#) on page 59
- [Printing Custom Size](#) on page 62

Printing Envelopes

Envelopes can be printed from any tray.

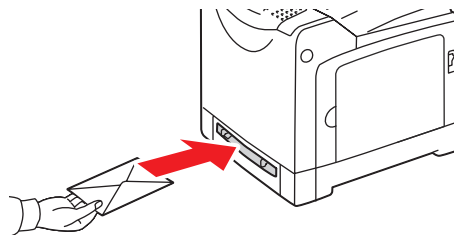
Guidelines

- 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.
- 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 by setting a heavy book on top of the envelopes.
- If wrinkling or embossing problems occur, use a different brand of envelopes made specifically for laser printers.

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 from the Manual Feed Slot

1. Insert the envelopes with the side to be printed **facedown**.



6128mfp-048

2. Slide the paper guides to the size of the envelope.
3. If necessary, press the paper guides inward to fit the envelope.

Printing on Envelopes

When **Size Mismatch** is set to **Use Printer Settings** in the driver, you need to set the paper type and size settings for the tray on the control panel in advance. See [Setting Paper Types and Sizes](#) on page 47.

Using the PCL Driver

To print on envelopes using the PCL print driver, display the **Paper/Output** tab.

1. From the **File** menu, select **Print**.
2. Select this printer as the printer to be used and click **Preferences** to display the Properties dialog box.
3. Select the **Paper/Output** tab.
4. Select the appropriate paper tray from **Paper Tray**.
5. Select the appropriate paper type from **Paper Type**, and click **OK**.
6. From **Paper Size**, select the size of the original document.
7. Select the **Layout** tab.
8. From **Fit to New Paper Size**, select the size of the envelope, and then click **OK**.
9. If the envelopes are loaded in the paper tray, click **Booklet/Poster/Mixed Document/Rotation** to display the Booklet/Poster/Mixed Document/Rotation dialog box according to what you need.
10. Set **Image Orientation** if necessary, and then click **OK**.
11. Click **OK**.
12. Click **Print** in the **Print** dialog box to start printing.
13. On the control panel, select the paper type:
 - a. Press the **System** button to display the **System** screen.
 - b. Select **Tray Settings**, and then press the **OK** button.
 - c. Select the tray, and then press the **OK** button.
 - d. Select **Paper Type**, and then press the **OK** button.
 - e. Select **Envelope**, and then press the **OK** button.
14. In the printer driver, select either **Envelope** as the paper type or the appropriate tray as the paper tray.

Printing Labels

Labels can be printed from all trays.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/6128MFPsupplies.

See also:

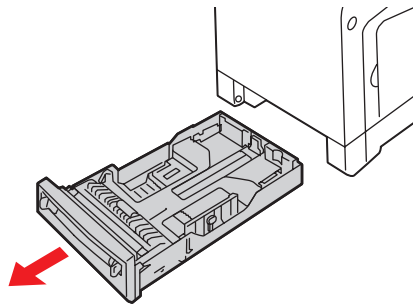
[About Paper](#) on page 45

Guidelines

- Do not use vinyl labels.
- Print only on one side of the sheet of labels.
- Do not use any sheet where labels are missing; it may damage the printer.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- 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 labels to curl and jam the printer.

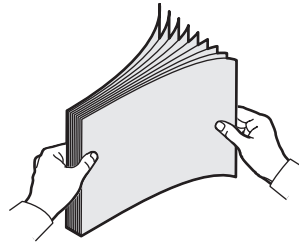
Printing Labels from the Paper Tray

1. Gently pull open the paper tray and open the paper guides.



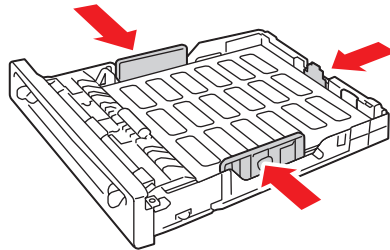
6128mfp-024

2. Fan the labels to release sheets that are stuck together.



6128mfp-116

3. Insert the labels into the paper tray, and adjust the paper guides to fit the sheets.
 - Place the side to be printed **face down** with the top of the sheets entering first.
 - Do not load more than 25 sheets.

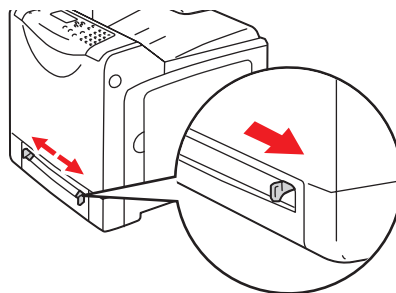


6128mfp-122

4. In the printer driver, select either **Labels** as the paper type or **Tray** as the paper tray.

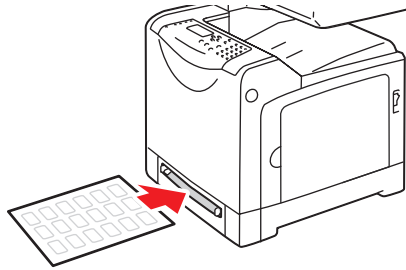
Printing Labels from the Manual Feed Slot

1. Slide the width guides of the manual feed slot to fit the appropriate media.



6128mfp-047

2. Insert the label sheets into the manual feed slot. Place the side to be printed **facedown** with the top of the page toward the front of the printer.



6128mfp-125

3. If necessary, press the paper guides inward to fit the sheets.
4. On the control panel, select the paper type:
 - a. Press the **System** button to display the **System** screen.
 - b. Select **Tray Settings**, and then press the **OK** button.
 - c. Select the tray, and then press the **OK** button.
 - d. Select **Paper Type**, and then press the **OK** button.
 - e. Select **Labels**, and then press the **OK** button.
5. In the printer driver, select either **Labels** as the paper type or the appropriate tray as the paper tray.

Printing Glossy Paper

Glossy paper can be printed from any tray. It can be printed on both sides.

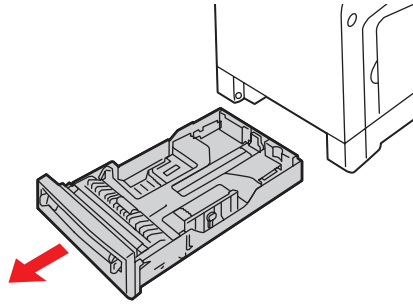
To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/6128MFPsupplies.

Guidelines

- Do not open sealed packages of glossy paper until you are ready to load them into the printer.
- Leave glossy paper in the original wrapper, and leave the packages in the shipping carton until ready to use.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of glossy paper you are planning to use. Do not leave glossy paper in the tray when you are finished printing. Reinsert unused glossy paper in the original wrapper and seal.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam the printer.

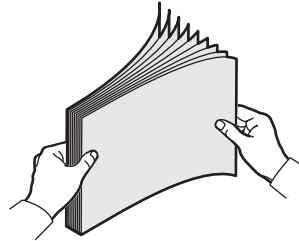
Printing Glossy Paper from the Paper Tray

1. Gently pull open the paper tray and open the paper guides.



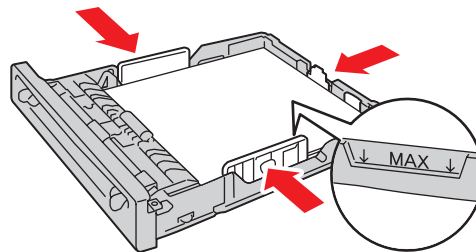
6128mfp-024

2. Fan the glossy paper to release sheets that are stuck together.



6128mfp-116

3. Insert the glossy paper into the paper tray, and adjust the paper guides to fit the paper.
 - Place the side to be printed **faceup**.
 - Do not load more than 25 sheets.

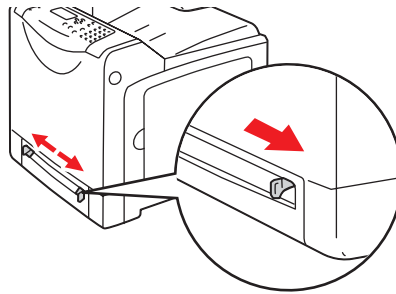


6128mfp-131

4. In the printer driver, select either **Glossy Paper** as the paper type or **Tray** as the paper tray.

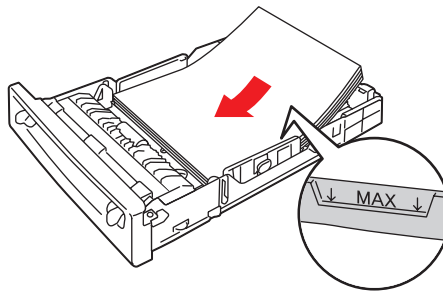
Printing Glossy Paper from the Manual Feed Slot

1. Slide the width guides of the manual feed slot to fit the appropriate media.



6128mfp-047

2. Insert the paper into the tray.



6128mfp-026

3. If necessary, press the paper guides inward to fit the paper.
4. On the control panel, select the glossy paper type:
 - a. Press the **System** button to display the **System** screen.
 - b. Select **Tray Settings**, and then press the **OK** button.
 - c. Select the tray, and then press the **OK** button.
 - d. Select **Paper Type**, and then press the **OK** button.
 - e. Select **Glossy Paper**, and then press the **OK** button.
5. In the printer driver, select either **Glossy Paper** as the paper type or the appropriate tray as the paper tray.

Printing Custom Size

This section explains how to print on custom size paper, such as long paper using the PCL print driver.

Custom size paper can be loaded in each tray. The way to load custom size paper in the paper tray is the same as the one to load standard size paper. The way to load custom size paper in the manual feed slot is the same as the one to load standard size paper.

See also:

[Loading Paper in the Manual Feed Slot](#) on page 50

[Loading Paper in the Paper Tray](#) on page 48

[Setting Paper Types and Sizes](#) on page 47

Defining Custom Paper Sizes

Before printing, set the custom size on the print driver.

Note: When setting the paper size on the print driver and control panel, be sure to specify the same size as the actual paper used. Setting the wrong size for printing will cause printer failure. This is especially true if you configure a bigger size when using a narrow width paper.

Using the PCL Driver

On the PCL print driver, set the custom size in the **Custom Paper Size** dialog box. This section explains the procedure using Windows XP as an example.

For Windows 2000 or later, an administrator's password only allows users with administrator rights to change the settings. Users without the rights of administrator can only check the contents.

When configuring the **Custom Paper Size** dialog box in Windows 2000 or later, settings of other printers on the computer will also be affected as the form data base of the computer is used by a local printer. For a shared printer on the network, settings of other shared printers on the same network in another computer will also be affected as the form data base on the server with existing print queue is used.

1. From the **Start** menu, click **Printers and Faxes**, and then display the properties of the printer to be used.
2. Select the **Configuration** tab.
3. Click the **Custom Paper Size** button.
4. Use the **Custom Paper Size** dialog box to select the custom setup you want to define.
5. Specify the length of the short edge and long edge under **Settings For**. You can specify the values either by entering them directly or using the **Up Arrow** and **Down Arrow** buttons. The length of the short edge cannot be longer than the long edge, even if it is within the specified range. The length of the long edge cannot be shorter than the short edge, even if it is within the specified range.
6. To assign a paper name, select the **Name Paper Size** check box, and then enter the name in **Paper Name**. Up to 14 characters can be used for the paper name.

7. If necessary, repeat steps 4 to 6 to define another custom size.
8. Click **OK** twice.

Printing on Custom Size Paper

Use the following procedures to print using the PCL driver.

Using the PCL Driver

The procedure to print on custom size paper using the PCL print driver is as follows:

Note: The way to display the printer **Properties** dialog box differs according to the application software. Refer to the manual of your respective application software.

1. From the **File** menu, select **Print**.
2. Select this printer as the printer to be used and click **Preferences**.
3. Select the **Paper/Output** tab.
4. Select the appropriate paper tray from **Paper Tray**.
5. Select the appropriate paper type from **Paper Type**.
6. From **Paper Size**, select the size of the original document.
7. Click the **Layout** tab.
8. The **Fit to New Paper Size** defaults to **Same As Paper Size**.
9. Click **OK**.
10. Click **Print** in the **Print** dialog box to start printing.

Printing Confidential Documents - Secure Print

The Secure Print feature is enabled by default.

Note: The data stored in the RAM is erased when the printer is switched off.

About Secure Print

Secure Print is a feature that allows you to assign a password to a print job from the computer, send it to the printer for temporarily storing, and start printing the data from the control panel. You can also store the print data in the printer without attaching a password. By storing frequently-used data in the printer, you can print the data with just an operation from the printer, and without sending the data from the computer repeatedly.

Note: You can select whether to delete secure print data after printing.

See also:

[Secure Printing from the Printer Control Panel](#) on page 65

[System Setup](#) on page 118

Configuring Secure Print

The procedure to configure Secure Print using the PCL print driver is as follows:

Follow the steps for the secure print settings at the computer and send data to the printer for printing. Then, follow the steps for the output procedure at the printer to output the printed pages.

Secure Printing from the Computer

This section explains the procedure using WordPad on Windows XP as an example. The procedure is the same for other operating systems.

The way to display the printer **Properties** dialog box differs according to the application software. Refer to the manual of your respective application software.

1. From the **File** menu, select **Print**.
2. In the **Job Type** field, select **Secure Print**.
3. Click the **Setup** button.
4. In the **Username** field, enter your user name.
5. In the **Password** field, enter a numeric password.
6. If you want to use a specified document name to access the document from the control panel:
 - a. In the **Retrieve Document Name** field, select **Enter Document Name**.
 - b. In the **Document Name** field, enter the name that will appear on the control panel.
7. If you want the printer to automatically name the document using a time stamp, in the Retrieve Document Name field, select Auto Retrieve.
8. Click **OK** twice to accept the Secure Print settings and to send the job.

Secure Printing from the Printer Control Panel

This section explains the procedure to print data stored in the printer by Secure Print.

Note: You can also delete, without printing, secure print data stored in the printer. See [System Setup](#) on page 118.

1. On the control panel, press the **Job Status** button.
2. Select **Walk-Up Features**, and then press the **OK** button.
3. Select **Secure Print**, and then press the **OK** button.
4. Select your user name, and then press the **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button to scroll to the correct number for the first digit of the numeric password, and then press the **Forward Arrow** button to accept that digit.

Note: The digit becomes an asterisk after you press the **Forward Arrow** button.

6. Repeat Step 4 for each digit of the password, and then press the **OK** button.
7. If you submitted more than one secure print job, select the name of the job that you want to print, and then press the **OK** button.
8. Select **Print and Delete** or **Print and Save**, and then press the **OK** button.

The displayed user ID (up to 8 characters) is the **User ID** specified in the **Secure Print** dialog box of the **Paper/Output** tab of the print driver.

For the password, enter the **Password** set in the **Secure Print** dialog box of the **Paper/Output** tab of the print driver. If **Password** is not configured, there will be no setting on the control panel.

The document name displayed (up to 12 characters) is the **Document Name** specified in the **Secure Print** dialog box of the **Basic** tab of the print driver.

Print After Checking Printing Result - Proof Print

The Proof Print feature is enabled by default.

Note: The data stored in the RAM is erased when the printer is switched off.

About Proof Print

Proof Print is a feature that allows you to store the print data of multiple copies in the memory, print out only the first set to check the print result and if satisfactory, print the remaining copies from the control panel.

Proof print data that has become redundant can be deleted using the control panel. See [Proof Printing from the Printer Control Panel](#) on page 67.

To delete all proof print data that has become redundant, see [System Setup](#) on page 118.

Configuring Proof Print

The procedure to configure Proof Print using the PCL print driver is as follows:

First of all, carry out the proof print settings at the computer and send data to the printer for printing. Then, carry out the output procedure at the printer to output the printed pages.

Proof Printing from the Computer

This section explains the procedure using WordPad on Windows XP as an example.

The way to display the printer **Properties** dialog box differs according to the application software. Refer to the manual of your application software.

1. In the **Job Type** field, select **Proof Print**.
2. Click the **Setup** button.
3. In the **Username** field, enter your user name.
4. If you want to use a specified document name to access the document from the control panel:
 - a. In the **Retrieve Document Name** field, select **Enter Document Name**.
 - b. In the **Document Name** field, enter the name that will appear on the control panel.
5. If you want the printer to automatically name the document using a time stamp, in the **Retrieve Document Name** field, select **Auto Retrieve**.

Proof Printing from the Printer Control Panel

This section explains the procedure to print and delete data stored in the printer by Proof Print.

1. On the control panel, press the **Job Status** button.
2. Select **Walk-Up Features**, and then press the **OK** button.
3. Select **Proof Print**, and then press the **OK** button.
4. Select your user name, and then press the **OK** button.
5. If you submitted more than one proof print job, select the name of the job that you want to print, and then press the **OK** button.
6. Select **Print and Delete** or **Print and Save**, and then press the **OK** button to print the job.
7. Scroll to the desired number of copies, and then press the **OK** button to print the job.

Note: The user ID displayed (up to 8 characters) is the **User ID** set in the **Proof Print** dialog box of the **Paper/Output** tab of the print driver.

The document name displayed (up to 12 characters) is the **Document Name** set in the **Proof Print** dialog box of the **Paper/Output** tab of the print driver.

Copying

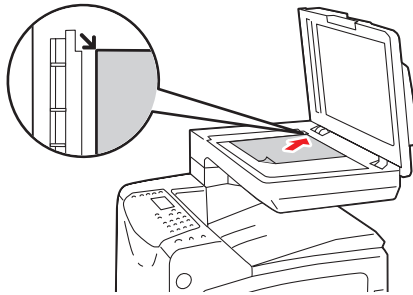
5

This chapter includes:

- [Basic Copying](#) on page 70
- [Adjusting Copying Options](#) on page 71

Basic Copying

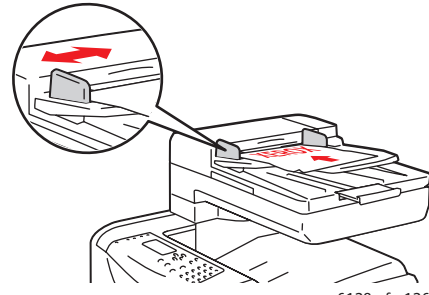
Use either the document glass or the document feeder to make copies. Load the originals to be copied and follow the steps below to make copies. To clear the settings from the previous job, press the **Clear All** button once.



6128mfp-055

Document Glass

Lift the document feeder or the document glass cover, and then place the original facedown on the back, left corner of the document glass.



6128mfp-126

Document Feeder

Insert originals faceup with the top of the page entering the feeder first. Adjust the paper guides so they fit against the originals.

1. On the printer control panel, press the **Copy** button.
2. Enter the desired number of copies using the printer control panel keypad. The number of copies appears on the upper, right corner of the display. To reset the number of copies to 1, press the **Clear All** button.
3. Set copying options. See [Adjusting Copying Options](#) on page 71.
4. Press the green **Start** button.

If you placed originals in the document feeder, copying continues until the document feeder is empty.

Note: Print jobs are interrupted when users make copies. Printing continues while the printer scans the originals. When the copies are ready to print, the print job pauses, the copies print, and then the print job resumes. Copying cannot be performed while printing a received fax.

Note: One set of copies will print if the green **Start** button is pressed.

Adjusting Copying Options

This section includes:

- [Basic Settings](#) on page 71
- [Image Adjustments](#) on page 72
- [Image Placement Adjustments](#) on page 75
- [Output Adjustments](#) on page 76

Basic Settings

You can change the following basic settings when making copies:

- [Selecting Color or Black and White Copies](#) on page 71
- [Selecting a Tray to Use for Copies](#) on page 71
- [Selecting the Default Copy Settings](#) on page 72
- [Selecting the Default Copy Settings](#) on page 72

Selecting Color or Black and White Copies

You can create copies in color or in black & white.

1. Press the **Copy** button.
2. Press the **Color Mode** button on the printer control panel to change the selection to **Color** or **B & W** (Black & White).

Note: The Color Mode will return to the default setting after the copy job is complete. To set the default behavior permanently, see [Selecting the Default Copy Settings](#) on page 72.

Selecting a Tray to Use for Copies

In some cases, you may want to make copies on letterhead, colored paper, or envelopes. After loading the special paper in the tray, or preparing the media for feeding in the Manual Feed Slot, select the tray to use for your copies:

1. On the printer control panel, press the **Copy** button.
2. Select **Paper Supply**, and then press the **OK** button.
3. Select one of the following trays to use for the copies:
 - **Manual Feed Slot**
 - **Tray**
4. Press the **OK** button.

Selecting the Document Type

The scanner optimizes the appearance of the output based on the contents of the original. To set the original type:

1. On the printer control panel, press the **Copy** button.
2. Select **Document Type**, and then press the **OK** button.
 - **Text**: For black and white or colored text.
 - **Mixed** (factory default): For both text and photographs, such as magazines or newspapers.
 - **Photo**: For copying photographs.

Selecting the Default Copy Settings

The default copy settings are used on all copy jobs:

1. On the printer control panel, press the **System** button.
2. Select **Default Settings**, and then press the **OK** button.
3. Select **Copy Defaults**, and then press the **OK** button.
4. Press the **Down Arrow** button until the desired option appears, and then press the **OK** button.
5. Select the desired setting, and then press the **OK** button.
6. Repeat steps 4 and 5 as needed.
7. Press the **Exit** button.

Image Adjustments

You can change the following image adjustment settings:

- [Reducing or Enlarging the Image](#) on page 72
- [Making the Image Lighter or Darker](#) on page 73
- [Adjusting the Sharpness](#) on page 73
- [Adjusting the Color Saturation](#) on page 73
- [Setting Auto Exposure](#) on page 74
- [Adjusting Color Balance](#) on page 74

See also:

[Selecting the Default Copy Settings](#) on page 72

Reducing or Enlarging the Image

You can reduce the image to 25% of its original size or enlarge it to 400% of its original size.

To reduce or enlarge the image:

1. On the printer control panel, press the **Copy** button.
2. Select **Reduce/Enlarge**, and then press the **OK** button.

3. Select one of the following options:
 - Use the **Up Arrow** or **Down Arrow** to select a preset image size, and then press the **OK** button.
 - Press the **Back Arrow** button, and then use the **Back Arrow** or **Forward Arrow** buttons to set the copy size, and then press the **OK** button.

Note: The setting default is 100 %.

Making the Image Lighter or Darker

To lighten or darken an image when it is copied:

1. On the printer control panel, press the **Copy** button.
2. Select **Lighten/Darken**, and then press the **OK** button.
3. Press the **Back Arrow** or **Forward Arrow** button to lighten or darken the image, and then press the **OK** button to confirm the setting.

Adjusting the Sharpness

To adjust the sharpness of the copied image:

1. On the printer control panel, press the **Copy** button.
2. Select **Sharpness**, and then press the **OK** button.
3. Select the sharpness setting (Sharper, Normal, or Softer), and then press the **OK** button.

Adjusting the Color Saturation

To deepen or lighten the overall color levels of your copies:

1. On the printer control panel, press the **Copy** button.
2. Select **Color Saturation**, and then press the **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button to select the level of color saturation.

Setting	Description
Higher	Increases the color saturation to deepen the color of the copy.
Normal	When set to Normal, the color saturation is the same as the original.
Lower	Decreases the color saturation to lighten the color of the copy.

Note: The setting default is **Normal**.

4. Press the **OK** button to confirm the setting.

See also:

[Adjusting Color Balance](#) on page 74

Setting Auto Exposure

Papers that are “less-white,” newsprint or ivory colored for example, can cause the printer to put toner on the page so that the printed output has a background that matches the original. The Auto Exposure setting removes the light or close to white color and only the image itself is printed. Auto Exposure is turned on by default.

Turning Auto Exposure On or Off

To turn Auto Exposure on or off:

1. On the printer control panel, press the **Copy** button.
2. Select **Auto Exposure**, and then press the **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button to select **On** or **Off**, and then press the **OK** button.

Setting the Auto Exposure Level

To set the auto exposure level manually:

1. On the printer control panel, press the **System** button.
2. Select **Defaults Settings**, and then press the **OK** button.
3. Select **Copy Defaults**, and then press the **OK** button.
4. Select **Auto Exposure Level**, and then press the **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button to select the Auto Exposure level, and then press the **OK** button.

Adjusting Color Balance

The Color Balance control allows you to adjust the print color of your printer. Three density settings exist for each of the four colors: yellow, magenta, cyan, and black. The Low, Medium, and High density settings adjust the output based on the level of color saturation. Examples of low density areas include faces and sky.

1. On the printer control panel, press the **System** button.
2. Select **Defaults Settings**, and then press the **OK** button.
3. Select **Copy Defaults**, and then press the **OK** button.
4. Select **Color Balance**, and then press the **OK** button.
5. Select the color that you would like to adjust, and then press the **OK** button.
6. Select the density level that you would like to adjust, **Low**, **Medium**, or **High**, and then press the **OK** button.
7. Adjust the density setting with the **Up Arrow** or **Down Arrow**.
Adjusting the setting negatively lowers (lightens) the density, and adjusting the setting positively will increase (darken) the density.
8. Press the **OK** button to accept the new setting.
9. You can select another color and adjust its density, or press the **Exit** button to leave this portion of the menu.

To adjust the Color Balance default setting, see [Selecting the Default Copy Settings](#) on page 72.

Image Placement Adjustments

You can change the following image placement adjustment settings:

- [Printing Multiple Images on a Sheet \(N-Up\)](#) on page 75
- [Setting the Copy Margins](#) on page 75

Printing Multiple Images on a Sheet (N-Up)

You can copy two original page images onto one side of a sheet of paper. The size of the images are reduced proportionally to fit on the selected paper.

To select the N-Up option:

1. On the printer control panel, press the **Copy** button.
2. Select **N-Up**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button.

Off	Copies one original page image onto one side of a sheet of paper.
Auto	Copies two original pages, reduces the images, and prints them on one side of a sheet of paper.
ID Copy	Copies two original size images onto one side of a sheet of paper. Image is not reduced.
Manual	Reduces the two original images as specified in Reduce/Enlarge, and prints them on one side of a sheet of paper.

4. Press the **Start** button to begin copying.

Setting the Copy Margins

You can set the copy margins and enable the margin settings for all copies, or you can enable them for individual copy jobs only.

Setting the Margins for All Jobs

1. On the printer control panel, press the **System** button.
2. Select **Defaults Settings**, and then press the **OK** button.
3. Select **Copy Defaults**, and then press the **OK** button.
4. Select the margin that you would like to change, and then press the **OK** button.
 - **Margin Top/Bottom**
 - **Margin Left/Right**
 - **Margin Middle**
5. Use the **Up Arrow** or **Down Arrow** button to adjust the margin, and then press the **OK** button.
6. Repeat the steps for other margins, and then press the **Exit** button.

The margin setting is now enabled for all copy jobs.

Note: The margin width is only enabled when copying from the document glass.

Setting the Margins for a Single Job

1. Place the document to be copied on the document glass.
2. On the printer control panel, press the **Copy** button.
3. Select the margin that you would like to change, and then press the **OK** button.
 - **Margin Top/Bottom**
 - **Margin Left/Right**
 - **Margin Middle**
4. Use the **Up Arrow** or **Down Arrow** button to adjust the margin, and then press the **OK** button.
5. Repeat the steps for other margins, and then press the **Exit** button.
6. Press the **Start** button to begin copying.

Output Adjustments

You can change the following output adjustment settings:

- **Collating Copies** on page 76

Collating Copies

When you make several copies of a multi-page document, you can collate the output. For example, if you are making three single-sided copies of a six-page document, the copies are printed in this order when you select collated:

1, 2, 3, 4, 5, 6, 1, 2, 3, 4, 5, 6, 1, 2, 3, 4, 5, 6

If you select uncollated (default), the copies are printed in this order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

To select a collating option:

1. On the printer control panel, press the **Copy** button.
2. Select **Collated**, and then press the **OK** button.
3. Select **Off**, **On**, or **Auto**, and then press the **OK** button.

Note: The setting default is **Auto**, meaning the ADF collation is turned on.

Scanning

6

This chapter includes:

- [Loading Documents for Scanning](#) on page 78
- [Scanning to a Folder on Your Computer - USB](#) on page 79
- [Scanning to a Shared Folder on Your Computer - Network](#) on page 80
- [Scanning to Email](#) on page 81
- [Scanning to a FTP Server](#) on page 82
- [Scanning Images into an Application](#) on page 83
- [Adjusting Scanning Options](#) on page 85

See also:

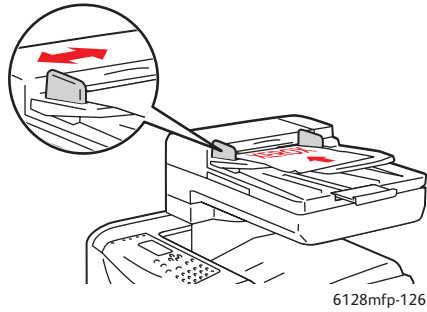
[Installation and Setup Overview](#) on page 26

Using the Scanner Quick Start Tutorial (English Only)

www.xerox.com/office/6128MFPdocs

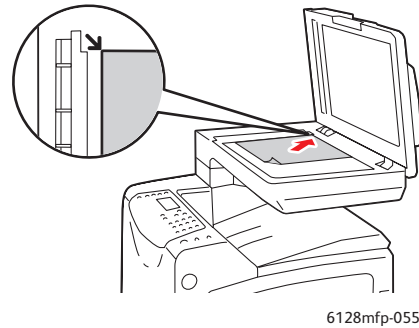
Loading Documents for Scanning

Position the original document to be scanned as shown below.



Document Feeder

Insert originals faceup with the top of the page entering the feeder first. Adjust the paper guides so they fit against the originals.



Document Glass

Lift the document feeder or the document glass cover, and then place the original facedown on the back, left corner of the document glass.

Scanning to a Folder on Your Computer - USB

Note: This procedure assumes you have Express Scan Manager installed on your computer. For more information on Express Scan Manager, see [Setting Up Scanning - USB](#) on page 40.

If you are connected by a USB cable:

1. On the printer control panel, click the **Scan** button.
2. Select **Computer (USB)**, and then press the **OK** button.
3. Select **File Format**:
 - a. Press the **OK** button.
 - b. Press the **Up Arrow** or **Down Arrow** button to select the format.
 - c. Press the **OK** button.
4. Press the **Start** button.

A **Xerox Phaser 6128MFP Scanner** dialog box will appear on your computer asking you which application to launch to manage the scanned file. Select **Phaser 6128MFP Express Scan Manager**, and then click **OK**.

Note: Select the **Do Not Ask Again** checkbox to set your selection permanently.

The printer scans your documents to the output destination specified in Express Scan Manager.

See also:

[Adjusting Scanning Options](#) on page 85

Scanning to a Shared Folder on Your Computer - Network

Setting Up Scanning to a Computer

Before using the printer as a scanner on a network, you must do the following:

1. Create a shared folder on the computer.
2. Create a new address in CentreWare IS or the Address Book Editor pointing the scanner to the computer.

Note: For more information, see the [Installation and Setup Overview](#) on page 26.

Scanning to a Computer on a Network

If you haven't created a shared folder and an address for the printer to use, see [Setting Up Scanning to a Computer](#) on page 80.

To scan to a computer on a network:

1. On the printer control panel, click the **Scan** button.
2. Select **Computer (Network)**, and then press the **OK** button.
3. Select **Scan to**, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button to select the address that points to your computer, and then press the **OK** button.
5. If you want to change any other scan settings, press the **Up Arrow** or **Down Arrow** button to select the setting and make your changes.
6. Press the **Start** button.

The printer begins scanning your documents to the shared folder on your computer.

See also:

[Adjusting Scanning Options](#) on page 85

Scanning to Email

To scan to email:

1. On the printer control panel, click the **E-mail** button.
2. Select **Email to**, and then press the **OK** button.
3. Choose the method for selecting the recipient:
 - To manually enter the email address, select **Email to, Email Address**, and then press the **OK** button. Use the keypad to enter the address.
 - To select an email address in the Address Book, select **Address Book**, and then press **OK**.
 - To select a group email address in the Address Book, select **Email Group**, and then press the **OK** button.

When using the Address Book, press the **Up Arrow** or **Down Arrow** button to select the address that points to the desired recipient, and then press the **Forward Arrow** button to select whether the address is in the **To, Bcc**, or blank line. When finished selecting addresses, and then press the **OK** button.

4. Press the **Start** button.

The printer begins scanning your documents, and will email them as attachments of the default file type.

See also:

[Adjusting Scanning Options](#) on page 85

Scanning to a FTP Server

If you have not created an address for the printer to use, see the [Installation and Setup Overview](#) on page 26.

To scan to a FTP server:

1. On the printer control panel, click the **Scan** button.
2. Select **Server (FTP)**, and then press the **OK** button.
3. Select **Scan to**, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button to select the address that points to your computer, and then press the **OK** button.
5. Press the **Start** button.

The printer scans the document and the image is placed on the FTP server.

See also:

[Adjusting Scanning Options](#) on page 85

Scanning Images into an Application

You can import images directly from the scanner into Windows or Macintosh applications on your computer.

Note: The printer must be connected to the computer with a USB cable.

Scanning an Image into a Windows Application (TWAIN)

To import images into an application on Windows 2000, Windows XP, Windows Server 2003, and Windows Vista:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Word to place an image in a document:
 - a. Select **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, and then click the **Custom Insert** button.
3. Specify the paper source in the **Paper source** drop-down menu: **Document Glass** or **Document Feeder**.
4. Specify the other scanner driver settings as desired.

Note: For more information, click the **Help** button to view the online help.

5. Click the **Scan** button.

The printer scans the document and the image is placed in your application.

Using the WIA Image Manager in a Windows Application

You can scan and import images into an application using the WIA Image Manager on Windows XP and Windows Server 2003.

Note: The printer must be connected to the computer with a USB cable.

To import scanned images into an application:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Microsoft Word to place an image in a document:
 - a. Select **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, and then click the **Custom Insert** button.
3. Select the paper source in the **Paper source** drop-down menu, either **Flatbed** or **Document Feeder**.

4. Specify any other scanner driver settings.
5. Click the **Scan** button.

The printer scans the document and the image is placed in your application.

Scanning an Image into a Macintosh OS X Application

Note: The printer must be connected to the computer with a USB cable.

To import images into an application:

1. Open the file you want to place the image in.
2. Select the application's menu item to acquire the image. For example, if you are using Word to place an image in a document:
 - a. Select **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, and then click the **Acquire** button.
3. Specify the paper source in the **Scan from** drop-down menu: **Document Glass** or **Document Feeder**.
4. Specify the other scanner driver settings as desired.

Note: For more information, click the **Help** button to view the online help.

5. Click the **Scan** button.

The printer scans the document and the image is placed in your application.

Adjusting Scanning Options

This section includes:

- [Adjusting the Default Scan Settings](#) on page 85
- [Changing the Scan Settings for an Individual Job](#) on page 87

Adjusting the Default Scan Settings

This section includes:

- [Setting the Color Mode](#) on page 85
- [Setting the Scan Resolution](#) on page 85
- [Setting the Scanned Image File Type](#) on page 86
- [Setting the Original Size](#) on page 86
- [Automatically Suppressing Background Variations](#) on page 86

For a complete list of the default settings, see [Scan Defaults Menu](#) on page 110.

Setting the Color Mode

You can scan an image in color or in black & white. Selecting black & white significantly reduces the file size of the scanned images. An image scanned in color will have a larger file size than the same image scanned in black & white.

1. Press the **System** button.
2. Select **Defaults Settings**, and then press the **OK** button.
3. Select **Scan Defaults**, and then press the **OK** button.
4. Select **Color**, and then press the **OK** button.
5. Change the color setting to either **Color** or **Black & White**, and then press the **OK** button.

To change the color mode temporarily, press the **Color Mode** button on the control panel.

Setting the Scan Resolution

You may want to change the scan resolution depending on the way you plan to use the scanned image. Scan resolution affects both the size and image quality of the scanned image file. The higher the scan resolution, the larger the file size.

To select the scan resolution:

1. Press the **System** button.
2. Select **Defaults Settings**, and then press the **OK** button.
3. Select **Scan Defaults**, and then press the **OK** button.
4. Select **Resolution**, and then press the **OK** button.
5. Select one of the following options, and then press the **OK** button:
 - **200x200**: (factory default) Produces the lowest resolution and smallest file size.
 - **300x300**: Produces medium resolution and a medium file size.
 - **400x400**: Produces high resolution and a large file size.
 - **600x600**: Produces the highest resolution and largest file size.

Setting the Original Size

To specify the size of the original:

1. Press the **System** button.
2. Select **Defaults Settings**, and then press the **OK** button.
3. Select **Scan Defaults**, and then press the **OK** button.
4. Select **Document Size**, and then press the **OK** button.
5. Select a specific paper size to determine the area to be scanned, and then press the **OK** button. The factory default setting is A4/Letter.

Setting the Scanned Image File Type

To specify the file type of the scanned image:

1. Press the **System** button.
2. Select **Defaults Settings**, and then press the **OK** button.
3. Select **Scan Defaults**, and then press the **OK** button.
4. Select **File Format**, and then press the **OK** button.
5. Select the type, and then press the **OK** button.

Available types:

- **PDF** (factory default)
- **MultiPageTIFF**
- **TIFF**
- **JPEG**

Automatically Suppressing Background Variations

When you are using originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side of the paper. To prevent this from happening in your scanned document, and to improve the quality for two-sided scanned pages, use the **Auto Exposure** setting on the printer control panel. This setting minimizes the sensitivity of the scanner to variations in the light background colors.

To turn on or off automatic suppression:

1. Press the **System** button.
2. Select **Defaults Settings**, and then press the **OK** button.
3. Select **Scan Defaults**, and then press the **OK** button.
4. Select **Auto Exposure**, and then press the **OK** button.
5. Select either **On** or **Off**, and then press the **OK** button.

Note: The default setting is **On**.

Changing the Scan Settings for an Individual Job

To temporarily change a scan setting when emailing the scanned image:

1. Press the **E-mail** button.
2. Press the **Down Arrow** or the **Up Arrow** button to scroll through the menu of settings.
3. Change the selected setting, and then press the **OK** button.
4. Press the **Start** button to begin the scan.

To temporarily change a scan setting when scanning to a computer:

1. Press the **Scan** button.
2. Select the scan to destination, and then press the **OK** button.
3. Press the **Down Arrow** or the **Up Arrow** button to scroll through the menu of settings.
4. Change the selected setting, and then press the **OK** button.
5. Press the **Start** button to begin the scan.

Faxing

7

This chapter includes:

- [Basic Faxing](#) on page 90
- [Using the Address Book When Faxing](#) on page 92
- [Selecting Fax Options for Single Jobs](#) on page 97
- [Fax Configuration](#) on page 99
- [Managing Fax Functions](#) on page 100

See also:

[Installation and Setup Overview](#) on page 26
Using the Fax Quick Start Tutorial (English Only) at
www.xerox.com/office/6128MFPdocs

Basic Faxing

This section includes:

- [Sending a Fax from the Printer](#) on page 90
- [Sending a Fax from Your Computer](#) on page 90

Note: Before faxing you must set the country code and fax number for the printer. See [Fax Configuration](#) on page 99.

Sending a Fax from the Printer

To quickly send a fax from the printer to a single recipient using factory defaults:

1. Select one of the following methods:
 - **Document Glass:** Lift the document feeder or the document glass cover, and then place the original facedown on the back, left corner of the document glass.
 - **Document Feeder:** Insert originals faceup with the top of the page entering the feeder first. Adjust the paper guides so they fit against the originals.
2. On the printer control panel, press the **Fax** button.
3. Using the alphanumeric keypad, enter the fax telephone number, and then press the **Start** button.

If you use the document feeder, the printer scans the pages and transmits the fax. If you use the document glass, the printer scans the page, and then transmits the fax.

Note: The fax transmission status is contained on the confirmation page.

See also:

- [Using the Address Book When Faxing](#) on page 92
- [Managing Fax Functions](#) on page 100
- [Printing Transmission Reports](#) on page 100
- [Inserting Pauses in Fax Numbers](#) on page 104

Sending a Fax from Your Computer

You can send a fax to the printer from an application on your computer.

Windows Applications

To send a fax from a Windows 2000, Windows XP, Windows Server 2003, or Windows Vista application:

1. Access the application's **Print** dialog box, select your Phaser 6128MFP printer, and then click the **Properties** button to open the printer driver. In some applications, the **Properties** button may instead be the **Preferences** button.
2. On the **Paper/Output** tab, select **Fax** from the **Job Type** drop-down list.
3. On the **Transmission image quality** drop-down list, select a quality setting.

4. On the **Transmission Report** drop-down list, select when you'd like the printer to produce a fax report. The choices are:
 - **Output Regularly:** A transmission report is generated regularly.
 - **Output for error in transmission only:** A transmission report is generated only when an error occurs.
 - **Do not output:** A transmission report is not generated.
5. Click **OK**.
6. In the **Print** window, click **OK**.
A new dialog opens displaying **Recipient Setting**.
7. Add recipients to the **Recipient List**. For more information, click the **Help** button to view the online help.
8. To delay sending the fax, click **Delayed Send**, and then adjust the delay time.
9. Click **Start Sending** to send the fax.

Note: To stop a fax from sending, press the **Stop** button.

Macintosh Applications

To send a fax from a Macintosh OS X, version 10.3 and higher, download the latest driver from www.xerox.com/office/6128MFPdrivers.

Using the Address Book When Faxing

You can create and save fax information for individuals or groups to whom you often send faxes. This saves time so that you can quickly select saved names and numbers without having to re-enter them each time you want to send a fax.

This section includes:

- [Faxing to an Individual](#) on page 92
- [Faxing to a Group](#) on page 94

Faxing to an Individual

Set up and save individual names and fax numbers to easily access them when you want to send a fax.

This section includes:

- [Adding an Individual Address Book Entry](#) on page 92
- [Faxing to an Individual in the Address Book](#) on page 93

Adding an Individual Address Book Entry

There are two ways to create address book entries:

- Create the address with CentreWare IS (requires Ethernet connection).
- Create the address with Xerox Address Book Editor (requires USB connection).

Using CentreWare IS to Add an Individual

To configure the address using CentreWare IS:

1. Click the **Address Book** tab on the printer's CentreWare IS home page.
2. In the **Address Book**, under **FAX Address Book**, click **Individual Directory**.
3. In the **Directory Listing**, click the **Add** button of any entry that is not in use.

Note: The first eight entries in the Address Book correspond to the eight one-touch buttons found on the left side of the printer control panel.

4. Type the information for the individual.
5. Click the **Save Changes** button to create the new address.

The new individual is saved to the printer's address book.

Using the Address Book Editor to Add an Individual

Note: To use the Address Book Editor, your computer must be connected to the printer with a USB cable.

1. **Windows:** On the **Start** menu, select **Programs > Xerox > Phaser 6128MFP > Address Book Editor**, and then click **OK**.

Macintosh: Open the Applications folder, and then select **Xerox/Phaser6128MFP/Address Book Editor**, and then click **OK**.

2. In the left pane, right-click the Fax icon, and then select **New** and **New Entry**.

The **Speed Dial** dialog box appears.

3. The Address Book Editor automatically assigns the speed dial number to the first empty entry. To manually specify the speed dial number, click **Specify an Address Number**, and then enter a value from 1 to 200 for the speed dial number.

Note: The first eight entries in the Address Book correspond to the eight one-touch buttons found on the left side of the printer control panel.

4. Type in a value for **Name** and **Phone Number**.
5. To add this entry to an existing group:
 - a. Click **Group Membership**.
 - b. Select the group(s) to add this entry to, and then click **OK**.
6. Confirm the group members, and click **OK**.
7. Click **OK**.
8. On the **File** menu, select **Save all**.

The address book is saved with the new fax entry.

Faxing to an Individual in the Address Book

To fax to an individual in the address book:

1. On the printer control panel, press the **Fax** button.
2. Select **Fax to**, and then press the **Address Book** button.
3. Use the **Up Arrow** and **Down Arrow** to scroll through the address book list, and then press the **Forward Arrow** button to select the recipient.

Note: You can select more than one recipient.

4. Press the **OK** button after selecting the recipients.
5. Press the **Start** button.

The printer starts the fax job.

Note: To stop a fax from sending, press the **Stop** button.

Faxing to a Group

Set up and save group names to easily access them when you want to send a fax to a group. Groups can include both individual and group entries once they have been set up.

Note: Individual entries must be set up before groups can be defined.

This section includes:

- [Creating a Fax Group](#) on page 94
- [Editing Address Book Fax Groups](#) on page 95
- [Faxing to an Address Book Group](#) on page 96

Creating a Fax Group

There are two ways to create group address book entries:

- Using CentreWare IS to create the group (requires Ethernet connection)
- Using the Address Book Editor (requires USB connection)

Using CentreWare IS to Create a Group

To create a fax group using CentreWare IS:

1. Select the **Address Book** tab on the printer's CentreWare IS home page.
2. Under **Address Book** on the left column, select **Fax Groups**.
3. In the **Directory Listing**, click the **Add** link of any group that is not in use.
4. Type a group name, and then click the **Save Changes** button.
5. Click the **Return** button when you receive a "Request Acknowledged" message.
6. Click the **Edit** link for the group you created.
7. Select the check box of individuals that you want to be in the group.

Note: Use the **Additional Entries** links, found at the bottom of the Group Members column, to see additional Fax Address Book entries. You can also add existing groups to this group.

8. Click **Save Changes** when you have finished selecting group members.
The address book is saved on the printer with the new group.

Using Address Book Editor to Create a Group

To create a fax group with the Address Book Editor:

1. **Windows:** On the **Start** menu, select **Programs > Xerox > Phaser 6128MFP > Address Book Editor**, and then click **OK**.
Macintosh: Open the **Applications** folder, and then select **Xerox/Phaser6128MFP/Address Book Editor**, and then click **OK**.
2. In the left-hand pane, right-click the Fax icon, and then select **New** and **New Group**.
The **Group Dial** dialog box appears.
3. The Address Book Editor automatically assigns the Group ID to the first empty entry. To manually specify the Group ID, click **Specify an Address Number**, and then enter a value from 1 to 200.
4. Click the **Add or Delete** button.
5. Select group members from the list on the left side of the screen, and then click the **Add** button to add them to the group.

Note: To select multiple group members, press and hold the **Ctrl** key while making selections.

6. Click **OK** when you have finished adding group members.
7. Click **OK** a second time to create the group.
8. Confirm the group members, and then click **OK**.
9. On the **File** menu, select **Save all**.
The address book is saved with the new fax group.

Editing Address Book Fax Groups

There are two ways to edit address book entries:

- Using CentreWare IS to create the group
- Using the Xerox Address Book Editor

Editing Group Entries with CentreWare IS

To edit an existing fax group with CentreWare IS:

1. Select the **Address Book** tab on the printer's CentreWare IS home page.
2. Under the **Address Book** column, click **Fax Groups**.
3. Click the **Edit** button of the group you want to edit.
4. Select the check box of individuals that you want to be in the group. Deselect the check box of individuals you want removed from the group.

Note: Use the **Additional Entries** links, found at the bottom of the Group Members column, to see additional Fax Address Book entries.

5. Click **Save Changes** when you have finished editing the group.
The address book is saved with the edited group.

Editing Group Entries with the Address Book Editor

To edit an existing fax group with the Address Book Editor:

1. **Windows:** On the **Start** menu, select **Programs > Xerox > Phaser 6128MFP > Address Book Editor**, and then click **OK**.

Macintosh: Open the **Applications** folder, and then select **Xerox/Phaser6128MFP/Address Book Editor**, and then click **OK**.

2. In the left pane, click the Fax icon.
3. On the upper right pane, right-click the group you want to edit, and then select **Edit**.
4. Click the **Group Membership** button.
5. Use the **Add** and **Delete** buttons to edit the group.
6. Press the **OK** button.
7. Press the **OK** button again.
8. Confirm the group members, and then click **OK**.
9. On the **File** menu, select **Save all**.

The address book is saved with the edited fax group.

Faxing to an Address Book Group

To fax to a group:

1. On the printer control panel, press the **Fax** button.
2. Select **Fax to**, and then press the **Address Book** button.
3. Select **Group Dial**, and then press the **Forward Arrow** button.
4. Press the **Up Arrow** or **Down Arrow** to scroll through the address book list, and then press the **Forward Arrow** button to select the group.

You can select more than one group.

5. Press the **OK** button after selecting the group(s).
6. Press the **Start** button.

The printer starts the fax job.

Selecting Fax Options for Single Jobs

This section includes:

- [Setting the Fax Resolution](#) on page 97
- [Making the Image Lighter or Darker](#) on page 97
- [Delay Sending a Fax](#) on page 97
- [Selecting a Fax Cover Page](#) on page 98

Setting the Fax Resolution

To set the fax resolution:

1. On the printer control panel, press the **Fax** button.
2. Select **Resolution**, and then press the **OK** button.
3. Select an option from the list displayed, and then press the **OK** button.

Note: The default setting is **Standard**.

Making the Image Lighter or Darker

To lighten or darken an image when it is faxed:

1. On the printer control panel, press the **Fax** button.
2. Select **Lighten/Darken**, and then press the **OK** button.
3. Press the **Forward Arrow** or **Back Arrow** to lighten or darken the fax, and then press the **OK** button.

Note: The default setting is **Normal**.

Delay Sending a Fax

To send a fax at a specified time (within 24 hours):

1. On the printer control panel, press the **Fax** button.
2. Select **Delayed Start**, and then press the **OK** button.
3. Select **On**, and then press the **OK** button.
4. Select the time to send the fax:
 - Select a number from **0** to **23** for the hour, and then press the **Forward Arrow** or **Back Arrow** button to select minutes.
 - Select a number from **0** to **59** for minutes, and then press the **OK** button.
5. Press the **Start** button.

The fax is scanned and saved to be sent at the time you specified.

Selecting a Fax Cover Page

To attach a fax cover page when sending a fax:

1. On the printer control panel, press the **Fax** button.
2. Select **Fax Cover Page**, and then press the **OK** button.
3. Select **On**, and then press the **OK** button.

Changing the Default Fax Job Settings

To change the default fax settings:

1. On the printer control panel, press the **System** button.
2. Select **Default Settings**, and then press the **OK** button.
3. Select **Fax Defaults**, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button to select the setting you want to change.
5. Change the settings, and when finished press the **Exit** button.

Fax Configuration

To access settings for configuring the printer for faxing:

1. On the printer control panel, press the **System** button.
2. Select **Admin Menu**, and press the **OK** button.
3. Select **Fax Settings**, and press the **OK** button.
4. Edit the fax settings as desired.

For information on the Fax Settings menu items, see [Fax Settings](#) on page 116.

Managing Fax Functions

This section includes:

- [Printing Transmission Reports](#) on page 100
- [Enabling or Disabling Secure Faxes](#) on page 101
- [Limiting Access to Fax and Scan Operations](#) on page 102
- [Limiting Who Can Send Faxes to the Printer](#) on page 102
- [Printing Fax Reports](#) on page 103
- [Inserting Pauses in Fax Numbers](#) on page 104

Printing Transmission Reports

To select a default option for printing fax transmission reports:

1. On the printer control panel, press the **System** button.
2. Select **Admin Menu**, and then press the **OK** button.
3. Select **System Setup**, and then press the **OK** button.
4. Select **Fax Transmit**, and then press the **OK** button.
5. Select one of the following options, and then press the **OK** button:
 - **Print Always**: A transmission report is always printed.
 - **Print at Error**: A transmission report is only printed when an error occurs with the fax transmission.
 - **Not Print**: A transmission report is never printed.

Note: The default setting is **Print Always**.

Printing a Transmission Report for a Group Fax

To select a default option for printing group fax transmission reports:

1. On the printer control panel, press the **System** button.
2. Select **Admin Menu**, and then press the **OK** button.
3. Select **System Settings**, and then press the **OK** button.
4. Select **Fax Broadcast**, and then press the **OK** button.
5. Select one of the following options, and then press the **OK** button:
 - **Print Always**: A transmission report is always printed.
 - **Print at Error**: A transmission report is only printed when an error occurs with the fax transmission.
 - **Not Print**: A transmission report is never printed.

Note: The default setting is **Print Always**.

Enabling or Disabling Secure Faxes

When the Secure Receive Lock option is enabled, a password is required before faxes can be printed or removed.

To enable or disable Secure Receive Lock:

1. On the printer control panel, press the **System** button.
2. Select **Admin Menu**, and then press the **OK** button.
3. Select **Secure Settings**, and then press the **OK** button.
4. Select **Panel Lock**, and then press the **OK** button twice.
5. Select **Enable**, and then press the **OK** button.
6. Press the **Exit** button one time.
7. Select **Secure Receive**, and then press the **OK** button twice.
8. Select one of the following options, and then press the **OK** button:
 - **Disable**: This option turns off the Secure Receive Lock option if it is on.
 - **Enable**: This option turns on the Secure Receive Lock option if it is off.
9. If you want to change your password, select **Change Password**, and then press the **OK** button.
10. Enter a new four digit password, and then press the **OK** button.

Note: The default password is 0000.

Printing Secure Faxes

If the Secure Receive Lock option is enabled, you must enter your numeric password to print a received fax.

To print or clear all secure faxes:

1. On the printer control panel, press the **Job Status** button.
2. Select **Walk-Up Features**, and then press the **OK** button.
3. Select **Secure Receive**, and then press the **OK** button.
4. When prompted, enter your four-digit password, and then press the **OK** button.

The received faxes are printed.

Limiting Access to Fax and Scan Operations

Enabling the Scan/Fax Lock option limits access to fax and scan operations by requiring a password to be entered before faxing or scanning.

To enable or disable Scan/Fax Lock:

1. On the printer control panel, press the **System** button.
2. Select **Admin Menu**, and then press the **OK** button.
3. Select **Secure Settings**, and then press the **OK** button.
4. Select **Panel Lock**, and then press the **OK** button twice.
5. Select **Enable**, and then press the **OK** button.
6. Press the **Exit** button one time.
7. Select **Scan/Fax Lock**, and then press the **OK** button twice.
8. Select one of the following options, and then press the **OK** button:
 - **Disable**: This option turns off the Scan/Fax Lock option if it is on.
 - **Enable**: This option turns on the Scan/Fax Lock option if it is off.
9. If you want to change your password, select **Change Password**, and then press the **OK** button.
10. Enter a new four digit password, and then press the **OK** button.

Note: The default password is 0000.

Limiting Who Can Send Faxes to the Printer

When the Junk Fax Filter setting is enabled, the printer only prints faxes received from phone numbers in the address book.

To turn off/on the Junk Fax Filter option:

1. On the printer control panel, press the **System** button.
2. Select **Admin Menu**, and press the **OK** button.
3. Select **Fax Settings**, and press the **OK** button.
4. Select **Junk Fax Filter**, and press the **OK** button.
5. Select one of the following options, and then press the **OK** button:
 - **Off**: When off, anybody can send you a fax.
 - **On**: When on, faxes are only received from phone numbers in the printer's address book.

Copy, Scan, Fax Password Feature

The system administrator can set a password by level and function to keep certain users from using different features. Only one password is necessary for each feature: copy, scan, or fax.

To set the password:

1. On the printer control panel, press the **System** button.
2. Select **Admin Menu**, and press the **OK** button.
3. Select **Secure Settings**, and press the **OK** button.
4. Select **Service Lock**, and press the **OK** button.
5. Select one of the following options, and then press the **OK** button:
 - **Copy**
 - **Fax**
 - **Scan to Email**
 - **Scan to PC**

Printing Fax Reports

Several fax reports are available to provide information about faxing activities, directories, and pending jobs. The Speed Dial report and the Address Book report display information about fax numbers, individual, or group recipients. The Fax Activity report provides information about completed fax jobs. The Fax Pending report provides a list of faxes waiting to be sent.

To print a fax report:

1. On the printer control panel, press the **System** button.
2. Select **Admin Menu**, and press the **OK** button.
3. Select **Admin Reports**, and then press the **OK** button.
4. Select one of the following reports, and then press the **OK** button to print the report:
 - **Speed Dial**
 - **Address Book**
 - **Server Address**
 - **Fax Activity**
 - **Fax Pending**
 - **Printer Meter**

Inserting Pauses in Fax Numbers

Some fax numbers require one or more pauses during the dialing sequence.

To insert pauses in a fax number:

1. On the printer control panel, press the **Fax** button.
2. Select **Fax To**, and then press the **OK** button.
3. Use the alphanumeric keypad to enter the fax number.

When entering a fax number using the alphanumeric keypad, press the Redial/Pause button to insert a pause (represented by a hyphen, "-") in the fax number where appropriate.

Note: Pressing the **Redial/Pause** button multiple times adds additional pauses.

4. Press the **Start** button to send the fax.

Control Panel Menu



This chapter includes:

- [Control Panel Menu](#) on page 106
- [Description of Menu Items](#) on page 108
- [Menu List](#) on page 124

Control Panel Menus

This section includes:

- [Using the Menu](#) on page 106
- [Menu Configuration](#) on page 107
- [Description of Menu Items](#) on page 108

Using the Menu

The following table describes the navigation buttons on the control panel.

Main operation and buttons on the control panel	
Display/close the System Menu screen	System button
Switch between the menu levels	Forward Arrow button (moves one level downwards) or Back Arrow button (moves one level upwards)
Switch between menu or items in the same level	Up Arrow button (displays the previous menu or item) or Down Arrow button (displays the next menu or item)
Move the cursor () of the setting value the right or left	Forward Arrow button (moves to the right) or Back Arrow button (moves to the left)
Confirm setting	OK button
Reset settings to default value	Press Up Arrow and Down Arrow button at the same time.
Change setting for a specific job	Copy button changes job settings for copy jobs. Fax button changes job settings for fax jobs. Scan button changes job settings for scan jobs. Email button changes job settings for scan to email jobs.

Menu Configuration

Press the System button on the control panel to access the following menus:

Menu	Content
Default Settings	Use this Default Settings menu to define the default Copy, Fax, and Scan settings.
Tray Settings	Use the Tray Settings menu to define the size and type of paper loaded in each tray.
Information Pages	Use the Information Pages menu to print various types of reports and lists.
Billing Meters	Use the Billing Meters menu to display the printed paper counts on the control panel.
Admin Menu	<ul style="list-style-type: none"> • Phone Book Use this menu to create/delete address book entries. • Print Language Use this menu to specify PCL Settings. • Network Setup Use this menu to configure the network settings for the printer. • Fax Settings Use this menu to configure default fax settings. • System Setup Use this menu to make the system settings, such as for alarm and Power Saver mode. • Maintenance Use this menu to reset factory defaults or adjust color registration. • Secure Settings Use this menu to set printer security settings. • Admin Reports Use this menu to print various types of reports and lists regarding printer usage. • Scan To Email Use this menu to disable/enable Scan to Email functionality.
Panel Language	Use the Panel Language menu to select the language that appears on the control panel.

Each menu is configured in different levels. Set the printer settings by selecting the objective menus or items structure level.

See also:

[Description of Menu Items](#) on page 108

Description of Menu Items

This section includes:

- [Default Settings](#) on page 108
- [Tray Settings](#) on page 111
- [Information Pages](#) on page 112
- [Billing Meters](#) on page 113
- [Admin Menu](#) on page 113

Default Settings

There are three submenus under the Default Settings menu: Copy Defaults, Scan Defaults, and Fax Defaults. Use these menus to set default behaviors.

The following gives a brief description of each menu item. For more information, see [Copying](#) on page 69, [Scanning](#) on page 77, or [Faxing](#) on page 89.

Copy Defaults Menu

Item	Description
Color	Specifies Black & White or Color copies.
Paper Supply	Specifies the paper tray that copies are printed from.
M.F. Paper Size	Specifies the size of the paper in the manual feed slot.
M.F. Paper Type	Specifies the type of the paper in the manual feed slot.
Collated	Turns on and off collation.
Reduce/Enlarge	Reduces or enlarges the copies.
Document Size	Specifies the size of the original
Document Type	Specifies the type of the original.
Lighten/Darken	Lightens or darkens copies.
Sharpness	Specifies the sharpness of the copies.
Color Saturation	Deepens or lightens the overall color levels of your copies.
Auto Exposure	Turns Auto Exposure on and off when copying. Auto Exposure suppresses the document background of off-white colored paper. It also helps suppress show-through when copying double-sided thin paper.
Auto Expo. Level	Adjusts the Auto Exposure level.
Color Balance	Adjusts the color levels of your copies.
N-Up	Use this menu to copy two original page images onto one side of a sheet of paper. The ID Copy setting is for use when copying ID cards. It is a 2 to 1 copy with 100% zoom for both sides.
Margin Top/Bottom	Turns on and off the copy margins for the top and bottom of the page.
Margin Left/Right	Turns on and off the copy margins for the left and right of the page.
Margin Middle	Turns on and off the copy margins for the middle of the page. Use to create a gutter in the middle of the page when you print using the N-up or booklet features.

Scan Defaults Menu

Item	Description
Scan to	Selects the scan destination.
File Format	Selects the file type of the scanned image.
Color Mode	Selects the color mode, either color or black and white.
Color Button Set	Adjusts the Color Mode settings: <ul style="list-style-type: none"> • Black and white Use for text when black and white is chosen for Color Mode. • Grayscale Use for black and white photos or smoother black transitions when black and white is chosen for Color Mode. • Color Use for general scans when color is chosen for Color Mode. • Color (Photo) Use for photos when color is chosen for Color Mode
Resolution	Selects the scan resolution.
Document Size	Specifies the size of the original document.
Lighten/Darken	Lightens or darkens the scanned image.
Sharpness	Specifies the sharpness of the scanned image.
Contrast	Specifies the contrast of the scanned image.
Auto Exposure	Turns Auto Exposure on and off when scanning. Auto Exposure suppresses the document background of off-white colored paper. It also helps suppress show-through when copying double-sided thin paper.
Auto Expo. Level	Adjusts the level of the auto exposure functionality.
Margin Top/Bottom	Turns on and off the copy margins for the top and bottom of the page.
Margin Left/Right	Turns on and off the copy margins for the left and right of the page.
Margin Middle	Turns on and off the copy margins for the middle of the page. Use to create a gutter in the middle of the page when you print using the N-up or booklet features.
TIFF File Format:	Sets the TIFF file format: TIFF V6 or TTN2.
Image Compression	Specifies the amount of image compression: Lower, Normal, or Higher.
Max E-Mail Size	Sets limits on the size of attachments that can be emailed. The range is selectable from 50 to 16384 kb.

Fax Defaults Menu

Item	Description
Fax to	Specifies whether you want to use, the keypad, speed dial, or phone book to enter the fax number.
Resolution	Specifies the resolution of the fax.
Lighten/Darken	Lightens or darkens the scanned image.
Delayed Start	Specifies the time delay before sending a fax job. Up to 23 hours and 59 minutes can be specified for the delay.

Tray Settings

There is one submenu under the Tray Settings menu: Manual Feed Slot. You can set paper size, paper type, or Display Popup for this tray.

Common Settings for the Paper Tray

Item	Description
Paper Size	Specify the paper size and orientation for each tray. <ul style="list-style-type: none"> • Manual Feed Slot • Paper Tray (default: Auto) For details, refer to Setting Paper Types and Sizes on page 47.
Paper Type	Specifies the type of paper loaded in each tray. <ul style="list-style-type: none"> • Manual Feed Slot (default: Thin Card Stock) • Paper Tray (default: Plain) For details, refer to Setting Paper Types and Sizes on page 47.
Display Popup	Specifies whether or not to display the message that prompts you to set the paper size and type every time you load paper in the tray. When you select On , the message that prompts you to set the paper size and type is displayed. The default is Off .

When the size or type of paper that is loaded is different from the setting, the print quality may fall or paper may jam. Specify the correct paper type and size.

When the paper size and type setting for each tray is the same, printing continues by changing the feeding tray if the paper in the specified tray has run out.

Information Pages

Prints various types of reports and lists.

- The information pages are printed on A4-size paper. Load A4-size paper into the tray.
- For the procedure for printing information pages, refer to [Printing Information Pages](#) on page 112.

Reports	Description
Menu Map	Prints a map of the control panel menus in English. For all other languages, go to www.xerox.com/office/6128MFPsupport .
Configuration	Prints status of the printer, such as hardware configuration and network information. Print this report to check whether optional accessories have been correctly installed.
PCL Fonts List	Prints information on PCL fonts and samples of these fonts.
PCL Macro List	Prints a list of PCL macros.
Job History	Prints information on printing result, such as whether data from the computer has been printed correctly. The status of a maximum of 22 jobs can be printed on the Job History Report. Use the control panel to set whether to print the Job History Report automatically for every 22 jobs completed. For details, refer to System Setup on page 118.
Error History	Prints information of up to the latest 42 errors that occurred in this printer.
Protocol Monitor	Provides information about the previous fax job as an aid in determining fax protocol problems.
Stored Documents	Prints a list of documents stored in the printer when using the secure print and sample print feature. For details, refer to Printing Confidential Documents - Secure Print on page 64 and Print After Checking Printing Result - Proof Print on page 66.
Demo Page	You can print a sample of the document to check the printer's performance.

Printing Information Pages

Information pages are printed from the control panel.

1. Press the **System** button to display the Menu screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Information Pages** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until the desired report/list is displayed, and then press the **OK** button. The selected information page is printed.

Billing Meters

Displays the number of processed print jobs on the control panel. The meter is divided according to the color modes.

Item	Description
Total Impression	Displays the total number of pages printed.
Color Impression	Displays the total number of pages printed in color.
Black Impression	Displays the total number of pages printed in black/white.

See also:

[Checking Page Counts](#) on page 157

Admin Menu

This menu contains these submenus:

- Phone Book
- Print Language
- Network Setup
- Fax Settings
- System Setup
- Maintenance
- Secure Settings
- Admin Reports
- Scan to Email

Phone Book

Use this menu to create and delete speed dial and group dial numbers.

Item	Description
Speed Dial	Use the Speed Dial menu to edit speed dial address book entries.
Group Dial	Use the Group Dial menu to create speed dial groups.

Print Language

Use this menu to specify PCL settings.

Item	Description
Paper Size	Specifies the default paper size.
Orientation	The paper printing direction can be selected from Portrait and Landscape . The default is Portrait .
Font	Specifies the font used. The default is Courier .
Symbol Set	Specifies the font for symbols. The default is ROMAN-8 .
Font Size	Specifies the default font size. Available only for typographic fonts.
Font Pitch	Specifies the character spacing. The default is 10.00 . You can specify a value between 6.00 and 24.00 in increments of 0.01.
Form Line	Specifies the form line (the number of lines per form). The default is 64 . You can specify a value between 5 and 128 in increments of 1.
Quantity	Specifies the copies to be printed. You can specify a value between 1 to 999. The default is 1 .
Image Enhance	Selects whether to perform image enhancement. Image enhancement is a feature that makes the boundary line between black and white smoother in order to decrease jags and enhance the visual appearance. The default is On .
Hex Dump	Specifies whether to print the data sent from a computer in the ASCII code corresponding to the hexadecimal notation format in order to check the data contents. The default is Disable .
Draft Mode	Specifies whether to print in draft mode. The default is Disable .
Line Termination	Specifies line termination. <ul style="list-style-type: none"> • Off Line termination commands are not added. • Add-LF The Line Feed command is added. • Add-CR The Carriage Return command is added. • CR-XX The Line Feed and Carriage Return commands are both added.
Default Color	Specifies the default color mode.

Network Setup




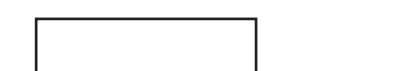

Specifies printer settings affecting jobs sent to the printer through a network port.

- The settings in the Network Setup menu cannot be set when entering this menu during printing.
- You need to restart the printer to activate the new settings. After making the settings, turn off the printer and then turn it on again.

Item	Description
Ethernet	<p>Specifies the communication speed and the modes of Ethernet.</p> <ul style="list-style-type: none"> • Auto (default) Automatically detects 10Base Half, 10Base Full, 100Base Half, and 100Base Full. • 10Base Half Uses 10Base-T half-duplex. • 10Base Full Uses 10Base-T full-duplex. • 100Base Half Uses 100Base-TX half-duplex. • 100Base Full Uses 100Base-TX full-duplex.
TCP/IP/IPV4	<p>Specifies the TCP/IP settings for the network.</p>
Get IP Address	<p>Specifies whether to automatically or manually retrieve the IP address.</p> <ul style="list-style-type: none"> • DHCP/AutoIP (default) Automatically sets the IP address. • BOOTP Uses BOOTP to set the IP address automatically. • RARP Uses RARP to set the IP address automatically. • DHCP Uses DHCP to set the IP address automatically. • Panel You can set the IP address manually by entering it on the operator panel.
IP Address, Network Mask, Gateway Address	<p>These items are used to check the addresses that have been obtained automatically or to specify addresses manually. Enter the address in the format of xxx.xxx.xxx.xxx. You can specify values in the range of 0 to 255 for xxx.</p> <ul style="list-style-type: none"> • To set addresses manually, set the Get IP Address to Panel. • Make sure that you have a unique IP address. A duplicate IP address may affect the whole network. For the addresses you need to set manually, contact your network administrator.
Protocol	<p>Set Enable when using the protocol. When Disable is selected, the protocol cannot be activated.</p> <ul style="list-style-type: none"> • LPR (default: Enable) • Port 9100 (default: Enable) • FTP (default: Enable) • SNMP (default: Enable) • Email Alerts (default: Enable) • CentreWare IS (default: Enable) • Bonjour (mDNS) (default: Enable)
Host Access List	<p>Limits the IP addresses that can access this printer.</p>
Initialize NVM	<p>Initializes network data stored in NVM. After executing this function and rebooting the printer, all network settings are reset to their default values.</p>

Fax Settings

Item	Description
Interval Timer	Specifies the interval time between resend attempts.
Number of Redial	Specifies the number of redial attempts.
Int. of Redial	Specifies the time between redial attempts.
Ans Select:	<p>Specifies the receiving mode:</p> <ul style="list-style-type: none"> TEL Mode Automatic fax reception is turned off. You can receive a fax by picking up the handset of the external phone, and then pressing the remote receive code, or by setting OnHook to On (you can hear voice or fax tones from the remote machine), and then pressing Start. FAX Mode A fax is automatically received. TEL/FAX Mode When the printer receive an incoming fax, the external telephone rings for the time specified by Auto Ans. TEL/FAX, and then the printer automatically receive the fax. If incoming data is not a fax, the printer beeps the internal speaker. Ans/FAX Mode The printer can share one telephone line with an answering machine. In this mode, the printer will monitor the fax signal and pick up the line if there are fax tones. If the phone communication in your country is serial, this mode is not available. DRPD Mode Before using the Distinctive Ring Pattern Detection (DRPD) option, distinctive ring service must be installed on your telephone line by the telephone company. After the telephone company has provided a separate number for faxing with a distinctive ring pattern, configure the fax setup to monitor for that specific ring pattern.
Auto Answer Fax	When FAX Mode is enabled, specifies how long the printer waits before answering an incoming call. Values range from 0 to 255 seconds.
Auto Ans. TEL/FAX	When TEL/FAX Mode is enabled, specifies how long the printer waits before answering an incoming call. Values range from 0 to 255 seconds.
Auto Ans. Ans/FAX	When ANS/FAX Mode is enabled, specifies how long the printer waits before answering an incoming call. Values range from 0 to 255 seconds.
Line Monitor	Specifies the volume of the external phone (line monitor).
Ring Tone Volume	Specifies the volume for the incoming faxes.
Line Type	Specifies the default line type.
Dialing Type	Specifies the dialing type.

Item	Description
Junk Fax Filter	When set to On , incoming faxes are only accepted from numbers registered in the Address Book.
Remote Receive	Specifies whether to receive a fax by pressing the remote receive code on the external telephone after picking up the handset of the telephone. When set to On , a fax can be received by pressing the remote receive code on the external telephone.
Remote Rcv Tone	Specifies the tone in two digits (00-99) when Remote Receive is set to On .
Send Header	When set to On , the sender record is printed at the head of the fax.
Company Name	Specifies the sender name to be recorded in the sender report.
Your Fax Number	Specifies your telephone number, which is printed at the top of each page sent from your printer.
Fax Cover Page	When set to On , automatically prints a fax cover page. When set to Off , does not print a fax cover page.
DRPD Pattern	Specifies a distinctive ring pattern for use with DRPD service. DRPD Patterns are specified by your telephone company. The patterns provided with your multifunction printer are shown below, with Pattern 1 at the top and Pattern 5 at the bottom:
Pattern 1	
Pattern 2	
Pattern 3	
Pattern 4	
Pattern 5	
Forward Settings	Specifies when the printer should forward all of the outgoing faxes to a specified destination.
Fwd. Settings Num	Specifies the number that outgoing faxes are forwarded to.

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Item	Description
Fwd. Set Print	Specifies if the outgoing faxes should be printed when they are forwarded. When set to On , all of the forwarded faxes are printed.
Fwd. Error Print	Prints a report if a forwarded fax is not successfully sent.
Prefix Dial	Specifies whether or not to add the prefix number when you send a fax.
Prefix Dial Num	Specifies the prefix dial number, up to five digits. This number dials before any auto dial number is started. It is useful for accessing the PABX exchange.
Discard Size	Specifies if the printer should discard any excess data at the bottom of the page.
ECM (Error Correction Mode)	If ECM is set to On (the default), it attempts to correct errors in the fax transmission, caused by problems, such as a noisy telephone line.
Extel Hook Thresh	Specifies the threshold value for the external telephone.
Modem Speed	Specifies the fax modem speed.
Country	Specifies the country where the printer is used.

System Setup

System Setup menu is used to make the printer operation settings, such as for alarm and power saver mode.

Item	Description
Power Saver Timer	Specifies the transitional time of Power Saver Modes 1 and 2 in increments of 1 minute. <ul style="list-style-type: none"> • Mode 1 (Printer) 1 min. to 60 min. (default is 30 minutes) • Mode 2 (System) 5 min. to 120 min. (default is 30 minutes) For details, refer to Power Saver Mode on page 22.
Auto Reset	Specifies the time the printer waits for further control panel input before automatically resetting the settings for COPY, SCAN, or FAX and returning to the standby mode.
Fault Time-Out	You can cancel a printing process when it goes beyond a set time period. Set the time until the print job is canceled. When this timeout expires, the print job is canceled. <ul style="list-style-type: none"> • 5 sec. to 300 sec. (default: 30 sec.) Specifies the amount of time in increments of 1 second the printer waits for additional data before it cancels the job. • Off Cannot cancel.

Item	Description
Time-Out	<p>You can cancel a printing process when it goes beyond a set time period. Set the time until the print job is canceled. When this timeout expires, the print job is canceled.</p> <ul style="list-style-type: none"> • 5 sec. to 300 sec. (default: 30 sec.): Specifies the amount of time in increments of 1 second the printer waits for additional data before it cancels the job. • Off: Cannot cancel.
Clock Settings	<p>Specifies the date and time.</p> <ul style="list-style-type: none"> • Set Date • Set Time • Date Format Select either yy/mm/dd, mm/dd/yy, or dd/mm/yy. • Time Format 12 or 24 hour formats are available. • Time Zone Set the time zone based on Coordinated Universal Time (UTC) for your location.
Alert Tone	<p>Specifies whether to turn on the alarm when an error occurs in the printer. You cannot adjust the sound volume.</p> <ul style="list-style-type: none"> • Panel Select Tone (default: Off) • Panel Alert Tone (default: Off) • Machine Ready Tone (default: Off) • Copy Job Tone (default: Off) • Non-Copy Job Tone (default: Off) • Fault Tone (default: Off) • Alert Tone (default: Off) • Out of Paper (default: Off) • Low Toner (default: Off) • Auto Clear Alert (default: Off) • Base Tone (default: Off) • All Tones (default: Off)
mm/inch	<p>Set the units for the custom paper size to millimeters (mm) or inches.</p> <ul style="list-style-type: none"> • millimeter (mm) (default) The paper size is displayed in millimeters • inch (") The paper size is displayed in inches.
Def. PrintPaper Size	<p>Sets the default paper size to either Letter or A4.</p>

Item	Description
Auto Log Print	<p>Specifies whether to automatically print information about the printed data that has been processed in the printer (Job History Report).</p> <ul style="list-style-type: none"> • Off (default) Select this if you do not want to print the Job History Report automatically even if the number of print jobs exceeds 22. • On Automatically prints a report when the number of print jobs reaches 22. • You cannot set this during printing. • You can print the Job History Report from the Information Pgs menu. • You need to restart the printer to activate the new settings. After making the settings, turn off the printer and then turn it on again.
Print ID	<p>Select this to print the user ID on a specified position.</p> <ul style="list-style-type: none"> • Off (default) User ID is not printed. • Top Left Prints the user ID on the top left of the sheet of paper. • Top Right Prints the user ID on the top right of the sheet of paper. • Bottom Left Prints the user ID on the bottom left of the sheet of paper. • Bottom Right Prints the user ID on the bottom right of the sheet of paper.
Print Text	<p>Specifies whether the printer outputs PDL data, which is not supported by the printer, as text when the printer receives it. Text data is printed on A4 or Letter size paper.</p> <ul style="list-style-type: none"> • Off (default) Does not print the received data. • On Prints the received data as text data.
Fax Activity	<p>The printer can be set to print a report on faxes sent and received.</p> <ul style="list-style-type: none"> • Auto Print When set to Auto Print, the printer automatically prints a report every 50 fax jobs. • No Auto Print (default) No report is automatically printed.
Fax Transmit	<p>Specifies when a fax transmission report is printed.</p> <ul style="list-style-type: none"> • Print Always (default) Prints a transmission report for every single recipient fax job. • Print at Error Prints a transmission report only when an error occurs. • Do Not print No transmission reports are printed.
Fax Broadcast	<p>Specifies when a fax transmission report is printed for group jobs.</p> <ul style="list-style-type: none"> • Print Always (default) Prints a transmission report for every group fax job. • Print at Error Prints a transmission report only when an error occurs during a group job. • Do Not print Transmission reports are not printed.

Item	Description
Protocol Monitor	<p>Specifies the protocol monitor report to detect the cause of the communication trouble.</p> <ul style="list-style-type: none"> • Print Always Prints a report for every fax job. • Print at Error Prints the report only when a communication error occurs. • Do Not print (default) The report is not printed.
RAM Disk	<p>Allocates memory to the RAM Disk file system for the secure print, collating jobs, and Sample print features.</p> <ul style="list-style-type: none"> • Enable (default) Allocates memory for using the secure print and proof print features. • Disable Does not allocate memory for using the secure print and proof print features.
Size Mismatch	<p>Specifies the action to take when the driver paper size settings do not match the control panel size settings.</p> <ul style="list-style-type: none"> • Off (default) Select this to display a message prompting you to load paper. • Larger Size Select this to replace the paper with a longer size paper before printing in 100 % magnification ratio. • Nearest Size Select this to replace the paper with the nearest size paper before printing in 100 % magnification ratio. • Manual Feed Slot Select this to print on paper loaded in the manual feed slot. <p>If a computer issues the instruction about paper selection, it overwrites this setting.</p>
Startup Page	<ul style="list-style-type: none"> • On (default) • Off
Power On Wizard	Resets the Power On Wizard.

Maintenance Mode

Use this menu for color registration and to reset defaults.

Item	Description
Auto Regi Adjust	Adjust the color registration automatically. Selecting On adjusts the color registration automatically. The default is On .
Adjust ColorRegi	Correct the color registration manually. For details, refer to Color Registration on page 133. <ul style="list-style-type: none"> • Auto Adjust Correct the color registration. • Color Regi Chart Prints the correction chart. • Enter Number Enter the number to correct the registration.
Initialize NVM	Initializes the settings stored in the NVM except for the network settings. The NVM is a nonvolatile memory that stores the printer settings even after the power is turned off. After executing this function and restarting the printer, all the menu parameters are reset to their default values. <ul style="list-style-type: none"> • You cannot execute this menu during printing. • You need to restart the printer to activate this setting. After making the setting, turn off the printer and then turn it on again.
Init Print Meter	Initializes the print counts.
Reset Fuser	Resets the count for fuser life to 0.

Secure Settings

Use this menu for user registration and to reset the fuser.

Item	Description
Panel Lock	When enabled, access to the Admin Menu requires a password.
Service Lock	<ul style="list-style-type: none"> • Copy When enabled, access to copy requires a password. Panel Lock must be enabled before enabling the Copy Lock. • Fax When enabled, access to the fax requires a password. Panel Lock must be enabled before enabling the Fax Lock. • Scan to Email When enabled, access to the fax requires a password. Panel Lock must be enabled before enabling the Fax Lock. • Scan to PC When enabled, access to the fax requires a password. Panel Lock must be enabled before enabling the Fax Lock.

Admin Reports

Use this menu to print various types of reports and lists regarding printer usage.

Item	Description
Speed Dial	Prints a report of the speed dial numbers.
Address Book	Prints a report of the address book email addresses.
Server Address	Prints a report of the address book server addresses.
Fax Activity	Prints a report summarizing sent and received faxes.
Fax Pending	Prints a report of the pending faxes.
Printer Meter	Prints a report summarizing printing activity.

Scan to Email

Use this menu to enable or disable the Scan to Email function.

Menu List

The Menu Map helps you navigate the control panel menus. To print the Menu Map:

1. On the control panel, press the **System** button, select **Information Pages**, and then press the **OK** button.
2. Select **Menu Map**, and then press the **OK** button to print.

Print the Menu Map to see other information pages available for printing. From the printer, the menu map prints in English, for all other languages, go to www.xerox.com/office/6128MFPsupport.

See also:

[Description of Menu Items](#) on page 108

Print Quality

9

This chapter includes:

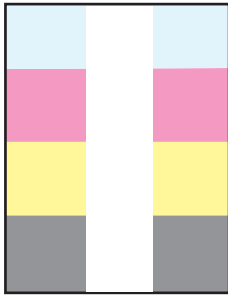
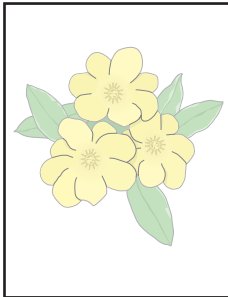
- [Print-Quality Problems](#) on page 126
- [Copy-Quality Problems](#) on page 131
- [Color Registration](#) on page 133

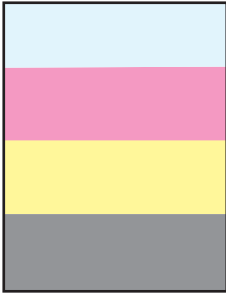
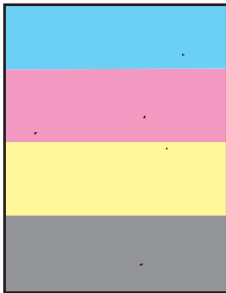
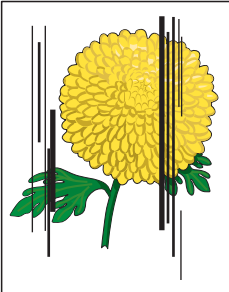

Print-Quality Problems

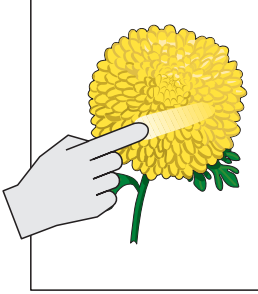
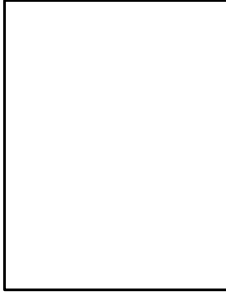
When the print quality is poor, select the closest symptom from the following table to correct the problem.

If the print quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

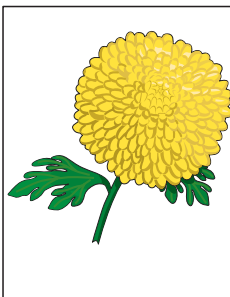
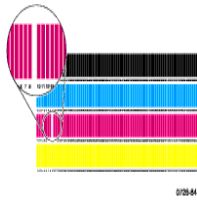
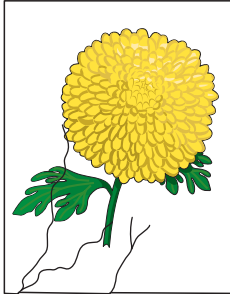
Note: To enhance print quality, toner cartridges for many models of equipment have been designed to cease functioning at a predetermined point.

Symptom	Reason/Action
<p>Part of image missing</p> 	<p>Part of the imaging unit protective sheet is still in the printer. Follow these steps to fix the problem:</p> <ul style="list-style-type: none"> • Remove the imaging unit. • Remove the protective sheet from the imaging unit. • Confirm that all yellow shipping ribbons have been removed from the right side of the imaging unit. • Replace the imaging unit.
<p>Faded printouts</p> 	<p>Multiple colors faded:</p> <ul style="list-style-type: none"> • The toner cartridges are not Xerox toner cartridges. Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary. • Remove the protective sheet from the imaging unit. • The paper is outside the recommended specification range. Replace the media with a recommend size and type, and confirm that your control panel settings are correct. See About Paper on page 45. • The paper is damp. Replace the paper. See About Paper on page 45. • The transfer unit is old or damaged. Replace the transfer unit. • The high-voltage supply is defective. See the Xerox Support website, www.xerox.com/office/6128MFPsupport, for assistance.

Symptom	Reason/Action
	<p>Only one color faded:</p> <ul style="list-style-type: none"> • Check the condition of the toner cartridge, and replace as necessary. • Confirm that all yellow shipping ribbons have been removed from the right side of the imaging unit.
<p>Stray black dots or white areas (drop outs)</p>	<p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type, and confirm that your control panel settings are correct. See About Paper on page 45.</p>
	<p>The transfer unit is old or damaged. Replace the transfer unit.</p> <hr/> <p>The toner cartridges are not Xerox toner cartridges.</p> <ul style="list-style-type: none"> • Check the condition of the toner cartridge, and replace as necessary. • Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary. <p>There is dirt in the paper path.</p> <ul style="list-style-type: none"> • Print several blank sheets.
<p>Vertical black or color streaks</p>	<p>Multiple colored streaks or lines:</p> <ul style="list-style-type: none"> • The transfer unit, or fuser, is old or damaged. Check the condition of the transfer unit and fuser, and replace as necessary. • The toner cartridges are not Xerox toner cartridges. Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary.
	<p>Streak in only one color:</p> <ul style="list-style-type: none"> • Check the condition of the imaging unit and replace as necessary.
<p>Recurring smudges</p>	<p>Dirt in the paper path. Print several blank sheets.</p>
	<p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type, and confirm that your control panel settings are correct. See About Paper on page 45.</p> <hr/> <p>The transfer unit, or fuser, is old or damaged. Check the condition of the transfer unit and fuser, and replace as necessary.</p>

Symptom	Reason/Action
<p>Toner smears when rubbed</p> 	<p>The paper is damp. Replace the paper. See About Paper on page 45.</p>
	<p>The paper is outside the recommended specification range. Replace the paper with a recommend size and type, and confirm that your print driver settings are correct. See About Paper on page 45.</p>
	<p>The toner cartridges are not Xerox toner cartridges. Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary.</p>
	<p>The fuser is old or damaged. Replace the fuser.</p>
<p>Blank pages</p> 	<p>Two or more sheets may be feeding at once. Remove the paper stack from the tray, fan it, and reinsert it.</p>
	<p>The toner cartridges are not Xerox toner cartridges. Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary.</p>
	<p>The transfer unit is old or damaged. Replace the transfer unit.</p>
	<p>The high-voltage supply is defective. See the Xerox Support website, www.xerox.com/office/6128MFPsupport, for assistance.</p>
<p>Hair-like marks appear in or around black half-tone printing Shadows appear around areas of dense black printing</p>	<p>The paper was left unwrapped for a long time (especially in a dry environment). Replace the paper. See About Paper on page 45.</p>
	<p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type, and confirm that your print driver settings are correct. See About Paper on page 45.</p>
	<p>The transfer unit is old or damaged. Replace the transfer unit.</p>
<p>Color around the edge of printing is incorrect</p>	<p>The color registration is incorrect. Adjust the color registration. See Color Registration on page 133.</p>

Symptom	Reason/Action
Partial blanks, creased paper, or blotted printing	<p>The paper is damp. Replace the paper.</p> <hr/> <p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type. See About Paper on page 45.</p> <hr/> <p>The transfer unit, or fuser, is not installed correctly. Reinstall the transfer unit and/or fuser.</p> <hr/> <p>The toner cartridges are not Xerox toner cartridges. Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary.</p> <hr/> <p>Condensation inside the printer causes partial blanks or creased paper. Turn the printer on, and leave it on, for at least one hour to get rid of the condensation. If the problems still occurs, see the Xerox Support website, www.xerox.com/office/6128MFPsupport, for assistance.</p>
Vertical blanks	<p>The laser is being blocked. Remove the imaging unit and clean all debris from the laser len(s) with a lint free cloth.</p> <hr/> <p>The toner cartridges are not Xerox toner cartridges.</p> <ul style="list-style-type: none"> • Check the condition of the toner cartridge, and replace as necessary. <p>Verify that the toner cartridges (C/M/Y/K) meet specifications, and replace if necessary.</p>
Slanted printing	<p>The paper guides in the Paper Tray are not set correctly. Reset the paper guides in the Paper Tray. See Loading Paper on page 48. If you are using the manual feed slot, and it is not printing property, use the paper tray.</p>
Horizontal bands, approximately 22 mm wide, appear vertically every 73 mm	<p>The imaging unit has been exposed to too much light; possibly from leaving the front door open too long. Replace the imaging unit.</p>
Colors are blurry or there is white area around objects	<p>Color to color alignment is not correct. Use the automatic color registration. See Color Registration on page 133.</p>

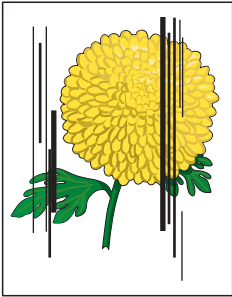


Symptom	Reason/Action
Printed colors do not match the screen	<p>Change the image settings and color balance settings in the printer driver:</p> <ol style="list-style-type: none"><li data-bbox="583 300 1305 327">1. From the print dialog box, click the Properties or Preferences button.<li data-bbox="583 336 911 363">2. Click the Image Options tab.<li data-bbox="583 371 1219 399">3. Click the Image Settings button at the bottom of the page.<li data-bbox="583 407 1273 434">4. Adjust the settings until you are satisfied with your color balance.<li data-bbox="583 443 1364 497">5. If you still want to adjust the colors on your printed material, click the Color Balance tab and adjust the settings in this tab. <p>For more information about these driver features, click the Help button in the driver.</p>

Copy-Quality Problems

When the copy quality is poor, select the closest symptom from the following table to correct the problem.

If the copy quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Symptom	Reason/Action
<p>Lines or streaks only present in copies made from the ADF</p> 	<p>There is debris on the small ADF glass. When scanning, the paper from the ADF passes over the debris creating lines or streaks.</p> <p>Clean the small ADF glass to the left of the large document glass with a lint free cloth.</p> <p>For more information, see Cleaning the Document Glass on page 154.</p>
<p>Spots present in copies taken from the document glass</p>	<p>There is debris on the flatbed scanner document glass. When scanning, the debris creates a spot on the image.</p> <p>Clean the glass with a lint free cloth.</p> <p>For more information, see Cleaning the Document Glass on page 154.</p>
<p>The reverse side of the original is showing on the copy</p>	<p>On the Copy menu, enable Auto Exposure.</p> <p>For information on turning Auto Exposure on and off, see Setting Auto Exposure on page 74.</p>
<p>Light colors are washed out or white on the copy</p>	<p>Auto Exposure is enabled.</p> <p>On the Copy menu, disable Auto Exposure.</p> <p>For information on turning Auto Exposure on and off, see Setting Auto Exposure on page 74.</p>
<p>Image is too light or dark</p>	<p>If the copied image is too light or dark, use the Lighten/Darken option on the Copy menu.</p> <p>For information on making the image lighter or darker, see Making the Image Lighter or Darker on page 73.</p>
<p>Copied photos look grainy</p>	<p>Change to photo mode on the control panel:</p> <ol style="list-style-type: none"> 1. Press the Copy button on the control panel. 2. Select Document Type. 3. Select Photo. 4. Click OK.

Symptom	Reason/Action
Copy is not crisp	Change to text mode: <ol style="list-style-type: none">1. Press the Copy button on the control panel.2. Select Document Type.3. Select Text.4. Click OK.
Copy color is not correct	Change the copy defaults on the control panel: <ol style="list-style-type: none">1. Press the Copy button on the control panel.2. Select Lighten/Darken or Color Saturation.3. Adjust the settings.4. Click OK.

Color Registration

Color registration can be adjusted by the printer automatically, or you can manually adjust it. Color registration should be adjusted any time the printer is moved.

Automatic Color Registration Adjustment

Use the following procedure to perform automatic color registration adjustment.

Note: An automatic color registration adjustment is performed every time a new toner cartridge is installed.

1. Press the **System** button.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance** is displayed, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust ColorRegi** is displayed, and then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Auto Adjust** is displayed, and then press the **Forward Arrow** or **OK** button.
6. Press the **Up Arrow** or **Down Arrow** button to select **Yes** when **Are you sure?** is displayed.

The adjustment is complete when **Ready** is displayed on the control panel.

Manual Color Registration Adjustment

You can fine tune color registration by performing a manual adjustment of color registration.

Printing the Color Registration Correction Chart

1. Press the **System** button.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance** is displayed, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust ColorRegi** is displayed, and then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Color Regi Chart** is displayed, and then press the **OK** button. The Color Registration Correction Chart is printed. When printing is finished, the print screen is displayed again.

Determining Values

From the lines to the right of the Y (yellow), M (magenta), and C (cyan) pattern, find the values of the straightest lines.

When “0” is the value nearest the straightest line, you do not need to adjust the color registration. When the value is not “0”, follow the procedure outlined in “Entering Values”.

Note: You can also use the densest colors of the grid to find the straightest lines. The colors printed at the highest density are those next to the straightest lines.

Entering Values

Using the control panel, enter the values that you found in the Color Registration Correction Chart to make adjustments.

1. Press the **System** button to display the **System** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance** is displayed, then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust ColorRegi** is displayed, then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Enter Number** is displayed, then press the **Forward Arrow** or **OK** button.
6. Press the **Up Arrow** or **Down Arrow** button to select either **Fast Scan** or **Slow Scan**, then press the **Forward Arrow** or **OK** button.
7. Press the **Up Arrow** or **Down Arrow** button to select **Yellow**, **Magenta**, or **Cyan**, then press the **Forward Arrow** or **OK** button.
8. Press the **Up Arrow** or **Down Arrow** button until you reach the value displayed on the chart. Press the **OK** button to enter the value.

You can reprint the color registration chart to double check that the color registration is properly adjusted.

Enabling/Disabling Automatic Color Registration

Use the following procedure to enable/disable automatic color registration when a new toner cartridge is installed.

1. Press the **System** button.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance** is displayed, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Auto Regi Adjust** is displayed, and then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button to turn automatic color registration **On** or **Off**.

Troubleshooting

10

This chapter includes:

- [Paper Jams](#) on page 136
- [Problems With the Printer](#) on page 142
- [Control Panel Error Messages](#) on page 145
- [Getting Help](#) on page 151

See also:

Troubleshooting video tutorials at www.xerox.com/office/6128MFPdocs
[Print Quality](#) on page 125

Paper Jams

This section includes:

- [Preventing and Clearing Paper Jams](#) on page 136
- [Paper Jams in the Paper Tray](#) on page 136
- [Paper Jams at the Automatic Document Feeder](#) on page 138
- [Paper Jams at the Fuser](#) on page 140

See also:

[User Safety](#) on page 9

Preventing and Clearing Paper Jams

To reduce the occurrence of paper jams, follow the guidelines and instructions in [Printing Basics](#) on page 41. It includes information about supported paper and media, guides for usage, and instructions for properly loading paper in the trays.

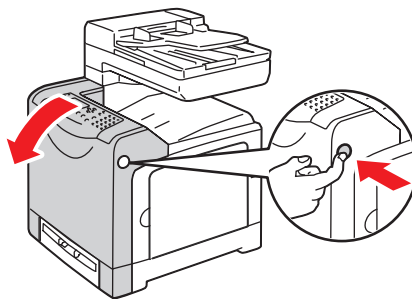
Caution: When removing jammed paper, make sure that no pieces of torn paper are left in the printer. A piece of paper remaining in the printer can cause a fire. If a sheet of paper is wrapped around the heat roller, or when clearing a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Turn off the printer immediately, and refer to the Xerox Support website, www.xerox.com/office/6128MFPsupport.

Warning: The fuser and the surrounding area are hot and can cause burns.

Paper Jams in the Paper Tray

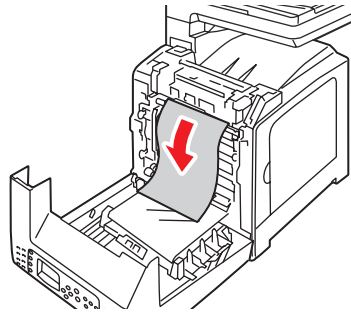
Follow the procedure below to remove paper jammed in the paper tray.

1. Push the button and open the front cover.



6128mfp-070

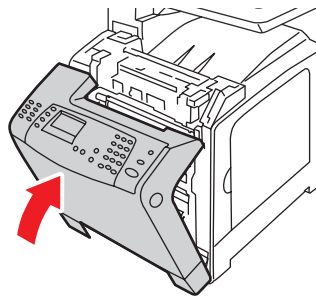
2. Carefully remove any jammed paper in the printer. Confirm that there are no scraps of paper left inside.



6128mfp-066

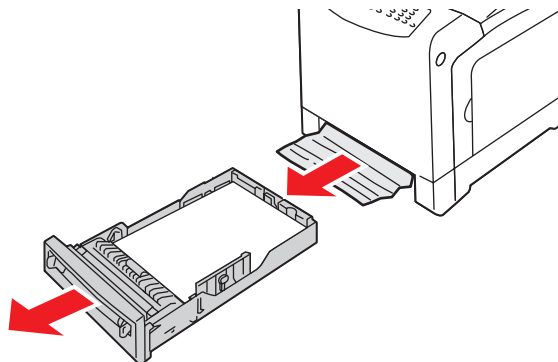
Caution: Prolonged exposure to light may damage the Imaging Unit.

3. Close the front cover.



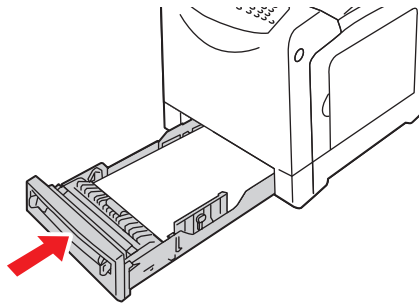
6128mfp-014

4. Remove the tray from the printer, and then carefully pull out any jammed paper remaining inside the printer.



6128mfp-139

5. Insert the tray into the printer, and push until it stops.

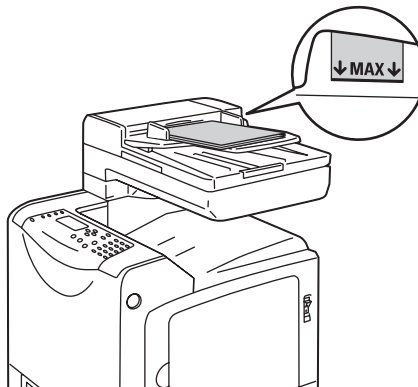


6128mfp-028

Caution: Do not use excessive force on the tray, doing so could damage the tray or the inside of the printer.

Paper Jams at the Automatic Document Feeder

Note: Paper jams at the ADF can happen if the document feed tray is overfilled or the paper is curled. Fill the document feed tray only up to the MAX line indicated on the tray.

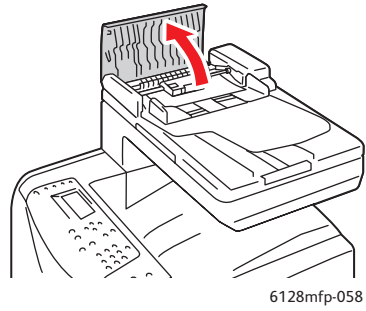


6128mfp-134

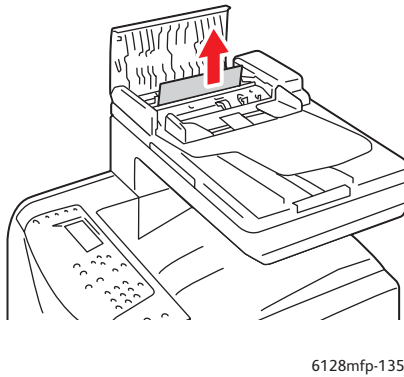
Use the following procedure to remove paper jammed at the ADF.

1. Remove all paper from the document feed tray.

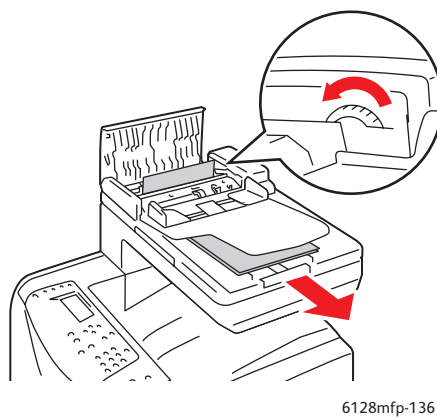
2. Open the ADF cover.



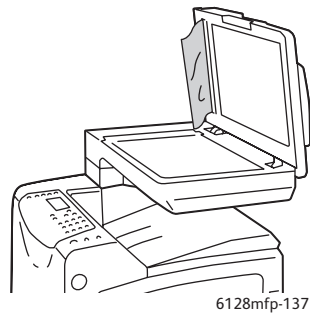
3. If the paper jam is in the paper feed area, remove the paper by carefully pulling it up.



4. If the paper jam is at the paper exit area, turn the dial to remove the paper.



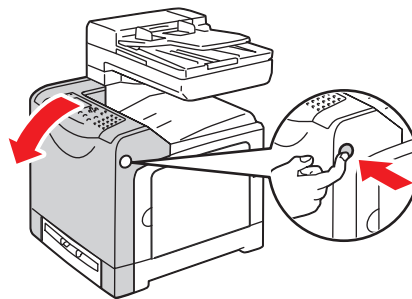
5. Open the document cover, gently remove any jammed paper.



6128mfp-137

Paper Jams at the Fuser

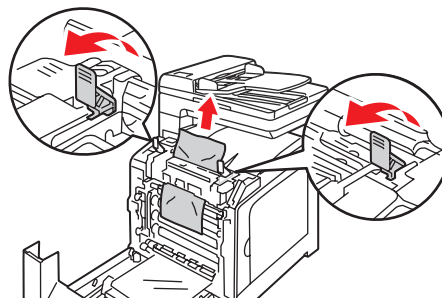
1. Press the button and open the front cover.



6128mfp-070

2. Lift the levers at both ends of the fuser and remove the jammed paper. If the paper is torn, remove any scraps of paper remaining inside the printer.

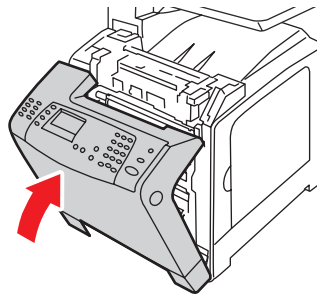
Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.



6128mfp-071

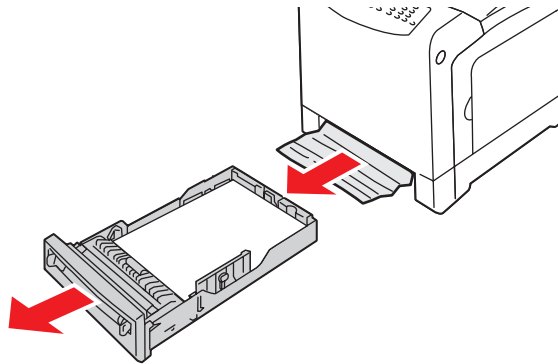
Caution: Prolonged exposure to light may damage the Imaging Unit.

3. Close the front cover.



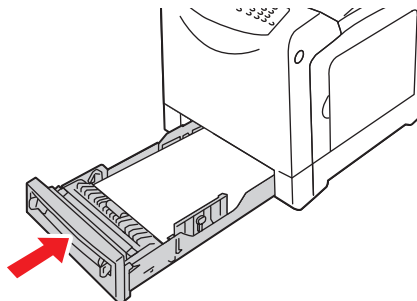
6128mfp-014

4. Remove the tray from the printer, and then carefully pull out any jammed paper remaining inside the printer.



6128mfp-139

5. Insert the tray into the printer, and push until it stops.



6128mfp-028

Caution: Do not use excessive force on the tray, doing so could damage the tray or the inside of the printer.

Problems With the Printer

If you encounter a problem with your printer, use the following table to troubleshoot and fix the problem. For additional troubleshooting information, see [Getting Help](#) on page 151.

Warning: Never open or remove printer covers that are secured with screws unless specifically instructed in the manual. A high voltage component can cause electric shock. Do not try to alter the printer configuration, or modify any parts. An unauthorized modification can cause smoke or fire.

Caution: Probable causes of trouble are that the printer, computer, server or other hardware is not correctly set for the network environment you are using, or a printer restriction has been exceeded.

Symptom	Reason/Action
No power	Is the power to the printer turned off? Press the power button to the On position to turn on the power.
	Is the power cord disconnected or not securely connected? Turn off the power to the printer, and connect the power cord to the power outlet again. Then, turn on the power to the printer.
	Is the power cord connected to a power outlet with the correct voltage? Connect the printer exclusively to a power outlet with a suitable voltage and current rating.
	Is the printer connected to an uninterruptable power supply? Turn off the power to the printer, and connect the power cord to a suitable power outlet.
	Is the printer connected to a power strip shared with other high-power devices? Connect the printer to a power strip that is not shared with other high-power devices.
Cannot print	Is the Ready light off? If so, this printer is offline or in the menu setting mode. See Main Components and Their Functions on page 16.
	Is there a message displayed on the control panel? Follow the message to correct the problem. See Control Panel Error Messages on page 145.
Print job sent but the Ready light is not blinking or on	Is the USB or ethernet cable disconnected? Turn off the power and check the connection of the USB or ethernet cable.
	Is the protocol configured? Check the port status of the interface. Make sure the protocol settings are correctly configured in CentreWare IS. See the Online Help for CentreWare IS.
	Is the computer environment correctly set up? Check the computer environment, such as the print driver and network configuration. See Installation and Setup on page 25.

Symptom	Reason/Action
Error light is on	Is there an error message displayed on the control panel? Check the displayed message and correct the error.
Error light is blinking	An error that you cannot correct by yourself has occurred. Record the displayed error message or error code, turn off the power, pull out the power plug from the outlet. Refer to the Xerox Support website, www.xerox.com/office/6128MFPsupport .
Ready light is on and blinking but there is no print output	There are jobs remaining in the printer. Cancel printing or force the remaining data to be printed. To forcibly print the job, press the OK button. To cancel the job, press the Cancel button.
Top section of printed document is missing. The top and side margins are incorrect.	Are the paper tray guides in the correct positions? Set the length guide and the width guides to the correct positions. See Loading Paper in the Paper Tray on page 48. Check that the paper size on the print driver or the control panel is correctly set. See the Online Help for the print driver. See Setting Paper Types and Sizes on page 47. Check that the margin setting is correct on the print driver. See the Online Help for the print driver.
Condensation has occurred inside the printer	Turn the printer on, and leave it on, for at least one hour to get rid of the condensation. If the problem continues, refer to the Xerox Support website, www.xerox.com/office/6128MFPsupport .
Paper cannot be fed. Paper jams. Multiple paper are fed. Paper is fed at an angle. Paper is wrinkled.	Is the paper correctly loaded? Load the paper correctly. For labels or envelopes, fan them well to allow air to enter between each sheet before loading. See Loading Paper in the Paper Tray on page 48. Is the paper damp? Replace with paper from a new ream. See Loading Paper in the Paper Tray on page 48. The paper used is not suitable. Load the correct type of paper. See About Paper on page 45. Is the paper tray set correctly? Push the paper tray completely into the printer. Is the printer placed on a flat location? Place the printer on a stable flat surface. Are the paper tray guides set in the correct positions? Set the guides to the correct positions or try the paper tray if using the manual feed slot. See Loading Paper in the Paper Tray on page 48. Paper is fed more than 1 sheet at a time. Multiple feeding of paper may occur before the sheets of paper loaded in the tray are used up. Remove the paper, fan it, and load again. Replenish paper only when all the sheets of the loaded paper are used up.

Symptom	Reason/Action
Unusual noises	The printer is not level. Reposition the printer on a flat, stable surface.
	The paper tray is not inserted properly. Push the paper tray completely into the printer.
	There is a foreign object inside the printer. Turn off the printer and remove the foreign object. Refer to the Xerox Support website, www.xerox.com/office/6128MFPsupport , for assistance.

Control Panel Error Messages

This section describes the messages displayed on the control panel.

Messages About Supplies

Message	Condition/Reason/Action
Replace Fuser 010-351 Restart Printer	Time to replace the fuser. Turn off printer. Replace the old fuser with a new one.
010-359 Fuser Error Restart Printer	The fuser is not installed correctly or is not working correctly due to damage or malfunction. Turn off printer. Reinstall the fuser.
010-317 Insert Fuser Restart Printer	The fuser is not installed. Turn off printer. Install the fuser.
Replace XXX Cartridge Toner Cartridge	The toner cartridge has become empty. Replace the old toner cartridge with a new one.
093 - NNN Insert XXX Cartridge	The XXX toner cartridge is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the toner cartridge.
093 - NNN Insert XXX Cartridge	The XXX toner cartridge is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the toner cartridge.
Insert Imaging Unit	The imaging unit is not installed. Install the imaging unit.
Replace Imaging Unit	Time to replace the imaging unit. Replace old imaging unit with new one.

*1 XXX indicates one of the following: the Yellow Toner (Y), Cyan Toner (C), Magenta Toner (M), or Black Toner (K).

*2 NNN indicates a numeric value.

Messages About the Printer and Other Items

Message	Condition/Reason/Action
Jam at Manual Feed Slot Remove paper from manual feed Open / Close front cover	Paper is jammed inside the manual feed slot. Remove the jammed paper. See Paper Jams on page 136.
Jam at Tray Check Tray Open / Close front cover	Paper is jammed inside the paper tray. Remove the jammed paper.
Jam at Exit Open Front Cover And remove paper	Paper is jammed inside the exit of the printer. Remove the jammed paper.
Jam at Front Cover Open Front Cover and Remove Paper	Paper is jammed inside the front cover. Remove the jammed paper.
Front Cover Open Close Front Cover	The front cover is open. Close the front cover.
Side Door Open Close Side Door	The side door is open. Close the side door.
Invalid Job Press OK button	When the configuration of the printer on the print driver does not conform to the printer you are using, this message appears. Press the Cancel button to cancel the print job. Make sure that the configuration of the printer on the print driver conforms to the printer you are using.
Limit Exceeded Press OK Button	The user has exceeded the limit on the number of pages that can be printed when using an authentication function. Contact the administrator.
Open Front Cover Remove Paper	Paper is jammed inside the printer. Press the button to open the front cover and remove the jammed paper. See Paper Jams on page 136.
Open Front Cover Remove Paper & Check Paper Type	Paper is jammed inside the printer. Press the button to open the front cover and remove the jammed paper. See Paper Jams on page 136.
PDL Error Press OK Button	Error in the print data has occurred. Press the OK button to clear the message, cancel the current print job, and conduct the next print job, if any. Press the Cancel button to cancel the print job. Reinstall the Phaser 6128MFP print driver.
Out Of Memory Error 016-718	The print job is too large for the printer's memory. Send the job in smaller batches.

Message	Condition/Reason/Action
RAM Disk Full Press OK Button	<p>RAM disk memory is full and cannot continue processing the current print job.</p> <p>Press the OK button to clear the message, cancel the current print job, and conduct the next print job, if any.</p> <p>Press the Cancel button to cancel the print job.</p> <p>Press the Left Arrow button to open the Walk-Up Features menu and delete the current job.</p> <p>To avoid this error in the future, do the following:</p> <ul style="list-style-type: none"> • Reduce the number of print pages, such as splitting the print data. • Increase free memory space by deleting unnecessary data in the RAM disk.
Non-Xerox Toner Invalid XXX	Incorrect toner. Replace with a Xerox XXX toner cartridge.
Waste Full XXX Cartridge	<p>The waste container in the XXX toner cartridge is full.</p> <p>Replace the XXX toner cartridge.</p>
XXX Low	<p>The XXX toner cartridge is running low.</p> <p>Replace XXX cartridge soon.</p>
Restart Printer NNN-NNN	<p>Error NNN-NNN relates to printer problems.</p> <p>Turn the printer off and then on.</p> <p>If the error continues, refer to the Xerox Support website, www.xerox.com/office/6128MFPsupport.</p>
116-316 Restart Printer	<p>Additional memory is not installed correctly or is not working correctly due to damage or malfunction.</p> <p>Reinstall the additional memory.</p>
116-320 Restart Printer	<p>An unsupported additional memory is installed.</p> <p>Replace the specified additional memory.</p>
Tray Empty	<p>The tray is out of paper, or the specified paper could not be detected in the tray.</p> <p>Fill the tray with the indicated size, direction, and type of paper. See Loading Paper in the Paper Tray on page 48.</p> <p>Tray is pulled out.</p> <p>Set Tray into the correct position.</p>
SMB Login Error 031-522	<p>Incorrect login or password.</p> <p>Ensure the information in the address book is correct.</p>
SMB Error Server Not Found 031-528	<p>Incorrect IP address in the address book.</p> <p>Verify the SMB server IP address or DNS name is accurate.</p>
Invalid Share Name 031-525	Shared folder name is incorrect or does not exist. Share permissions are not set correctly on shared folder.

Message	Condition/Reason/Action
“Scan to” Folder Not Found 031-530	Sub folder information is incorrect. The incorrect slash is used “/”. The folder does not exist, or the full path is specified. Use a backslash “\”. Specify the shortened path of the folder on the FTP server. For example, if you want the scanned files to go in a folder called colorskans inside the scans folder, type <code>\colorskans</code> .
SMTP Connection Failed 016-764	The printer cannot find the email server specified. Confirm the server address and authentication.
Invalid “From” Address 016-768	The return email address is invalid or incorrect. Make sure the address includes @ or .com.
Server Not Found 013-576	If scanning to FTP on a Macintosh, FTP sharing is not turned on. Server address is incorrect. Verify the correct server address.
Email Login Error SMTP Login Failed Error 016-507	The authentication is set incorrectly. Login or password are incorrect.
Email Login Error Error 016-506	The authentication is set incorrectly.

*3 NNN indicates a numeric value.

*4 XXX indicates one of the following: the Yellow Toner (Y), Cyan Toner (C), Magenta Toner (M), or Black Toner (K).

Solving Fax Problems

If the fax cannot be sent correctly, refer to the following table, and then perform the indicated operation. If the fax still cannot be sent correctly, even after performing the described operations, refer to the Xerox Support website, www.xerox.com/office/6128MFPsupport.

This section includes:

- [Problems Sending Faxes](#) on page 149
- [Problems Receiving Faxes](#) on page 150

Problems Sending Faxes

Symptom	Cause	Solution
The document is not scanned.	The document is too thick, too thin, or too small.	Use the original glass to send the fax.
The document is scanned at an angle.	The document guides are not adjusted to the width of the document.	Slide the document guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is incorrectly positioned.	Position the document correctly.
	The glass is dirty.	Clean the original glass.
	The text in the document is written too faint.	Adjust the resolution.
	There may be a problem with the telephone connection.	Check the telephone line, and then try sending the fax again.
	There may be a problem with the recipient's fax machine.	Make a copy to check that this machine is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.
The fax received by the recipient is blank.	The document was sent with the front side facing down (when the ADF is used).	Load the document to be faxed facing up.

Symptom	Cause	Solution
Transmission is not possible.	The transmission procedure may have been performed incorrectly.	Check the transmission procedure, and then try sending the fax again.
	The fax number may be wrong.	Check the fax number.
	The one-touch dial key or speed dial may be incorrectly programmed.	Check that the keys were correctly programmed.
	The telephone line may be incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the recipient's fax machine.	Contact the recipient.
	Incorrectly configured voice over IP (VOIP). Digital phone service is often not compatible with FAX.	Install dial-tone phone service, or try to troubleshoot FOIP. For more information, see: http://www.soft-switch.org/

Problems Receiving Faxes

Symptom	Cause	Solution
The received fax is blank.	There may be a problem with the telephone connection or with the caller's fax machine.	Check that the machine can make clean copies. If it can, have the caller send the fax again.
	The caller may have loaded the pages backward.	Contact the caller.
Faxes cannot be received automatically.	The machine is set to receive faxes manually.	Set the machine to automatic reception.
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	The telephone line is incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the caller's fax machine.	Make a copy to check that this machine is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.
	Incorrectly configured voice over IP (VOIP). Digital phone service is often not compatible with FAX.	Install dial-tone phone service, or try to troubleshoot FOIP. For more information, see: http://www.soft-switch.org/

Getting Help

This section includes:

- [Control Panel Messages](#) on page 151
- [PrintingScout Alerts](#) on page 151
- [Online Support Assistant](#) on page 151
- [Web Links](#) on page 152

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

Control Panel Messages

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel displays a message informing you of the problem.

PrintingScout Alerts

PrintingScout is a tool that is included on the *Software and Documentation CD-ROM*. It automatically checks the printer status when you send a print job. If the printer is unable to print your job, PrintingScout automatically displays an alert on your computer screen to let you know that the printer needs attention.

PrintingScout is unavailable for Macintosh operating systems.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for print quality, media jams, software installation, and much more.

To access the Online Support Assistant, go to www.xerox.com/office/6128MFPsupport.

Web Links

Xerox provides several websites that offer additional help on your Phaser 6128MFP printer. A set of Xerox links is installed in your web browser's **Favorites** folder when you install the Xerox printer drivers on your computer.

Resource	Link
Technical support information for your printer, includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, video tutorials, and much more:	www.xerox.com/office/6128MFPsupport
Supplies for your printer:	www.xerox.com/office/6128MFPsupplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs:	www.xerox.com/office/businessresourcecenter
Local sales and support center:	www.xerox.com/office/contacts
Printer registration:	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials:	www.xerox.com/msds (U.S. and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies:	www.xerox.com/gwa

Maintenance

11

This chapter includes:

- [Cleaning the Printer](#) on page 154
- [Ordering Supplies](#) on page 156
- [Checking Page Counts](#) on page 157
- [Moving the Printer](#) on page 158

See also:

Maintenance video tutorials at www.xerox.com/office/6128MFPdocs

Replacing supplies video tutorials at www.xerox.com/office/6128MFPdocs

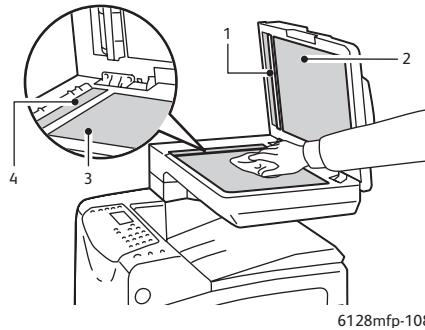
Cleaning the Printer

This section describes how to clean the printer in order to maintain it in good condition and print clean printouts all the time.

Warning: Be sure to turn off and unplug the printer before accessing the interior of the printer for cleaning, maintenance, or fault clearance. Access to a live printer's interior can cause electric shock.

Cleaning the Document Glass

Clean the document glass with a moistened lint-free cloth only. Do not use any kind of cleaning agent to clean the glass. Wipe the glass in one direction to move any debris to the edge of the glass.



1. Automatic document feed (ADF) paper path
2. Automatic document feed (ADF) cover
3. Flatbed document glass
4. Automatic document feed (ADF) glass

Cleaning the Exterior

Clean the exterior of the printer about once a month. Wipe the parts with a wet but well-wrung soft cloth. Then wipe with another dry soft cloth. For stubborn stains, apply a small amount of neutral detergent, and gently wipe the stain off.

Note: Do not spray the detergent directly on the printer. The liquid detergent may enter the printer through a gap and cause problems. Never use cleaning agents other than water or neutral detergent.

Cleaning the Interior

After clearing paper jams or replacing the imaging unit, inspect the inside of the printer before closing the printer covers.

Warning: Never touch a labeled area found on or near the heat roller in the fuser. You can get burned. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the printer immediately. Refer to the Xerox Support website, www.xerox.com/office/6128MFPsupport.

- Remove any remaining pieces of paper.
- Remove any dust or stains with a dry clean cloth.

Ordering Supplies

This section includes:

- [Consumables](#) on page 156
- [Routine Maintenance Items](#) on page 156
- [When to Order Supplies](#) on page 156
- [Recycling Supplies](#) on page 156

Certain consumables and routine maintenance items need to be ordered occasionally. Each supply includes installation instructions.

Consumables

Genuine Xerox Toner Cartridges (Cyan, Magenta, Yellow, and Black):

Note: Each toner cartridge includes installation instructions on the box.

Routine Maintenance Items

Routine maintenance items are printer parts that have a limited life and require periodic replacement. Replacements may be parts or kits. Routine maintenance items are typically customer replaceable.

- Fuser
- Feed roller kit
- Imaging unit

When to Order Supplies

The control panel displays a warning when the supply nears its replacement time. Verify that you have replacements on hand. It is important to order these supplies when the messages first appear to avoid interruptions to your printing. The control panel displays an error message when the supply must be replaced.

To order supplies, contact your local reseller or go to the Xerox Supplies website at www.xerox.com/office/6128MFPsupplies.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. 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.

Recycling Supplies

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

Checking Page Counts

The total number of printed pages can be checked at the control panel. Three meters are available: Total Impressions, Color Impressions, and Black Impressions.

The billing meter counts the number of pages printed properly. A single-side print (including N-up) is counted as one impression, and a 2-sided print (including N-up) is counted as two. If an error occurs after one side is printed during duplex printing, it is counted as one page.

When printing color data that has been converted using an ICC profile on an application, with the Color (Auto) setting, the data is printed in color even if it appears to be black and white data on the monitor. In this case, the Color Impressions meter is increased.

Note: Grayscale images printed with the composite black setting count as color pages because color consumables are used. Grayscale is the default setting.

When printing 2-sided, a blank page may be inserted automatically depending on the settings on the application. In this case, the blank page is counted as one page.

Use the following procedure to check a meter:

1. Press the **System** button.
2. Press either the **Up Arrow** or **Down Arrow** button until **Billing Meters** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until the desired meter is displayed.
4. After checking, press the **System** button.

Moving the Printer

Follow these procedures when moving the printer.

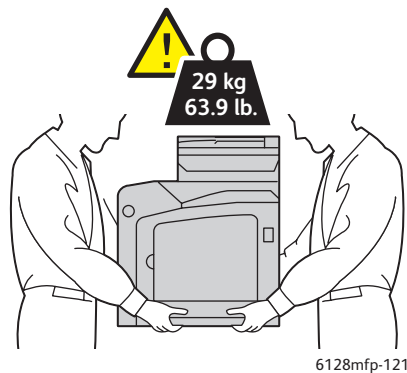
To view precautions and guidelines for safely moving your printer, see [Moving the Printer](#) on page 12.

The printer, configured with the optional accessories, paper trays, and consumables, weighs 29 kg (63.9 lb.).

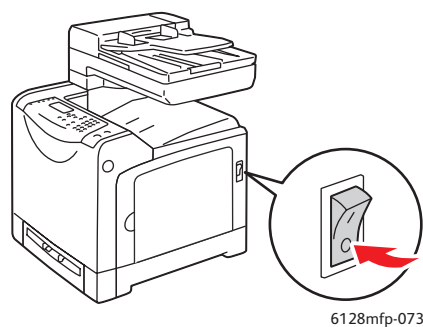
When moving the equipment, make sure that there are two or more persons carrying it.

When lifting the printer, be sure to observe the following points. Failure to do so may cause the printer to fall and result in injuries.

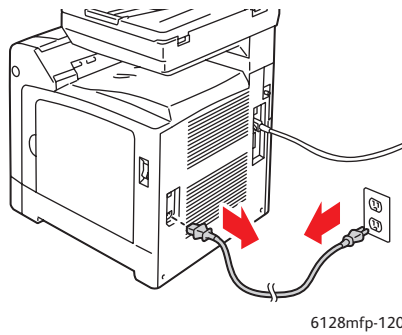
Two persons, one facing the front of the printer (control panel) and the other facing the back, should firmly grip the recessed areas on the bottom part of both sides of the printer. Never try to lift the printer by gripping any other areas.



1. Turn off the printer.

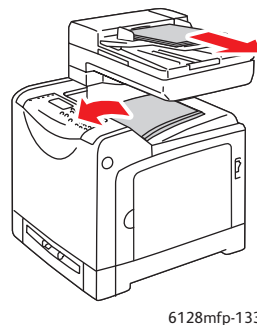


2. Disconnect the power cord, interface cable, and any other cables.

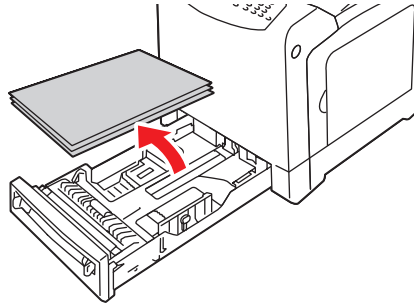


Warning: To prevent electric shock, never touch the power plug with wet hands. When removing the power cord, make sure that you pull the plug and not the cord. Pulling the cord can damage it, which can lead to fire or electrical shock.

3. Remove any paper in the output tray and the ADF and return the paper stopper to its original position.



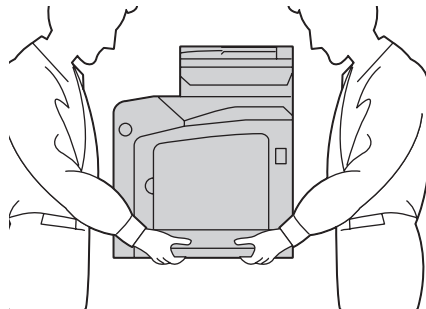
4. Pull out the paper tray from the printer and remove any paper in the tray, and then reinstall the tray. Keep the paper wrapped and away from humidity and dirt.



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5. Lift the printer and move it gently.

Note: If the printer is to be moved over a long distance, remove the imaging units and toner cartridges to prevent toner from spilling, and the printer should be packed inside a box. For a repacking kit and instructions go to www.xerox.com/office/6128MFPsupport.



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6. After transporting the printer, you may need to adjust the color registration before using it.

See also:

Color Registration on page 133

Printer Specifications



Item	Contents
Dimensions	16.7" W x 20" D x 23" H (425 mm x 507 mm x 585 mm)
Weight	Printer: 29 kg (63.9 lb.) including toner cartridges
Warm-up time	20 seconds or less (when power is switched on, temperature: 22° C) However, the printer's electrical system is ready 10 seconds after switching on the printer.
Continuous print speed *1	<p>Color: 1 sided print: 12 sheets/min*2</p> <p>Black-and-white: 1 sided print: 16 sheets/min*2</p> <p>Important *1 The print speed may decrease due to paper type, such as envelopes; size, and printing conditions. The print speed may decrease due to image quality adjustment. *2 Continuous print speed of documents that are all in letter or A4.</p>
Resolution	<p>Data processing resolution: 600 x 600 dpi (25.4 dots/mm): Multivalued (25.4 dots/mm)</p> <p>Output resolution: 600 dpi (25.4 dots/mm)</p>
Power source	<p>110-127 V~, 50/60 Hz, 9 A</p> <p>220-240 V~, 50/60 Hz, 5 A</p>
Power consumption	<p>AC 110 - 127 V:</p> <p>Sleep Mode: 18.4 W*4 or less Standby: less than 60 W (fuser on), Continuous color printing: less than 360 W, Continuous monochrome printing: less than 360 W Power switch turned off, plugged into an AC outlet: less than 0.5 W</p> <p>AC 220 - 240 V:</p> <p>Sleep Mode: 18.4 W or less Standby: less than 60 W (fuser on), Continuous color printing: less than 360 W, Continuous monochrome printing: less than 360 W Power switch turned off, plugged into an AC outlet: less than 0.5 W</p> <p>ENERGY STAR qualified printer: Default time to Power Saver is 30 minutes</p> <p>*4 W = Watts.</p>

Regulatory Information

B

This chapter includes:

- [Basic Regulations](#) on page 164
- [Copy Regulations](#) on page 165
- [Fax Regulations](#) on page 168
- [Material Safety Data Sheet](#) on page 172

Basic Regulations

This product has been tested 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 environment. 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 your reseller 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



The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC

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

To ensure compliance with European Union regulations, use shielded interface cables.

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

Copy Regulations

United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:
 - Certificates of Indebtedness
 - National Bank Currency
 - Coupons from Bonds
 - Federal Reserve Bank Notes
 - Silver Certificates
 - Gold Certificates
 - United States Bonds
 - Treasury Notes
 - Federal Reserve Notes
 - Fractional Notes
 - Certificates of Deposit
 - Paper Money
 - Bonds and Obligations of certain agencies of the government, such as FHA, etc.
 - Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
 - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
 - Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
 - Postal Money Orders
 - Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.
 - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
6. Passports. Foreign Passports may be photographed.
7. Immigration papers.

8. Draft Registration Cards.
9. Selective Service Induction papers that bear any of the following Registrant's information:
 - Earnings or Income
 - Court Record
 - Physical or mental condition
 - Dependency Status
 - Previous military service

Exception: United States military discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (Unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states:

- Automobile Licenses
- Drivers' Licenses
- Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

United States

Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox equipment does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

Note: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

European Union

Radio Equipment & Telecommunications Terminal Equipment Directive

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the European countries.

In the event of a problem you should contact your authorized local dealer in the first instance. This product has been tested to and is compliant with TBR21, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

Note: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

South African Statement

This modem must be used in conjunction with an approved surge protection device.

New Zealand Telecom Warning Notice

1. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility should difficulties arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, and arrange for its disposal or repair.
3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.

4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and may also cause a false answer condition. Should such problems occur, the user should NOT contact the Telecom Faults Service.

The preferred method of dialing is to use DTMF tones, as this is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.

5. Warning Notice: No '111' or other calls can be made from this device during a mains power failure.
6. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
7. Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom's Specifications:

For repeat calls to the same number:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

For automatic calls to different numbers:

- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than 5 seconds between the end of one call attempt and the beginning of another.

8. For correct operation, total of the RN's of all devices connected to a single line at any time should not exceed 5.

Material Safety Data Sheet

For Material Safety Data information regarding your Phaser 6128MFP printer, go to:

- United States and Canada: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe

For the customer support, go to www.xerox.com/office/6128MFPsupport.

Printer Recycling and Disposal C

All Countries

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of lead, mercury, and perchlorate is fully consistent with regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance website: www.eiae.org. Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

European Union

Some equipment may be used in both a domestic/household and a professional/business application.

Domestic/Household Environment



Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment

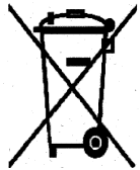


Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local reseller or Xerox representative for end of life takeback information.

Information for Users on Collection and Disposal of Old Equipment and Used Batteries



These symbols on the products, and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

For business users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on disposal in other countries outside the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.



Note for the battery symbol

This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Removal

Batteries should only be replaced by a MANUFACTURER approved service facility.

North America

Xerox operates an 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 or for recycling and disposal information, contact your local authorities.

Other Countries

Please contact your local waste authorities and request disposal guidance.

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