Phaser® 6140
Color Laser Printer

Phaser® 6140
User Guide

English		**Nederlands**	Gebruikershandleiding	**Magyar**	Felhasználói útmutató
Français	Guide d'utilisation	**Svenska**	Användarhandbok	**Русский**	Руководство пользователя
Italiano	Guida dell'utente	**Dansk**	Betjeningsvejledning	**Türkçe**	Kullanıcı Kılavuzu
Deutsch	Benutzerhandbuch	**Čeština**	Uživatelská příručka	**Ελληνικά**	Εγχειρίδιο χρήστη
Español	Guía del usuario	**Polski**	Przewodnik użytkownika		
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Safety

1

This chapter includes:

- Electrical Safety on page 10
- Operational Safety on page 12
- Maintenance Safety on page 14
- Printer Symbols on page 15

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

General Guidelines

Warning: Do not push objects (including paper clips or staples) 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.

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

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

Laser Safety

This printer complies with laser printer 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.

Warning: Use of controls, adjustments, or performance of procedures other than those specified in this manual can result in hazardous radiation exposure.

Power Cord

- 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.
- Only use an extension cord or power strip designed to handle the electrical current capacity of the printer.

- 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.

The power cord is attached to the printer as a plug-in device on 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.

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.

Operational Guidelines

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

Ozone Release

During print operation, a small quantity of ozone is released. This amount is not large enough to harm anyone adversely. However, be sure the room where the printer is being used has adequate ventilation, especially if you are printing a high volume of materials, or if the printer is being used continuously over a long period.

Printer Location

- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in a dust-free area where there is adequate space for operation and servicing. For details, see Choosing a Location for the Printer on page 31.
- Do not store or operate the printer in an extremely hot, cold, or humid environment. For specifications on optimum performance environment, see Environmental Specifications on page 155.
- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold the weight of the printer. The base printer weight without any packaging materials is approximately 18.4 kg (40.57 lb.).
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning unit.
- Do not place the printer in locations susceptible to vibrations.
- For optimum performance, use the printer at elevations below 3,000 m (11,480 ft.).

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.

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. Clean with a dry, lint-free cloth only.
- Do not burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

See also:

Printer Symbols

The following safety symbols are marked on the printer.

Symbol	Description
⚠️	Warning or Caution: Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to the property.
⚠️	Hot surface on or in the printer. Use caution to avoid personal injury.
🚫	Do not touch components with this symbol as personal injury could result.
🚫	Do not expose the item to light.
🚫	Do not burn.
175ºC 347ºF 00:40 6140-040	It may take 40 minutes for the fuser to cool down.

Safety

Features

2

This chapter includes:

Main Components and Their Functions

This section includes:
- Front View on page 18
- Rear View on page 19
- Internal Components on page 20
- Control Panel on page 21

Front View
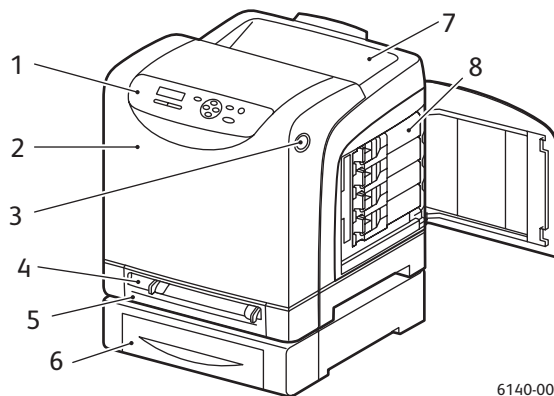
6140-001

Phaser 6140 printer (with optional 250-sheet feeder)

1. Control panel

2. Front cover

3. Button for opening the front cover and for releasing the duplex unit.

4. Manual feed slot

5. Paper tray (Tray 1 if optional 250-sheet feeder is installed).

6. Optional 250-sheet feeder (Tray 2)

7. Output tray

8. Toner cartridges

Rear View

6140-002
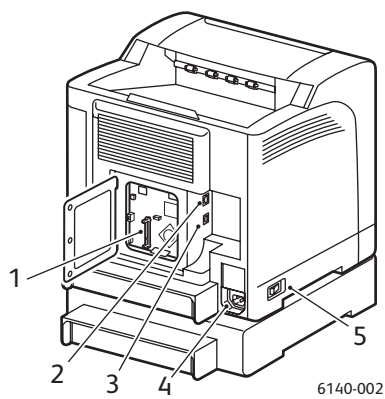
1. Optional memory slot

2. Network connector

3. USB port

4. Power cord connector

5. Power switch

Internal Components

6140-003
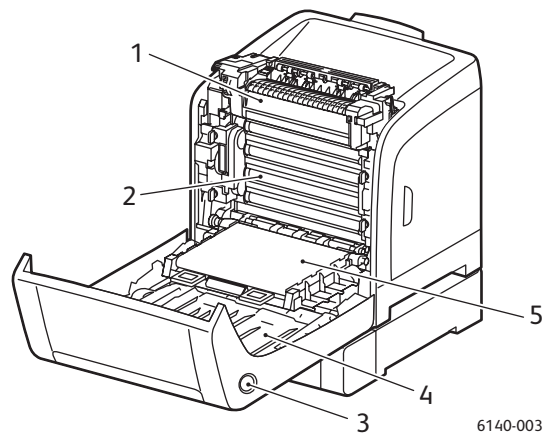
Phaser 6140/DN

1. Fuser

2. Imaging unit

3. Button for opening the front cover and releasing the duplex unit.

4. Duplex unit

5. Transfer belt unit (with Tray 1 removed so the transfer belt unit folds down completely).

Control Panel

The control panel displays two screen types:

- Print screens, for displaying printer status.
- Menu screens, for configuring settings.
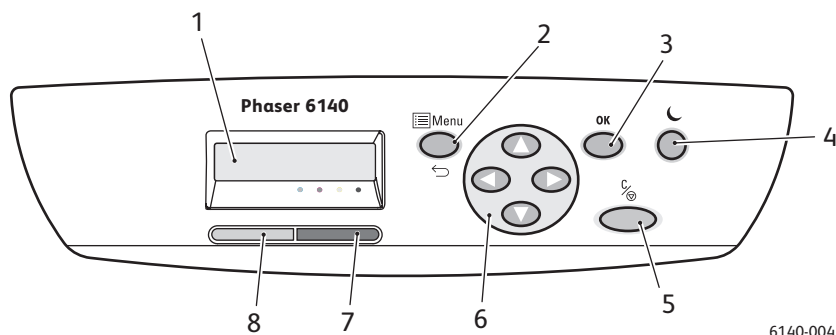
1. **Menu Display** window

   Displays status messages, menus, and toner levels.

2. **Menu** button

   Scrolls to the menu option. Switches the display between the menus and the print screen.

3. **OK** button

   Selects the displayed menu option and also prints reports and lists.

4. **Wake Up / Power Saver** button

   Stays lit in Power Save mode. Press to exit Power Save mode and "wake up" the printer when in sleep mode. When printer is idle, press to manually put the printer in sleep mode.

5. **Cancel Job** button

   Cancels the current print job.

6. **Navigation / Menu select** buttons

   Up / Down Arrow buttons:

   Press to scroll up and down through the menu display.

   Back / Forward Arrow buttons:

   Press to move left and right through the menu display.

   Back Arrow button:

   Press to back out of a menu level. Press to display the Walk-Up Features menu.

7. **Error Indicator** light

   Lights up to indicate an error condition or warning that can be resolved by the user.

   Blinks when an error occurs that cannot be resolved by the user.

   Off when the printer is operating properly.

8. **Ready Indicator** light

   Lights up when the printer is ready to receive data.

   Blinks when the printer is busy receiving data.

   Off when an error occurs or when the printer is in Power Saver mode.

Configurations and Options

This section includes:

Configurations

The Phaser 6140 printer is available in two configurations:

- Phaser 6140/N: All standard features listed below in the Standard Features section.
- Phaser 6140/DN: All standard features listed below plus a duplex unit.

    Note: You can order additional memory, trays, and the duplex unit (for automatic 2-sided printing) if these items are not standard on your printer.

Standard Features

All configurations of the Phaser 6140 printer come with the following features:

- 250-sheet tray (Tray 1)
- Single-sheet manual feed slot
- 256 MB Memory (RAM)

    Note: All printer configurations have one memory slot supporting 256 MB, 512 MB, 768 MB, or 1024 MB DDR2 DIMMs, to a maximum of 1280 MB (256 MB standard + 1024 MB optional).

- 10Base-T/100Base-TX Ethernet interface (Network connection)
- USB 2.0 connection
- Power Saver Mode
- PrintingScout printer monitoring utility (Windows only)
- Printer information pages (Menu Map, Configuration Page, Demo Page)
- Billing meters
- Admin menu with control panel lock

Additional Capabilities

These features are built in to the printer but require additional memory to function. You can purchase additional memory. For details, see Optional Features on page 23.

- **Walk-Up Printing**: Printing a stored print job directly from the printer control panel.
- **RAM Disk**: Allocates memory to the RAM Disk file system for Collation, Secure Print, Proof Print, Form Overlay, and Font Download.
- **Collation**: Allows jobs to be stored in memory so that multiple copies can be printed in page sequence order: 123, 123, 123, 123, instead of 1111, 2222, 3333.

- **Secure Print**: Data can be stored in memory and require a password to be printed.
- **Proof Print**: Multiple copies can be stored in memory but allow you to print only the first set to check the print results. If satisfactory, the rest can be printed from the printer control panel.
- **Form Overlay**: Enables writing PCL5 forms.
- **Font Download**: Enables the downloading of fonts to the RAM Disk.

Optional Features

You can purchase equipment for the following features:
- Duplex unit for automatic 2-sided printing (optional for Phaser 6140/N).
- 250-sheet feeder (Tray 2)
- Wireless LAN
- 512 MB / 1024 MB memory upgrade

See also:

Power Saver Mode

This section includes:

The printer is equipped with a Power Saver mode to reduce power consumption when it is left idle for a specified period of time. When no print data is received for the duration set in the Power Saver Time, (30 minutes is the default), the printer enters Power Saver mode. Time ranges from 5 minutes to 60 minutes can be specified, in one-minute increments. Power consumption during Power Saver mode is 8 W or less, and the time required to exit from Power Saver mode to a print-ready status is about 20 seconds.

Setting the Power Saver Time

1. On the printer control panel, press the **Menu** button.
2. Press the **Down Arrow** button to go to **Admin Menu** and then press the **OK** button.
3. Arrow down to **System Setup** and then press **OK**.
4. At **Power Saver Time**, press **OK**.
- Do one of the following:
    - To increase the amount of time, press the **Up Arrow** button until the desired time is reached (maximum is 60 minutes).
    - To decrease the amount of time, press the **Down Arrow** button until the desired time is reached (minimum is 5 minutes).
5. Press **OK**.

Exiting Power Saver Mode

The printer automatically cancels Power Saver mode when it receives data from a connected computer. However, you can cancel Power Saver mode by pressing the **Wake Up** button on the printer control panel. For an illustration showing the location of the Wake Up button, see Control Panel on page 21.

Starting Power Saver Mode

If you will not be using the printer for a while and want to switch into Power Saver mode without having to wait for it to do so automatically from the default settings, press the **Wake Up** button on the printer control panel. The printer must currently be idle and have been idle for at least one minute when you press the Wake Up button. If the printer is receiving data, or is calibrating after having been in Power Saver mode or having been restarted after a cleared jam, or if you have pressed another button within the last minute, it will not go into Power Saver mode.

Information Pages

This section includes:

Your printer comes with a set of information pages to help you track the printer's performance and diagnose problems so you can obtain the best results from your printer. You access these pages from the printer control panel. Listed below are the two most commonly used information pages. For a complete list and explanation of printer information pages, see Information Pages Menu on page 97.

Menu Map

The Menu Map lists all main and second-level menu headings that you can use to help you navigate the printer control panel menus. The Menu Map also lists other information pages available for printing.

To print the Menu Map:

1. On the printer control panel, press the **Menu** button.
2. At **Information Pgs**, press the **OK** button.
3. At **Menu Map**, press **OK**.

Configuration Page

This page lists printer information such as default printer settings, installed options, network settings (IP address, for example), and font settings. Use the information on this page to help you configure network settings for your printer, and to see page counts and system settings.

> Note: By default, the Configuration page prints automatically each time the printer is turned on. You can disable this feature in the System Setup Menu under the Admin Menu settings. For details, see System Setup Menu on page 101.

To print the Configuration page:

1. On the printer control panel, press the **Menu** button.
2. At **Information Pgs**, press the **OK** button.
3. Press the **Down Arrow** button to go to **Configuration** and then press **OK** to print.

CentreWare Internet Services

Note: This section applies to Phaser 6140/N or Phaser 6140/DN printer configurations connected to a network.

CentreWare Internet Services (CentreWare IS) enables you to easily manage, configure, and monitor a network printer using a Web browser on a network computer. CentreWare IS gives you access to printer status, configuration, security settings, diagnostic functions, and more.

To access CentreWare IS, first make sure your printer is turned on, then enter your printer's IP address in your computer's Web browser. For details, see Finding Your Printer's IP Address on page 37.

CentreWare IS enables you to:
- Configure the printer, email, and network settings from your computer.
- See printer information such as serial number, memory, and installed options.
- Check supplies status from your desktop, saving a trip to the printer.
- View a usage summary.

Note: CentreWare IS requires a Web browser and a TCP/IP connection between the printer and the network (in Windows or Macintosh environments). TCP/IP and HTTP must be enabled in the printer, and a browser that supports JavaScript is required. If JavaScript is disabled, a warning message appears and CentreWare IS may not function properly.

More Information

The following links provide more information about your printer and its capabilities.

Information	Source
Installation Guide	Packaged with printer.
Quick Use Guide	Packaged with printer.
User Guide (PDF)	*Software and Documentation CD*
Video Tutorials	www.xerox.com/office/6140docs
Recommended Media List	Europe: www.xerox.com/europaper North America: www.xerox.com/paper
Online Support Assistant	www.xerox.com/office/6140support
Technical Support	www.xerox.com/office/6140support
Information pages	Print from the control panel menu.

Features

Installation and Setup

3

This chapter includes:

See also:

Online Support Assistant at www.xerox.com/office/6140support

Installation and Setup Overview

Before using the printer, you must:

1. Make sure the printer is set up correctly in an appropriate location. For details, see Choosing a Location for the Printer on page 31.
2. Select a connection method. For details, see Choosing a Connection Method on page 32.
3. Make sure the printer is connected correctly. For details, see Connecting the Printer on page 32.
4. Turn on the printer and the computer. The printer's Configuration page should print by default. If it does not, see Configuration Page on page 25. If you are connected to a network, keep the Configuration page for referencing network settings such as your printer's IP address.
5. If connected to a network, configure network settings. For details, see Configuring Network Settings on page 34.
6. Install drivers and software utilities from the *Software and Documentation CD*. The software installation procedure used depends on your connection type (network or USB). For details, see Installing the Printer Drivers on page 38.

    Note: If the *Software and Documentation CD* is not available, you can download the latest drivers from www.xerox.com/office/6140drivers.

Choosing a Location for the Printer

1. Select a dust-free area with temperatures between 10°–32°C (50°–90°F), and relative humidity between 15–85 %.

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

2. Place the printer on a level, solid, non-vibrating surface with adequate strength for the weight of the printer. The printer should be horizontal with all four feet in solid contact with the surface. The printer weight, without the options or paper, is 18.4 kg (40.57 lb.). With the 250-sheet feeder, the duplex unit, and consumables, the weight is 23.8 kg (52.47 lb.).

3. Ensure your printer has the proper amount of clearance for all of its features, including any options you purchased. See the following measurements.

    The recommended minimal spacing for the printer is:

    Overhead Clearance:

    200 mm (7.9 in.) above the printer for clearance when opening the front door

    Height Requirement:

    *   Printer: 415 mm (16.3 in.)
    *   With 250-sheet feeder: add 108 mm (4.25 in.)

    Other Clearances:

    *   100 mm (3.9 in.) behind the printer
    *   600 mm (23.6 in.) in front of the printer
    *   100 mm (3.9 in.) on the left side of the printer
    *   250 mm (9.8 in.) on the right side of the printer

4. After positioning the printer, you are ready to connect it to the power source and computer or network. Go to the next section, Connecting the Printer on page 32.

Connecting the Printer

This section includes:

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-
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Choosing a Connection Method

The printer can be connected to your computer via a USB cable or an Ethernet cable. The method you choose depends on whether or not your computer is connected to a network. A USB connection is a direct connection, is not used for networking, and is the easiest to set up. An Ethernet connection is used for networking. There are many ways that printers and computers can be connected on a network, so if you are going to use a network connection, you will need to know how your computer is connected to your network (for example, via a router connected to a cable or DSL modem). For more information, see About TCP/IP and IP Addresses on page 34.

> Note: Hardware and cabling requirements vary for the different connection methods. Routers, network hubs, network switches, modems, Ethernet and USB cables are not included with your printer and must be purchased separately.

- **Network**: If your computer is connected to an office network or a home network (whether a hard connection or wireless), you will use an Ethernet cable to connect the printer to the network instead of directly to the computer. An Ethernet network can be used for one or more computers and supports many printers and systems simultaneously. An Ethernet connection is recommended because it is faster than a USB connection and it allows you direct access to the printer's settings via CentreWare IS.
- **USB**: If you are connecting the printer to one computer and do not have a network, you will use a USB connection. While a USB connection offers fast data speeds, it is not as fast as an Ethernet connection and does not provide access to CentreWare IS. To use USB, PC users must have Windows 2000/XP/Server 2003 or newer. Macintosh users must use Mac OS X, version 10.3 and higher.

Connecting via a Network

To connect the printer to a network:

1. Make sure the printer is turned off.
2. Attach an Ethernet RJ-45 cable from the printer to the network or router socket. You will need an Ethernet hub, or a DSL or Cable router (direct or wireless), and two or more twisted-pair Ethernet RJ-45 cables (one cable for each device). To connect using an Ethernet hub or router, first connect the computer to the hub/router with one cable and then connect the printer to the hub/router with the second cable. Connect to any port on the hub/router except the uplink port.
3. Attach the power cord and then plug in the printer and turn it on. For safety information, see Power Cord on page 10.
4. You will need to manually set or automatically discover the printer's IP (network) address. Go to Assigning the Printer's IP Address on page 34.

Connecting via USB

To use USB, PC users must have Windows 2000/XP/Server 2003 or newer. Macintosh users must use Mac OS X, version 10.3 and higher.

To connect the printer to the computer via USB cable:

1. Make sure the printer is turned off.
2. Connect one end of a standard A/B USB 2.0 cable to the printer's USB port.
3. Attach the power cord and then plug in the printer and turn it on. For safety information, see Power Cord on page 10.
4. Connect the other end of the USB cable to the computer's USB port.
5. When the Windows Found New Hardware Wizard appears, cancel it.
6. You are ready to install the printer drivers. Go to Installing the Printer Drivers on page 38.

Configuring Network Settings

This section includes:
- About TCP/IP and IP Addresses on page 34
- Assigning the Printer's IP Address on page 34
- Changing the IP Address Using CentreWare IS on page 36
- Finding Your Printer's IP Address on page 37

Note: These instructions apply to the printer when it is connected to a network. If you have a USB connection to the printer, you can skip this section.

About TCP/IP and IP Addresses

PCs and printers primarily use TCP/IP protocols to communicate over an Ethernet network. Generally, Macintosh computers use either TCP/IP or the Bonjour protocol to communicate with a network printer. For Macintosh OS X systems, TCP/IP is preferred. Unlike TCP/IP, however, Bonjour does not require printers or computers to have IP addresses.

With TCP/IP protocols, each printer and computer must have a unique IP address. Many networks and Cable and DSL routers have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically assigns an IP address to every PC and printer on the network that is configured to use DHCP.

If you use a Cable or DSL router, see your router's documentation for information on IP addressing.

Assigning the Printer's IP Address

This section includes:
- Allowing the IP Address to be Assigned Automatically on page 35
- Assigning the IP Address Manually on page 35
- Changing the IP Address Using CentreWare IS on page 36

By default, the printer is set to be automatically recognized by the network, acquiring an IP address using DHCP. Network addresses assigned by DHCP are temporary, however. After a specified time, the network may assign a new IP address to the printer. This may cause a connectivity problem if the printer driver is set to an IP address that changes periodically. If this becomes a problem for you, or if your network administrator requires a static IP address for the printer, you can assign the IP address to the printer manually. For details, see Assigning the IP Address Manually on page 35.

Note: You can view your printer's IP address from either the Configuration page or the printer control panel. For details, see Finding Your Printer's IP Address on page 37.

Allowing the IP Address to be Assigned Automatically

If you have specified a static IP address and at some point want to re-enable automatic assigning of the printer's IP address, you can do this from the printer control panel.

1. On the printer control panel, press the **Menu** button.
2. Press the **Down Arrow** button to go to **Admin Menu** and then press the **OK** button.
3. At **Network Setup**, press **OK**.
4. Arrow down to **TCP/IP** and press **OK**.
5. Arrow down to **IPv4** and press **OK**.
6. At **Get IP Address**, press **OK**.
7. Arrow down to **DHCP/AutoIP** and press **OK**.

Assigning the IP Address Manually

These instructions are for assigning a static IP address to your printer from the printer's control panel. Once an IP address is assigned, you can change it using CentreWare IS.

To assign a static IP address to the printer:

1. You will need the following information to assign the IP address:
   - An **IP address** properly configured for your network.
   - The **Network Mask** address
   - The default **Router/Gateway address**

   If you are on a network managed by a network administrator, contact your network administrator to obtain the network information.

   If you are on a home network that uses a router or other device to connect the printer to the network, refer to the router/device documentation for instructions on assigning network addresses. The router/device documentation should give you a range of acceptable address numbers you can use. It is important that the addresses be similar to those used by other printers and computers on the network, but not the same; only the last digit needs to be different. For example, your printer can have the IP address 192.168.1.2 while your computer has the IP address 192.168.1.3. Another device can have the IP address 192.168.1.4.

   Note: To reduce the chance of the router assigning the printer's static IP address to another computer that obtains its IP address dynamically, give the printer an address at the higher end of the address range allowed by the router/device. For example, if your computer has the IP address 192.168.1.2, and your router/device allows IP addresses up to 192.168.1.25, select an IP address between 192.168.1.20 and 192.168.1.25.

2. On the printer control panel, press the **Menu** button.
3. Press the **Down Arrow** button to go to **Admin Menu** and then press the **OK** button.
4. At **Network Setup**, press **OK**.
5. Arrow down to **TCP/IP** and press **OK**.
6. Arrow down to **IPv4** and press **OK**.
7. At **Get IP Address**, press **OK**.
8. Arrow down to **Panel** and press **OK** to enable this option.

9. Press the **Back Arrow** button once to return to the IPv4 menu and then arrow down to **IP Address** and press **OK**.

   You use the Up, Down, Back and Forward Arrow buttons to select the IP address. When undefined, the address is 000.000.000.000. Beginning with the first bank of numbers, use the following method to select the IP address:

10. Press the **Up Arrow** button to scroll through the numbers until you reach the desired number, then press the **Forward Arrow** button once to go to the next bank of numbers. Repeat the process: press the **Up Arrow** button until you reach the desired number, then press the **Forward Arrow** button once to move to the next bank, etc. To scroll down through the numbers, press the **Down Arrow** button. To scroll quickly to a high number, hold down the arrow button. To go back to a bank of numbers, press the **Back Arrow** button.

11. When finished, press **OK** to confirm the address.

12. Press the **Back Arrow** button once and then press the **Down Arrow** button to go to **Network Mask** and then press **OK**. Repeat steps 10 and 11 to select the Network Mask address.

13. Press the **Back Arrow** button once and then press the **Down Arrow** button to go to **Gateway Address** and then press **OK**. Repeat steps 10 and 11 to select the Gateway Address.

14. Print the Configuration page to verify the new settings. For details, see Configuration Page on page 25.

15. You are ready to install software. Go to Installing the Printer Drivers on page 38.

See also:

   Online Support Assistant at www.xerox.com/office/6140support

Changing the IP Address Using CentreWare IS

To change the printer's IP address using CentreWare IS:

1. Launch your computer's Web browser and then type the printer's IP address into the browser's Address field using this format: http://xxx.xxx.xxx. Type the address separating the groups of numbers by periods. If the address only has two numbers in a group instead of three, then enter only those two numbers; do not enter a zero as a placeholder.

2. On the right side of the page, click the **Properties** button.

3. In the navigation pane on the left of the page, expand the **Protocols** link if it is not already expanded, then click **TCP/IP**.

4. The TCP/IP - IPv4 page opens. In the middle box, make the desired changes. For example, to change the way the printer acquires the IP address, in the **Get IP Address** field, select a method from the drop-down list.

5. When done making changes, scroll to the bottom of the page and click the **Save Changes** button.

Finding Your Printer's IP Address

To access your printer's settings from CentreWare IS, and to install the printer drivers for a network-connected printer, you need to know your printer's IP address. The printer's IP address is printed on the Configuration page and can be displayed on the printer control panel.

To print the Configuration page:

1. On the printer control panel, press the **Menu** button.
2. At **Information Pgs**, press the **OK** button.
3. Press the **Down Arrow** button to go to **Configuration** and then press **OK**.

   The printer's IP address is listed in the Network Setup section of the page.

   Note: The first time you plug in your printer, it will automatically print the Configuration page. If the IP address listed on the page is 0.0.0.0, the printer has not had time to acquire an IP address from the DHCP server. Wait a minute or two and then print the Configuration page again.

To get the printer's IP address from the printer control panel:

1. On the printer control panel, press the **Menu** button.
2. Press the **Down Arrow** button to go to **Admin Menu** and then press the **OK** button.
3. At **Network Setup**, press **OK**.
4. Arrow down to **TCP/IP** and press **OK**.
5. Arrow down to **IPv4** and press **OK**.
6. Arrow down to **IP Address** and press **OK**.

   The printer's IP address is displayed.

Installing the Printer Drivers

This section includes:

Operating System Requirements

- PC: Windows 2000/2003 server / XP pro / XP / Vista
- Macintosh: OS version 10.3.9 to 10.5
- Linux/UNIX: Red Hat / SuSe / TurboLinux 10 Desktop

Available Drivers

To access special printing options, use a Xerox printer driver. Xerox provides drivers for a variety of page description languages and operating systems. The following printer drivers are available. The software CD listed in the Source column refers to the *Software and Documentation CD* that came packaged with your printer. The website from which you can download drivers is www.xerox.com/office/6140drivers.

Printer Driver	Source	Description
Adobe PostScript 3 Driver	Software CD and Web	The PostScript driver is recommended to take full advantage of your system's custom features and genuine Adobe PostScript. (Default printer driver.)
PCL6	Software CD and Web	The Printer Command Language driver can be used for applications requiring PCL.
Mac OS X (version 10.3 and higher) Driver	Software CD and Web	This driver enables printing from a Mac OS X (version 10.3 and higher) operating system.
UNIX	Web only	This driver enables printing from a UNIX operating system.
Linux	Software CD	This driver enables printing from a Linux operating system.

Installing the Printer Drivers for Windows

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

1. Insert the CD into your computer's CD drive. If the installer does not start automatically, navigate to your computer's CD drive and double-click the **Setup.exe** installer file.

2. At the bottom of the installer screen, click the **Language** button, select your language, then click **OK**.

3. Click **Install Print Driver**.

4. At the License Agreement screen, click **I Agree** to accept the license agreement. The Xerox Printer Installation screen appears.

5. In the Discovered Printers list, select your **Phaser 6140** printer and then click **Next**.

   Note: If you are installing drivers for a network-connected printer and you do not see your printer displayed in the list, click the **IP Address or DNS Name** button on the right. In the IP Address or DNS Name field, type your printer's IP address and then click **Search** to locate your printer. If you do not have your printer's IP address, see Finding Your Printer's IP Address on page 37.

6. In the Installation Options screen, select **PostScript** and/or **PCL 6**.

   Note: You can install both drivers at once. Each will be displayed in your printer list after installation.

7. Click **Install** to start the installation.

8. When the installation is complete, at the Installation Status screen, select the following:
   - **Set Printer As Default** (optional)
   - **Print a Test Page**
   - **Share Printer** (optional)

9. Click **Finish**.

10. At the Product Registration screen, select your country from the list and then click **Next**. Complete the registration form and submit it.

    If you selected to print a test page, the printer prints a test page for each driver you installed.

    Note: PrintingScout is a separate option from the printer driver. To install PrintingScout, go to Installing PrintingScout on page 43.

See also:

> Online Support Assistant at www.xerox.com/office/6140support

Installing the Printer Driver for Macintosh OS X

The installation process for Macintosh OS X is the same for versions 10.3, 10.4, and 10.5.

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

1. Insert the *Software and Documentation CD* into your computer's CD drive.

2. On your desktop, double-click the **Phaser 6140** icon.

3. Click **Phaser 6140 Installer**.

4. If prompted to enter your password, do so and then click **OK**.

5. At the Introduction installer window, click **Continue**.
6. Read the license agreement, click **Continue** and then click **Agree**.
7. Click **Install**.

    When the driver is finished installing, your browser opens to an online registration form.
8. Complete the online registration and then close the browser.
9. At the Finish Up window, click **Quit**.
10. Next, add the printer to your printer queue. For details, see Adding the Printer for Macintosh on page 40.

Adding the Printer for Macintosh

This section includes:

For networking, you can set up your printer using Bonjour (Rendezvous), or connect using your printer's IP address for an LPD/LPR connection for Macintosh OS X, version 10.3 and higher. For a non-network printer, create a desktop USB connection.

See also:

Online Support Assistant at www.xerox.com/office/6140support

Adding the Printer: OS X Version 10.3

1. Do one of the following:
    - Open the **Applications** folder and then open the **Utilities** folder. Open the **Printer Setup Utility**.
    - From the dock, click the **Printer Setup Utility**.
2. In the top row of the window, click the **Add** icon.
3. Do one of the following:
    - If your computer has a network connection to the printer, confirm that the first drop-down menu is set to **Rendezvous**.
    - If your computer has a USB connection to the printer, confirm that the first drop-down menu is set to **USB**.
4. In the window, select your printer.
5. From the Printer Model drop-down list, select **Xerox**.

6. Select your printer model from the list of Xerox printers and then click **Add**.

    Note: If your printer was not detected, verify that the printer is on and that the Ethernet or USB cable is connected properly. If you have verified that the printer is on and connected correctly and you are using an Ethernet cable to connect to a network, try adding the printer using the IP address. See the following set of instructions for details.

Adding the Printer: OS X Version 10.3 LPR (IP Address) Connection

1. Open the **Printer Setup Utility** for Mac OS X, version 10.3.
2. Click the **Add** button.
3. From the Printer Browser menu, select **IP Printing**.
4. From the second pull-down menu, select **LPD/LPR**.
5. In the Printer Address field, enter the printer's IP address. To find your printer's IP address, see Finding Your Printer's IP Address on page 37.
6. Verify that the Queue Name field is blank.
7. Select **Xerox** from the Printer Model pull-down menu and then select the corresponding PPD file with your printer name, either **Xerox Phaser 6140DN PS** or **Xerox Phaser 6140N PS**.
8. Click the **Add** button. The printer is added to the list.

Adding the Printer: OS X Version 10.4

1. Open the **Applications** folder and then open **System Preferences**.
2. Open **Print & Fax** and then select the **Printing** tab.
3. Click the plus button (**+**) below the list of printers.
4. In the top row of the window, click the **Default** icon.
5. In the list of printers, select your printer and then click **Add**.

    Note: If your printer was not detected, verify that the printer is on and that the Ethernet or USB cable is connected properly.

Adding the Printer: OS X Version 10.4 LPD (IP Address) Connection

1. Click the **Apple** menu and select **System Preferences** and then select **Print and Fax**.
2. Click the plus button (**+**) below the list of printers.
3. Click the **Add Printer** button.
4. From the drop-down menu, select **IP Printing**.
5. In the Address field, enter the printer's IP address.
6. Verify that the Queue field is blank.
7. Click **Print Using** and then select **Xerox** from the Printer Model menu. Select the corresponding PPD file for your printer.
8. Click the **Add** button. The printer is added to the list.
9. Close the Print and Fax window.

Adding the Printer: OS X Version 10.5

1. From the **Applications** folder or from the dock, open **System Preferences**.
2. Open **Print & Fax**. The list of printers appears on the left of the window.
3. Click the plus (**+**) button under the list of printers.
4. Click the **Default** icon at the top of the window.
5. Select your printer from the list and click **Add**.

   Note: If your printer was not detected, verify that the printer is on and that the Ethernet or USB cable is connected properly.

Installing PrintingScout

Note: PrintingScout is a Windows-only utility.

The PrintingScout utility enables you to monitor the status of print jobs and printer supplies from your computer. 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.

1. Insert the *Software and Documentation CD* into your computer's CD drive. If the installer does not start automatically, navigate to your computer's CD drive and double-click the **Setup.exe** installer file.
2. At the installer screen, click **Install PrintingScout**.
3. In the Choose Setup Language window, select your language and then click **Next**.
4. At the Xerox PrintingScout screen, click **Next**.
5. Read the license agreement and then click **I accept the terms of the license agreement**. Click **Next**.
6. At the next screen, accept the default installation destination by clicking **Next**.
7. Click **Next**.
8. Click **Finish**.

   The PrintingScout icon appears on the right in your Window's Taskbar.

See also:

Enabling Optional Features

This section includes:

If your printer includes the duplex unit (Phaser 6140/DN printer configuration), 250-sheet feeder, RAM Disk, or extra memory, you must enable these options in each printer driver before you can use these features.

Enabling Optional Features for the Windows PostScript Driver

This section includes:

Enabling Optional Features for a Network-Connected Printer

1. Navigate to your computer's list of printers:
   - For Windows XP, click **Start > Settings > Printers and Faxes**.
   - For Windows Vista, click **Start > Control Panel > Hardware and Sound > Printers**.
   - For Windows 2000 and Windows Server 2003, click **Start > Settings > Printers**.
   - For Windows Server 2008, click **Start > Settings > Printers**.
2. In the list of printers, right-click the **Phaser 6140 PS** printer and select **Properties**.
3. Click the **Configuration** tab and then click the **Get Information from Printer** button.

   The printer's IP address should appear in the Network Address section.
4. Click **Apply**.
5. You can verify that the installed optional features have been enabled: click the **Device Settings** tab and then scroll down to view the Installable Options section.
6. Click **OK** to close the Properties dialog box.

Enabling Optional Features for a USB Cable-Connected Printer

1. Navigate to your computer's list of printers:
   - For Windows XP, click **Start > Settings > Printers and Faxes**.
   - For Windows Vista, click **Start > Control Panel > Hardware and Sound > Printers**.
   - For Windows 2000 and Windows Server 2003, click **Start > Settings > Printers**.
   - For Windows Server 2008, click **Start > Settings > Printers**.
2. In the list of printers, right-click the **Phaser 6140 PS** printer and select **Properties**.
3. In the Properties dialog box, click the **Device Settings** tab.
4. Click the plus sign (**+**) to the left of Installable Options to expand and see the list of optional features.

5. Enable the installed features:
    - To specify the amount of RAM memory available, click **Memory** and then select the amount of memory from the drop-down list.
    - To enable the 250-sheet feeder, click **Paper Tray Configuration** and select **2-Tray** from the drop-down list.
    - If you have enough memory to use the RAM Disk feature (minimum of 512 MB required), click **RAM Disk** and select **Available** from the drop-down list.
    - To enable the duplex unit, click **Duplex Unit** and select **Available** from the drop-down list.
6. Click **OK**.

Enabling Optional Features for the Windows PCL Driver

This section includes:

Enabling Optional Features for a Network-Connected Printer

1. Navigate to your computer's list of printers:
    - For Windows XP, click **Start** > **Settings** > **Printers and Faxes**.
    - For Windows Vista, click **Start** > **Control Panel** > **Hardware and Sound** > **Printers**.
    - For Windows 2000 and Windows Server 2003, click **Start** > **Settings** > **Printers**.
    - For Windows Server 2008, click **Start** > **Settings** > **Printers**.
2. In the list of printers, right-click the **Phaser 6140 PCL** printer and select **Properties**.
3. In the Properties dialog box, click the **Options** tab.
4. Click the **Get Information from Printer** button.

    The printer's IP address should appear in the Network Address section, the installed optional features should be listed as Available in the Items list, and the amount of memory installed should appear in the Memory Capacity field.
5. Click **OK**.

Enabling Optional Features for a USB Cable-Connected Printer

1. Navigate to your computer's list of printers:
    - For Windows XP, click **Start** > **Settings** > **Printers and Faxes**.
    - For Windows Vista, click **Start** > **Control Panel** > **Hardware and Sound** > **Printers**.
    - For Windows 2000 and Windows Server 2003, click **Start** > **Settings** > **Printers**.
    - For Windows Server 2008, click **Start** > **Settings** > **Printers**.
2. In the list of printers, right-click the **Phaser 6140 PCL** printer and select **Properties**.
3. In the Properties dialog box, click the **Options** tab.

    The Items box lists the printer options. To the right of each item is the status, either Available or Not Available, or in the case of Memory Capacity, the amount of RAM in MB.

4. To enable the items that are installed in your printer, select the item in the list and then, in the Settings for: drop-down list, select **Available**. If you are enabling additional memory, then in Memory Capacity, select the amount of RAM in MB from the list.

5. Click **OK**.

Enabling Optional Features for Macintosh

This section includes:

Enabling Optional Features for Macintosh OS X Version 10.3

1. From the **Applications** folder or from the dock, open **System Preferences**.
2. Open **Print & Fax**. The list of printers appears on the left of the window.
3. In the Printer list, select your printer and then click the **Show Info** icon in the top row of the window.
4. In the Printer Info window, from the first drop-down list, select **Installable Options**.
5. Select all that apply:
   - If you have added the optional additional memory, select the amount of total memory from the Memory list.
   - If you have the optional 250-sheet feeder installed (Tray 2), then select **2-Tray** from the Paper Tray Configuration list.
   - If you have enough memory to use the RAM Disk function (minimum 512 MB required), select the **RAM Disk** check box.
   - If the duplex unit is installed, select the **Duplex Unit** check box.
6. Click the **Apply Changes** button.
7. Close the window.

Enabling Optional Features for Macintosh OS X Versions 10.4 and 10.5

These instructions apply to Macintosh OS X version 10.5. If your version of OS X is 10.4, the steps may vary slightly.

1. From the **Applications** folder or from the dock, open **System Preferences**.
2. Open **Print & Fax**. The list of printers appears on the left of the window.
3. Select your printer in the list and then click the **Options & Supplies** button.
4. In the window, click the **Driver** tab and select the printer's driver from the Print Using list.
5. Enable the installed features:
   - To specify the amount of RAM memory available, select the amount of memory from the drop-down Memory Capacity list.
   - To enable the optional 250-sheet feeder, click **Paper Tray Configuration** and select **2-Tray** from the drop-down list.
   - If you have enough memory to use the RAM Disk feature (minimum of 512 MB required), select **Available** from the RAM Disk drop-down list.

- To enable the duplex unit, select **Available** from the Duplex Unit drop-down list.

6. Click **OK**.

Enabling Optional Features for Linux

Note: These instructions are for using Common UNIX Printing System (CUPS), accessed through a Web browser.

1. Open your computer's Web browser. In the address field, type **http://127.0.0.1:631** and then press **Enter**.
2. At the CUPS Home tab, click the **Manage Printers** button.
3. Locate your printer in the list and then click the **Set Printer Options** button for your printer.
4. At the Set Printer Options page, enable the optional features installed on your printer:
   - In the Memory field, select the amount of Memory in MB.
   - If you have the 250-sheet feeder installed, select **2-Tray** in the Paper Tray Configuration field.
   - To enable RAM Disk (minimum 512 MB required), select the **Available** option.
   - To enable automatic 2-sided printing, at the Duplex Unit field, select the **Available** option.
5. Click **Set Printer Options** to save the settings.

Printing

4

This chapter includes:

Supported Paper and Media

This section includes:

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 6140 printer. They are guaranteed to produce excellent results with your printer.

To order paper or other specialty media, contact your local reseller or go to: www.xerox.com/office/6140supplies.

> **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 (North America): www.xerox.com/paper
> Recommended Media List (Europe): www.xerox.com/europaper

Paper Usage Guidelines

Each printer tray accommodates certain 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 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:

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
- Transparencies
- 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
- Carbon backed
- Pressure sensitive
- Paper designed for use in inkjet printers

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 moisture, excessive humidity, and heat above 32°C (90°F).
- 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.

Usable Paper

Using unsuitable paper may lead to paper jams, poor print quality, printer breakdown, and damage to your printer. To use the features of this printer effectively, use the paper recommended here. The types of paper that can be used with this printer are listed in the following tables.

Printing on paper that has settings different from the paper size or paper type selected in the printer driver, or loading paper into a paper tray unsuitable for the type of print job, may lead to paper jams. To ensure that printing is done correctly, 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.

Tray 1	

Paper Size	• Letter (8.5 x 11 in.)
	• US Folio (8.5 x 13 in.)
	• Legal (8.5 x 14 in.)
	• Executive (7.25 x 10.5 in.)
	• A4 (210 x 297 mm / 8.2 x 11.5 in.)
	• A5 (148 x 210 mm / 5.2 x 8.2 in.)
	• B5 JIS (182 x 257 mm)
	• #10 Envelope (4.1 x 9.5 in.)
	• Monarch Envelope (3.8 x 7.5 in.)
	• DL Envelope (110 x 220 mm)
	• C5 Envelope (162 x 229 mm)
	• **Custom size range**:
	  Width: 3–8.5 in. (76.2–215.9 mm)
	  Height: 5–14 in. (127–355.6 mm)

Paper Type and Weight	• Plain (65–120 g/m^2 / 17–32 lb. Bond) • Thin Card Stock (100–163 g/m^2 / 37–60 lb. Cover) • Thick Card Stock (160–220 g/m^2 / 60–80 lb. Cover) • Envelope • Labels • Letterhead • Glossy Paper (100–160 g/m^2 / 37–60 lb. Cover) • Thick Glossy (160–220 g/m^2 / 60–80 lb. Cover) • Prepunched • Colored Paper • Special (Heavyweight 1)
Loading Capacity	250 sheets (20 lb.)

250-Sheet Feeder (Tray 2)	

Paper Size	• Letter (8.5 x 11 in.)
	• US Folio (8.5 x 13 in.)
	• Legal (8.5 x 14 in.)
	• Executive (7.25 x 10.5 in.)
	• A4 (210 x 297 mm)
	• A5 (148 x 210 mm)
	• B5 JIS (182 x 257 mm)
	• **Custom size range**:
	  Width: 5.8–8.5 in. (147.3–215.9 mm)
	  Height: 8.3–14 in. (210.8–355.6 mm)

Paper Type and Weight	• Plain Paper (60–105 g/m^2 / 16–28 lb. Bond) • Letterhead (plain) • Prepunched (plain) • Colored Paper (plain)
Loading Capacity	250 sheets (20 lb.)

Manual Feed Slot	

Paper Size	• Letter (8.5 x 11 in.)
	• Legal (8.5 x 14 in.)
	• Executive (7.25 x 10.5 in.)
	• US Folio (8.5 x 13 in.)
	• #10 Commercial Envelope (4.1 x 9.5 in.)
	• Monarch Envelope (3.8 x 7.5 in.)
	• DL Envelope (110 x 220 mm)
	• C5 Envelope (162 x 229 mm)
	• A4 (210 x 297 mm)
	• A5 (148 x 210 mm)
	• B5 JIS (182 x 257 mm)
	• **Custom size range**:
	  Width: 3–8.5 in. (76.2–215.9 mm)
	  Height: 5–14 in. (127–355.6 mm)

Manual Feed Slot	
Paper Type and Weight	• Plain (65–120 g/m^2 / 17–32 lb. Bond) • Letterhead (plain) • 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 (160–200 g/m^2 / 60–80 lb. Cover) • Prepunched (plain) • Colored Paper (plain) • Labels • Envelope (short-edge feed only for Monarch and DL envelopes) • Special
Loading Capacity	1 sheet at a time

Duplex Unit (2-Sided Printing)	

Paper Size	• A4 (210 x 297 mm)
	• Letter (8.5 x 11 in.)
	• US Folio (8.5 x 13 in.)
	• Legal (8.5 x 14 in.)
	• **Custom size range**:
	  Width: 3–8.5 in. (76.2–215.9 mm)
	  Height: 5–14 in. (127–355.6 mm)

Paper Type and Weight	• Plain (60–105 g/m^2 / 16–28 lb. Bond) • Letterhead (plain) • Prepunched (plain) • Colored paper (plain)
Loading Capacity	1 sheet at a time

Loading Paper

This section includes:

Loading Paper in Tray 1

You can use Tray 1 for a wide variety of media, including:

- Plain paper
- Card stock
- Labels
- Envelopes
- Glossy paper
- Pre-printed paper (paper already printed on one side)
- Custom-size paper

For a more complete list of paper types and sizes usable in Tray 1, see Usable Paper on page 52.

Make sure of the following points when loading paper into Tray 1:

- You can load up to 250 sheets or a stack of paper (65–220 gms / 17–40 lb. Bond, 40–80 lb. Cover) less than 15 mm high (0.60 in.).
- Tray 1 accepts print media within the following dimensions:
  - Width: 76.2–216 mm (3–8.5 in.)
  - Length:127–355.6 mm (5–14 in.)
  - For automatic 2-sided printing, you can load media in the range of 60–105 g/m^2 (16–28 lb. Bond).
- Do not load different types of paper at the same time.
- To print high quality, use high-quality paper intended for laser printers.
- Do not remove or add paper to Tray 1 during printing or if there is still paper in the tray. Doing so may cause a paper jam. Remove the paper, align it with the new paper and insert both into the tray together.
- Do not put any objects other than paper on Tray 1. Also, do not push or force down Tray 1.
- Always load paper short-edge feed first.

For more paper usage guidelines, see Supported Paper and Media on page 50.

To load paper in Tray 1:

1. Gently pull the paper tray all the way out and then open the output tray to hold the printed sheets.
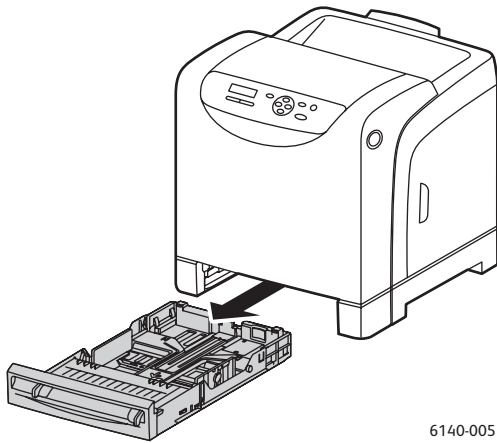
6140-005   6140-007

2. Slide the paper width guides to the edge of the tray. The width guides should be fully extended as shown (see picture below).
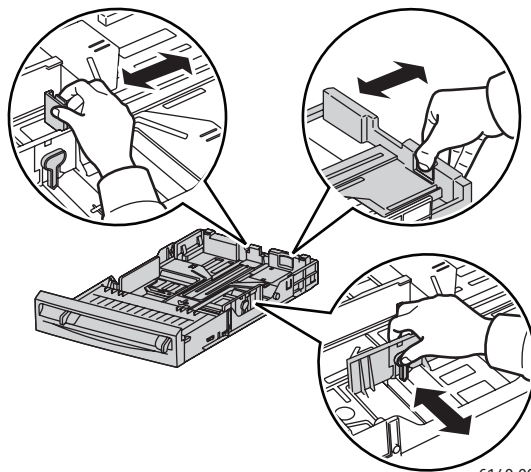
6140-006

3. Before loading the print media, flex the sheets back and forth, and then fan them. Straighten the edges of the stack on a level surface.

6140-008

4. Insert all media **faceup** and **top edge first** into the paper tray.

    Notes:

    - Do not force the paper into the tray.
    - Be careful not to bend the paper.
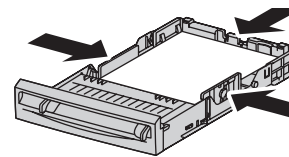
    6140-009   6140-010

5. Slide the paper width guides until they rest lightly against the edge of the paper stack.

    Note: When **Size Mismatch** (in the PCL driver's Advanced tab, or in the PostScript driver's Details section in the Advanced tab) is set to **Use Printer Settings**, you must set the paper type and size for the tray you intend to use on the printer control panel in advance.

6. Insert the tray back into the printer until it stops.

    Caution: Be careful not to use excessive force on the tray. Doing so could damage the printer.

See also:

Setting Paper Types and Sizes on page 62

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 (Coated 2 and Coated 3)
- Labels
- Envelopes

For a more complete list of paper types and sizes usable in the Manual Feed Slot, see Usable Paper on page 52.

To avoid problems during printing, make sure of the following points:
- Use several sheets of the media only when adjusting the paper width guides.
- Holding the media on both sides, slowly and evenly insert the media into the printer.
- If the media looks skewed after the printer pulls it in, gently remove the media and reseat it. Then press the **OK** button or wait for the automatic calibration to start.

To load paper in the manual feed slot:

1. Slide the paper guides of the manual feed slot to fit the media you are using.

6140-011   6140-007
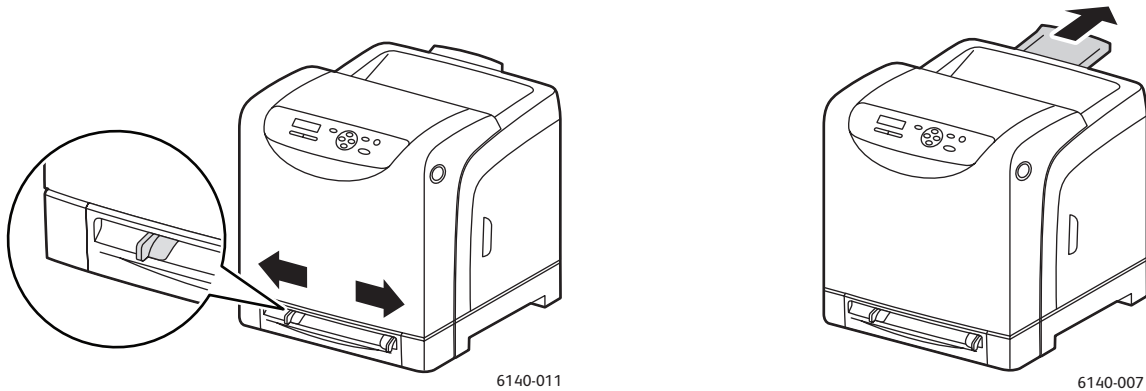
2. Open the output tray to hold the printed sheets.
3. Place the print media into the slot with the print side **facedown** and the top of the sheet entering the printer first.

   Note: You can insert paper during the printer's ready mode or sleep mode. The printer automatically detects the paper and holds it while it waits for a print job to be sent.

6140-012
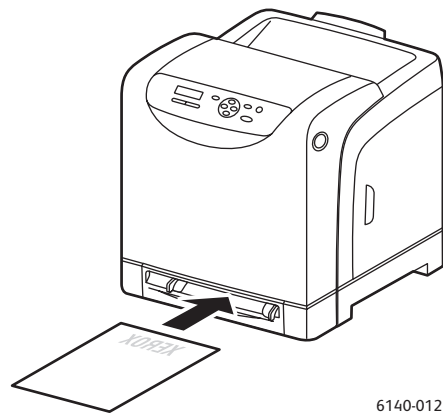
Loading Paper in the 250-Sheet Feeder (Tray 2)

You can use the 250-sheet feeder for the following types of media:
- Plain paper
- Letterhead
- Prepunched
- Colored paper

For supported paper sizes and weights, see Usable Paper on page 52.

To avoid problems during printing, make sure of the following points:
- Do not load different types of paper at the same time.
- To print high quality, use high-quality paper intended for laser printers.
- Do not remove or add paper to the 250-sheet feeder during printing, or if there is still paper in the tray. Doing so may cause a paper jam. Remove the paper, align it with the new paper, and insert both into the tray together.
- Do not put any objects other than paper on the tray. Also, do not push or force down the tray.
- Always load paper short-edge feed first.

    Caution: Do not remove the tray during printing because it may cause a paper jam.

To load paper in the 250-sheet feeder:
1. Gently pull the paper tray out of the printer.
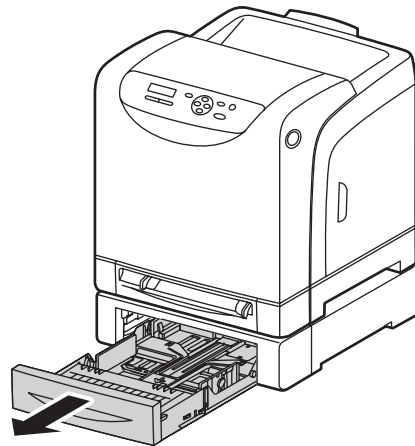
6140-014

2. Open the output tray to hold the printed sheets.

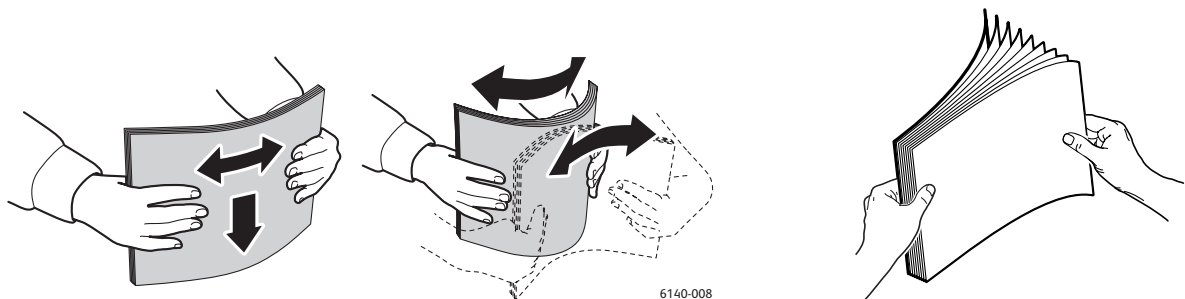3. Slide the paper width guides to the edge of the tray. The width guides should be fully extended as shown (see picture below).
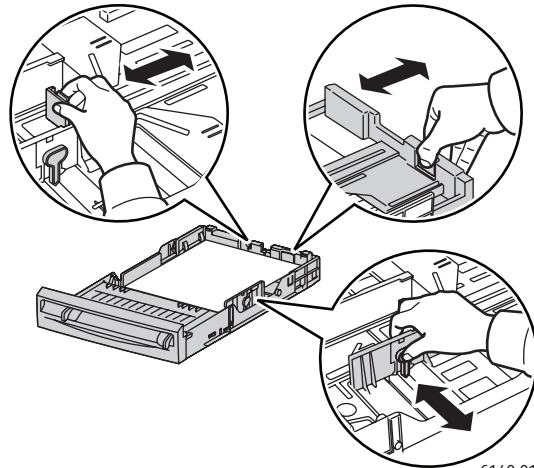
6140-013

4. Squeeze the green tab on the length guide and then slide the tray until the arrow lines up with the appropriate paper size. The guide clicks into place.
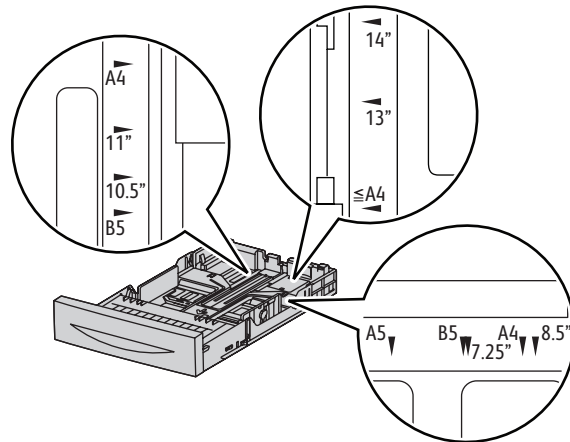
6140-015

5. Before loading the print media, flex the sheets back and forth, and then fan them. Straighten the edges of the stack on a level surface.
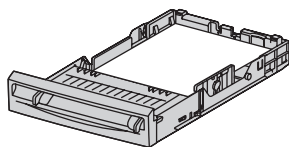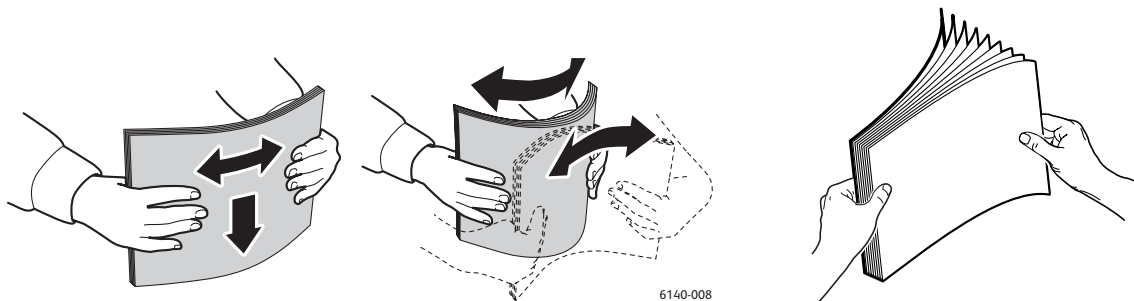

6140-008

6. Place the print media into the tray with the print side **faceup**.

   Note: Do not exceed the maximum fill line in the tray. Overfilling the tray may cause paper jams.

7. Slide the width and length guides until they rest lightly against the edge of the print media stack.

    Note: Be careful not to bend the paper.
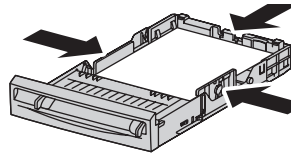
6140-010

    Note: When **Size Mismatch** (in the PCL driver's Advanced tab, or in the PostScript driver's Details section in the Advanced tab) is set to **Use Printer Settings**, you must set the paper type and size for the tray you intend to use on the printer control panel in advance.

8. Insert the tray back into the printer until it stops.

    Caution: Be careful not to use excessive force on the tray. Doing so could damage the printer.

See also:

Setting Paper Types and Sizes

This section includes:

- Setting the Paper Type on page 62
- Setting the Paper Size on page 62

When loading paper in paper Tray 1 or the 250-sheet feeder (Tray 2), you must set the paper type on the printer control panel.

Notes:

- If **None** is selected in the Paper Type menu in the printer driver, printing will default to the control panel settings. Printing will be performed only when the settings for the paper size and type configured in the printer driver match the settings on the control panel. If the settings in the printer driver and control panel do not match, follow the instructions displayed on the control panel.

- You can also select to display a message prompting the user to set the paper size and type on the control panel every time paper is loaded into a tray. For details, see Tray Settings Menu on page 108.

Setting the Paper Type

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

Note: If **None** is selected in the Paper Type menu in the printer driver, printing will default to the control panel settings. Printing will be performed only when the settings for the paper size and type configured in the printer driver match the settings on the control panel. If the settings in the printer driver and control panel do not match, follow the instructions displayed on the control panel.

To set the paper type for paper in a tray:

1. On the printer control panel, press the **Menu** button to display the Menu screen.
2. Press the **Down Arrow** button to go to **Tray Settings** and then press the **OK** button.
3. Arrow down to the tray you are setting and then press **OK**.
4. At **Paper Type**, press **OK**.
5. Arrow down to the type of paper that is loaded in the tray and then press **OK**.
6. When done, press the **Menu** button to leave the menu.

Setting the Paper Size

To set the paper size for paper in a tray:

1. On the printer control panel, press the **Menu** button to display the Menu screen.
2. Press the **Down Arrow** button to go to **Tray Settings** and then press the **OK** button.
3. Arrow down to the tray you are setting and then press **OK**.
4. Arrow down to **Paper Size** and press the **OK** button.

5. Select the paper size and then press **OK**.
6. When done, press the **Menu** button to leave the menu.

Selecting Printing Options

This section includes:

Note: Printer driver settings override those set at the printer control panel when you print from the driver on your computer.

Selecting Printing Defaults in Windows

Notes:

- These instructions are for setting printer driver defaults for the printer drivers installed on your computer. If the printer is shared on a network, you can set defaults that will apply to that printer for every user who accesses it over the network. For details, see Selecting Printing Defaults in Windows for a Shared Network Printer on page 65.

- When you select printing preferences using this method, these will be the default settings used for all print jobs sent to the printer from your computer using the specific driver unless you override them for an individual print job.

1. Navigate to your computer's list of printers:
   - For Windows XP, click **Start > Settings > Printers and Faxes**.
   - For Windows Vista, click **Start > Control Panel > Hardware and Sound > Printers**.
   - For Windows 2000 and Windows Server 2003, click **Start > Settings > Printers**.
   - For Windows Server 2008, click **Start > Settings > Printers**.
2. In the Printers folder, right-click the name of your printer driver (printer name + PCL 6 or PS) and select **Printing Preferences**.
3. Make selections on the driver tabs as desired and then click **OK** to save your selections.
4. Set defaults for the other printer driver if applicable.

Note: For more information about Windows printer driver options, click the **Help** button in the Printing Preferences dialog box to view the online help.

Selecting Printing Defaults in Windows for a Shared Network Printer

If the printer is shared on a network, you can set printing defaults that apply to anyone who accesses it from the network. These network-level defaults can be overridden by the driver settings on an individual user's computer, however.

1. Navigate to your computer's list of printers:
    - For Windows XP, click **Start** > **Settings** > **Printers and Faxes**.
    - For Windows Vista, click **Start** > **Control Panel** > **Hardware and Sound** > **Printers**.
    - For Windows 2000 and Windows Server 2003, click **Start** > **Settings** > **Printers**.
    - For Windows Server 2008, click **Start** > **Settings** > **Printers**.
2. In the Printers folder, right-click the name of your printer driver (printer name + PCL 6 or PS) and select **Properties**.
3. In the printer Properties dialog box, click the **Advanced** tab.
4. In the Advanced tab, click the **Printing Defaults** button.
5. Make selections on the driver tabs as desired and then click **Apply** to apply your selections.
6. Click **OK** to save your selections.

Selecting Printing Options for an Individual Job in Windows

This section includes:
- Printing Options for Windows PostScript Driver on page 66
- Printing Options for Windows PCL Driver on page 68

If you want to use special printing options for a particular job only, change the printer driver settings in the application you are printing from before sending the job to the printer.

Note: The printer driver has its own online help you can use for more information on selecting printing options. In the driver dialog boxes, click the **Help** button.

To select printing options:

1. With the desired document or graphic open in your application, open the **Print** dialog box.
2. Select your **Phaser 6140** printer (either PostScript or PCL) and then click the **Properties** button to open the printer driver dialog box.
3. Make selections from the driver dialog box tabs as desired, beginning with settings in the Paper/Output tab. For a list of options, see Printing Options for Windows PostScript Driver on page 66, and Printing Options for Windows PCL Driver on page 68.

Note: In the PCL driver for Windows, you can save a set of printing options with a distinctive name and apply them to other print jobs. For instructions, refer to the online help: click the **Help** button in the printer driver dialog box.

Printing Options for Windows PostScript Driver

For detailed information on using the printer driver options, click the **Help** button in the printer driver dialog boxes to access the driver online help.

> Note: For optional printer features to be available in the printer driver dialogs, the optional features must be installed and enabled. If you have not enabled your installed optional features, see Enabling Optional Features on page 44.

Driver Tab	Printing Option
Paper/Output	• **Job Type**: Specifies the type of print job: Normal Print, Secure Print, Proof Print (Secure and Proof print available with extra RAM memory only). • **2-Sided Print**: 1-Sided Print, Flip on long edge, Flip on short edge. • **Paper Size**: Specifies the size of the paper to print on, including specifying a custom paper size. • **Paper Tray**: Specifies which paper tray to print to when the Paper Tray setting in the PostScript printer driver is set to **Auto Select**. • **Paper Type**: Specifies the type of paper in the tray. • **Image Orientation**: Portrait or Landscape. • **Output Color**: Color or Black and White. • **Saved Settings**: Enables you to save the current settings under a specific name so that they can be used repeatedly. Also enables you to load and edit a set of saved settings. • **Printer Status** button: Opens the printer's internal settings page in CentreWare IS, in your computer's Web browser (if the printer is connected to a network). • **Defaults** button: Returns all of the Paper/Output tab settings to their defaults. • **Default All** button: Returns all settings in the printer's Properties dialog to their defaults. • **Help** button: Opens the printer driver's online help for the Paper/Output tab.
Image Options	• **Image Quality**: Affects the quality of the print by specifying the speed at which the page prints. • **Brightness**: Makes the printed image or page darker or lighter. • **Color Correction**: Specifies how color is applied to printed images, text, and photographs. • **Color Balance** button: Enables you to specify the density of each color used for printing. • **Defaults** button: Returns all of the Image Options tab settings to their defaults. • **Help** button: Opens the printer driver's online help for the Image Options tab.

Driver Tab	Printing Option
Layout	• **Pages per Sheet (N-up)**: For multiple-page documents, enables you to print more than one page per sheet of paper, including Booklet print. • **Draw Outlines**: When multiple pages are printed per sheet, prints a border around each page. • **Fit to New Paper Size**: Select the output paper size to fit the page to. • **Defaults** button: Returns all of the Layout tab settings to their defaults. • **Help** button: Opens the printer driver's online help for the Layout tab.
Advanced	• **Image Options**: Enables you to set print resolution, image color management and method used, True Type font configuration, and image magnification or reduction percentage for printed images. • **Document Options**: Enables you to set PostScript print speed, True Type font download method, PostScript error reporting, page orientation for the printer's manual feed slot, various color settings, order of pages printed, etc. • **Help** button: Opens the printer driver's online help for the Advanced tab. • **Set Features to Default** button: Returns all of the Advanced tab settings to their defaults.

Printing Options for Windows PCL Driver

For detailed information on using the printer driver options, click the **Help** button in the printer driver dialog boxes to access the online help.

> Note: For optional printer features to be available in the printer driver dialogs, the optional features must be installed and enabled. If you have not enabled your installed optional features, see Enabling Optional Features on page 44.

Driver Tab	Printing Option
Paper/Output	• **Job Type**: Specifies the type of print job: Normal Print, Secure Print, Proof Print (Secure and Proof print available with extra RAM memory only). • **2-Sided Print**: 1-Sided Print, Flip on long edge, Flip on short edge. • **Paper Size**: Specifies the size of the paper to print on, including specifying a custom paper size. • **Output Color**: Color or Black and White. • **Paper Type**: Specifies the type of paper in the tray. • **Saved Settings**: Enables you to save the current settings under a specific name so that they can be used repeatedly. Also enables you to load and edit a set of saved settings. • **Paper Tray**: Specifies which paper tray to print to when the Paper Tray setting in the PCL driver is set to **Auto Select**. • **Manual Feed Slot Orientation**: Portrait or Landscape. • **Covers / Separators** button: Enables you to specify cover and separator pages for print jobs. • **Printer Status** button: Opens the printer's internal settings page in CentreWare IS, in your computer's Web browser (if the printer is connected to a network). • **Defaults** button: Returns all of the Paper/Output tab settings to their defaults.

Driver Tab	Printing Option
Image Options	• **Image Quality**: Affects the print quality by specifying the speed at which the page prints. • **Output Color**: Specifies Color or Black and White. • **Output Recognition**: When Color is selected in the Output Color field, selecting this check box causes some chromatic colors to be considered as black color and to be printed as black. • **Image Adjustment Mode**: Recommended, ICM Adjustment (System), CMS Adjustment (Application), Complementary Color Conversion. • **Image Types**: Enables you to specify a printing mode to match the characteristics of the image to be printed. • **Image Auto Correction**: Determines the characteristics of a specified image type, such as photographs on a page, and automatically performs correction for it. • **Image Settings** button: Opens the Image Settings tab of the Graphics Properties dialog box. • **Color Balance** button: Opens the Color Balance tab of the Graphics Properties dialog box. • **Profile Settings** button: Opens the Profile Settings tab of the Graphics Properties dialog box. • **Defaults** button: Returns all of the Image Option tab settings to their defaults.
Layout	• **Pages per Sheet (N-up)**: For multiple-page documents, enables you to print more than one page on one sheet of paper. • **Image Order**: (Available only if more than one page is being printed on a sheet.) Determines the order in which pages are printed on the sheet. • **Draw Outlines:** When multiple pages are printer per sheet, prints a border around each page. • **Booklet/Poster/Mixed Document/Rotation** button: Provides settings for printing documents in booklet format, for printing one page of data enlarged over multiple pages of paper (poster print), and for specifying an orientation for files with pages that have mixed orientations. • **Fit to New Paper Size**: Select the output paper size to fit the page to. • **Reduce/Enlarge**: Specifies percentage to reduce or enlarge the image being printed. • **Image Orientation:** Specifies Portrait or Landscape. • **Margin Shift/Margins** button: Provides access to page margin settings. • **Defaults** button: Returns all of the Layout tab settings to their defaults.
Watermarks/Overlays	Provides access to settings for creating watermarks and overlays to print on pages. A page overlay is a group of PCL commands and/or data created from a page image and is stored as an external file.
Advanced	Provides access to advanced printer options such as skipping blank pages, printing in draft mode, banner mode, size mismatch settings, certain graphic settings, and font settings.

Selecting Printing Options for an Individual Job in Macintosh

If you want to use special printing options for a particular job only, change the printer driver settings in the application you are printing from before sending the job to the printer.

Note: The printer driver has its own online help you can use for more information on selecting printing options.

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. For a list of options, see Printing Options for Macintosh OS X on page 70.

    Note: In Macintosh OS X, click **Save** from the **Presets** drop-down list 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, select the applicable saved preset in the Presets list.

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

Printing Options for Macintosh OS X

For detailed information on using the printer driver options, click the question mark button in the printer driver dialog boxes to access the online help.

Mac OS X Versions 10.4 and 10.5

Driver Drop-Down Title	Printing Options
Copies & Pages	• **Copies**: Specifies number of copies and whether to collate. • **Pages**: All, Current, Selection, From x to x, Page range.
Layout	• **Pages per Sheet**: Specifies the number of pages to print on each sheet of paper. • **Layout Direction**: Specifies the order in which to print the pages when printing multiple pages on one sheet of paper. • **Border**: Specifies the type and width of boarder to print around each page printed on the sheet of paper. • **Two-Sided**: When selected, specifies whether to flip the page on the long edge or the short edge (duplex unit required).
Color Matching (version 10.5 only)	• **ColorSync**: This selection allows you to choose a profile from the Profile selection menu. • **In printer**
Paper Handling	• **Pages To Print**: All Pages, Odd Only, Even Only • **Destination paper size**: (Active only when **Scale to fit paper size** is selected.) Specifies the paper size to print to. • **Page Order**: Automatic, Normal, Reverse
Paper Feed	• **All pages from**: Specifies the tray to print all pages from: Auto Select, Manual Feed Slot, Tray 1, Tray 2 (only if installed). • **First page from**: Specifies the tray from which to print the first page. • **Remaining from**: Specifies the tray from which to print the remaining pages.
Cover Page	• **Print Cover Page**: None, Before document, After document. When an option other than None is selected, a cover page prints. • **Cover Page Type**: Classified, Confidential, Secret, Standard, Topsecret, Unclassified • **Billing Info**: A field in which you can specify billing information to print on the cover page.
Scheduler	• **Print Document**: Now, At [time], On Hold • **Priority**: Urgent, High, Medium, Low
Job Type	Specifies the type of print job: Normal Print, Secure Print, Proof Print (Secure and Proof print available with extra RAM memory only).
Job Control	• **Account Mode**: User, Administrator • **User Settings**: Specifies account settings such as name and password.

Driver Drop-Down Title	Printing Options
Printer Features	• **Print Quality/Color**: Specifies output color, image quality, brightness, color correction method, halftone screen settings, and adjust color balance. • **Color Adjustment**: Specifies RGB color adjustment settings. • **Color Balance (C, M, Y, K)**: Specifies amount of color to use. • **Media Handling**: Specifies manual feed slot orientation, paper type, size mismatch setting, and custom paper auto orientation. • **Printer-specific Options**: Image Enhancement, Draft Mode, Skip Blank Pages, Halftone Screen Lock, Faster B/W documents.
Supply Levels	Displays bar graph showing level of toner left in each toner cartridge, and the useful life remaining of the Imaging Unit.
Summary	Summarizes the driver selections.

Mac OS X Version 10.3

Driver Drop-Down Title	Printing Options
Copies & Pages	• **Copies**: Specifies number of copies and whether to collate. • **Pages**: All, From x to x.
Layout	• **Pages per Sheet**: Specifies the number of pages to print on each sheet of paper. • **Layout Direction**: Specifies the order in which to print the pages when printing multiple pages on one sheet of paper. • **Border**: Specifies the type and width of boarder to print around each page printed on the sheet of paper. • **Two-Sided**: When selected, specifies whether to flip the page on the long edge or the short edge (duplex unit required).
Output Options	Save File As: • **PDF** • **PostScript**
Scheduler	• **Print document**: Now, At [time], On Hold • **Priority**: Urgent, High, Medium, Low
Paper Handling	• **Reverse page order** • **Print**: All, Odd, Even
ColorSync	• **Color matching** • **Quartz filter**
Cover Page	• **Print cover page**: When selected prints a cover page before or after the document. • **Cover Page Type**: Standard, Classified, Confidential, Secret, Topsecret, Unclassified • **Billing Info**: A field in which you can specify billing information to print on the cover page.
Error Handling	• **PostScript errors** • **Tray Switching**
Paper Feed	• **All pages from**: Specifies the tray to print all pages from: Auto Select, Manual Feed Slot, Tray 1, Tray 2 (only if installed). • **First page from**: Specifies the tray from which to print the first page. • **Remaining from**: Specifies the tray from which to print the remaining pages.
Job Control	• **Account Mode**: User, Administrator • **User Settings**: Specifies account settings such as name and password.
Job Type	Specifies the type of print job: Normal Print, Secure Print, Proof Print (Secure and Proof print available with extra RAM memory only).

Driver Drop-Down Title	Printing Options
Printer Features	• **Print Quality/Color**: Specifies output color, image quality, brightness, color correction method, halftone screen settings, and adjust color balance. • **Color Adjustment**: Specifies RGB color adjustment settings. • **Color Balance (C, M, Y, K)**: Specifies amount of color to use. • **Media Handling**: Specifies manual feed slot orientation, paper type, size mismatch setting, and custom paper auto orientation. • **Printer-specific Options**: Image Enhancement, Draft Mode, Skip Blank Pages, Halftone Screen Lock, Faster B/W documents.
Summary	Summarizes the driver selections.

Printing on Specialty Media

This section includes:

Printing Envelopes

This section includes:

Envelope Printing Guidelines

- Envelopes can be printed from Tray 1 and from the manual feed slot.
- You cannot perform automatic 2-sided printing using envelopes.
- Successful envelope printing is highly dependent on the quality and construction of the envelopes. Use envelopes made specifically for laser printers, in the supported sizes. For a listing of supported envelope sizes for Tray 1 and the manual feed slot, see Usable Paper on page 52.
- 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. For best results, maintain constant temperatures and relative humidity.
- Do not use padded envelopes; purchase envelopes that lie flat.
- 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 envelope made specifically for laser printers.

 **Caution:** Never use envelopes with windows or metal clasps because 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 Tray 1

To load envelopes:

1. Gently pull out the paper tray and then open the output tray to hold the printed envelopes. For details, see Loading Paper in Tray 1 on page 55.
2. Slide the paper guides to the edge of the tray.
3. Insert the envelopes with the flaps closed and the side to be printed **faceup**. You can load envelopes up to the maximum fill line in the tray.

   Note: You cannot print on the reverse side of the envelope. Envelopes can get wrinkled or the print quality can be reduced, depending on the envelope type used.

6140-016
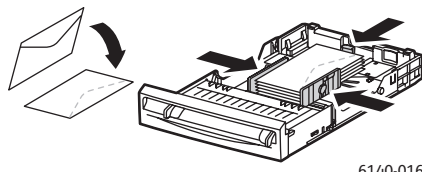
4. Slide the media guides so they rest lightly against the edges of the envelopes.
5. Insert the tray back into the printer until it stops.
6. On the printer control panel, press the **Menu** button to display the Menu screen.
7. Press the **Down Arrow** button to go to **Tray Settings** and then press the **OK** button.
8. At **Tray 1**, press **OK**.
9. At **Paper Type**, press **OK**.
10. At **Envelope**, press **OK**.
11. Press the **Back Arrow** button once to back out of the menu and then press the **Down Arrow** button to select **Paper Size** and then press **OK**.
12. Arrow down the desired envelope size and then press **OK**.
13. Do one of the following:
    - If you are printing using the PostScript driver, go to Printing Envelopes using the PostScript Driver on page 77.
    - If you are printing using the PCL driver, go to Printing Envelopes using the PCL Driver on page 78.

Printing Envelopes from the Manual Feed Slot

Note: You can load only one envelope at a time in the manual feed slot.

To load an envelope:

1. Slide the paper guides of the manual feed slot to fit the media you are using and then open the output tray to hold the printed envelopes. For details, see Loading Paper in the Manual Feed Slot on page 57.
2. Insert one envelope with the side to be printed **facedown** and the flap on the right as shown in the illustration.
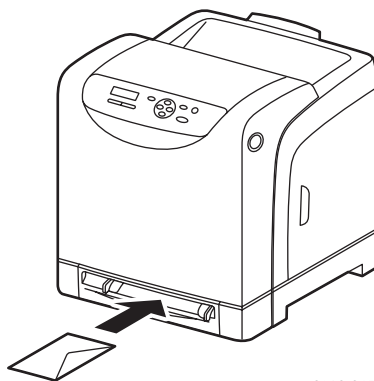
6140-017

3. Slide the paper guides so they rest lightly against the edge of the envelope.
4. Do one of the following:
   - If you are printing using the PostScript driver, go to Printing Envelopes using the PostScript Driver on page 77.
   - If you are printing using the PCL driver, go to Printing Envelopes using the PCL Driver on page 78.

Printing Envelopes using the PostScript Driver

1. After loading the envelopes in the appropriate tray or the manual feed slot, in the application you are printing from, open the **Print** dialog.
2. Select the Phaser 6140 PostScript printer from the list of printers and then click the **Properties** (or **Preferences**) button.
3. In the Paper/Output tab, do the following:
   a. From the Paper Type list, select **Envelope**.
   b. From the Paper Size list, select the envelope size.
   c. From the Paper Tray list, select the tray you are using.
4. Click **OK** and then, in the Print dialog box, click **OK** (or **Print**) to start printing.

Printing Envelopes using the PCL Driver

1. After loading the envelopes in the appropriate tray, in the application you are printing from, open the **Print** dialog.
2. Select the Phaser 6140 PCL printer from the list of printers and then click the **Properties** (or **Preferences**) button.
3. In the Paper/Output tab, do the following:
   a. From the Paper Type list, select **Envelope**.
   b. From the Paper Size list, select the envelope size.
   c. From the Paper Tray list, select the tray you are using.
4. Select the **Layout** tab and then, from the Fit to New Paper Size list, select the envelope size.

   Note: Some applications do not allow you to rotate the information to be printed on the envelope so that it will match the way the envelopes are fed into the printer. Since you cannot change the way the envelope is fed into the printer, you can use the printer driver's special rotation setting. In the Layout tab, click the **Booklet/Poster/Mixed Document/Rotation** button and select **Portrait & Landscape [For envelopes]** from the Image Rotation (180deg) list and then click **OK**.

5. Click **OK** and then, in the Print dialog box, click **OK** (or **Print**) to start printing.

Printing Labels

This section includes:

To order paper or other specialty media, contact your local reseller or go to the Xerox Supplies website at www.xerox.com/office/6140supplies.

Label Printing Guidelines

   Note: Labels can be printed from Tray 1 and from the manual feed slot.

- Do not use vinyl labels.
- Print only on one side of the sheet of labels. Use full sheet labels only.

   Caution: Do not use any sheet where labels are missing; it may damage the printer.

- Do not use labels that are perforated, have backing sheets that have partially peeled away or that have parts of the labels already removed.
- 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 label sheets 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 in the printer.

Printing Labels from Tray 1

1. Gently pull out the paper tray and slide open the paper guides, then open the output tray to hold the printed labels. For details, see Loading Paper in Tray 1 on page 55.
2. Fan the labels to release sheets that are stuck together.
3. Insert the labels with the side to be printed **faceup** and with the top of the sheets entering first into the tray. Do not load more than **25** sheets.
4. Adjust the paper guides to fit the sheets.
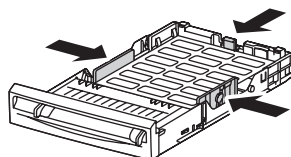
6140-018

5. In the application you are using to print the labels, open the **Print** dialog box and then click the **Properties** (or **Preferences**) button.
6. In the Paper/Output tab of the printer driver, do the following:
    a. From the Paper Tray list, select **Tray 1**.
    b. From the Paper Size list, select the label sheet size.
    c. From the Paper Type list, select **Labels**.
7. Click **OK** and then, in the Print dialog box, click **OK** (or **Print**) to start printing.

Printing Labels from the Manual Feed Slot

1. Slide the paper guides of the manual feed slot to fit the label sheet and then open the printer's output tray. For details, see Loading Paper in the Manual Feed Slot on page 57.
2. With the top of the sheet toward the printer, slowly insert **one** label sheet **facedown** into the manual feel slot until it stops. Ensure that the sheet is entered straight, not crooked. If necessary, reposition the paper guides to fit the sheet.
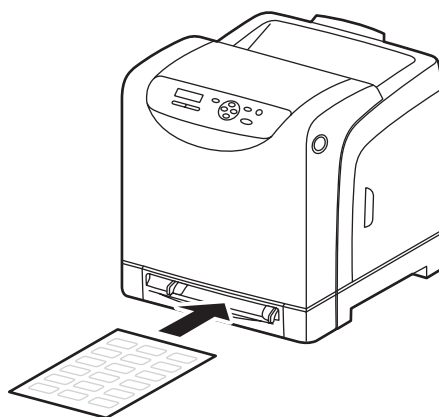
6140-019

3. In the application you are using to create the labels, open the **Print** dialog box and select the **Phaser 6140** printer (if you have both the PCL and the PostScript drivers installed, you can use either one).

4. Click the **Properties** button.
5. In the Paper/Output tab, do the following:
   a. From the Paper Size list, select the size of the sheet of labels.
   b. From the Paper Type list, select **Labels**.
   c. From the Paper Tray list, select **Manual Feed Slot**.
6. Click **OK** and then, in the Print dialog box, click **OK** (or **Print**) to start printing.

Printing on Glossy Paper

This section includes:

Glossy Paper Printing Guidelines

- You can print on glossy paper from Tray 1 and from the manual feed slot.
- You cannot perform automatic 2-sided printing using glossy paper.
- 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 store unopened packages in the original 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 plan to use, and remove the unused portion from the tray when you are finished printing. Put the unused glossy paper back in the original wrapper and seal it for later use.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam the printer.

Printing on Glossy Paper from Tray 1

1. Gently pull out the paper tray and slide open the paper guides, then open the output tray to hold the printed sheets. For details, see Loading Paper in Tray 1 on page 55.
2. Fan the sheets to release any that are stuck together.
3. Insert the glossy paper into the tray with the side to be printed **faceup**.

   Note: Do not load more than **25** sheets. Do not load the paper above the fill line indicated on the tray. Overloading the tray may cause jams.
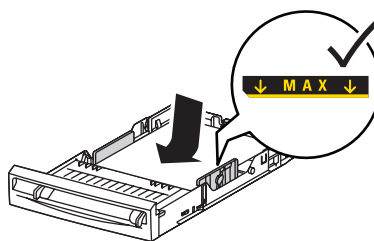
6140-020

4. In the application you are using to print from, open the **Print** dialog box and select the **Phaser 6140** printer (if you have both the PCL and the PostScript drivers installed, you can use either one).

5. Click the **Properties** button.

6. In the Paper/Output tab, do the following:

    a. From the Paper Size list, select the paper size.

    b. From the Paper Type list, select **Glossy Paper**.

    c. From the Paper Tray list, select **Tray 1**.

7. Select any other desired settings, such as page orientation, and then click **OK**.

8. In the Print dialog box, click **OK** (or **Print**) to start printing.

Printing on Glossy Paper from the Manual Feed Slot

1. Slide the paper guides of the manual feed slot to fit the sheet and then open the printer's output tray. For details, see Loading Paper in the Manual Feed Slot on page 57.

2. With the top of the sheet toward the printer, slowly insert **one** sheet into the manual feel slot until it stops. Ensure that the sheet is entered straight, not crooked. If necessary, reposition the paper guides to fit the sheet.

6140-021

3. In the application you are using to print from, open the **Print** dialog box and select the **Phaser 6140** printer (if you have both the PCL and the PostScript drivers installed, you can use either one).

4. Click the **Properties** button.

5. In the Paper/Output tab, do the following:

    a. From the Paper Size list, select the size of the glossy paper.

    b. From the Paper Type list, select **Glossy Paper** (or **Thick Glossy Paper** if you are using thick glossy).

    c. From the Paper Tray list, select **Manual Feed Slot**.

6. Click **OK** and then, in the Print dialog box, click **OK** (or **Print**) to start printing.

Printing on Card Stock
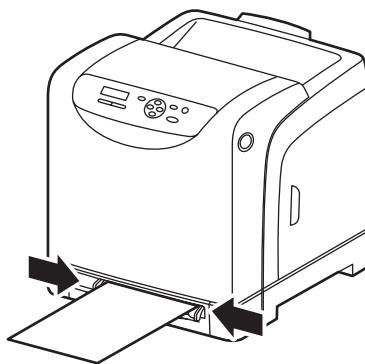
This section includes:

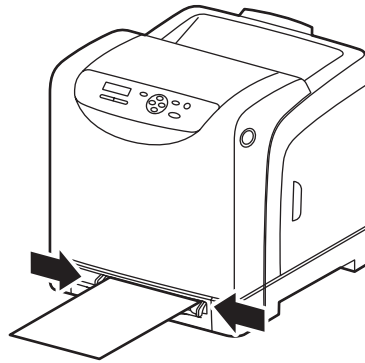## Card Stock Printing Guidelines

- You can print on thin card stock and thick card stock from Tray 1 and from the manual feed slot.
- You cannot perform automatic 2-sided printing using card stock.
- Thin card stock acceptable for this printer is 100–163 g/m^2 / 37–60 lb. cover.
- Thick card stock acceptable for this printer is 160–220 g/m^2 / 60–80 lb. cover. Test all thick stock to ensure acceptable performance.
- Do not load card stock of mixed thicknesses in the tray at the same time; use only one thicknesses in the tray per print job.
- Do not use card stocks that are coated or designed for inkjet printers.

Printing on Card Stock from Tray 1

1. Gently pull out the paper tray and slide open the paper guides, then open the output tray to hold the printed sheets. For details, see Loading Paper in Tray 1 on page 55.
2. Fan the sheets to release any that are stuck together.
3. Insert the card stock into the tray with the side to be printed **faceup**.

   Note: Do not load a stack of card stock higher than 27.6 mm (1.08 in.) in the tray.

4. In the application you are printing from, open the **Print** dialog box and select the **Phaser 6140** printer (if you have both the PCL and the PostScript drivers installed, you can use either one).
5. Click the **Properties** button.
6. In the Paper/Output tab, do the following:
   a. From the Paper Size list, select the size of the card stock.
   b. From the Paper Type list, select either **Thin Card Stock** or **Thick Card Stock** as appropriate.
   c. From the Paper Tray list, select **Tray 1**.
7. Click **OK** and then, in the Print dialog box, click **OK** (or **Print**) to start printing.

Printing on Card Stock from the Manual Feed Slot

1. Slide the paper guides of the manual feed slot to fit the sheet and then open the printer's output tray. For details, see Loading Paper in the Manual Feed Slot on page 57.

2. With the top of the sheet toward the printer, slowly insert **one** sheet into the manual feel slot until it stops. Ensure that the sheet is entered straight, not crooked. If necessary, reposition the paper guides to fit the sheet.

6140-021

3. In the application you are using to print, open the **Print** dialog box and select the **Phaser 6140** printer (if you have both the PCL and the PostScript drivers installed, you can use either one).

4. Click the **Properties** button.

5. In the Paper/Output tab, do the following:

    a. From the Paper Size list, select the size of the card stock.

    b. From the Paper Type list, select **Thin Card Stock** or **Thick Card Stock** as appropriate.

    c. From the Paper Tray list, select **Manual Feed Slot**.

6. Click **OK** and then, in the Print dialog box, click **OK** (or **Print**) to start printing.

Printing Custom Sizes

This section includes:

- Defining Custom Paper Sizes on page 84
- Printing on Custom-size Paper on page 86

Note: Custom-size paper can be loaded into all trays.

Defining Custom Paper Sizes

This section includes:

- Defining the Custom Page Size in the PostScript Driver on page 84
- Creating a Custom Paper Size for the PostScript Driver on page 85
- Creating a Custom Paper Size for the PCL Driver on page 85

Notes:

- The custom size defined must be within the maximum and minimum size ranges for the printer paper tray you are using. For details, see the custom size paper ranges given for each tray in Usable Paper on page 52.

- You can create custom paper sizes for use with both the PostScript and PCL printer drivers, but the method for each is different. For optimum success, follow the instructions carefully.

- If you get an error message when attempting to create a custom size, you may not have permission to save custom paper sizes on your computer system. See your system administrator for help.

Defining the Custom Page Size in the PostScript Driver

Note: This method does not allow you to save the custom size under a unique name in the printer driver. You can save only one custom page size at a time under the Paper Size **Custom Page Size**. Once saved, the dimensions will be retained until you change them. If you want to create a custom paper size for the PostScript driver and save it under a unique name for repeat use, see Creating a Custom Paper Size for the PostScript Driver on page 85.

1. Open the PostScript printer driver's settings:
   - In Windows, navigate to your printer directory or list and then right-click the **Phaser 6140** PostScript driver and select **Properties**. In the Properties dialog box, click the **Printing Preferences** button.
   - In Macintosh, from the application's Print menu, select the **Phaser 6140** printer and then click the **Properties** button.
2. In the Paper/Output tab of the printer driver, from the Paper Size list, select **Custom Page Size**.
3. In the PostScript Custom Size Settings dialog box, select the units of measurement to use for creating the page size, and then, in the Custom Size Settings section, specify the size for the short edge (width) and the long edge (length) of the paper. Click **OK**.
4. In the Printing Preferences dialog box, click **OK**.

To change the saved custom size later, in the Paper/Output tab, click the **Edit** button below the Paper Size field and make the desired changes in the dialog box. Save your changes in all applicable dialog boxes.

Creating a Custom Paper Size for the PostScript Driver

Note: This method allows you to create and save a custom paper size under a unique name for use with the PostScript driver. You can create as many custom sizes as your printer trays can handle.

1. In Windows, navigate to your printer directory or list. In the **Printers and Faxes** folder, click the **File** menu and select **Server Properties**. The Print Server Properties dialog box appears.
2. In the Forms tab, select the **Create a new form** check box.
3. In the Form name field, type a name for your custom size (overwrite the name that appears in the field).
4. In the Form description section, select the units of measurement to use for creating the paper size and then define the width and height and printer margins in the corresponding fields.
5. Click the **Save Form** button and then click **Close**.

The custom size will be available as an option in the Print dialog box of most applications when you select the Phaser 6140 PostScript driver in the application's Print dialog box (exact location varies with the application).

Creating a Custom Paper Size for the PCL Driver

Notes:
- The PCL printer driver is available for Windows only.
- When you create a custom paper size in the PCL driver, it becomes available in the Paper Size list of the printer driver's Paper/Output tab and in most applications' Print dialog box (exact location varies with the application).

1. Navigate to your printer directory or list and then right-click the **Phaser 6140** PCL driver and select **Properties**.
2. In the Properties dialog box, click the **Configuration** tab.
3. At the bottom of the Configuration tab, click the **Custom Paper Size** button. The Custom Paper Size dialog box opens.
4. In the Units section, select the units of measurement to use for defining the page size.
5. In the Short Edge field, specify the width of the page. In the Long Edge field, specify the length of the page.
6. To save this custom size under a unique name, verify that the **Name Paper Size** check box is selected and then, in the Paper Name field, type a name for this custom size.
7. Click **OK**.
8. In the driver's Properties dialog box, click **OK**.

The custom size will be available as an option in the Print dialog box of most applications when you select the Phaser 6140 PCL driver in the application's Print dialog box. The custom size will also be available in the PCL driver's Paper Size field in the Paper/Output tab.

Printing on Custom-size Paper

This section includes the following:

- Printing on Custom-size Paper Using the PostScript Driver on page 86
- Printing on Custom-size Paper Using the PCL Driver on page 86

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

Printing on Custom-size Paper Using the PostScript Driver

1. Load the custom-size paper in the tray you want to use. For details, see Loading Paper on page 55.
2. In the application you are printing from, open the **Print** dialog box and select the **Phaser 6140 PostScript** driver.
3. Do one of the following:
   - To print using a custom size you saved under a unique name, in the Print dialog box, select the custom paper size name from the dialog box size menu or list. Click the **Properties** button and skip to step 4.
   - To print using the driver's Custom Page Size defined in the PostScript driver's properties, in the Print dialog box, click the **Properties** button and then, in the Paper/Output tab, select **Custom Page Size** from the Paper Size list. In the PostScript Custom Size Settings dialog box, leave the settings as is or change them if needed to match the paper you are printing on and then click **OK**.
4. In the Paper/Output tab, do the following:
   a. From the Paper Type list, select the paper type.
   b. From the Paper Tray list, select the tray to print from.
5. Select any other desired options and then click **OK**.
6. In the Print dialog box, click **OK** (or **Print**) to start printing.

Printing on Custom-size Paper Using the PCL Driver

1. Load the custom-size paper in the tray you want to use. For details, see Loading Paper on page 55.
2. In the application you are printing from, open the **Print** dialog box and select the **Phaser 6140 PCL** driver.
3. Click the **Properties** button.
4. In the Paper/Output tab, do the following:
   a. From the Paper Size list, select the name of a custom-size you created.
   b. From the Paper Type list, select the paper type.
   c. From the Paper Tray list, select the tray to print to.
5. Select any other desired options and then click **OK**.
6. In the Print dialog box, click **OK** (or **Print**) to start printing.

Printing on Both Sides of the Paper

This section includes:

- Automatic 2-Sided Printing Guidelines on page 87
- Binding Edge Options on page 87
- Automatic 2-Sided Printing on page 88
- Manual 2-Sided Printing on page 88

    Note: Automatic 2-sided printing is available for the Phaser 6140/DN printer configuration. Manual 2-sided printing using Tray 1 is available for both Phaser 6140 configurations, but only using the PCL 6 printer driver (Windows only). For details, see Performing Manual 2-sided Printing from Tray 1 on page 88. However, you can use the manual feed slot to print double-sided pages one sheet at a time using the PostScript driver. For details, see Performing Manual 2-sided Printing from the Manual Feed Slot on page 89.
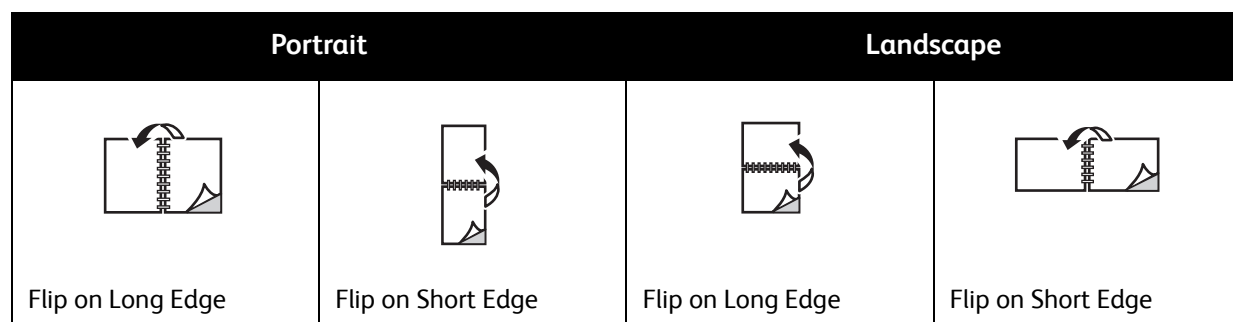
Automatic 2-Sided Printing Guidelines

Before printing a 2-sided document, verify that the paper is a supported size for the tray. For a list of supported sizes, see Supported Paper and Media on page 50.

Do not use the following media for automatic 2-sided printing:

- Transparencies
- Envelopes
- Labels
- Any die-cut specialty media, such as business cards
- Card stock

Binding Edge Options

When you use the printer driver to select 2-sided printing, you also select the binding edge. The binding edge determines how the pages turn. The actual outcome depends on the orientation (portrait or landscape) of images on the page, as shown in the following illustrations.

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

Automatic 2-Sided Printing

You can perform automatic 2-sided printing from Tray 1 and, if installed, the 250-sheet feeder (Tray 2).

To perform automatic 2-sided printing:

1. Insert the paper into the desired tray. For more information, see Loading Paper on page 55.
2. In the printer driver, select 2-sided printing:
   - Windows users: In the Paper/Output tab, from the 2-Sided Print drop-down list, select either **Flip on long edge** or **Flip on short edge**.
   - Macintosh users: In the Print dialog box, from the Presets menu, select **Layout**. Then select either **Long-edged printing** or **Short-edged printing**.

   For details, see Binding Edge Options on page 87.
3. Select any other desired printing options and then click **OK** and then click **OK** again (or **Print**) to start printing.

   Note: For optional printer features to be available in the printer driver dialogs, the optional features must be installed and enabled. If you have not enabled your installed optional features, see Enabling Optional Features on page 44.

See also:

Automatic 2-Sided Printing Guidelines on page 87

Manual 2-Sided Printing

This section includes:

- Performing Manual 2-sided Printing from Tray 1 on page 88
- Performing Manual 2-sided Printing from the Manual Feed Slot on page 89

If you do not have the optional duplex unit installed, or if you want to print on media incompatible with the duplex unit, you can still print on both sides of certain kinds of media using the instructions in this section.

Caution: Use only paper specified for use with this printer. Damage caused by unsupported paper 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, so contact your local sales representative for details.

Performing Manual 2-sided Printing from Tray 1

Notes:

- This method of manual 2-sided printing is only available using the PCL printer driver.
- You cannot perform manual 2-sided printing on thick card stock or glossy paper using this method.

1. Load Tray 1 with the desired paper acceptable for use in Tray 1. For details, see Usable Paper on page 52.

2. In the application you are printing from, open the **Print** dialog box and select the Phaser 6140 PCL driver.
3. Click the **Properties** button.
4. Click the **Advanced** tab.
5. In the Other Settings section, in the Items list, select **Electronic Sort**. In the Electronic Sort field below the Items list, select **Off**.
6. Click the **Paper/Output** tab and do the following:
   a. From the Paper Tray list, select **Tray 1**.
   b. From the 2-Sided Print list, select either **Flip on long edge (Manual)** or **Flip on short edge (Manual)**.
   c. From the Paper Type field, select the paper type.
   d. Select any other desired settings and then click **OK**.
7. In the Print dialog box, select the pages to print and then click **OK** (or **Print**) to start printing.

   Note: You do not need to select to print odd or even pages only. Either select to print all pages or a page range. The driver will print the even pages first and then the printer will wait for you to re-insert the printed pages back into Tray 1.

8. The Setting Method for Paper Tray 1 Duplex window appears on your computer screen. Keep this window open until you are finished with the entire print job, since you cannot get it back once you close it. This window explains how to reload the printed pages into the paper tray. However, in case you did close the window, do the following: without turning the pages over or around, lift them as they are and place them into the paper tray. If you have done this correctly, the blank side of the pages will be facing up. Close the tray.
9. On the printer control panel, click the **OK** button to resume printing.

Performing Manual 2-sided Printing from the Manual Feed Slot

1. After printing on one side of a sheet of paper, adjust the paper guides in the manual feed slot to fit the paper.
2. Slowly and evenly insert the paper (one sheet only) into the manual feed slot with the side to be printed on **facedown**. The printer will "grab" and hold the paper.
3. If the paper looks skewed after the printer pulls it in, gently remove the paper and re-insert it.
4. Open the file to be printed if it is not already open and then select **Print** from the File menu.
5. In the Print dialog box, select the desired printer driver and then click the **Properties** button.
6. In the Paper/Output tab, select the following:
   a. From the Paper Size list, select the paper size.
   b. From the Paper Type list, select the paper type.
   c. From the Paper Tray list, select **Manual Feed Slot**.
7. Click **OK**.
8. In the Print dialog box, select the page you want to print on the sheet and then click **Print** (or **OK**) to start printing.

Printing Using Secure Print

This section includes:

Notes:

- This special job type requires that you have a minimum of 256 MB of additional memory installed in the printer for a minimum total of 512 MB of RAM. For information on your printer configuration and available optional features, see Configurations and Options on page 22.

- The printer's RAM Disk feature must also be enabled for you to use Secure Print. For information on enabling this option, see Enabling Optional Features on page 44.

The Secure Print feature enables you to temporarily store a print job in the printer and then print it from the printer control panel using a pre-assigned password. You can use this feature to send confidential documents to the printer but not have them print until you retrieve them when you are at the printer.

You can also store data in the printer without assigning 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.

Setting Up a Secure Print Job

You set up Secure Print print jobs in the printer driver at your computer. Both the PCL and PostScript drivers can be used for Secure Print. After setup, you print the job from the printer's control panel.

1. From the application you are using to print, open the **Print** dialog box (for example, from the **File** menu, select **Print**).

2. Select your **Phaser 6140** printer (PostScript or PCL printer driver) and then click the **Properties** button.

3. In the Paper/Output tab of the printer driver Properties dialog box, do the following:

   a. From the Job Type list, select **Secure Print**.

   b. If you are using the PostScript driver, click the **Setup** button. If you are using the PCL driver, click the **Setting** button.

   c. In the Secure Print dialog box, type your name (8-character limit) in the Username field and then enter a numeric password (numbers only) in the Password field.

   d. At the Retrieve Document Name field, do one of the following:

      - If you want to use a specific document name to access the document from the printer control panel at the time of printing, select **Enter Document Name**. In the Document Name field, type the name of the document as you want it to appear on the printer control panel (12-character limit).

- If you want a timestamp to be displayed on the control panel instead of a document name, select **Use Existing Name** if you are using the PostScript driver. If you are using the PCL driver, select **Auto Retrieve**.

e. Click **OK**.

4. Select any other desired printing options including paper tray, paper type and paper size, and then click **OK**.

5. In the Print dialog box, click **OK** (or **Print**).

6. When you are ready to print, follow the instructions in Printing a Secure Print Job on page 91.

   Note: Any print jobs stored in the RAM are erased when the printer is switched off or loses power.

Printing a Secure Print Job

1. After sending the document to be printed as a Secure Print job type, at the printer control panel, press the **Back Arrow** button to access the Walk-Up printing feature.

2. At **Secure Print**, press the **OK** button.

3. At your user name (the name you supplied to use for retrieving the document when you set up this Secure Print job), press **OK**.

4. To enter the password, use the arrow buttons to select the password numbers one at a time: press the **Up Arrow** button to increase the number, press the **Down Arrow** button to decrease the number. After entering each number, press the **Forward Arrow** button. The number you just entered displays as an asterisk to keep it private. Enter the next number in the password using the same process as before. After entering all of the numbers in the password, press **OK**.

5. Do one of the following:
   - If you selected to retrieve the document using a specific name, then arrow down to the name and press **OK**.
   - If you selected to retrieve the document using a timestamp, you will see **Select Document** and a time stamp displayed on the control panel menu. Press **OK**.

6. Select from the following:
   - To delete the document from memory after printing, at **Delete after Print** press **OK**.
   - To print the document and keep it in the printer's memory after printing, arrow down to **Print and Save** and then press **OK**.

   Note: Any print jobs stored in the RAM are erased when the printer is switched off or loses power. To delete the document without printing it, arrow down to **Delete** and then press **OK**.

7. Set the number of copies to print using **Up Arrow** or **Down Arrow** buttons and then press **OK** to start printing.

See also:

Setting Up a Secure Print Job on page 90

Storing a Print Job in Memory

If you have enough RAM installed in your printer (minimum of 512 MB) and you have the RAM Disk feature enabled, you can store a frequently-used print job in the printer's RAM for printing at any time. The print job will stay in the printer's memory until it is deleted or the printer is switched off.

To create a stored print job:

1. From the application you are using to print, open the **Print** dialog box.
2. Select your **Phaser 6140** printer driver, either PCL or PostScript, and then click the **Properties** button.
3. In the Paper/Output tab of the printer driver Properties dialog box, do the following:
   a. From the Job Type list, select **Secure Print**. The Setup (or Setting) button becomes enabled.
   b. Click the **Setup** (or **Setting**) button.
   c. In the Username field of the Secure Print dialog box, type the username you want to associate with this print job (8-character limit).
   d. You can enter a numeric password in the Password field or, to make this job available to anyone, leave the password field empty.
   e. At the Retrieve Document Name field, select **Enter Document Name**. In the Document Name field, type the name of the document as you want it to appear on the printer control panel (12-character limit).
   f. Click **OK**.
4. Select any other desired printing options including paper tray, paper type and paper size, and then click **OK**.
5. In the Print dialog box, click **OK** (or **Print**).

See also:

Printing a Stored Job

1. At the printer control panel, press the **Back Arrow** button to access the Walk-Up printing menu.
2. At **Secure Print**, press the **OK** button.
3. Arrow to the username associated with the stored document you want to print and then press **OK**.
4. If a password was set for this stored job and you know what it is, follow step 4 in Printing a Secure Print Job on page 91.
5. Arrow down to the document name (the one entered in the Document Name field of the Secure Print dialog box) and then press **OK**.
6. Arrow down to **Print and Save** and press **OK**.

   Note: The stored print job can be deleted after printing if you select **Delete after Print** instead of **Print and Save**. The print job will also be deleted if the printer is switched off.

7. Set the number of copies to print using the **Up Arrow** or **Down Arrow** button and then press **OK** to start printing.

Printing Using Proof Print

This section contains:

-
-

  Notes:

  - This special job type requires that you have a minimum of 256 MB of additional memory installed in the printer for a minimum total of 512 MB of RAM. For information on your printer configuration and available optional features, see .

  - The printer's RAM Disk feature must also be enabled for you to use Proof Print. For information on enabling this option, see .

The Proof Print feature enables you to temporarily store a multiple-copy print job in the printer, print only one set to check the print results and then, if satisfactory, print the remaining copies from the control panel.

Setting Up a Proof Print Job

You set up Proof Print print jobs in the printer driver at your computer. Both the PCL and PostScript drivers can be used for Proof Print. After setup, one copy of the job prints for you to review. Then you can print the rest of the copies or delete them from the printer control panel.

1. From the application you are using to print, open the **Print** dialog box.

2. Select your **Phaser 6140** printer (PostScript or PCL printer driver) and then click the **Properties** button.

3. In the Paper/Output tab of the printer driver Properties dialog box, do the following:

    a. From the Job Type list, select **Proof Print**.

    b. If you are using the PostScript driver, click the **Setup** button. If you are using the PCL driver, click the **Setting** button.

    c. In the Proof Print dialog box, type your name (8-character limit) in the Username field.

    d. At the Retrieve Document Name field, do one of the following:

        - If you want to use a specific document name to access the document from the printer control panel at the time of printing, select **Enter Document Name**. In the Document Name field, type the name of the document as you want it to appear on the printer control panel (12-character limit).

        - If you want a timestamp to be displayed on the printer control panel instead of a document name, select **Use Existing Name** if you are using the PostScript driver. If you are using the PCL driver, select **Auto Retrieve**.

    e. Click **OK**.

4. Select any other desired printing options including paper tray, paper type and paper size, and then click **OK**.

    Note: Do NOT select the number of copies in the printer driver; you will do that at the control panel later when you print.

5. In the Print dialog box, click **OK** (or **Print**).

6. One set of the job prints. Review this set. If the set is OK, then when you are ready to print more sets, go to the printer and print the rest from the control panel. For details, see Printing a Proof Print Job on page 94.

Printing a Proof Print Job

1. After reviewing the first set that printed when you sent the document to be printed as a Proof Print job type, at the printer control panel, press the **Back Arrow** button to access the Walk-Up printing feature.
2. Press the **Down Arrow** button to go to **Proof Print** and then press the **OK** button.
3. At your user name, or the name you supplied to use for retrieving the document when you set up this Proof Print job, press **OK**.
4. Do one of the following:
    *   If you selected to retrieve the document using a specific name, then at the name of the document, press **OK**.
    *   If you selected to retrieve the document using a timestamp, you will see **Select Document** and a time stamp displayed on the control panel menu. Press **OK**.
5. Select from the following:
    *   To print the document and then delete it from memory after printing, at **Delete after Print**, press **OK**.
    *   To print the document and keep it in the printer's memory after printing, arrow down to **Print and Save** and then press **OK**.

    Note: Any print jobs stored in the RAM are erased when the printer is switched off or loses power.
6. Use the **Up** or **Down Arrow** buttons to set the number of sets to print and then press **OK**.

See also:

Setting Up a Proof Print Job on page 93

Control Panel Menus

5

This chapter includes:

Navigating the Control Panel Menus

The following table describes the navigation and function buttons on the control panel used to select menu options and operate certain printer features.

Button	Operation
Menu	Use to access control panel menus.
OK	Use to confirm menu selections and to print reports and lists.
Up arrow (moves cursor up) **Down arrow** (moves cursor down)	Use to scroll through control panel menus and to increase or decrease setting increments.
Forward arrow (moves cursor to the right) **Back arrow** (moves cursor to the left)	Use to scroll forward and backward through control panel menus. Also use the Back Arrow button to display the printer's Walk-Up Features menu.
Power Saver / Wake Up	Lit when in Power Saver mode. Use to wake up the printer from Power Saver mode or to put the printer in Power Saver mode.
Cancel	Use to cancel the current print job.

Information Pages Menu

Your printer comes with a set of information pages to help you track the printer's performance and diagnose problems so you can obtain the best results from your printer. Access these pages from the printer control panel. Print the Menu Map to see where these information pages are located in the control panel menu structure.

Information Page	Contents
Menu Map	Prints a list of all main and second-level menu headings that you can use to help you navigate the control panel menus.
Demo Page	Prints an image using all printer colors to show the printer's current ability to print color.
Configuration	Prints information such as default printer settings, installed options, network settings, and font settings.
PCL Fonts List	Prints information about the printer's installed PCL fonts and prints samples of each.
PCL Macro List	Prints a list of configured PCL macros.
PS Fonts List	Prints information about the printer's installed PostScript fonts and prints samples of each.
Job History	Prints recent print-job history on up to the last 22 jobs.
Error History	Prints information on up to the last 42 printer errors that occurred. The Error History Report provides a list of error messages and Chain Link codes relating to paper jam errors in the system (fatal errors). The printer can retain up to 42 jam errors and 42 system fail errors at a time.
Print Meter	Prints the print meter. The print meter contains job accounting information, broken down by username, showing how many pages of which size were printed in both color and in black and white. The print meter can be reset.
Stored Document	Prints a list of documents stored in the printer's RAM when the Secure Print and Proof Print features are used.

See also:

Billing Meters Menu

Billing meters display the number of processed print jobs on the printer control panel. The meters are divided according to the color modes. You cannot print the billing meters and you cannot reset them; they track the total number of pages printed for the life of the printer.

The print meter, in contrast, can be reset, and you can print the information as the Print Volume report. For details, see Checking Page Counts on page 121.

Item	Contents
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 and white. Grayscale images printed with the composite black setting count as color pages, because color consumables are used. This is the default setting on most printers.

See also:

Admin Menu

This section includes information about the following Admin menu sub menus:

- Network Setup Menu on page 99
- USB Setup Menu on page 100
- System Setup Menu on page 101
- Maintenance Mode Menu on page 103
- PCL Setup Menu on page 104
- PostScript Setup Menu on page 106
- Control Panel Menu on page 107

You use the Admin menu to access the printer's configuration settings.

The following table lists the sub menus contained in the Admin Menu.

Network Setup Menu

Use this menu to configure printer settings for jobs sent to the printer via a network port.

Notes:
- The settings in the Network Setup menu cannot be selected when you enter this menu during printing.
- You need to restart the printer to activate menu setting changes. After making changes, switch off the printer and then switch it on again.

Item	Description
Ethernet	Specifies the Ethernet communication speed and modes. • **Auto** (default): Automatically changes between 10M Half Duplex, 10M Full Duplex, 100M Half Duplex, and 100M Full Duplex. • **10Base Half** • **10Base Full** • **100Base Half** • **100Base Full**
TCP/IP	Specifies the settings to use for the TCP/IP protocol: • **IP Mode**: IPv4 Mode, IPv6 Mode, or Dual Stack • **IPv4**: Get IP Address, IP Address, Network Mask, Gateway Address • **IPsec** (IP security protocol; available when enabled)

Item	Description
Protocol	When a protocol is set to Enable, it can be used. When set to Disable, it cannot be used. • **LPR** • **Port 9100** • **IPP** • **SMB TCP/IP** • **SMB NetBEUI** • **FTP** • **WSD** • **SNMP** • **Email Alerts** • **CentreWare IS** • **Bonjour (mDNS)**
Host Access List	Limits the IP addresses that can access this printer.
Reset Defaults	Resets all network settings back to their factory defaults.
Adobe Protocol	Specifies the PostScript communication protocol to use: • **Standard** • **BCP** • **TBCP** • **Binary** • **Auto**

USB Setup Menu

Use this menu to configure the USB port status.

Item	Description
Port Status	Use to enable or disable the USB port status. This port must be enabled for you to print to a USB-connected printer. • **Enable** • **Disable**
Adobe Protocol	Specifies the PostScript communication protocol to use: • **Standard** • **BCP** • **TBCP** • **Binary** • **Auto**

System Setup Menu

Use this menu to configure the printer's general operation settings. For example, time to power saver mode, alarm settings, etc.

Item	Description
PowerSaver Time	Specifies the length of time, from 5 to 60 minutes, that the printer is idle before going into Power Saver mode. For details on setting the Power Saver Time, see Setting the Power Saver Time on page 24.
Audio Tones	Specifies whether an alarm sounds when one of the following printer errors or actions occurs. These are set to **Off** by default. The volume cannot be adjusted. • **Control Panel** • **Invalid Key** • **Machine Ready** • **Job Complete** • **Fault Tone** • **Alert Tone** • **Out of Paper** • **Low Toner Alert** • **Base Tone**
Fault Time-Out	Specifies the amount of time that passes before the printer automatically deletes a print job when a there has been a job error. Set the default time-out, up to 60 seconds, in one-second increments.
Time-Out	Automatically cancels a print job when it goes beyond a specified period of time. Set the duration allowed for the print time. When the time expires, the print job is canceled. Duration can be set for up to 30 minutes in one-minute increments.
Language	Specifies the language used in the control panel menus and in printed Information pages.

Item	Description
Auto Log Print	Specifies whether to automatically print a Job History Report after 22 print jobs. • **Off** (default): Prevents the Job History Report from printing automatically even if the number of print jobs exceeds 22. • **On**: Automatically prints a report when the number of print jobs reaches 22. Notes: • You cannot set this during printing. • After changing this setting, turn off the printer and then turn it on again to activate the change.
Print ID	Prints the user ID in the specified place on the printed page. • **Off** (default): The user ID is not printed. • **Top Left**: Prints the user ID on the top left of the page. • **Top Right**: Prints the user ID on the top right of the page. • **Bottom Left**: Prints the user ID on the bottom left of the page. • **Bottom Right**: Prints the user ID on the bottom right of the page.
Print Text	Specifies whether the printer outputs unsupported PDL data as text when the printer receives it. Text data is printed on A4- or Letter-size paper.
RAM Disk	This feature is available when the printer's memory is expanded from 256 MB to at least 512 MB RAM. Allocates memory to the RAM Disk file system for the Secure Print, Collating Jobs, and Proof Print, Form Overlay, and Font Download features. • **Enable** • **Disable** (default)
Size Mismatch	Specifies how the printer reacts when it detects a difference between the size of paper specified at the control panel and the size loaded in the specified destination tray. Or, in the case where the paper in the specified tray runs out, the printer will select the substitute tray based on the Size Mismatch settings. When a **Paper Type** other than **None** is selected in the printer driver, it overwrites the Size Mismatch setting on the control panel. • **Off** (default): The printer will prompt you to select a tray for printing. • **Larger Size**: The printer will use a tray that has paper larger than the size specified for the print job but will print the page at 100 % magnification. • **Nearest Size**: The printer will use a tray that has paper nearest to the size specified in the print job. The page will print at 100 % magnification.
mm/inch	Specifies the units of measurement to use for the custom paper sizes: • **Millimeters (mm)** • **Inches**
Default Size	Specifies the default paper size as either A4 or Letter.

Item	Description
Startup Page	Automatically prints the Configuration page when the printer is turned on. • **On** • **Off**
Odd Page 2Sided (Phaser 6140/ND printer configuration only)	If the optional duplex unit is installed, this specifies the process for the last odd page in a 2-sided print job. • **1 Sided** • **2 Sided**
Power On Wizard	Resets the Power On Wizard. The first time the printer is turned on, a special menu appears on the printer control panel you can use to configure certain initial settings such as language, default paper size, and network settings. The Power On Wizard setting enables the administrator to reset the Power On Wizard so that the next time the printer is turned on, this special menu appears.

Maintenance Mode Menu

Use this menu to configure color registration and to reset defaults.

Item	Description
F/W Version	Displays the current firmware version installed in the printer.
Auto Regi Adj.	Auto Registration Adjust. When **On** (the default), the color registration is adjusted automatically.
Adjust Color Regi.	Adjust Color Registration. Used to correct the color registration. For details, see Color Registration on page 143. • **Auto Adjust**: Use to force an automatic color registration correction. • **Color Regi Chart**: Prints the color registration chart used to check for correct color registration. • **Enter Number**: Use to select and correct color registration numbers. **Fast Scan (1)**: For setting horizontal color registration, or **Slow Scan (2)** for setting vertical color registration.
Clear Developer	Resolves print-quality defects associated with charge problems after high-coverage print jobs.
Toner Refresh	Resolves print-quality defects associated with charge problems after low-coverage jobs.

Item	Description
Drum Refresh	Helps improve imaging unit performance after overexposure to light.
Init Print Meter	Initialize Print Meter. Resets the Print Meter.
Initialize NVM	Resets the settings in the nonvolatile memory (NVM), except for the network settings, to their defaults. NVM is memory that stores the printer settings even after the power is turned off. After selecting this option and restarting the printer, all the menu parameters are reset to their default values. Notes: • You cannot set this during printing. • After changing this setting, turn off the printer and then turn it on again to activate the change.
Clear Storage	Deletes documents stored in the printer's RAM.
Reset Fuser	Resets the fuser life counter to the starting point (0).

PCL Setup Menu

Use this menu to configure settings for the Printer Command Language (PCL). The printer's PCL driver is used for applications requiring PCL. For PCL printer driver options, see Printing Options for Windows PCL Driver on page 68.

Item	Description
Paper Tray	Specifies the paper tray to use when the Paper Tray setting in the PCL printer driver is set to **Auto Select**. • **Auto** (default) • **Tray 1** • **Tray 2** (optional; if installed) • **Manual Feed Slot**
Paper Size	Specifies the default paper size to print.
Orientation	Specifies the default paper orientation: • **Portrait** (default) • **Landscape**
2-Sided	Specifies 2-sided printing settings: • **2-Sided Print**: Specifies whether to perform 2-sided printing. The default is **Off**. • **Binding Edge**: Specifies the binding direction from Flip Long Edge (default) or Flip Short Edge.
Font	Specifies the font to use. The default font is **Courier**.

Item	Description
Symbol Set	Specifies the font to use for symbols. The default is **Roman-8**.
Font Size	Specifies the font size. The default size is **12.00**. You can specify a value between 4.00 and 50.00 in increments of 0.25. Available only for typographic fonts.
Font Pitch	Specifies the character spacing. You can specify a value between 6.00 and 24.00 in increments of 0.01. The default is **10.00**.
Form Line	Specifies the form line (the number of lines per form). You can specify a value between 5 and 128 in increments of 1. The default is **60**.
Quantity	Specifies the number of copies to print. You can specify a value between 1 to 999. The default is **1**.
Image Enhance	Selects whether to perform image enhancement. The image enhancement feature makes the boundary line between black and white smoother to decrease jags and enhance the visual appearance. • **On** (default) • **Off**
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. • **Enable** • **Disable** (default)
Draft Mode	Specifies whether to print in draft mode. • **Enable** • **Disable** (default)
Line Termination	Allows the administrator to manually configure what line endings will be used when printing PCL or text files. • **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: • **Black** (default) • **Color**

PostScript Setup Menu

Use this menu to configure settings for the PostScript driver. The printer's PS driver is used for applications requiring PostScript. For PS driver options, see Printing Options for Windows PostScript Driver on page 66 and Printing Options for Macintosh OS X on page 70.

Item	Description
PS Error Report	Turns error reporting on or off. The default is **On**.
PS Job Time-Out	Turns the time-out off, or selects the length of time before timing out. The default is **Off**. If you interrupt a print job at the source (computer) by canceling, or the network connection is lost and not all of the print job file gets sent to the printer, the timeout allows the printer to stop working on the canceled job and switch to another waiting print job.
Paper Select Mode	Specifies how the printer handles tray switching if, during a print job, the selected tray runs out of paper. Tray settings in the PostScript printer driver can override this setting.
Default Color	Specifies the default color mode: • **Color** (default) • **Black**

Control Panel Menu

Use this menu to control access to the printer settings via a password.

Item	Description
Panel Lock	Specifies whether to limit the menu operations with a password: • **Enable**: Requires the operator to enter the password. If On is set, then you must enter the password to use the Admin Menu. • **Disable** (default): All menus are accessible.
Change Password	Enabled when Panel Lock is enabled. Use to change the Panel Lock password for access to the Admin Menu on the control panel.

Tray Settings Menu

Use this menu to configure settings for each of the printer's paper trays.

Notes:

- When the size or type of paper loaded in the trays is different from the setting, the print quality may be reduced or the paper may jam in the printer. Specify the correct paper type and size.

- When the optional 250-sheet feeder (Tray 2) is installed, if the Paper Tray setting in the PCL driver is set to **Auto Select**, the tray used for printing will be the one set up at the printer control panel in the PCL Setup menu. For details, see Printing Options for Windows PCL Driver on page 68. If the Paper Tray setting in the PostScript driver is set to **Auto Select**, the tray used for printing will be the one set up at the printer control panel in the PostScript Setup menu. For details, see Printing Options for Windows PostScript Driver on page 66.

- When the paper size and type setting for each tray is the same, if the paper runs out in the specified tray, printing continues by changing to the other tray if it is installed.

Tray 1 Settings

Menu Item	Contents
Paper Type	Specifies the type of paper loaded in the tray.
Paper Size	Specifies the paper size and orientation of the paper in the tray. • **Letter** • **US Folio** • **Legal** • **Executive** • **Monarch Env.**: Use this setting for feeding Monarch envelopes short edge first. • **Monarch Env. L**: Use this setting for feeding Monarch envelopes long edge first. • **DL Env.**: Use this setting for feeding DL envelopes short edge first. • **DL Env. L**: Use this setting for feeding DL envelopes long edge first. • **C5 Env.** • **#10 Env.** • **New Custom Size**: Use to preset the custom size of paper loaded into the tray so that if you print from the printer driver but have Auto Select set in the driver's Paper Tray field, the job will print without your intervention. The printer will compare the size set in the driver with the sizes set for its trays and use the tray in which it finds the correct size paper. • **A4** • **A5** • **B5** For measurements, see Usable Paper on page 52.

Menu Item	Contents
Display Popup	Displays a message that prompts you to set the paper size and type every time you load paper in the tray. • **On**: A message prompts the user to set the paper size and type. • **Off** (default): No message is displayed.

250-Sheet Feeder (Tray 2) Settings

Menu Item	Contents
Paper Type	Specifies the type of paper loaded in the tray. • **Plain** • **Letterhead** • **Prepunched** • **Colored Paper**
Paper Size	Specifies the paper size and orientation of the paper in the tray. • **Letter** • **US Folio** • **Legal** • **Executive** • **New Custom Size** • **A4** • **A5** • **B5**
Display Popup	Displays a message that prompts you to set the paper size and type every time you load paper in the tray. • **On**: A message prompts the user to set the paper size and type. • **Off** (default): No message is displayed.

Maintenance

6

This chapter includes:

Cleaning the Printer

This section includes:

General Precautions

Warning: When cleaning your printer do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

Warning: Internal parts of the printer may be hot, especially the fuser. Use caution when doors and covers are open.

Warning: Do NOT use pressurized air-spray cleaning aids on or in the printer. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

Warning: Do NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your printer.

To avoid damaging the printer, keep the following guidelines in mind:

- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lit places. Light exposure can damage the imaging units.
- Do not open covers and doors during printing.
- Do not tilt the printer while in use.
- Do not touch the electrical contacts, gears, or laser devices. Doing so may damage the printer and cause the print quality to deteriorate.
- Make sure any parts removed during cleaning are reinstalled before you plug in the printer.

Cleaning the Exterior

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

Caution: 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 one of the toner cartridges, inspect the inside of the printer before closing the printer covers.

Remove any remaining pieces of paper. For more information, see Clearing Paper Jams on page 147.

Remove any dust or stains with a dry, clean cloth.

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 and wait 40 minutes for the fuser to cool.
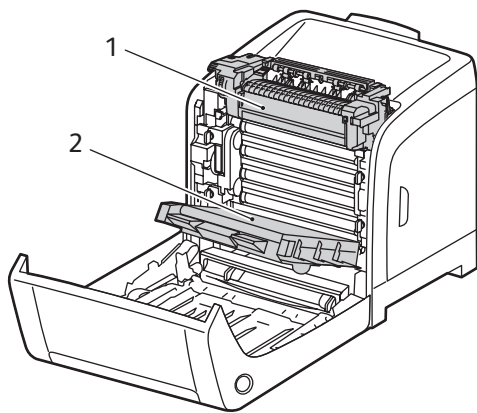
1. Fuser

2. Transfer belt unit

6140-022

Ordering Supplies

This section includes:

Consumables

Use only genuine Xerox Toner Cartridges (Cyan, Magenta, Yellow, and Black).

Notes:

- Each toner cartridge includes installation instructions.

- Install only new cartridges in your printer. If a used toner cartridge is installed, then the toner remaining amount displayed may not be accurate.

- To enhance print quality, the toner cartridges have been designed to cease functioning at a predetermined point.

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

Note: Although the transfer belt unit is not considered a routing maintenance item, if it becomes damaged, you can order another one. You can also order a duplex unit.

When to Order Supplies

The printer control panel displays a warning when a 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/6140supplies.

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 recycling supplies, go to www.xerox.com/gwa.

See also:

Recycling and Disposal on page 163

Managing the Printer

This section includes:

- Managing the Printer with CentreWare IS on page 116
- Checking Printer Status with PrintingScout on page 117
- Checking Printer Status via Email on page 118

Managing the Printer with CentreWare IS

This section includes:

- Accessing CentreWare IS on page 116
- Checking the Printer's Status on page 116
- Checking Print Job Status on page 117
- Using Online Help on page 117

CentreWare IS enables you to check printer status and configure settings using a Web browser on a network computer. You can also use CentreWare IS to check the remaining volume of consumables and the paper loaded in the printer.

Notes:

- This section applies to Phaser 6140/N or /DN printer configurations connected to a network. A USB-only connection will not give you access to CentreWare IS. If you do not have a network connection to the printer, you can use PrintingScout. For details, see Checking Printer Status with PrintingScout on page 117.

- CentreWare IS requires a Web browser and a TCP/IP connection between the printer or device and the network (in Windows or Macintosh environments). TCP/IP and HTTP must be enabled in the printer, and a browser that supports Java Script is required. If Java Script is disabled, a warning message appears and CentreWare IS may not function properly.

Accessing CentreWare IS

To access CentreWare IS:

1. Verify that your printer is turned on.
2. Launch your computer's Web browser and then enter your printer's IP address in the address field using this format: http://xxx.xxx.xxx.xxx. Do not type "www" before the IP address.

   Your printer's CentreWare IS page opens in the browser.

Checking the Printer's Status

1. In CentreWare IS, click the **Status** button (or, if you are in a different tab, click the **Status** tab).

   The printer's general status includes:

   - The type, size, and amount (empty or full) of paper in each tray.
   - The printer's ready-for-printing status.
   - The frequency with which the printer status information is refreshed.

- The total page count of printed pages.
2. To check the printer's supplies status, in the Status tab, click the **Supplies** button.

   The printer's supplies status includes:
   - The amount remaining in each toner cartridge.
   - The percentage remaining of the imaging unit's life.

Checking Print Job Status

CentreWare IS keeps a log of current print jobs, including the name of the document, the person who submitted the print job, the job status, and more. You can also get a list of all print jobs.

1. To view the status of print jobs sent to the printer, in CentreWare IS, click the **Jobs** button (or **Jobs** tab if you are in another tab of CentreWare IS).
2. To view a job history list, in the Jobs tab, in the navigation pane on the left of the page, expand the **History List** link and then click **Job History**.

Using Online Help

For details about settings in CentreWare IS, click the **Help** button. For other support information, click the **Support** button (or tab).

Checking Printer Status with PrintingScout

Note: PrintingScout is a Windows-only application.

The PrintingScout utility automatically checks the printer status when you send a print job. PrintingScout can check the paper size that is loaded in the trays, the status of the output tray, and the remaining amount of consumables such as toner cartridges.

To open PrintingScout, do one of the following:
- In the Windows taskbar, double-click the **PrintingScout** icon.
- From the **Start** menu, select **Programs > Xerox Office Printing > PrintingScout > Activate PrintingScout**.

   The printer's status is displayed in the Status column of the Select Printer dialog box that opens.

For information on using PrintingScout, see the PrintingScout help: in the Windows Taskbar, right-click the **PrintingScout** icon and select **Help**.

See also:

Installing PrintingScout on page 43

Checking Printer Status via Email

This section includes:

- Configuring Email Alerts on page 118
- Commands That Can be Used in Email Text on page 119

If you are working in a network environment where you can send and receive email, and the printer is connected to the network, you can configure the printer to email you reports about the printer:

- The network settings and the printer status.
- The errors that occur on the printer.

Configuring Email Alerts

In CentreWare IS, configure the following settings according to your email environment. After configuring the settings on each page, always click **Save Changes** and then restart the printer by turning it off and then on. For details about each item, refer to the Online Help for CentreWare IS.

1. Launch your Web browser and type your printer's IP address in the browser address field.
2. In the printer's CentreWare IS page, click the **Properties** button.
3. In the navigation pane on the left side of the page, click the **Mail Alerts** link.
4. In the Mail Alerts page, select the **Enable Mail Alerts** check box if it is not already selected.
5. In the SysAdmin Mail Address field, type your email address or the address to which you want email alerts sent.
6. In the Notification Items section, select the events for which you would like to be notified.
7. In the Connection Setup box, click the **Email Server** link.

   The Email Server page opens.
8. In the Email Server Setup (Required to send Email) section, do the following:
   a. In the Return Email Address field, type the return address used by the email server.
   b. In the SMTP Server (IP Address or DNS Name) field, type the outgoing IP address used by your SMTP server for sending email.

   Note: If you are unsure of the address, or DNS name if you are connecting using that, contact your Internet Service Provider (ISP) for the correct address information.

   c. In the SMTP Port field, type the number of the port used. The default is **25**.
9. In the Email Send Authentication section, do one of the following:
   - If no authentication in necessary, select **No Authentication** in the Authentication Type field.
   - If authentication is required, complete the fields as needed.
10. In the Email Server Setup (Required to receive Email) section, enter the appropriate information in the fields as needed.
11. In the Email Filter (Filters Email Received by the device) section, enter the email addresses of the users who are permitted to send email to the printer. If no address is specified here, the printer can receive email from all users.
12. In the Email Password (Password for remote status) section, to set the password for access to the printer, both read only and read/write, enter a password in the Password field and then enter it in the Re-enter Password field.

13. Click the **Save Changes** button.
14. In the navigation pane on the left side of the page, click **Port Enabling** and then select the check boxes for the ports to enable. Be sure to enable at least the **Enable Mail Alerts** port.
15. Click the **Save Changes** button.

Commands That Can be Used in Email Text

Notes:
- You can specify any title for the email when checking the printer status or changing the printer settings.
- Use the commands described in the next section to create the text of the email.

Use each command according to the following rules.
- Prefix all commands with the pound sign (#), and specify the #Password command at the top of the email.
- Command lines without the pound sign (#) are ignored.
- Write one command on each line and separate each command and parameter with a space or a tab.

When the same command is written two or more times in one e-mail, the second and subsequent commands are ignored.

Command	Parameter	Description
#Password	Password	Use this command at the top of the email when a password for read only or full access is set. You can omit this command when the password is not set.
#NetworkInfo		Set this when you want to check information on the network settings list.
#Status		Set this when you want to check the printer status.
#SetMsgAddr	Recipient Email address	Use this command to specify the e-mail address to which e-mail reports are sent to. This command can only be used when the full access password is specified by the #Password command.

Example of Commands
- When the read-only password is "ronly" (for "read only"), and to check the printer status:

  #Password ronly

  #Status
- When the full access password is "admin", and to set the recipient e-mail address to "service@xerox.com":

  #Password admin

#SetMsgAddr service@xerox.com

- When the full access password is "admin", and to set the recipient e-mail address to "service@xerox.com", then confirm the setting result on the network settings list:

  #Password admin

  #SetMsgAddr service@xerox.com

  #NetworkInfo

Note: Describe the #SetMsgAddr command before the #NetworkInfo command. If they are written in reverse, the information retrieved by the #NetworkInfo command and the result of executing the #SetMsgAddr command may differ.

Checking Page Counts

This section includes:

-
-

You can check the total number of printed pages at the printer control panel, on the Configuration page, and in CentreWare IS. Three meters are available: Total Impressions, Color Impressions, and Black Impressions. The billing meter counts the number of pages printed properly. Single-side print, including N-up, is counted as one impression, and 2-sided print, including N-up, is counted as two. During 2-sided printing, if an error occurs after one side is printed properly, it is counted as one.

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 seems to be black and white data on the monitor. In that case, the number of Color Impressions is increased.

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

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

Viewing the Billing Meter

The billing meter tracks the total number of pages printed for the life of the printer; it cannot be reset.

To check the total number of pages printed:

1. On the printer control panel, press the **Menu** button.
2. Press the **Down Arrow** button to go to **Billing Meters** and then press the **OK** button.
3. Arrow down to the desired meter. The number of printed pages is displayed below the name.
4. After checking, press the **Menu** button to exit the Billing Meters menu.

Printing the Print Volume Report

The print meter tracks print job accounting information. The information is available in the Print Volume report, which shows the information broken down by username and by how many pages of which size were printed in color and in black and white.

To print the print meter information page:

1. On the printer control panel, press the **Menu** button.
2. At **Information Pgs**, press the **OK** button.
3. Press the **Down Arrow** button to go to **Print Meter** and then press **OK**.
   The Print Volume Report prints.

See also:

Moving the Printer

Follow these procedures when moving the printer.

To view precautions and guidelines for safely moving your printer, see Safety on page 9.

The printer, with Tray 1 and consumables but without the optional duplex unit or 250-sheet feeder, weighs 18.6 kg (41 lb.). Configured with the optional duplex unit and 250-sheet feeder, the printer weighs 24.2 kg (53.24 lb.).

Before moving the printer, do the following:

1. Turn the printer off and disconnect the power cord and other cables from the back of the printer.

   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.

2. Wait for the printer to cool down, about 40 minutes.

3. Remove any paper or other media from the output tray and return the paper stopper to its original, non-extended position.

4. Remove Tray 1 and set it aside.

   Note: If the printer is to be moved over a long distance, the toner cartridges should be removed to prevent toner from spilling, and the printer should be packed inside a box.

5. If your printer configuration includes the 250-sheet feeder, remove it and its lower feeder unit by lifting the printer off it.

   Warning: If the optional 250-sheet feeder has been installed, uninstall it before moving the printer. If these are not fixed securely to the printer, they may fall to the ground and cause injuries. For details on how to uninstall the options, refer to the instruction sheet that is bundled with each option.

   Warning: To avoid injury, use two people to lift the printer off the lower feeder unit.

When moving the printer:

- Always use two people to lift and move the printer.
- When lifting the printer, grasp the areas as shown in the illustration.

Note: Configured with the optional duplex unit and 250-sheet feeder, the printer weighs 24.2 kg (53.24 lb.).

18.6 kg
41 lb.

6140-027
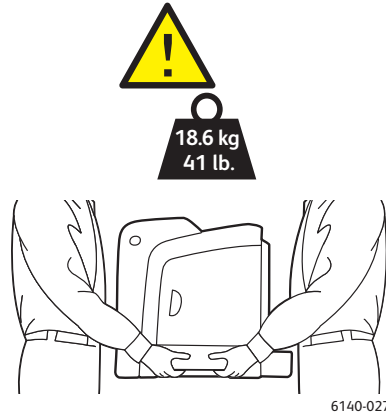
- Do not tilt the printer more than 10 degrees to the front or back, or left or right. Tilting the printer more than 10 degrees may cause toner spillage.

  Caution: Failure to repackage the printer properly for shipment can result in damage to the printer not covered by the warranty, Service Agreement, or Total Satisfaction Guarantee.

After moving the printer:

1. Reinstall any parts you removed. If you removed the 250-sheet feeder, put the printer back on top of it.
2. Reconnect the printer to the cables and power cord.
3. Plug in and turn on the printer.
4. Adjust the color registration before using the printer. For details, see Color Registration on page 143.

Troubleshooting

7

This chapter includes:

Troubleshooting Overview

This section includes:

- Error and Status Messages on page 126
- PrintingScout Alerts on page 126
- Online Support Assistant on page 126
- Information Pages on page 126
- Web Links on page 127

Your printer comes with a number of utilities and resources to help you troubleshoot printing problems.

Error and Status Messages

The printer 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.

For details, see Control Panel Messages on page 128.

PrintingScout Alerts

The PrintingScout utility 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. You install PrintingScout from the *Software and Documentation CD* that came in the documentation packet with your printer. For details, see Installing PrintingScout on page 43.

> Note: PrintingScout is a Windows-only application.

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 problems, media jams, software installation, and much more.

To access the Online Support Assistant, go to www.xerox.com/office/6140support.

Information Pages

Two of the printer's internal pages, the Demo page and the Error History report, can help with troubleshooting certain problems. The Demo page prints an image using all printer colors to show the printer's current ability to print. The Error History report prints information on up to the last 42 printer errors that occurred.

To print information pages:

1. On the printer control panel, press the **Menu** button.
2. At **Information Pages**, press the **OK** button.

3.   Press the **Down Arrow** button to go to the desired page and then press **OK**.

Web Links

Xerox provides several websites that offer additional help for your Phaser 6140 printer. A set of Xerox links is added to your Web browser's Favorites folder when you install a Xerox printer driver 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 more.	www.xerox.com/office/6140support
Supplies for your printer	www.xerox.com/office/6140supplies
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
Contacts	www.xerox.com/office/worldcontacts
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

Control Panel Messages

This section includes:

- Supply Status Messages on page 128
- Error Messages on page 129

The printer uses control panel messages to indicate printer status, errors, and to provide instructions.

Supply Status Messages

Status messages tell you about the status of the printer and its supplies.

Note: XXX indicates one of the following: the Yellow Toner (Y), Cyan Toner (C), Magenta Toner (M), Black Toner (K), a tray, or fuser. NNN indicates a numeric value.

Code/Message	Condition/Reason/Action
Replace Fuser 010-351	Time to replace the fuser. Replace the old fuser with a new one and then restart the printer.
Insert Fuser 010-317	The fuser is not installed or it is incorrectly installed. Install the fuser and then restart the printer.
Replace Imaging Unit	It is time to replace the imaging unit. Replace the imaging unit. For details, see the Imaging Unit instruction sheet that came in the documentation packet with your printer.
Insert Imaging Unit	The imaging unit is not installed. Install the imaging unit. For details, see the Imaging Unit instruction sheet that came in the documentation packet with your printer.
Insert XXX Cartridge	The XXX toner cartridge is not installed correctly or is not installed. Install the toner cartridge.
Replace XXX Cartridge	The toner cartridge has become empty. Replace the old toner cartridge with a new one.
Invalid XXX	A toner cartridge for another region is installed, or the toner cartridge is not seated correctly. Reseat the toner cartridge or replace the cartridge with one that meets specifications for your printer. Your printer's region is listed on the Configuration page in the General section. For details on printing the Configuration page, see Configuration Page on page 25.
Non-Xerox Toner	The printer is in the custom toner mode. This means a non-Xerox toner is installed. You may experience a decrease is print quality as a result.
Low Density XXX Cartridge	Toner is not distributed evenly in the specified cartridge. Remove and shake the cartridge, then reinstall it.

Code/Message	Condition/Reason/Action
XXX Low	The toner in the specified cartridge is low and will need to be replaced soon. Purchase a new cartridge. For details, see Ordering Supplies on page 114.
Waste Full XXX Cartridge	Replace the specified toner cartridge.
Tray XXX Empty	The specified tray is out of paper. Open the tray, insert paper, and then close the tray.

Error Messages

Message	Condition/Reason/Action
Fuser Error Error 010-397	Check that the fuser is seated correctly, then restart the printer.
Check Unit Imaging Unit	Sealing tape is still attached to the imaging unit. Remove the tape.
Over Heat Please Wait Error 042-700 Please Wait	The printer's internal temperature is too high. The printer has been stopped. Wait 1 hour before restarting the printer. Ensure the printer has adequate cooling space around it, and that the cooling vents are not blocked.
Jam at Tray 1 Check Tray 1 Open Front Cover	Paper is jammed inside the paper tray. Remove the jammed paper and then open and close the front cover. For details, see Clearing Jams at Tray 1 on page 147.
Jam at Tray 2 Check Tray 2 Open Front Cover	Paper is jammed inside the paper tray. Open Tray 2 and remove the jammed paper. Open and close the front cover. For details, see Clearing Jams at the 250-Sheet Feeder on page 149.
Chk Manual Feed Remove Paper Open and close Front Cover	There is a jam at the manual feed slot. Remove the paper and then open and close the front cover. For details, see Clearing Jams at the Manual Feed Slot on page 148.
Remove paper from Manual Feed	Remove the paper at the manual feed slot.
Jam at Front Cover Open Front Cover and Remove Paper	Paper is jammed inside the printer. Press the button to open the front cover and then remove the jammed paper.
Jam at Duplexer Open Front Cover Lift Transfer Unit	There is a paper misfeed at the duplex unit. Press the button to open the front cover and then remove the jammed paper. For details, see Clearing Jams at the Duplex Unit on page 150.

Message	Condition/Reason/Action
Jam at Exit Open Front Cover and Remove Paper	Paper is jammed inside the printer. Open the front cover and remove the paper.
Jam at Reg. Roll Open Front Cover	There is a paper misfeed at the registration roller that helps line the paper in the printer path. Open the front cover and remove the paper.
Reseat Paper of Manual Feed	Remove and then reseat the paper in the manual feed slot.
Load Manual Feed	Load the correct-size paper in the manual feed slot.
Load Tray XXX	The printer has detected a paper size mismatch or no suitable paper is loaded in any of the trays. Open the specified tray, remove the paper, insert paper of the correct size and then close the tray.
Insert Output to Tray XXX	Waiting for side 2 to be set for manual 2-sided printing. Set side 2 sheet to the specified tray.
Side Door Open Close Side Door	The side door (to the toner) is open. Close the side door.
Front Cover Open Close Front Cover	The front cover is open. Close the front cover.
Invalid Job Press OK Button Error 016-799	When the printer configuration on the printer driver does not conform to the printer you are using, this message is displayed. Press the **Cancel** button to cancel the print job. Make sure that the configuration of the printer on the printer driver conforms to the printer you are using.
Out of Memory Press OK Button Error 016-718	The printer memory is full and cannot continue processing the current print job. • 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. • Press the **Left Arrow** button to open the **Walk-Up Features** menu and delete the job being held. • If the problem has not been corrected, turn the printer off and then on again. To avoid this error in the future, do the following: • Delete unnecessary fonts, macros, and other data in printer memory. • Install additional printer memory.
Collate Full Press OK Button Error 116-721	The memory for the collate function is full; press **OK** and then turn the printer off and then on to clear any pending jobs. Also check your computer's print queue to make sure the jobs are deleted from there. Then try sending the job again. If you still get the error message, repeat the process of pressing **OK** and turning the computer off and on and clearing the print queue, and then send the print job in smaller batches. If this does not work, contact technical support.

Message	Condition/Reason/Action
PDL Error Press OK Button Error 016-720	An error relating to PCL emulation 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.

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 Troubleshooting Overview on page 126.

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 then 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. For details, see Electrical Specifications on page 156.
	Is the printer connected to an uninterruptable power supply? Turn off the power to the printer and then 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 light of the **Ready indicator** off? If so, this printer is in Power Saver mode or in the menu setting mode. For details, see Control Panel on page 21.
	Is there a message displayed on the control panel? Read the message and follow the instructions to correct the problem. For details, see Control Panel Messages on page 128.

Symptom	Reason/Action
Print job sent but the light of the **Ready indicator** is not blinking or on.	Is the interface cable (Ethernet or USB) disconnected? Turn off the power and check the connection of the interface cable.
	Is the protocol configured? Check the port status of the interface. Make sure the protocol settings are correctly configured in CentreWare IS. For details, see the online help for CentreWare IS.
	Is the computer environment correctly set up? Check the computer environment, such as the printer driver. For details, see Installation and Setup on page 29.
Error indicator is on.	Is there an error message displayed on the control panel? Check the displayed message and correct the error. For details, see Control Panel Messages on page 128.
Error indicator is blinking.	An error has occurred that you cannot correct by yourself. Record the displayed error message or error code, turn off the power and disconnect the power plug from the outlet. Refer to the Xerox Support website, www.xerox.com/office/6140support.
Light of the **Ready indicator** 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. For details, see Loading Paper on page 55.
	Check that the paper size on the printer driver or the control panel is correctly set. For details, see Setting Paper Types and Sizes on page 62. For details, see the online help for the printer driver.
	Check that the margin setting is correct on the printer driver. (PCL only). For details, see the online help for the printer 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/6140support.
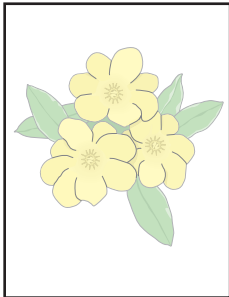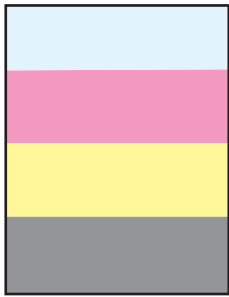
Symptom	Reason/Action
Paper cannot be fed. Paper jams. Multiple sheets are fed. Paper is fed at an angle. Paper is wrinkled.	Is the paper correctly loaded? Load the paper correctly. For labels or envelopes, fan them well to allow air to enter between each sheet before loading. For details, see Loading Paper on page 55.
	Is the paper damp? Replace with paper from a new ream. For details, see Paper Storage Guidelines on page 51, and Paper Usage Guidelines on page 50.
	The paper used is not suitable. Load the correct type of paper. For details, see Supported Paper and Media on page 50.
	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. For details, see Loading Paper on page 55.
	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.
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/6140support, for assistance.
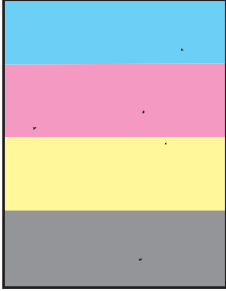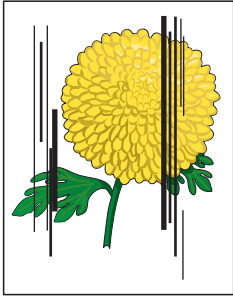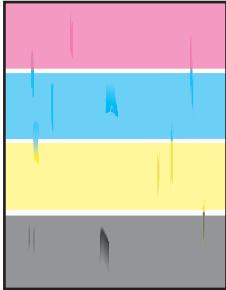
Print-Quality Problems
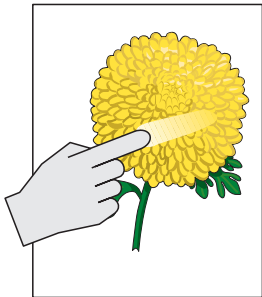
When the print quality is poor, select the closest symptom from the following table and see the corresponding solution to correct the problem. You can also print a demo page to more precisely determine the print-quality problem. For details, see Information Pages on page 126.
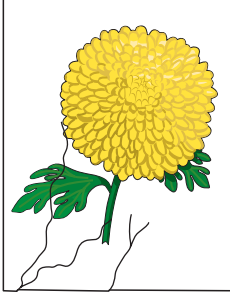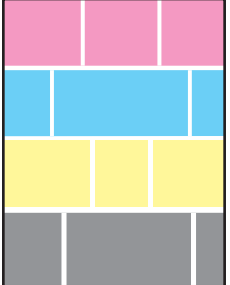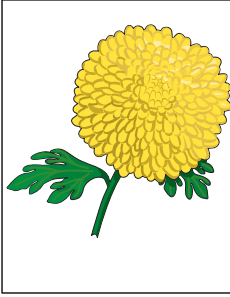
If the print quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

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

Symptom	Cause	Solution
Faded printouts / multiple colors faded.	The toner cartridges are not Xerox toner cartridges.	Verify that the toner cartridges (CMYK) meet specifications, and replace them if necessary.
	The paper being used is outside the recommended specification range.	Replace the media with a recommend size and type, and confirm that your control panel / printer driver settings are correct. For details, see Usable Paper on page 52.
	The paper is damp.	Replace the paper.
	The transfer belt unit is old or damaged.	Replace the transfer belt unit.
	The high-voltage supply is defective.	For assistance, see the Xerox Support website: www.xerox.com/office/6140support
Only one color is faded.	Toner cartridge is empty or damaged.	Check the condition of the toner cartridge and replace it if necessary.

Symptom	Cause	Solution
Stray black dots or white areas (drop outs).	The paper is outside the recommended specification range.	Replace the paper with a recommended size and type, and confirm that your control panel / printer driver settings are correct. For details, see Usable Paper on page 52.
	The transfer belt unit is old or damaged.	Replace the transfer belt unit.
	The toner cartridges are not Xerox toner cartridges.	Verify that the toner cartridges meet specifications and replace them if necessary. For details, see Consumables on page 114.
• Vertical black or color streaks or multiple colored streaks or lines. • Streaks in only one color.	• The transfer belt unit is old or damaged. • The toner cartridges are not Xerox toner cartridges.	Verify that the toner cartridges meet specifications and replace them if necessary. For details, see Consumables on page 114.
	There is a problem with the toner cartridge for that color.	Check the toner cartridge for damage and replace if necessary.
Recurring smudges.	Dirt in the paper path.	Printer several blank sheets until the smudges disappear.
	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. For details, see Usable Paper on page 52.
	The transfer belt unit or fuser is old or damaged.	Check the condition of the transfer belt unit and the fuser and replace if necessary.

Symptom	Cause	Solution
Toner smears when rubbed.	The paper is damp.	Replace the paper.
	The paper is outside the recommended specification range, or the paper type setting is not correct.	Replace the paper with a recommended size and type and then confirm that your printer driver settings are correct. For details, see Usable Paper on page 52.
	The toner cartridges are not Xerox toner cartridges.	Verify that the toner cartridges meet specifications and replace if necessary. For details, see Consumables on page 114.
	The fuser is old or damaged.	Replace the fuser.
Printed pages are blank.	Two or more sheets may be feeding at once.	Remove the paper stack from the tray, fan it, then reinsert it.
	The toner cartridges are not Xerox toner cartridges.	Verify that the toner cartridges meet specifications and replace if necessary. For details, see Consumables on page 114.
	The transfer belt unit is old or damaged.	Replace the transfer belt unit.
	The cable to the laser unit or controller is defective.	For assistance, see the Xerox Support website: www.xerox.com/office/6140support
Hair-like marks appear in or around black half-tone printing. Shadows appear around areas of dense black printing.	The paper was left unwrapped for a long time (especially in a dry environment).	Replace the paper. Also, see Paper Storage Guidelines on page 51.
	The paper is outside the recommended specification range.	Replace the paper with a recommended size and type and then confirm that your printer driver settings are correct. For details, see Usable Paper on page 52.
	The transfer belt unit is old or damaged.	Replace the transfer belt unit.
Color around the edge of printing is incorrect.	The color registration is incorrect.	Adjust the color registration. For details, see Color Registration on page 143.
Colored dots are printed at regular intervals (about 28 mm).	The imaging unit is dirty.	Gently clean the imaging unit. For details, see Cleaning the Imaging Unit and Laser Lens on page 140.

Symptom	Cause	Solution
Partial blanks, creased paper, or blotted printing.	The paper is damp.	Replace the paper.
	The paper is outside the recommended specification range.	Replace the paper with a recommended size and type. For details, see Usable Paper on page 52.
	The transfer belt unit or the fuser is not installed correctly.	Reinstall the transfer belt unit or the fuser. For details, see the instruction sheets in the documentation packet that came with your printer.
	The toner cartridges are not Xerox toner cartridges.	Verify that the toner cartridges meet specifications and replace if necessary. For details, see Consumables on page 114.
	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, for assistance see the Xerox Support website: www.xerox.com/office/6140support
Vertical blanks.	The laser is being blocked.	Remove the imaging unit and clean all debris from the laser lens with a lint-free cloth. For details, see Cleaning the Imaging Unit and Laser Lens on page 140.
	The transfer belt unit or fuser is old or damaged.	Check the condition of the transfer belt unit and fuser, and replace as necessary.
	The toner cartridges are not Xerox toner cartridges.	Verify that the toner cartridges meet specifications and replace if necessary.
Slanted printing.	The paper guides in the trays are not set correctly.	Reset the paper tray guides. For details, see Loading Paper on page 55.
Horizontal bands, approximately 22 mm wide, appear vertically every 73 mm.	The imaging unit has been exposed to too much light; possibly from leaving the front door open too long.	Replace the imaging unit.

Symptom	Cause	Solution
Colors are blurry or there is white area around objects.	Color-to-color alignment is not correct.	Perform an automatic color registration adjustment. For details, see Color Registration on page 143.

Cleaning the Imaging Unit and Laser Lens

If print quality becomes a problem and you are advised to clean the imaging unit and laser lens, follow these instructions.

> Note: Do not use warm water or cleaning solvents to remove toner from your skin or clothing. This will set the toner and make it difficult to remove. If any toner gets on your skin or clothing, use a brush to remove the toner, blow it off, or wash it off with cold water and mild soap.

> Caution: Do not expose the imaging unit to strong light, and minimize its exposure to light in general to five minutes or less if possible.

1. Switch off the printer at the power switch located on the left side of the printer toward the back.
2. Wait until the printer has cooled (about 40 minutes).
3. Remove Tray 1 and set it aside.
4. Open the printer by pressing the front cover button on the right side of the printer near the top.
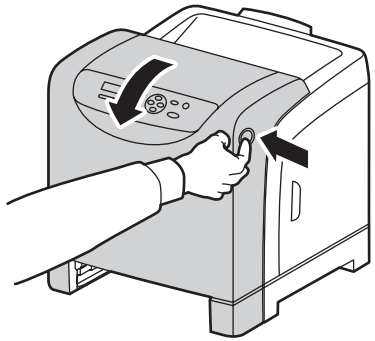
6140-023
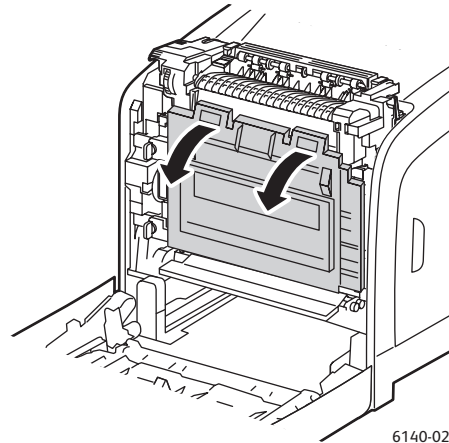
6140-024

5. Fold down the transfer belt unit, being careful not to touch its shiny surface.
6. Using a flashlight, inspect the gaps in the imaging unit and remove any paper debris from the area.

7. Remove the imaging unit:

   Caution: Do not drop or shake the imaging unit after removal because toner can spill from it.

   Caution: Do not expose the imaging unit to any light source for more than five minutes. Prolonged exposure to light may damage the unit. Cover the imaging unit while it is exposed. Do not touch the shiny blue transfer belt unit. For details, see Internal Components on page 20 for location.

   a. Turn the four peach-colored twist-locks to the left to unlock the imaging unit.
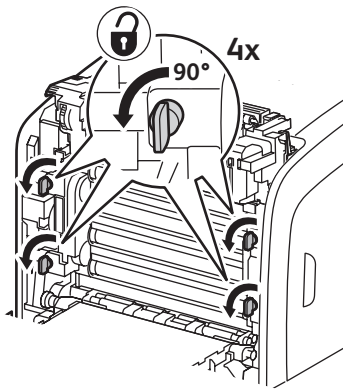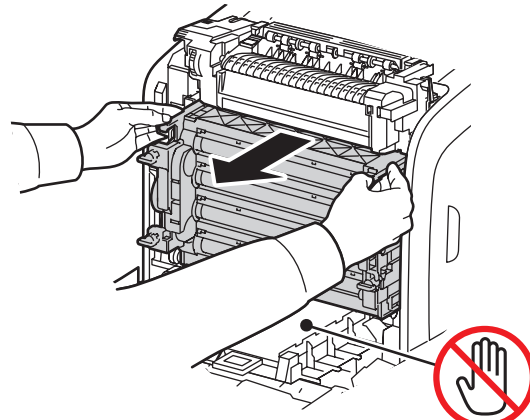
6140-025   6140-026

   b. Grasp the imaging unit by its peach-colored pull tabs on the top edge and then pull the unit forward and up out of the printer.

   c. Place the imaging unit on a flat surface and cover it with a sheet of paper to minimize its exposure to light.

8. Using a clean, dry, lint-free cloth or swab, clean all debris from the laser lens.
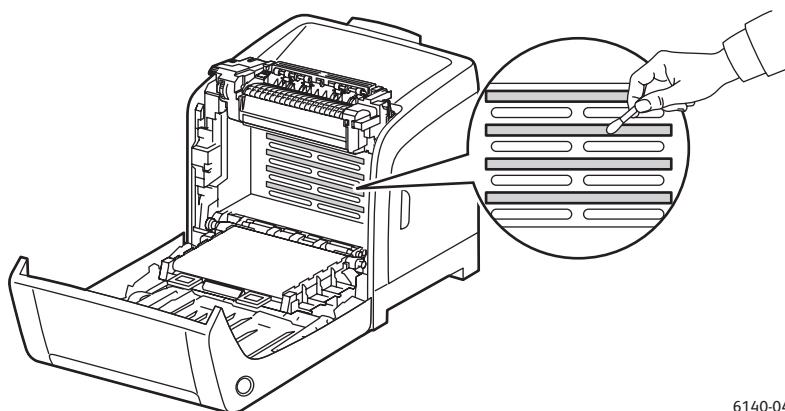
6140-042

9. Check for and remove any debris around the imaging unit gears located on the left side of the unit.

10. Reinstall the imaging unit:
   a. Grasp the unit by its peach-colored pull-tabs on the top edge and install the unit in the printer. Make sure to insert the unit into the guides in the printer and then push the unit all the way back into the printer.
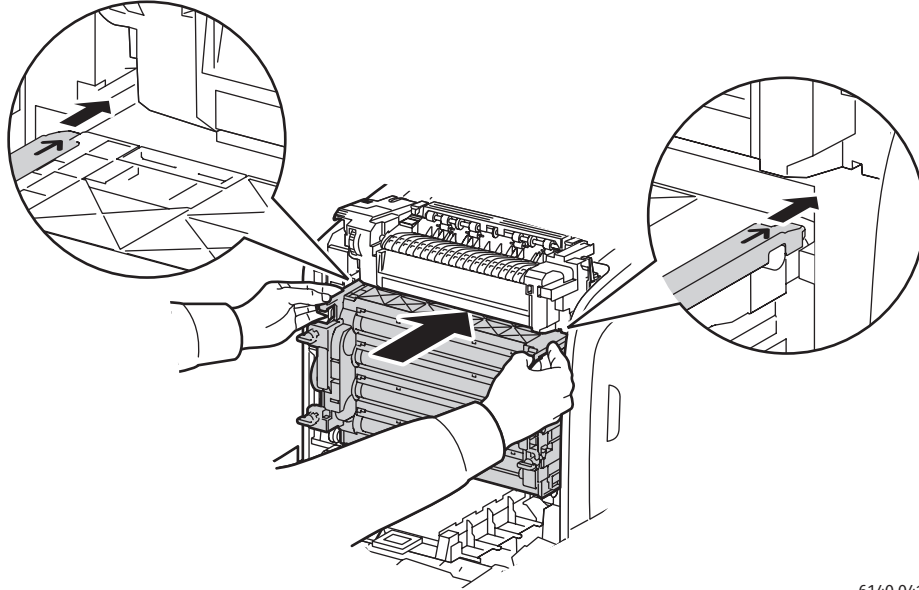
6140-041

   b. Turn the four twist-locks to the right to lock the unit.
11. Fold the transfer belt unit back into place and close the printer front cover.

Color Registration

This section includes:

- Enabling/Disabling Automatic Color Registration on page 143
- Performing an Automatic Color Registration Adjustment on page 143
- Performing a Manual Color Registration Adjustment on page 144

Color registration can be adjusted by the printer automatically if automatic adjustment is enabled, or you can manually adjust it. Color registration should be adjusted any time the printer is moved. You may also need to adjust the color registration if you are having printing problems. For details, see Print-Quality Problems on page 135.

Enabling/Disabling Automatic Color Registration

Use the following procedure to enable or disable the automatic color registration adjustment feature.

1. On the printer control panel, press the **Menu** button.
2. Press the **Down Arrow** button to go to **Admin Menu** and then press the **OK** button.
3. Arrow down to **Maintenance Mode** and press **OK**.
4. Arrow down to **Auto Regi Adj** and press **OK**.
5. Do one of the following:
   - To enable the feature, at **On** press **OK**.
   - To disable the feature, arrow down to **Off** and press **OK**.
6. Press **Menu** to return to the main menu.

Performing an 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. On the printer control panel, press the **Menu** button.
2. Press the **Down Arrow** button to go to **Admin Menu** and then press the **OK** button.
3. Arrow down to **Maintenance Mode** and press **OK**.
4. Arrow down to **Adjust Color Regi** and press **OK**.
5. At **Auto Adjust**, press **OK**.
6. At **Are you sure?** press **OK** to begin the calibration.

   When the adjustment is complete, the printer control panel reads **Ready**.

Performing a Manual Color Registration Adjustment

You can fine tune color registration by performing a manual adjustment. Manual color registration adjustment is a three-step process:

1. Printing the Color Registration Correction Chart on page 144.
2. Determining the Color Registration Values on page 144.
3. Entering Color Values on page 145.

Printing the Color Registration Correction Chart

1. On the printer control panel, press the **Menu** button.
2. Press the **Down Arrow** button to go to **Admin Menu** and then press the **OK** button.
3. Arrow down to **Maintenance Mode** and press **OK**.
4. Arrow down to **Adjust Color Regi** and press **OK**.
5. Arrow down to **Color Regi Chart** and press **OK**.

    The Color Registration Chart prints.

6. Continue to Determining the Color Registration Values on page 144 to determine if an adjustment needs to be made.

Determining the Color Registration Values

The Color Registration Chart shows horizontal and vertical values for each color, Y (yellow), M (magenta), and C (cyan). Section 1 shows horizontal values, and Section 2 shows vertical values.

To determine the horizontal values:

1. In Section 1 of the Color Registration Chart, lines are displayed to the right of the color letters Y, M, and C. Some lines are straight and other lines are jagged. A value is listed next to each line. For each color, examine the lines and determine which one is the straightest. Refer to the enlarged illustration on the chart that gives an example of what to look for.
2. For each color, do one of the following:
    - If zero (**0**) is the value nearest the straightest line, you do not need to adjust the color registration.
    - If zero (**0**) is not the value nearest the straightest line, write down the number that is.
3. Proceed to determining the vertical values (below).

To determine the vertical values:

1. In Section 2 of the Color Registration Chart, columns of color are displayed. In the center of the columns is a wavy white column where there is no color. This column of white needs to be centered as closely as possible at **0**. Refer to the enlarged illustration on the chart that gives an example of how to determine which number is closest to the center of the white band.
2. For each color, do one of the following:
    - If zero (**0**) is the value closest to the middle of the white band, you do not need to adjust that color.
    - If zero (**0**) is not the value closest to the middle of the white band, write down the number that is.

3. If you need to make any horizontal or vertical adjustments, proceed to Entering Color Values on page 145.

Entering Color Values

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

1. On the printer control panel, press the **Menu** button.
2. Press the **Down Arrow** button to go to **Admin Menu** and then press the **OK** button.
3. Arrow down to **Maintenance Mode** and press **OK**.
4. Arrow down to **Adjust Color Regi** and press **OK**.
5. Arrow down to **Enter Number** and press **OK**.
6. For setting the horizontal values, arrow down to **Fast Scan** and press **OK**.
7. Press the **Up** or **Down Arrow** button until the required value on the chart is selected, then press the **Forward Arrow** button once to move the cursor to the next value that requires adjustment.
8. When the horizontal adjustments are complete, press **OK**.
9. Print the chart again to check the values: press the **Back Arrow** button, press the **Up Arrow** button to select **Color Regi Chart** and then press **OK** to print the chart. The values you just changed should be shown as the new **0** point.
10. If **0** is not displayed next to the straight lines, examine the chart and determine additional correction values. Beginning with step 7, repeat the steps to continue making adjustments until **0** is next to the straight lines. The color registration adjustment is complete when the straightest Y, M, and C lines are next to the 0 line.
11. When satisfied that the horizontal adjustment is complete, press the **Menu** button to return to the main Menu screen.
12. For setting the vertical values, repeat steps 1 through 5 and then, at **Slow Scan**, press **OK**.
13. Press the **Up** or **Down Arrow** button until the required value on the chart is selected, then press the **Forward Arrow** button once to move the cursor to the next value that requires adjustment.
14. When the adjustments are complete, press **OK**.
15. Repeat step 9 to print and check the values.
16. If the columns of white are not centered on **0** (as much as possible), look at the chart and determine the new correction values. Beginning with step 7, repeat the steps to continue making adjustments until **0** is next to the column of white on the printed chart. The color registration adjustment is complete when the columns of white are centered as much as possible on 0.
17. When finished, press the **Menu** button to return to the main menu.

Paper Jams

This section includes:

- Preventing Paper Jams on page 146
- Clearing Paper Jams on page 147

Preventing Paper Jams

To reduce the occurrence of paper jams, follow the guidelines and instructions in Supported Paper and Media on page 50. It includes paper-usage guidelines and instructions for properly loading paper in the trays.

To prevent paper and other media misfeeds and printer jams, keep in mind the following guidelines:

- Make sure that the paper used matches the printer's specifications for each tray.
- Media should lie flat, especially on the leading edge.
- The printer is on a hard, flat, level surface.
- Store paper and other media in a dry location away from moisture and humidity.
- Always adjust the media guides in Tray 1 after inserting the media. A guide that is not properly adjusted can cause poor print quality, media misfeeds, and printer damage.
- Avoid using media that is folded, wrinkled, or excessively curled.
- Avoid double feeding (remove the media and fan the sheets—they may be sticking together).
- Do not load more than one type/size/weight of media in a tray at the same time.
- Do not overfill the trays.
- Do not allow the output tray to overfill; misfeeding may occur if you allow too many sheets of media to accumulate at one time).

    Warning: When removing jammed paper, make sure that no pieces of torn paper are left in the printer. 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. Power OFF the printer using the power switch on the left side of the printer, toward the back, and then contact Support for additional assistance.

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

Clearing Paper Jams

This section includes:

When Long Paper Jams

When long paper (longer than 356 mm) jams inside the printer, cut the paper as needed, then remove it in the proper way depending on the place that the paper jam occurs.

Caution: If it is difficult to open the front cover, do not force it. Turn off the printer using the power switch on the left side of the printer, toward the back. For additional assistance, refer to the Xerox Support website: www.xerox.com/office/6140support.

Clearing Jams at Tray 1

1. Pull the jammed paper gently out of the paper tray and then remove any remaining paper from the tray.
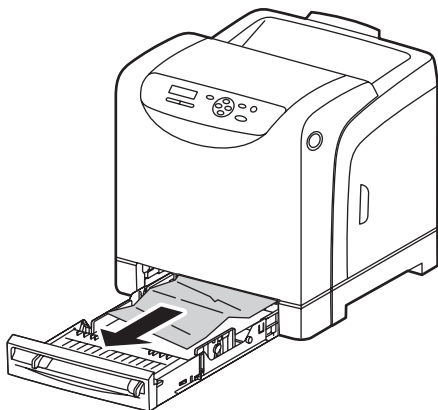
6140-033
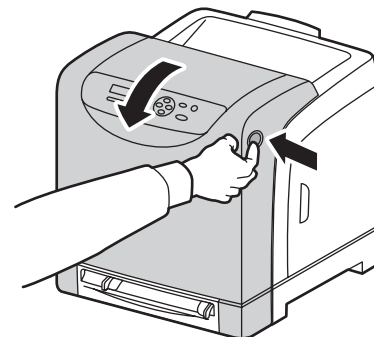
6140-034

2. Close the paper tray and then press the front cover button and open the front cover.

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

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

    Caution: Prolonged exposure to light may damage the imaging unit so do not leave the cover open for more than 5 minutes at a time.
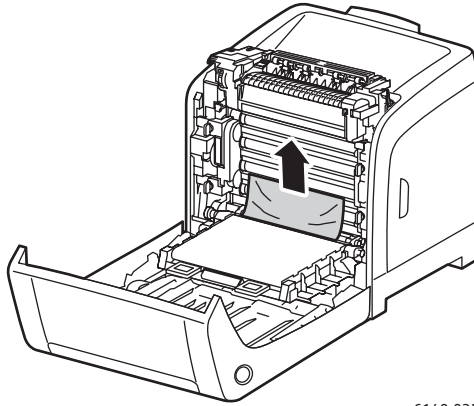
6140-035

4. Close the front cover.
5. Remove the tray from the printer and then carefully pull out any jammed paper remaining inside the printer.
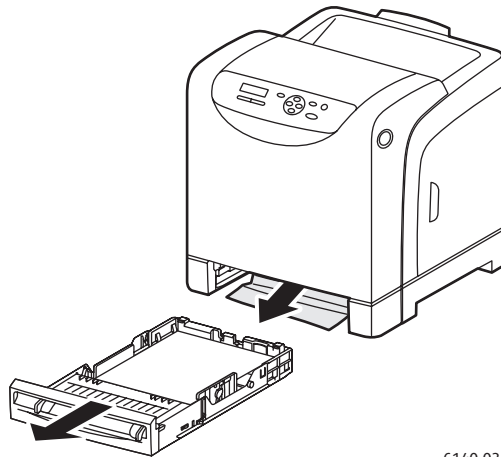
6140-036

6. Reinsert the tray into the printer.

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

Clearing Jams at the Manual Feed Slot

1. Pull Tray 1 out of the printer.
2. Remove any jammed or damaged paper in the tray and then close the tray.
3. Press the front cover button to open the cover.
4. Carefully remove any jammed paper in the printer. Make sure there are no torn pieces of paper inside the printer.

5. Close the front cover.

Clearing Jams at the Fuser

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 and wait 40 minutes for the fuser to cool.

Warning: When removing jammed paper, make sure that no torn pieces of 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 a jammed sheet of paper is difficult to see, do not try to remove the paper. Turn off the printer using the power switch on the left side of the printer, toward the back. For additional assistance, refer to the Xerox Support website www.xerox.com/office/6140support.

Caution: Do not expose the Imaging Unit to any light source for more than 5 minutes. Prolonged exposure to light may damage the unit. Do not touch the shiny black transfer belt unit.

1. Press the front cover button on the side of the printer and open the printer cover.
2. Being careful not to touch the fuser itself, lift the levers at both sides of the fuser to open its front cover and then remove the jammed paper. If the paper is torn, remove any scraps of paper remaining inside the printer.
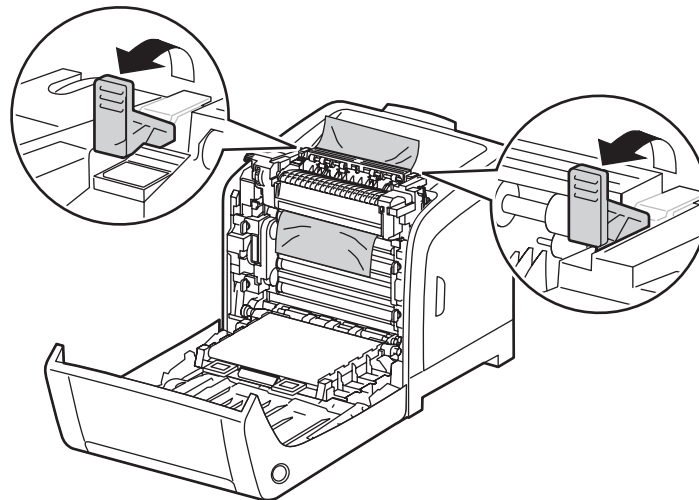
6140-037

3. Put the fuser tabs back into place and then close the printer's front cover.

Clearing Jams at the 250-Sheet Feeder

Note: Paper jammed in the lower tray can block the trays above it, preventing you from opening them. Look for the jammed paper sequentially, starting with the lowest tray.

1. Pull out the paper trays until you find the jammed paper.

2. Remove all jammed and creased paper from the tray.
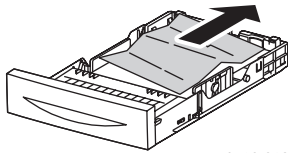
6140-043
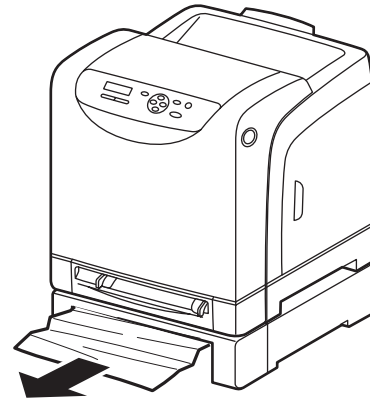
6140-029

3. Pull the jammed paper out carefully to avoid tearing it. If the paper is torn, remove the scraps.

4. Press the front cover button and open the printer cover. Confirm that there are no scraps of paper remaining inside the printer.

   Caution: Prolonged exposure to light may damage the imaging unit.

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

5. Close the printer cover and then reinsert the trays.

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

Clearing Jams at the Duplex Unit

1. Press the front cover button and open the printer cover.

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

   Caution: Prolonged exposure to light may damage the imaging unit.

2. Gently pull out the jammed paper. If you cannot find the jammed paper, go to the next step.
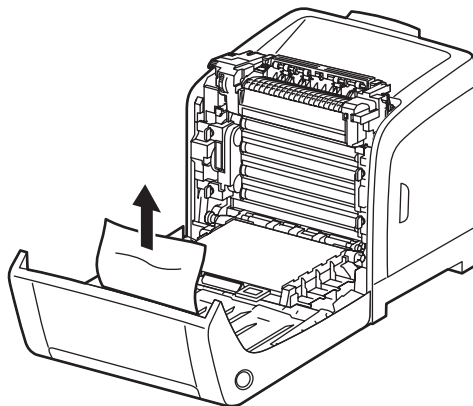
6140-030

3. Lift up the duplex unit by the recessed slot provided and open the unit fully.
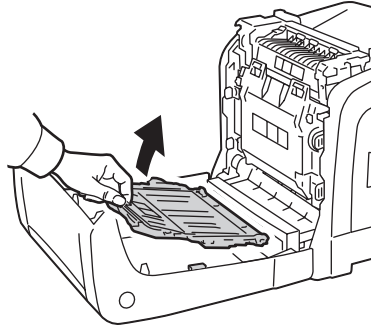
6140-031

4. Remove the jammed paper and then confirm that there are no scraps of paper left inside the duplex unit or transfer belt unit.

5. Close the duplex unit and then close the printer cover.

    Note: If you need to remove the entire duplex unit for some reason, after opening the printer's front cover, press the front cover-release button again to release the duplex unit.

Printer Specifications

8

This chapter includes:

Physical Specifications

Weights and Dimensions

Part	Specifications
Printer	**Width**: 400 mm (15.8 in.) **Depth**: 457 mm (18.0 in.) **Height**: 415.4 mm (16.3 in.) **Weight**: 18.4 kg (40.57 lb.)
250-Sheet Feeder (optional)	**Width**: 400 mm (15.8 in.) **Depth**: 457 mm (18 in.) **Height**: 108 mm (4.2 in.) **Weight**: 4.2 kg (9.26 lb.)
Duplex Unit (optional)	**Width**: 326.5 mm (12.9 in.) **Depth**: 310 mm (12.2 in.) **Height**: 153.5 mm (6.1 in.) **Weight**: 1.2 Kg (2.65 lb.)

Environmental Specifications

Temperature

- 10˚–32˚C (50˚–90˚F)

Relative Humidity

Note: Under extreme environment conditions (such as 10˚C and 85 % RH), defects can occur due to condensation approximately 30 minutes after the printer is turned on.

- 15–85 % RH at 28˚C (82˚F)

Elevation

- For optimum performance, use the printer at elevations below 3,000 m (11,480 ft.).

Electrical Specifications

Power Source

- 110–127 V, 50/60 Hz, 11 A or less
- 220–240 V, 50/60 Hz, 5 A or less

Power Consumption

AC 110–127 V / 220–240 V

- Power Saver Mode (Sleep Mode): 8 W or less
- Standby Mode: 50 W or less (fuser on)
- Continuous color printing: 280 W or less
- Continuous monochrome printing: 280 W or less

This printer does not consume electric power when the power switch is turned off even if the printer is connected to an AC outlet.

- ENERGY STAR qualified printer
- Default time to Power Saver is 30 minutes

Performance Specifications

Item	Specification
Warm-up time	**Power on**: 30 seconds or less. **Recovery from Power Saver mode**: 25 seconds or less. (assume temperature of 22˚C / 71.6˚F)
Continuous print speed	**Color**: 18 ppm **Black & White:** 20 ppm Note: Print speed may decrease due to paper type, size, and printing conditions, or image quality adjustment.
Duplex print speed (Phaser 6140/ND configuration only)	**Color**: 18 ppm (Letter) / 17 ppm (A4) **Black & White:** 21 ppm (letter) / 20 ppm (A4)
Resolution	**Standard**: 600 x 600 dpi x 1-bit **Enhanced**: 600 x 600 dpi x 4-bit (PostScript driver) / 5-bit (PCL driver)

Regulatory Information

A

This chapter includes:

- Electromagnetic Interference on page 160
- Material Safety Data Sheets on page 162

Electromagnetic Interference

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

United States (FCC Regulations)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential 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 the dealer or an experienced radio/television technician for help.

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

Canada (Regulations)

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

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

European Union

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

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.

Material Safety Data Sheets

For Material Safety Data information regarding your Phaser 6140, go to:

North America: www.xerox.com/msds

European Union: www.xerox.com/environment_europe

For Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

Recycling and Disposal B

This chapter includes:

All Countries

If you are managing the disposal of your Xerox product, please note that the product may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global 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.

North America

Xerox operates an equipment take back 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.

European Union

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

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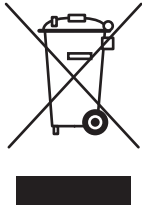
Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

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 you 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 datebook information.

Information for Users on Collection and Disposal of Old Equipment and Used Batteries
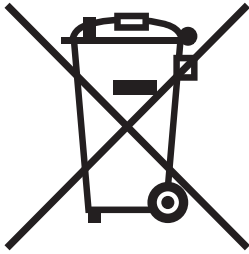
These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

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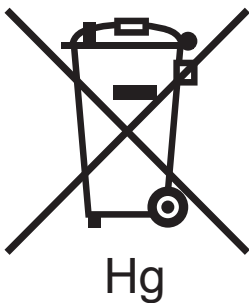
This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Removal

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

Hg

Recycling and Disposal

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