

Quick Use Guide



More Information

www.xerox.com/office/6115support

Visit the **Support** website for:

- **Print and Scan drivers and utilities**
- **User manuals and instructions**
- **Online Support Assistant**
- **Safety specifications** (in *User Guide*)
- **Material Safety Data Sheets**

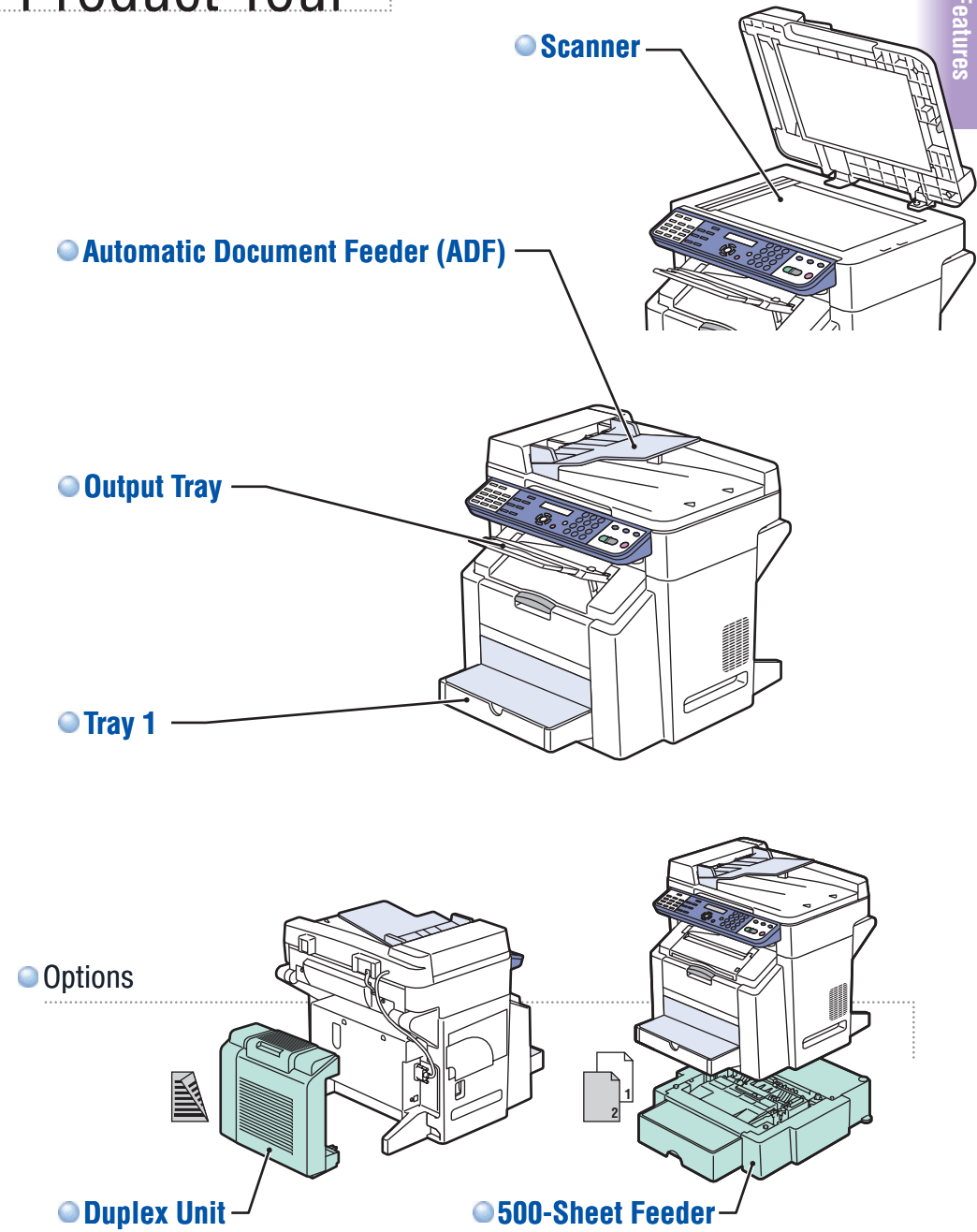
www.colorconnection.xerox.com

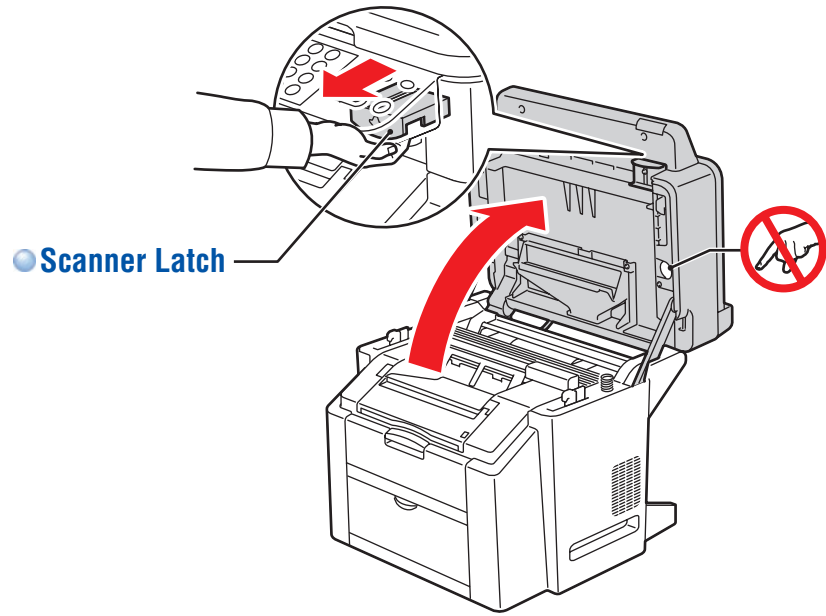
Visit the **Color Connection** website
for templates, tips, and tutorials.

Contents

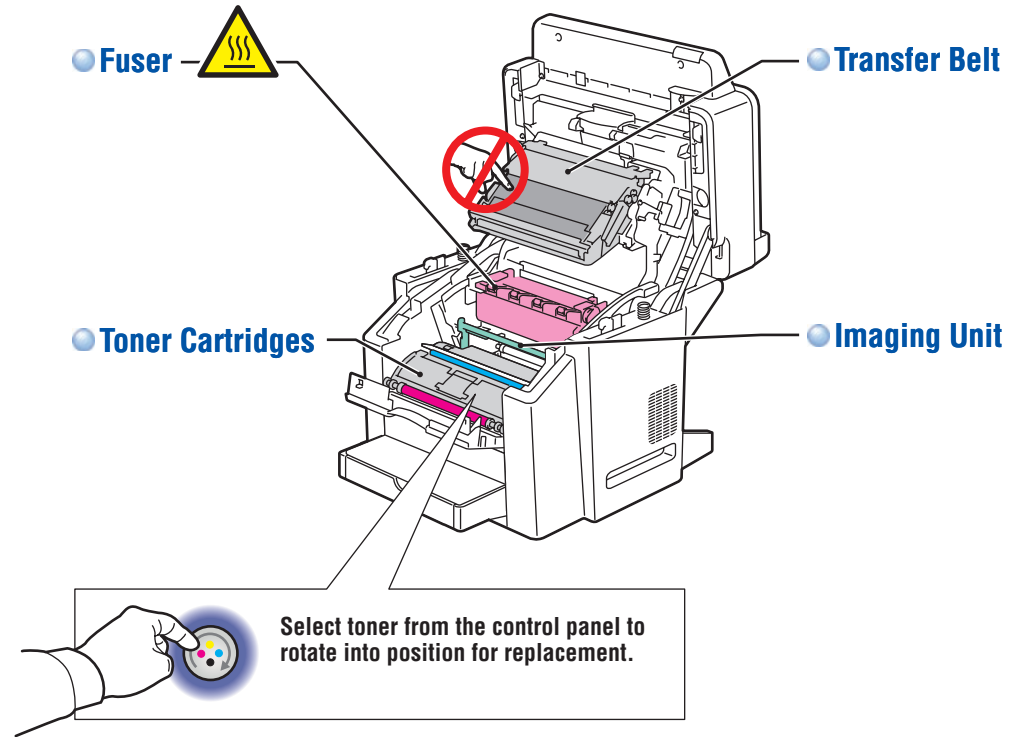
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Product Tour





● Scanner Latch



● Fuser

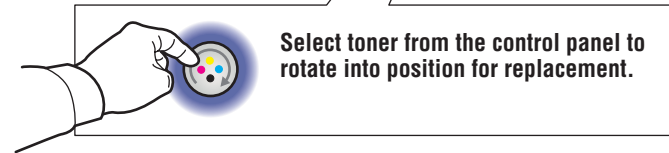


● Transfer Belt

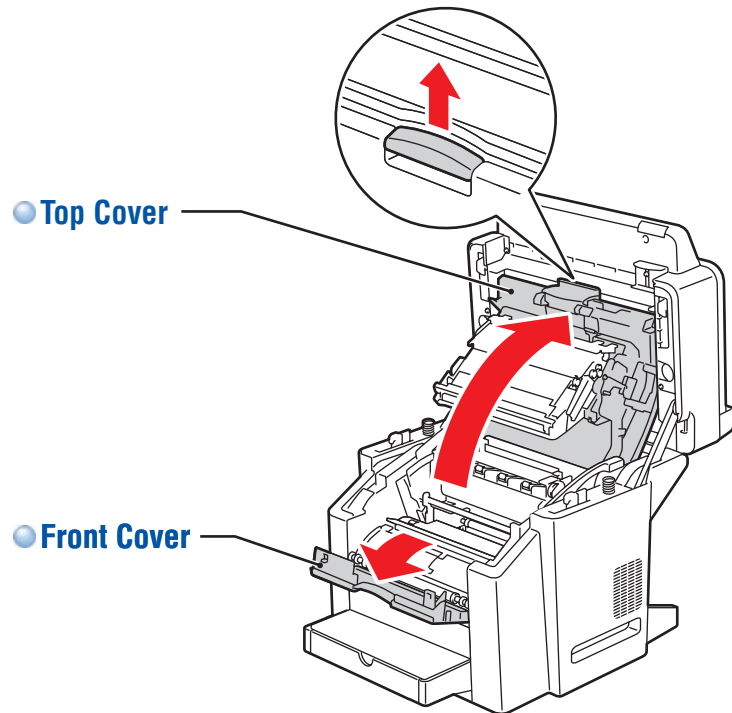
● Toner Cartridges



● Imaging Unit



Select toner from the control panel to rotate into position for replacement.



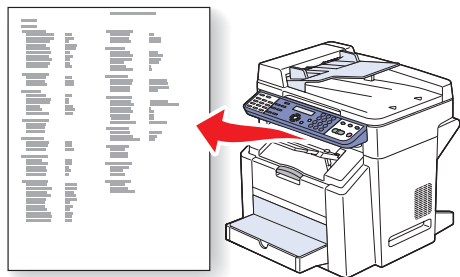
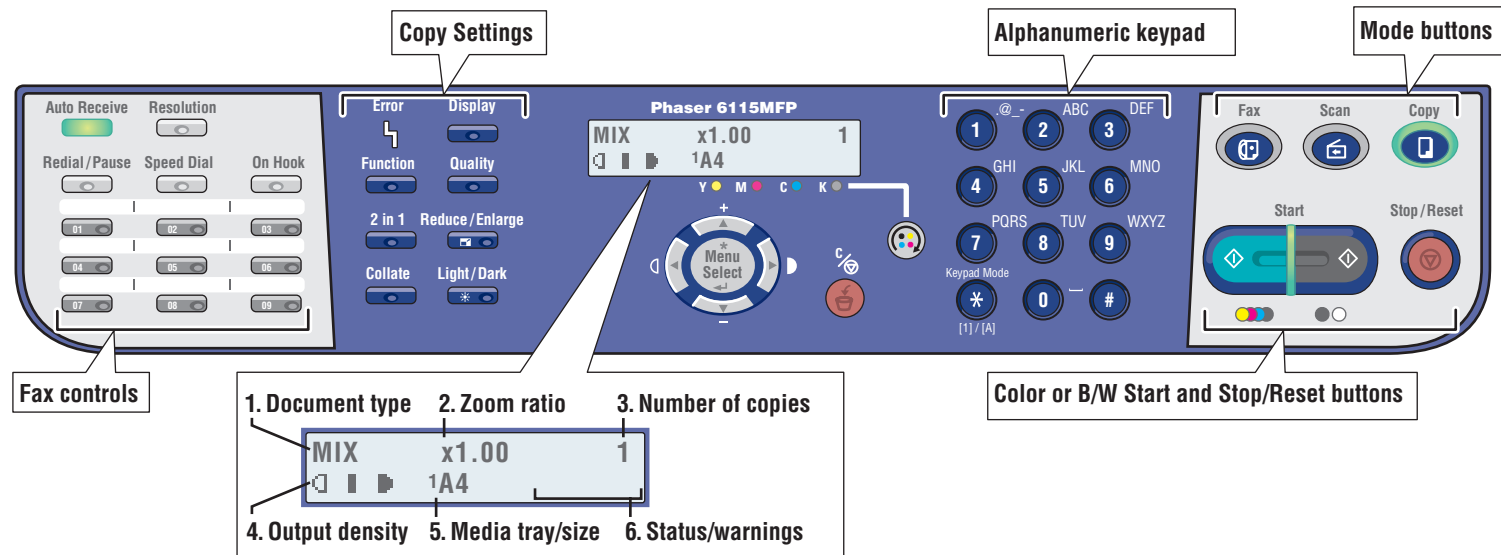
● Top Cover

● Front Cover

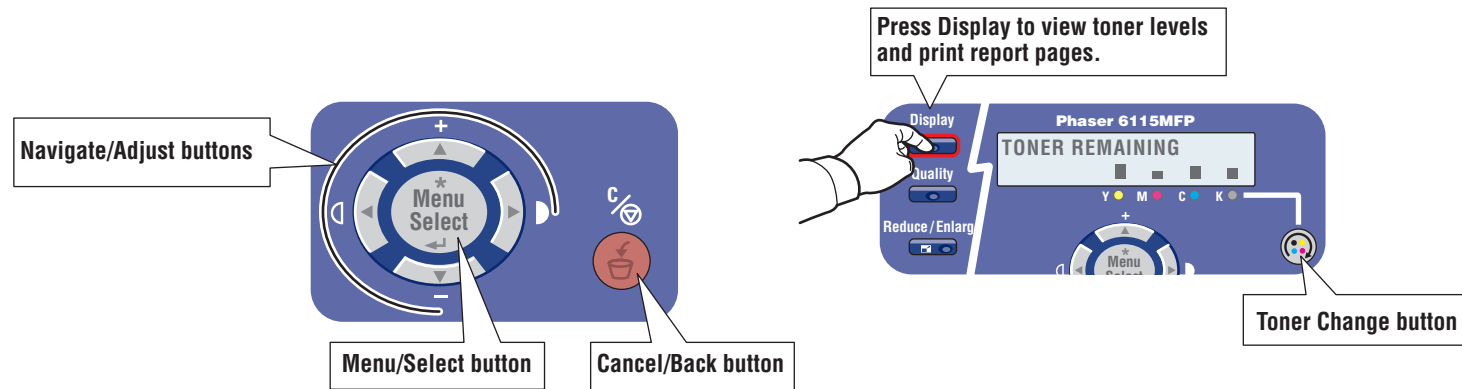
www.xerox.com/office/6115supplies

For ordering supplies, contact your local reseller, or visit the **Xerox Supplies** website.

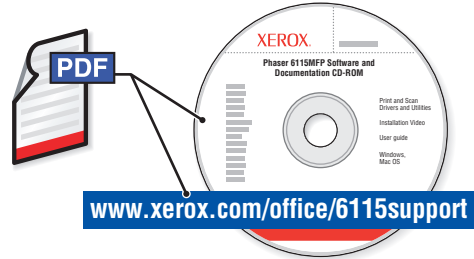
Control Panel



To print a **Menu Map**, press the Display button, and then scroll down to select Menu Map.



Printing



To learn about advanced printing techniques, see the **Printing Basics** chapter in the *User Guide*. Click the **Recommended Media List** link for a complete list of media for your product.

Supported Papers

Automatic Document Feeder

- 60 – 90 g/m² (16 – 24 lb. Bond)
- W: 140–216 mm (5.5 – 8.5 in.)
- H: 148 – 356 mm (5.83 – 14 in.)

Tray 1

- 60 – 200 g/m² (16 – 53 lb. Bond/ 50 – 75 lb. Cover)

Photo Size 4 x 6.....	4.0 x 6.0 in.	4X6
Statement.....	5.5 x 8.5 in.	ST
Executive.....	7.25 x 10.5 in.	EX
UK Quatro.....	8.0 x 10.0 in.	UKQ
Gov. Letter.....	8.0 x 10.5 in.	GLT
Foolscap.....	8.0 x 13.0 in.	FLS
Letter.....	8.5 x 11.0 in.	LT
Letter Plus.....	8.5 x 12.69 in.	LTP
Gov. Legal.....	8.5 x 13.0 in.	GLG
Legal.....	8.5 x 14.0 in.	LG
Photo Size 10 x 15...	102 x 152 mm	PHO
A5.....	148 x 210 mm	A5
B5 ISO.....	176 x 250 mm	B5
A4.....	210 x 297 mm	A4
SP Folio.....	210 x 330 mm	FOL

Custom..... (W) x (H)

W:	3.6 – 8.5 in	
	92 – 216 mm	
H:	5.8 – 14.0 in.	
	148 – 356 mm	

Tray 2

- 60 – 90 g/m² (16 – 24 lb. Bond)
- Letter..... 8.5 x 11.0 in. LT
- A4..... 210 x 297 mm A4

Monarch..... 3.87 x 7.5 in. MON

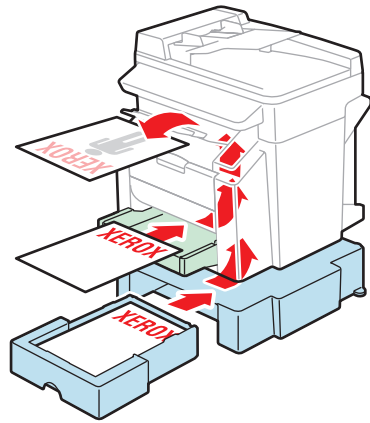
Com# 10..... 4.12 x 9.5 in. #10

DL..... 110 x 220 mm DL

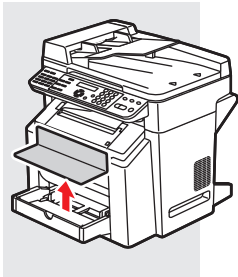
C6..... 114 x 162 mm C6

C5..... 162 x 229 mm C5

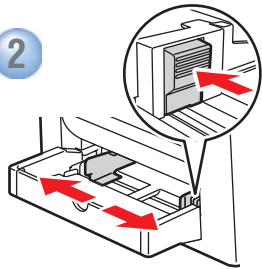
Basic Printing



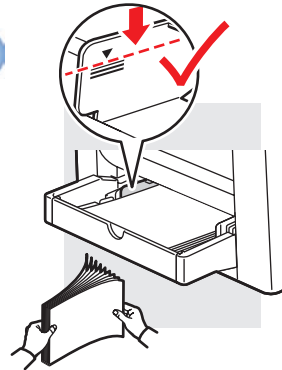
1



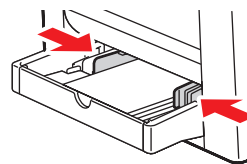
2



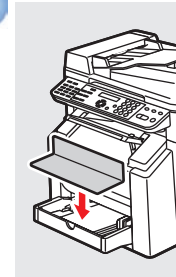
3



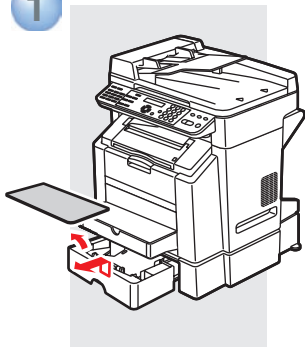
4



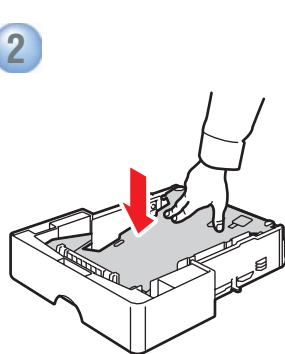
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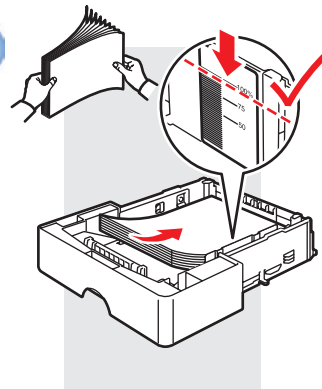
1



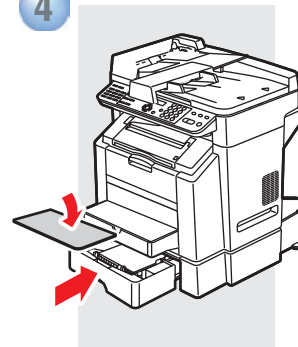
2



3



4




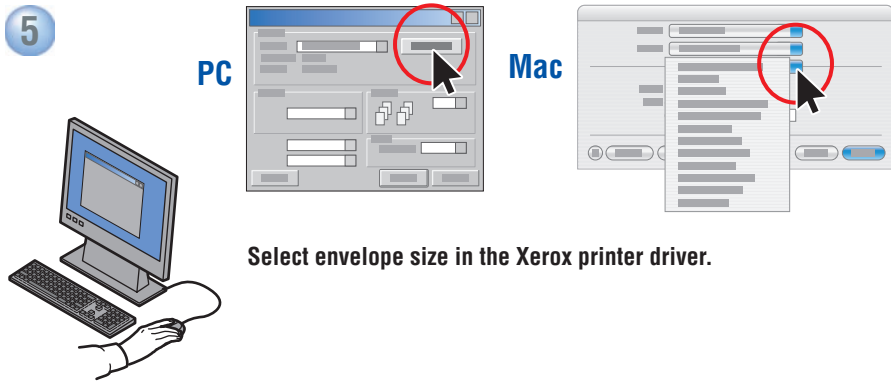
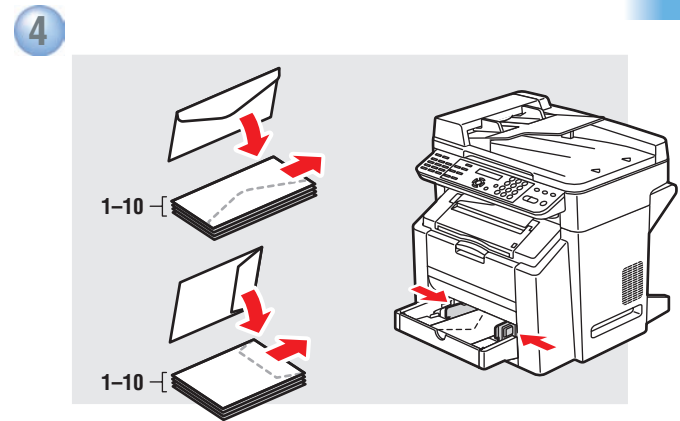
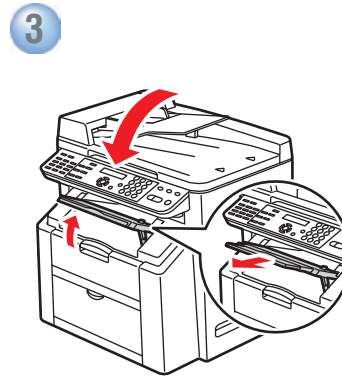
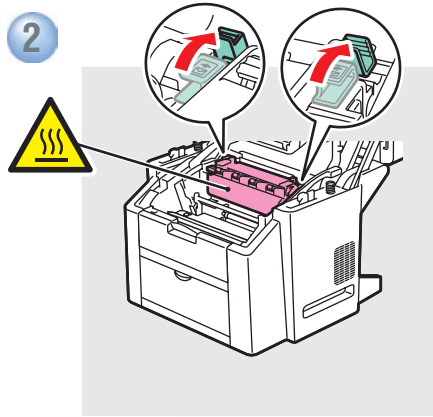
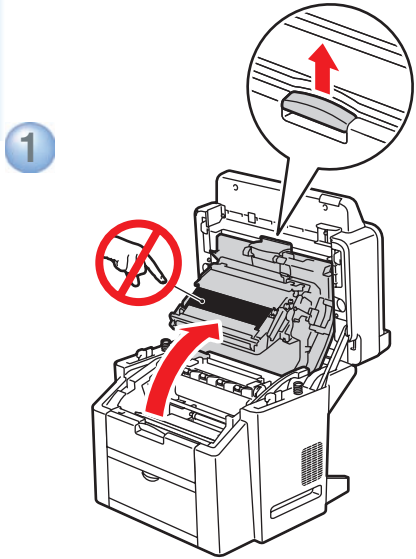
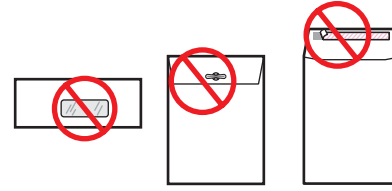
PC

Mac

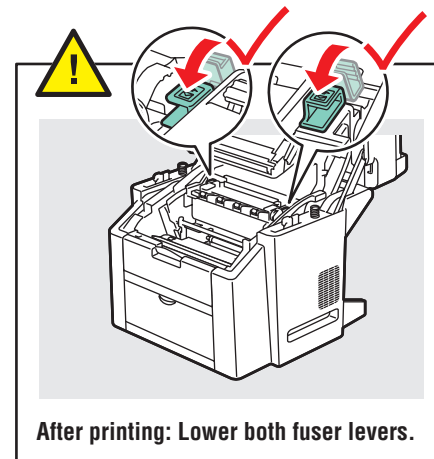
Select special features in the Xerox printer driver.

Printing Envelopes

	Monarch ...3.87 x 7.5 in.
	# 104.12 x 9.5 in.
	DL110 x 220 mm
	C6114 x 162 mm
	C5162 x 229 mm



Select envelope size in the Xerox printer driver.



After printing: Lower both fuser levers.

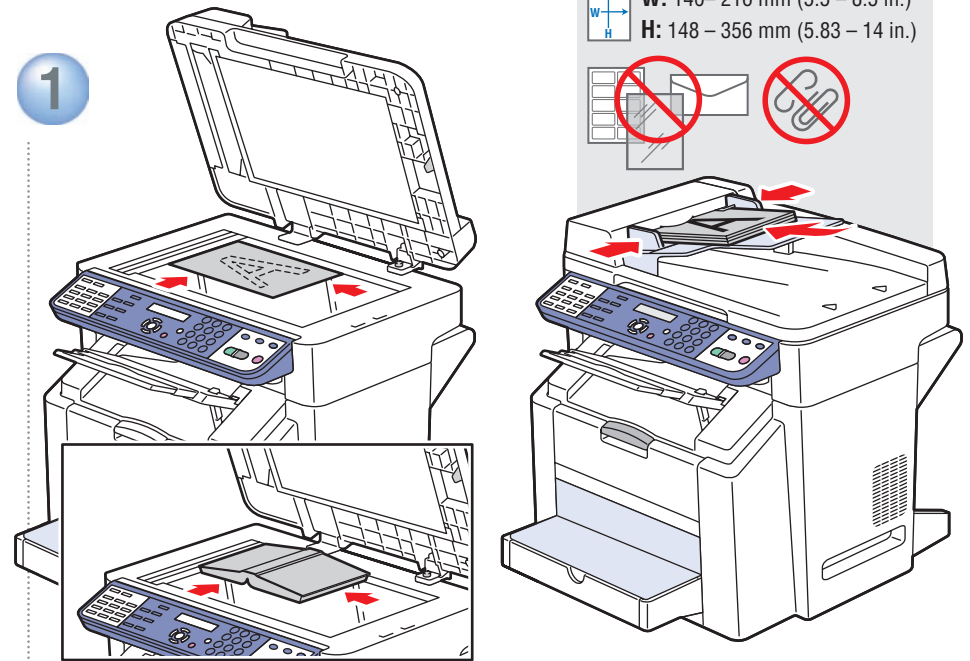
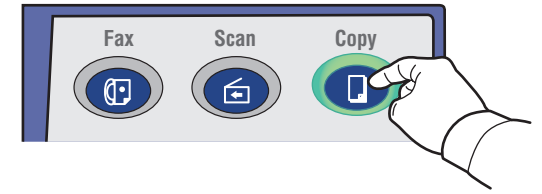
Copying



See the **Copying** chapter in the *User Guide* to learn about advanced copying techniques:

- **Adjusting image quality**
- **Reducing or enlarging**
- **Copying 2 sides to 1 side (2 in 1)**
- **Making 2-sided copies (duplex option)**
- **Making booklets**

Basic Copying

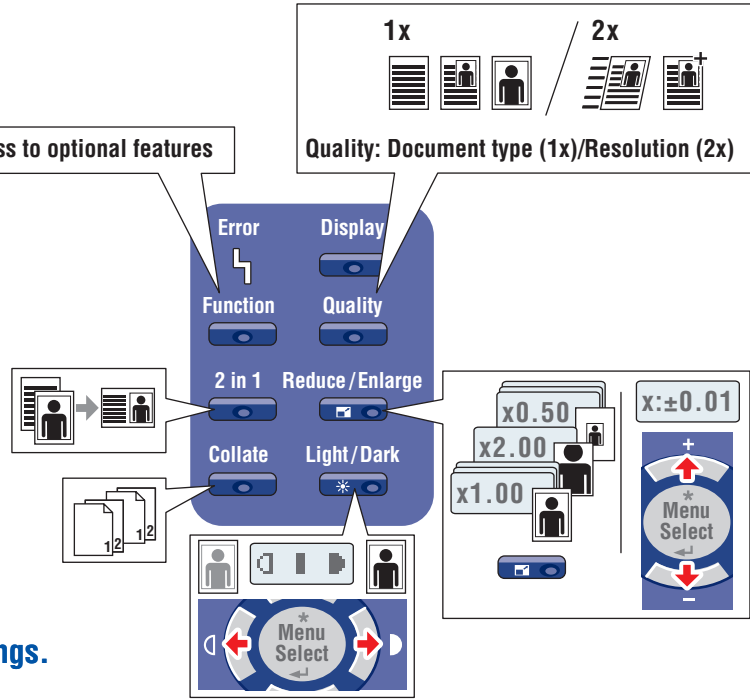


- **Load original.**

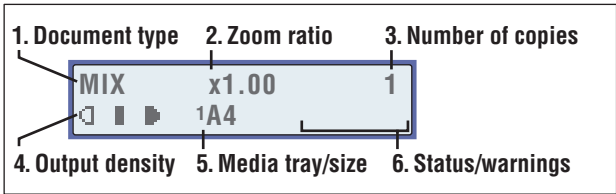
2

Function: Access to optional features

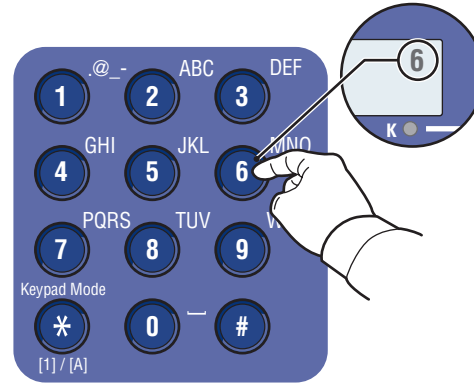
Quality: Document type (1x)/Resolution (2x)



Select settings.

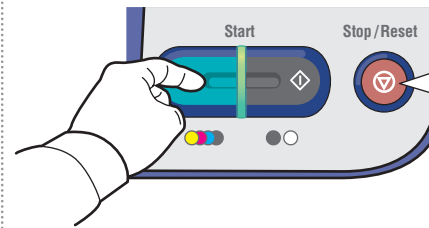


3



Select number of copies.

4



Use the Stop/Reset button to stop copying or restore default settings.

Press Color or B/W Start button.

Scanning



To learn about advanced scanning techniques, see the **Scanning** chapter in the *User Guide*.

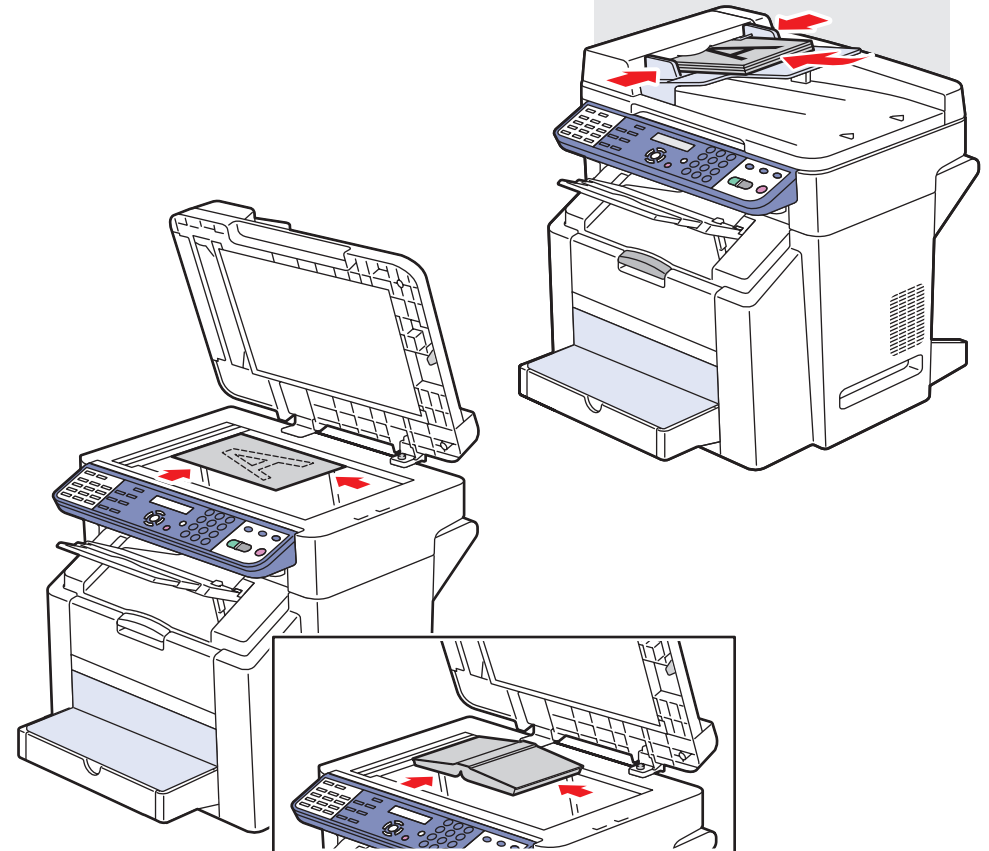


USB (TWAIN/WIA) and Network (email) scanning function differently. To setup scanning for your connection, see the *Features Setup Guide* (printed booklet or PDF online).

Loading Original

60 – 90 g/m²
(16 – 24 lb. Bond)

W: 140– 216 mm (5.5 – 8.5 in.)
H: 148 – 356 mm (5.83 – 14 in.)

Two red circles with diagonal lines through them, indicating that staples and paper clips are not allowed on the scanned documents.

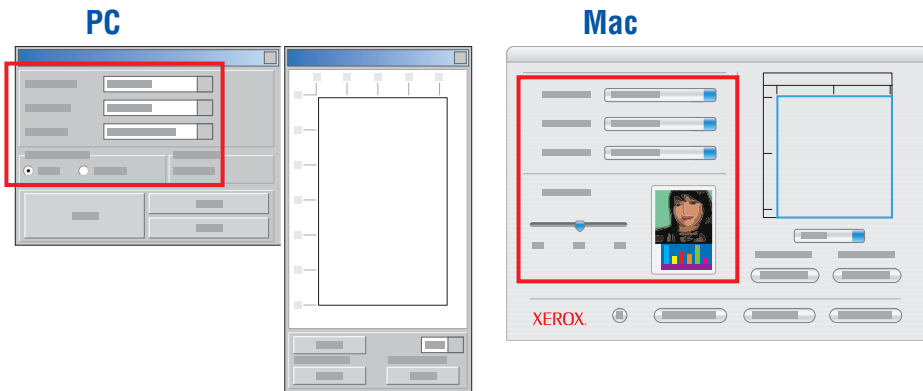
USB: Scan via TWAIN driver

1



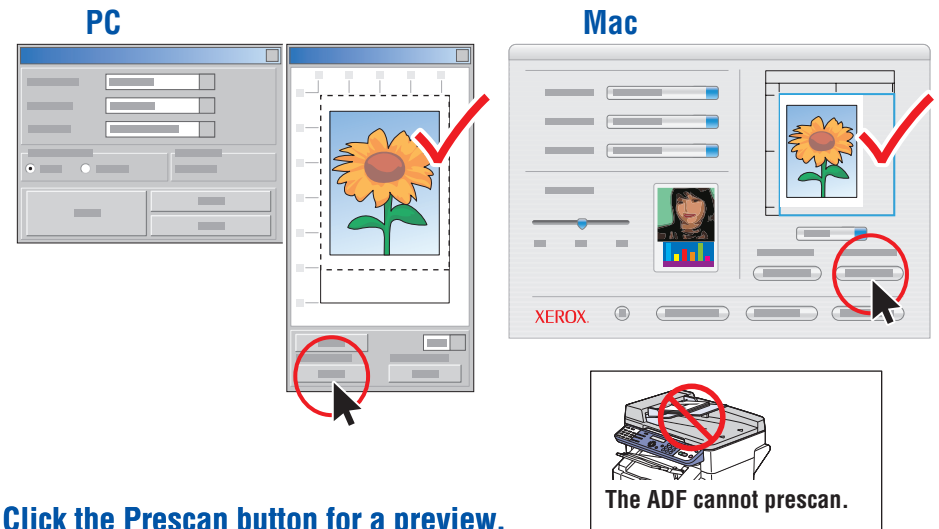
- Launch application to scan from, and then start the TWAIN driver (import method varies with application).

2



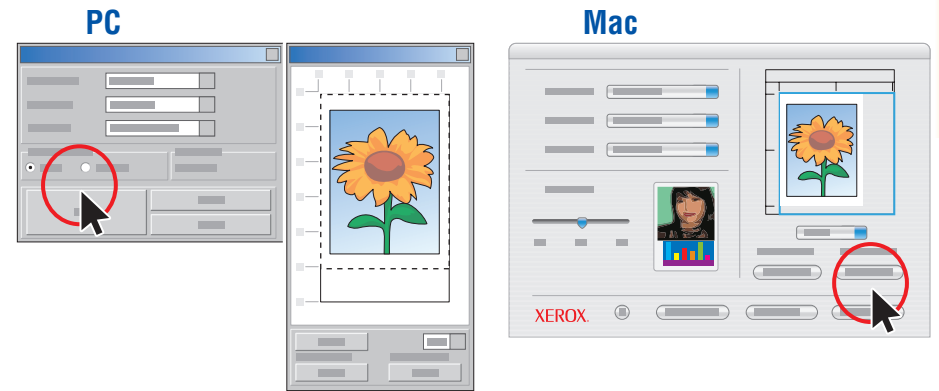
- Select settings.

3



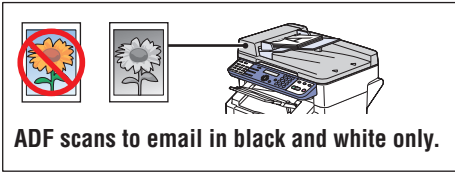
- Click the Prescan button for a preview.

4

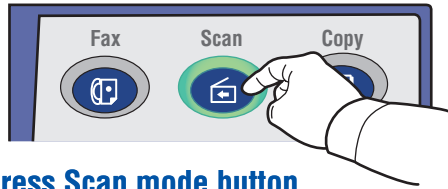


- Click the Scan button.

Network: Scan to Email



1

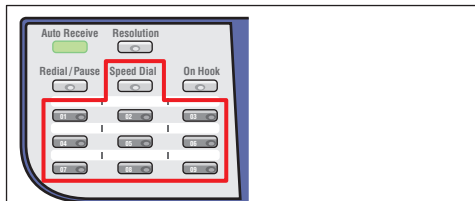


● Press Scan mode button.

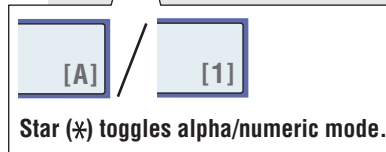
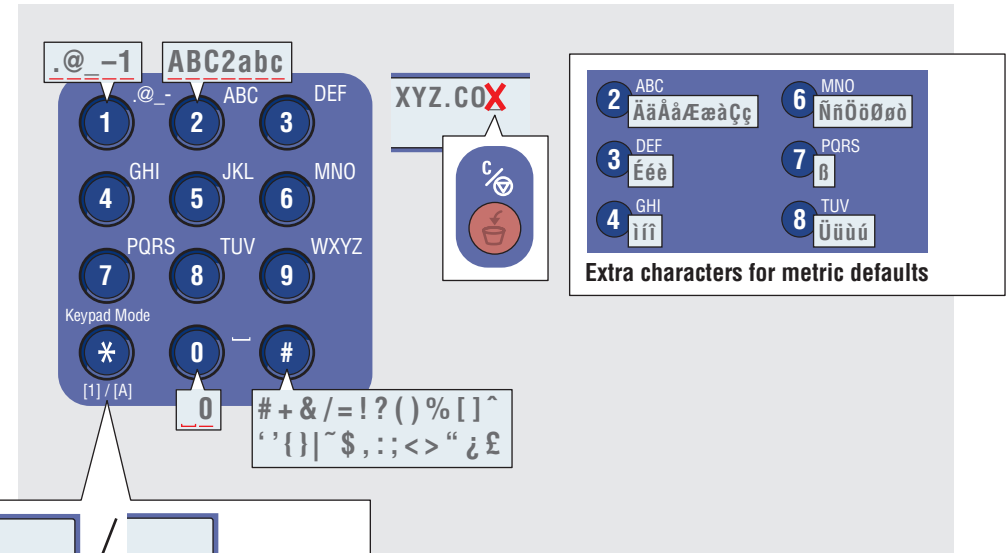
2



● Enter Email address.

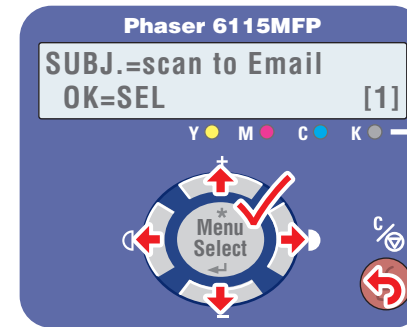


Stored Email addresses can also be selected.

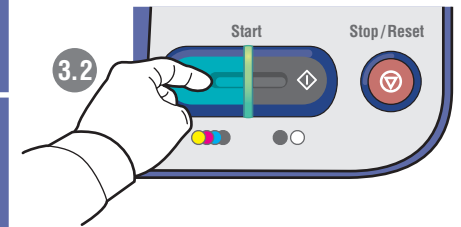


3

3.1

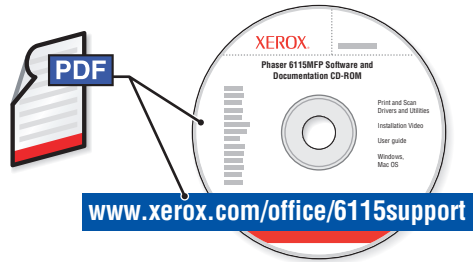


3.2



● Follow prompts to specify subject, more addresses, and scan settings. Press Start at any time to accept remaining defaults and send the scan.

Faxing



To learn about advanced Faxing techniques, see the [Faxing](#) chapter in the *User Guide*.

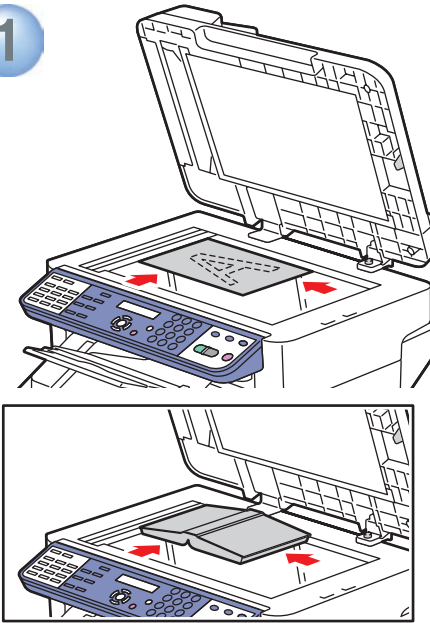
Also see the [Faxing](#) chapter to learn how listings and settings can be managed from your computer using MFP ControlCentre® (PC via USB) or CentreWare® Internet Services (Mac/PC via Ethernet).



PC: USB  Mac/PC: Ethernet 

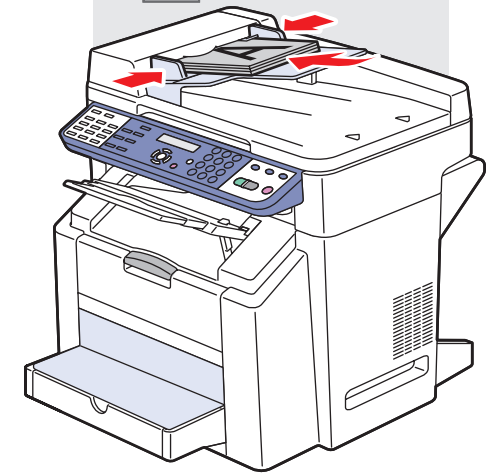


Basic Faxing

1

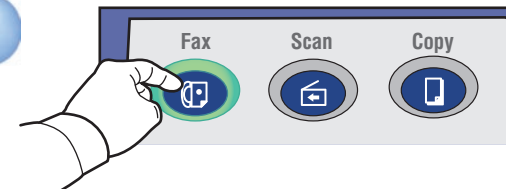


 60 – 90 g/m²
(16 – 24 lb. Bond)
 W: 140– 216 mm (5.5 – 8.5 in.)
H: 148 – 356 mm (5.83 – 14 in.)



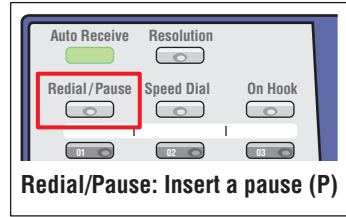
• Load original.

2

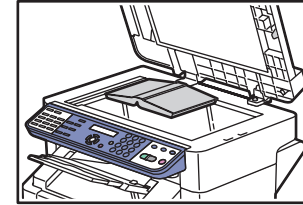


• Press Fax mode button.

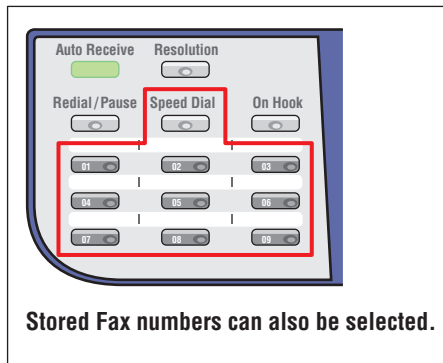
3



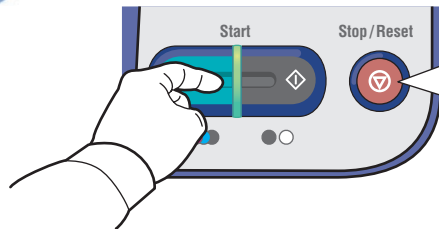
Enter Fax number.



When faxing from document glass ("BOOK"):



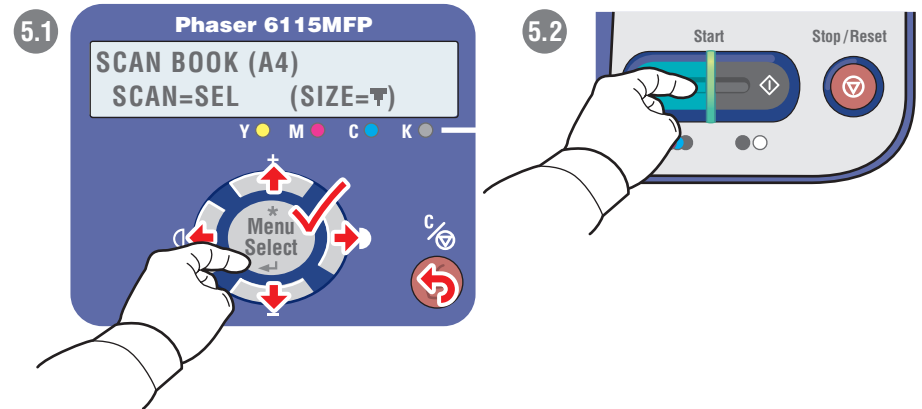
4



Use the Stop/Reset button to stop faxing or restore default settings.

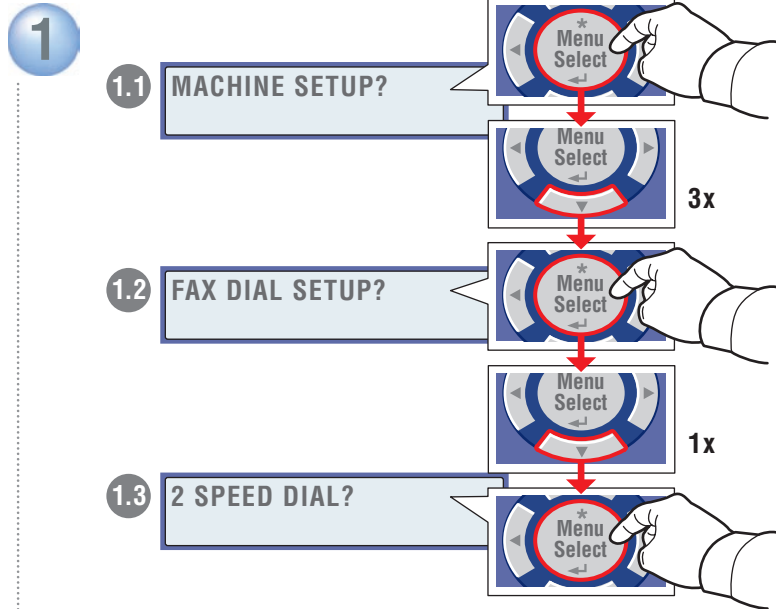
Press either Start button.

5

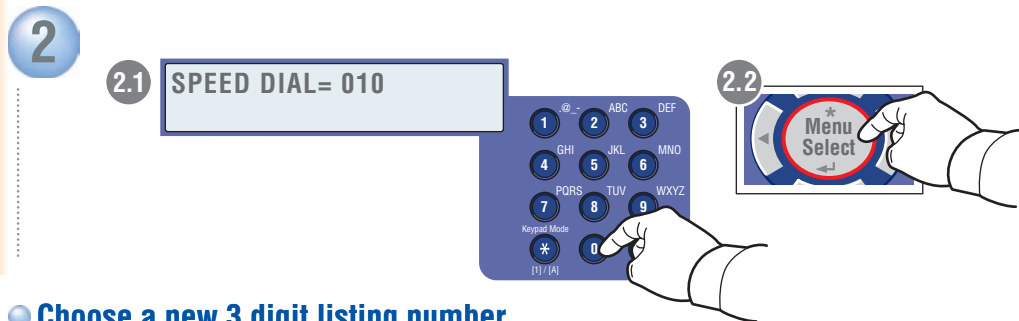


Follow prompts to select document size and additional pages. Press Select to scan, and then Start to send fax.

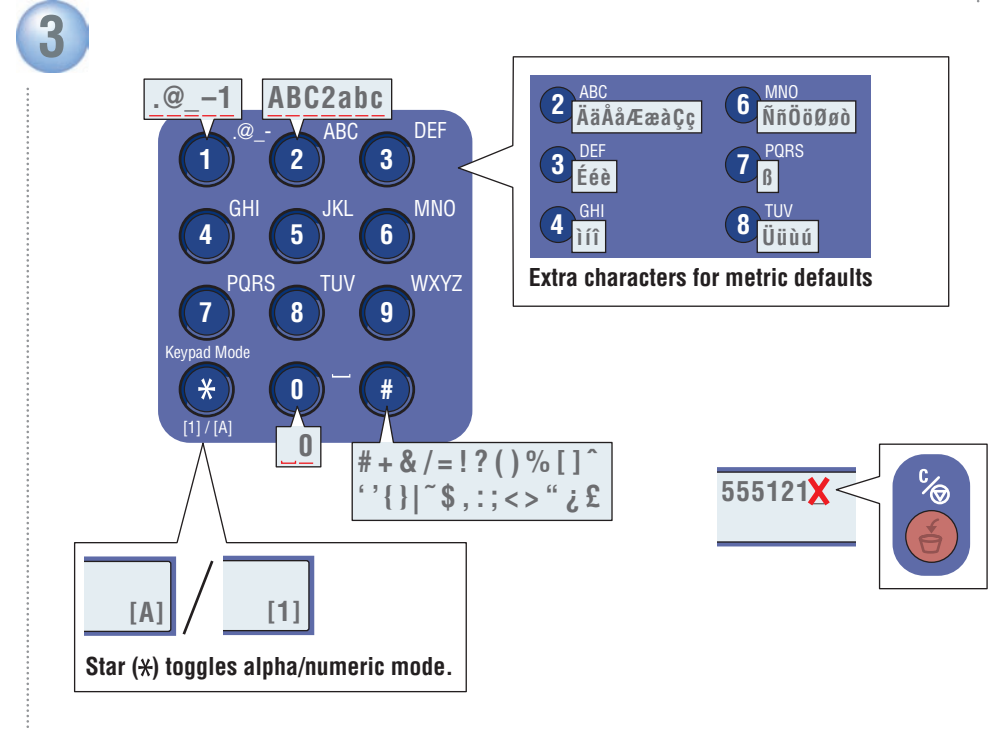
Adding Speed Dial Entries



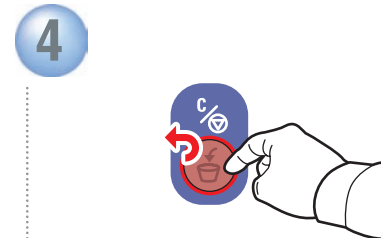
● Navigate to Speed Dial menu.



● Choose a new 3 digit listing number.



● Follow prompts to enter name, Fax number, and modem starting rate.



● Add more listings at prompt, or press Cancel.

Paper Jams

