Xerox® B310 Printer Quick Reference Guide

Print

Printing from a Computer

Note: For labels, card stock, and envelopes, set the paper size and type in the printer before printing the document.

1. From the document that you are trying to print, open the Print dialog.
2. If necessary, adjust the settings.
3. Print the document.

Printing from a Mobile Device

Printing from a Mobile Device using Mopria™ Print Service

Note: This feature is available only in some printer models.

Mopria Print Service is a mobile printing solution for mobile devices running on Android™ version 5.0 or later. It allows you to print directly to any Mopria-certified printer.

Note: Make sure that you download the Mopria Print Service application from the Google Play™ store and enable it in the mobile device.

1. From your Android mobile device, launch a compatible application or select a document from your file manager.
2. Tap > **Print**.
3. Select a printer, and then adjust the settings, if necessary.
4. Tap .

Printing from a Mobile Device Using AirPrint®

The AirPrint software feature is a mobile printing solution that allows you to print directly from Apple devices to an AirPrint-certified printer.

- Make sure that the Apple device and the printer are connected to the same network. If the network has multiple wireless hubs, then make sure that both devices are connected to the same subnet.
- This application is supported only in some Apple devices.

1. From your mobile device, select a document from your file manager or launch a compatible application.
2. Tap the **Share > Print**.
3. Select a printer, and then adjust the settings, if necessary.
4. Print the document.

Printing from a Mobile Device using Wi-Fi Direct®

Note: This feature is available only in some printer models.

Wi-Fi Direct is a printing service that lets you print to any Wi-Fi Direct-ready printer.

Note: Make sure that the mobile device is connected to the printer wireless network. For more information, see Connecting a mobile device to the printer.

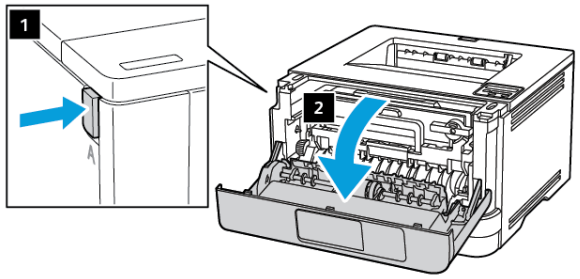
1. From your mobile device, launch a compatible application or select a document from your file manager.
2. Depending on your mobile device, do one of the following:
   - Tap > **Print**.
   - Tap > **Print**.
   - Tap > **Print**.
3. Select a printer, and then adjust the settings, if necessary.
4. Print the document.

Maintain the Printer

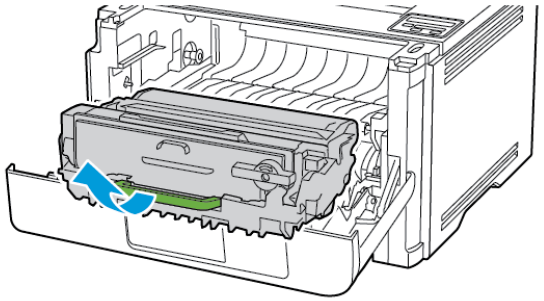
Replacing the Toner Cartridge

1. Open the front door.

   Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



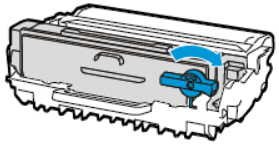
2. Remove the imaging unit.

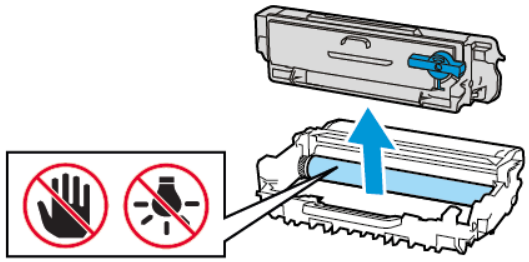


3. Twist the blue latch, and then remove the used toner cartridge from the imaging unit.

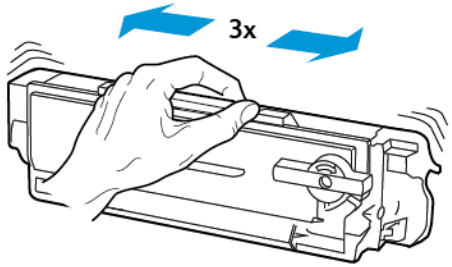
   Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

   Warning—Potential Damage: Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.

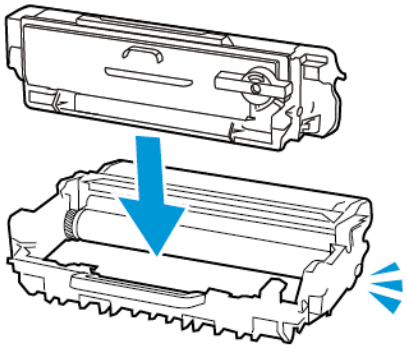




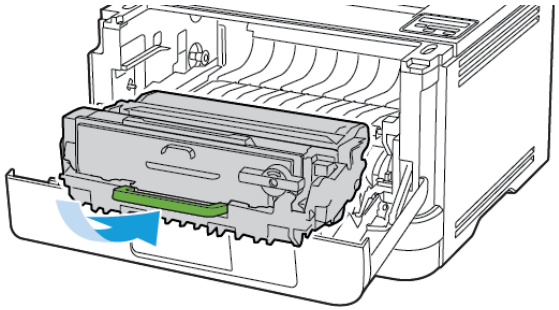
4. Unpack the new toner cartridge.
5. Shake the toner cartridge to redistribute the toner.



6. Insert the new toner cartridge into the imaging unit until it clicks into place.



7. Insert the imaging unit.

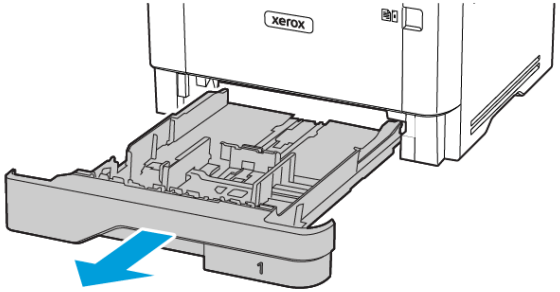


8. Close the door.

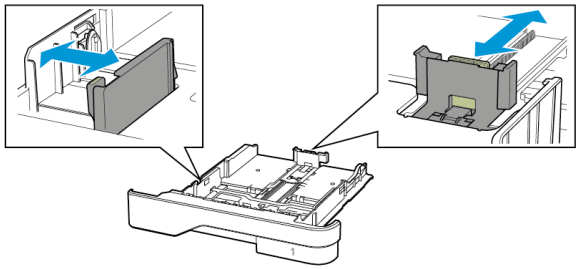
Loading Trays

1. Remove the tray.

   Note: To avoid paper jams, do not remove the tray while the printer is busy.

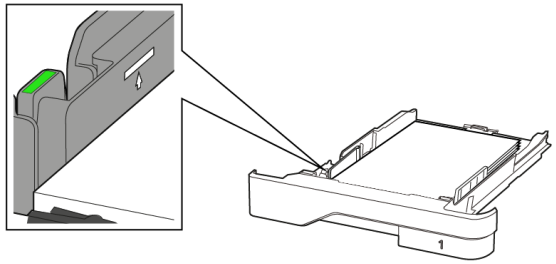


2. Adjust the guides to match the size of the paper that you are loading.



3. Flex, fan, and align the paper edges before loading.

4. Load the paper stack with the printable side facedown, and then make sure that the guides fit snugly against the paper.
   - Load letterhead facedown with the header toward the front of the tray for one-sided printing.
   - Load letterhead faceup with the header toward the back of the tray for two-sided printing.
   - Do not slide paper into the tray.
   - To avoid paper jams, make sure that the stack height is below the maximum paper fill indicator.

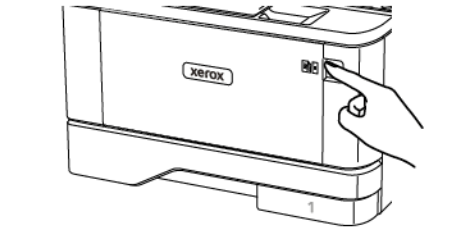


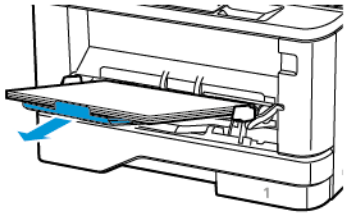
5. Insert the tray.

   If necessary, set the paper size and paper type from the control panel to match the paper loaded.

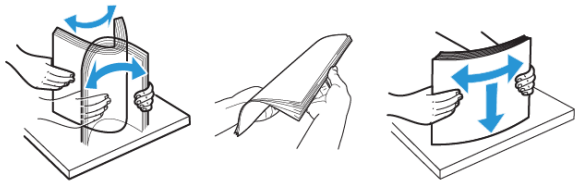
Loading the Multipurpose Feeder

1. Open the multipurpose feeder.



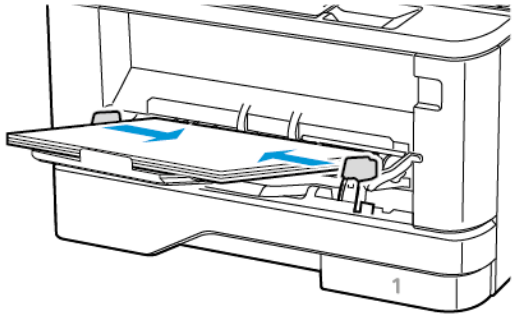


2. Flex, fan, and align the paper edges before loading.



3. Load paper with the printable side faceup.
   - Load letterhead faceup with the header toward the rear of the printer for one-sided printing.
   - Load letterhead facedown with the header toward the front of the printer for two-sided printing.
   - Load envelopes with the flap facedown on the left side.

     Warning—Potential Damage: Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.
4. Adjust the guide to match the size of the paper that you are loading.



5. From the control panel, set the paper size and paper type to match the paper loaded.

Setting the Paper Size and Type

1. From the control panel, navigate to:

   Settings > OK > Paper > OK > Tray Configuration > OK > Paper Size/Type > OK, then select a paper source
2. Set the paper size and type.

Updating Firmware

Some applications require a minimum device firmware level to operate correctly.

For more information on updating the device firmware, contact your representative.

1. Open a web browser, and then type the printer IP address in the address field.
   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
   - If you are using a proxy server, then temporarily disable it to load the web page correctly.
2. Click **Settings > Device > Update Firmware**.
3. Choose one of the following:
   - Click **Check for updates > I agree, start update**.
   - Upload the flash file. To upload the flash file, perform the following steps.

     To get the latest firmware, go to www.xerox.com, and search for your printer model.
     1. Browse to the flash file.

     Note: Make sure that you have extracted the firmware zip file.

     2. Click **Upload > Start**.

Configuring Wi-Fi Direct

Note: This feature is available only in some printer models.

Wi-Fi Direct is a Wi-Fi-based peer-to-peer technology that allows wireless devices to connect directly to a Wi-Fi Direct-enabled printer without using an access point (wireless router).

1. From the control panel, navigate to:

   Settings > OK **> Network/Ports >** OK **> Wi-Fi Direct >** OK

2. Configure the settings.
   - **Enable Wi-Fi Direct**—Enables the printer to broadcast its own Wi-Fi Direct network.
   - **Wi-Fi Direct Name**—Assigns a name for the Wi-Fi Direct network.
   - **Wi-Fi Direct Password**—Assigns the password for negotiating the wireless security when using the peer-to-peer connection.
   - **Show Password on Setup Page**—Shows the password on the Network Setup Page.
   - **Auto-Accept Push Button Requests**—Lets the printer accept connection requests automatically.

Note: Accepting push-button requests automatically is not secured.

Connecting a mobile device to the printer

Note: This feature is available only in some printer models.

Before connecting your mobile device, make sure that Wi-Fi Direct has been configured. For more information, see Configuring Wi-Fi Direct.

Connecting Using Wi-Fi Direct

Note: These instructions apply only to Android mobile devices.

1. From the mobile device, go to the settings menu.
2. Enable **Wi-Fi**, and then tap **Wi-Fi Direct**.
3. Select the printer Wi-Fi Direct name.
4. Confirm the connection on the printer control panel.

Connecting Using Wi-Fi

1. From the mobile device, go to the settings menu.
2. Tap **Wi-Fi**, and then select the printer Wi-Fi Direct name.

Note: The string DIRECT-xy (where x and y are two random characters) is added before the Wi-Fi Direct name.

3. Enter the Wi-Fi Direct password.

Connecting the Printer to a Wi-Fi Network

Note: This feature is available only in some printer models.

Before you begin, make sure that:

- Active Adapter is set to Auto. From the control panel, navigate to **Settings > OK > Network/Ports > OK > Network Overview > OK > Active Adapter > OK > Auto > OK**.
- The Ethernet cable is not connected to the printer.

1. From the control panel, navigate to **Settings > OK > Wireless > OK > Setup On Printer Panel > OK > Choose Network > OK**.
2. Select a Wi-Fi network, and then type the network password.

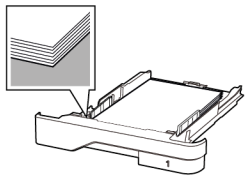
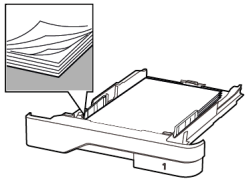
Note: For Wi-Fi-network-ready printer models, a prompt to set up the Wi-Fi network appears during initial setup.

Clearing Jams

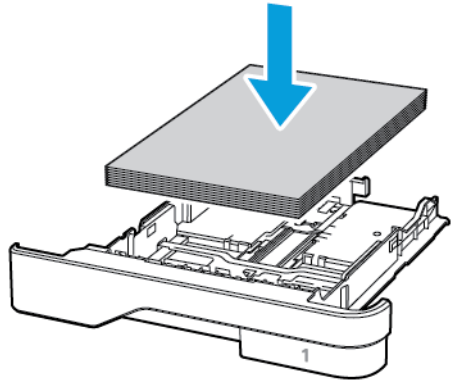
Avoiding Jams

Load Paper Properly

- Make sure that the paper lies flat in the tray.

Correct loading of paper	Incorrect loading of paper
	

- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration.



- Make sure that the paper guides are positioned correctly and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

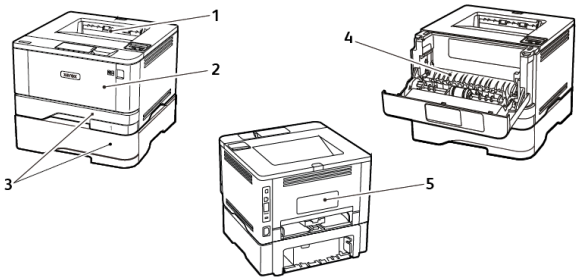
Use Recommended Paper

- Use only recommended paper or specialty media.
- Do not load paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.

- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

Identifying Jam Locations

- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.

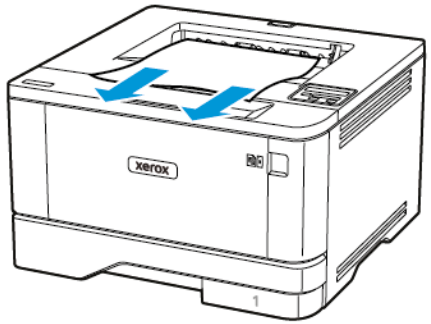


1. Standard output tray
2. Multipurpose feeder
3. Trays
4. Duplex unit
5. Rear door

Paper Jam in the Standard Output Tray

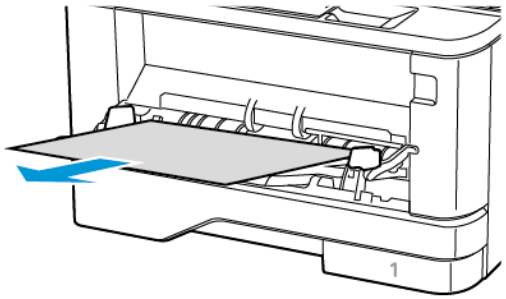
Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



Paper Jam in the Multipurpose Feeder

1. Remove paper from the multipurpose feeder.

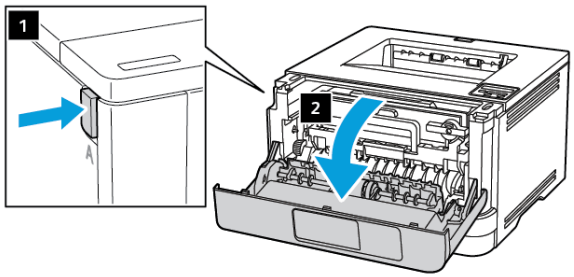


2. Remove the jammed paper.

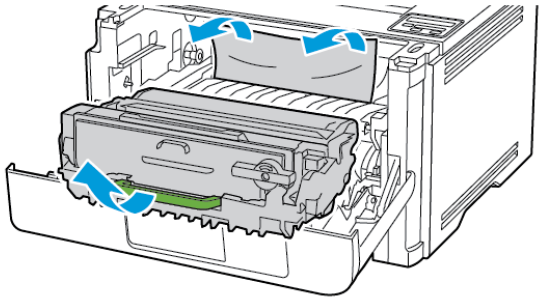
Note: Make sure that all paper fragments are removed.

3. Close the multipurpose feeder.
4. Open the front door.

Warning: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.

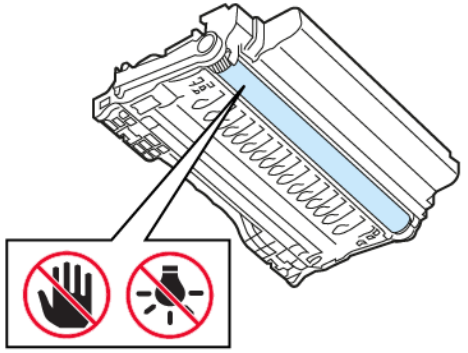


5. Remove the imaging unit.



Warning: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

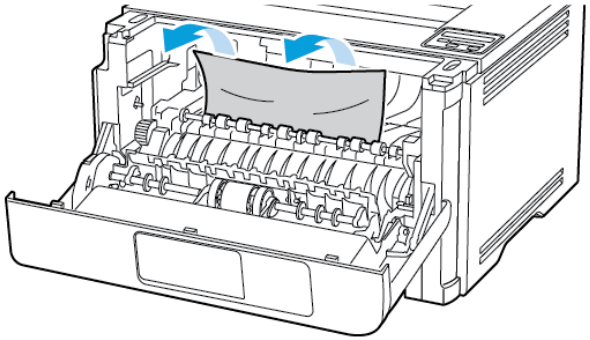
Warning: Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.



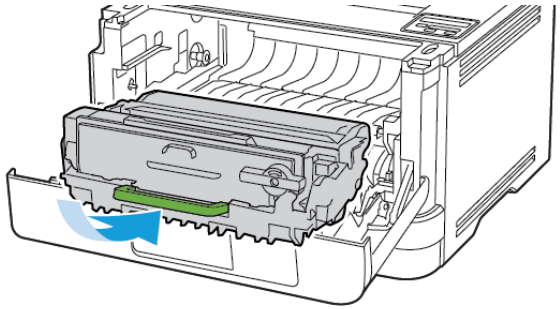
6. Remove the jammed paper.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

Note: Make sure that all paper fragments are removed.

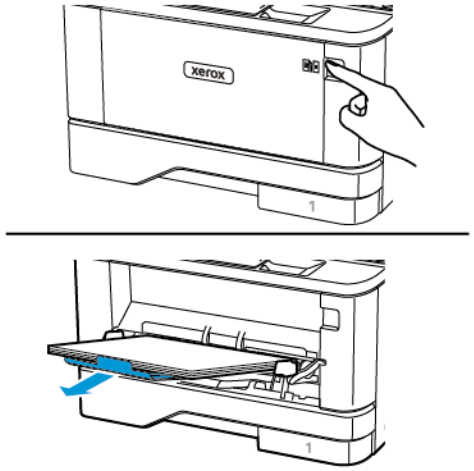


7. Insert the imaging unit.

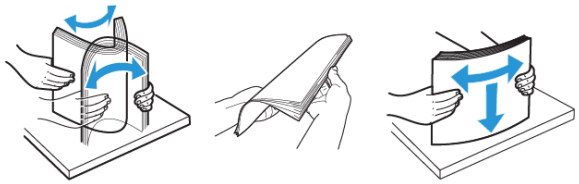


8. Close the door.

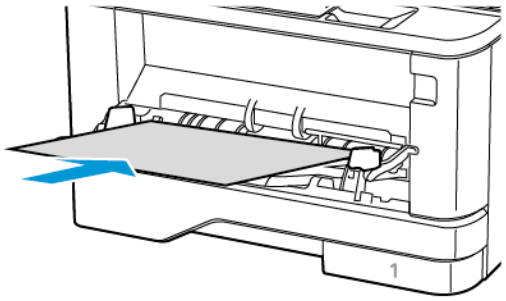
9. Open the multipurpose feeder.



10. Flex, fan, and align the paper edges before loading.

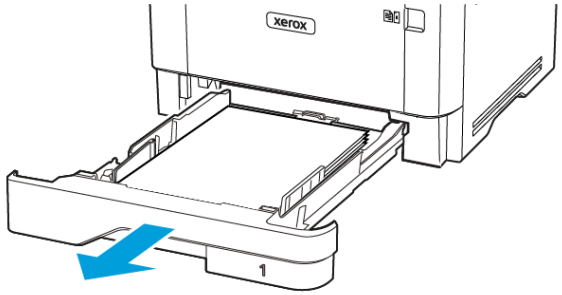


11. Reload paper.



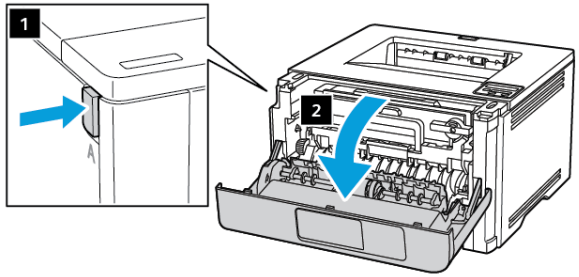
Paper Jam in Trays

1. Remove the tray.

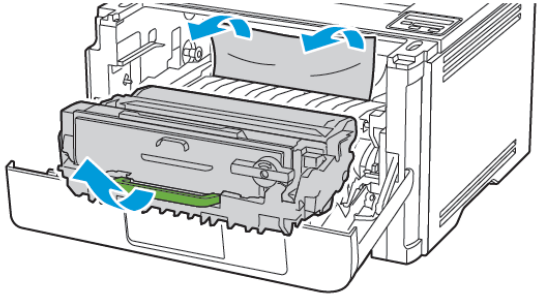


2. Open the front door.

Warning: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.

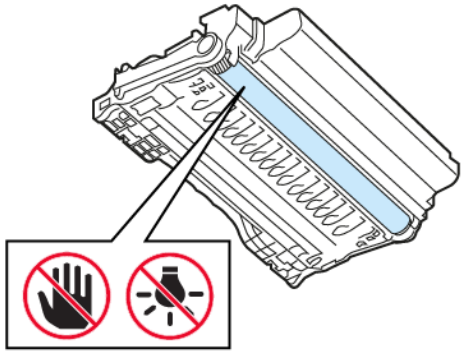


3. Remove the imaging unit.



Warning: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

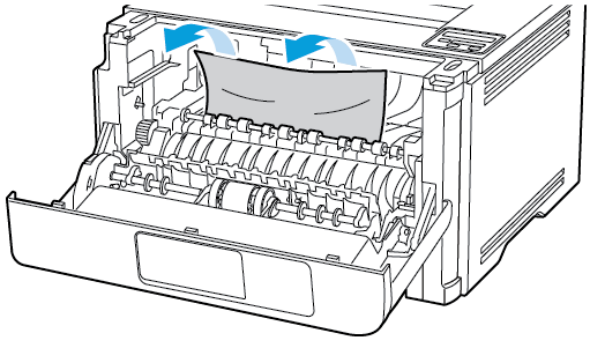
Warning: Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.



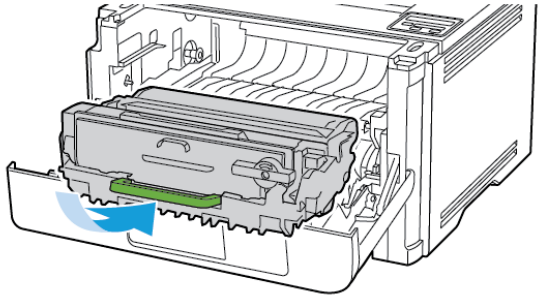
4. Remove the jammed paper.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

Note: Make sure that all paper fragments are removed.



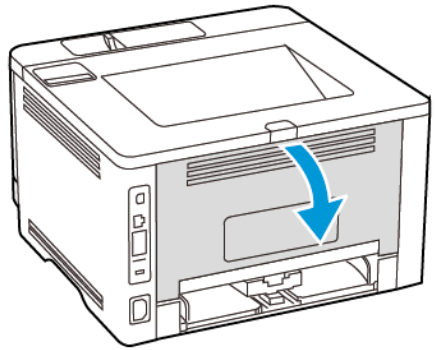
5. Insert the imaging unit.



6. Close the front door, and then insert the tray.

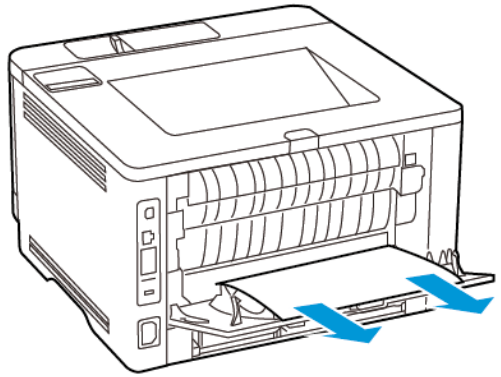
7. Open the rear door.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



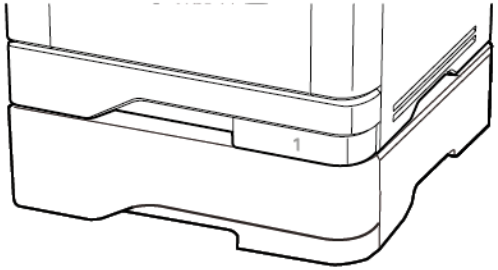
8. Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



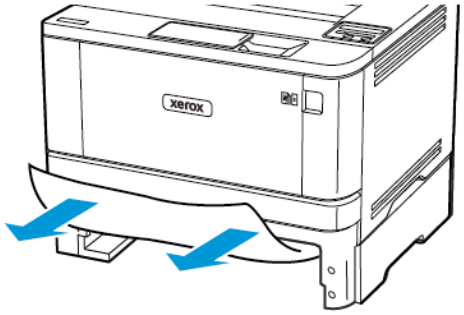
9. Close the rear door.

10. Remove the optional tray.



11. Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

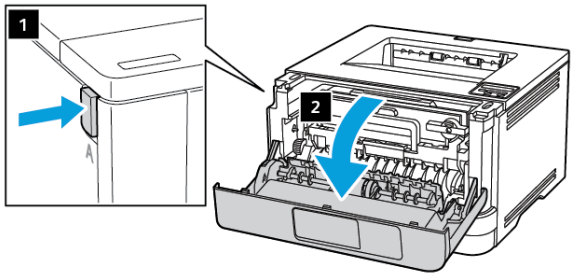


12. Insert the tray.

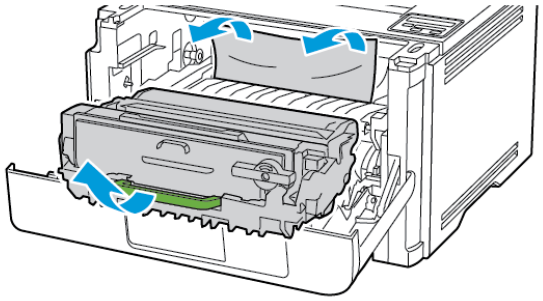
Paper Jam in the Duplex Unit

1. Open the front door.

Warning: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.

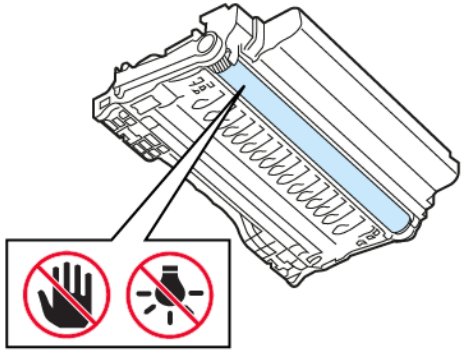


2. Remove the imaging unit.



Warning: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

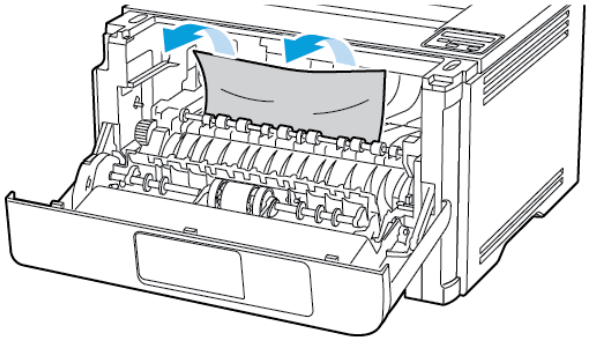
Warning: Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.



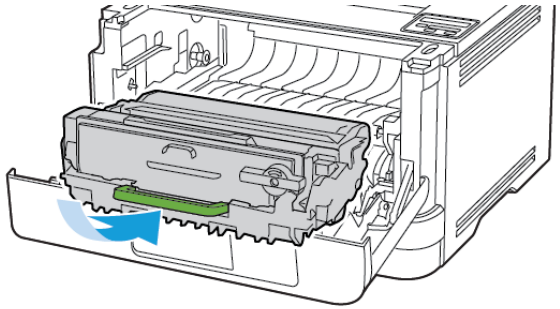
3. Remove the jammed paper.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

Note: Make sure that all paper fragments are removed.

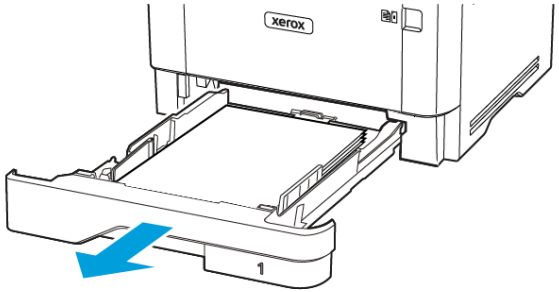


4. Insert the imaging unit.

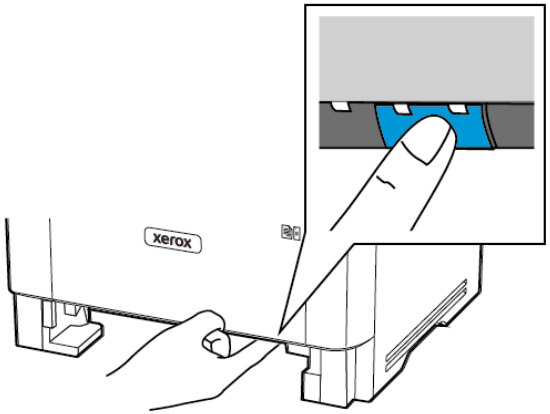


5. Close the door.

6. Remove the tray.

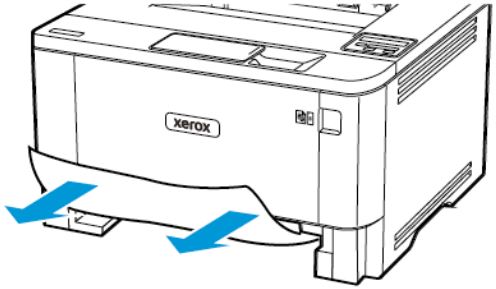


7. Push the duplex unit latch to open the duplex unit.



8. Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

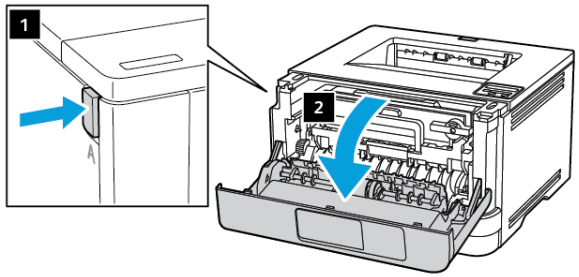


9. Close the duplex unit.
10. Insert the tray.

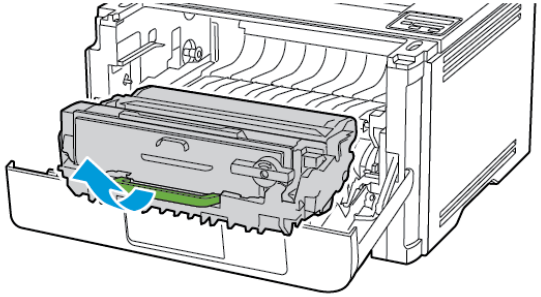
Paper Jam in the Rear Door

1. Open the front door.

Warning: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.

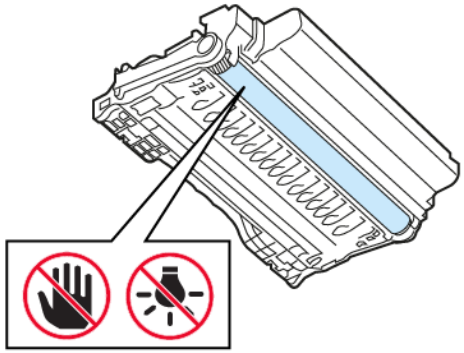


2. Remove the imaging unit.



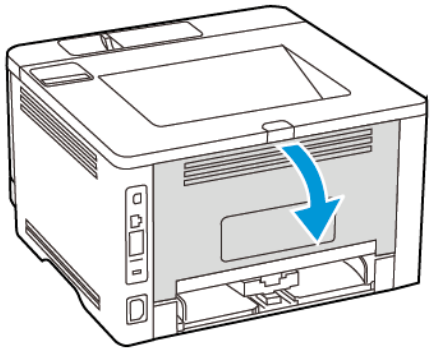
Warning: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

Warning: Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.



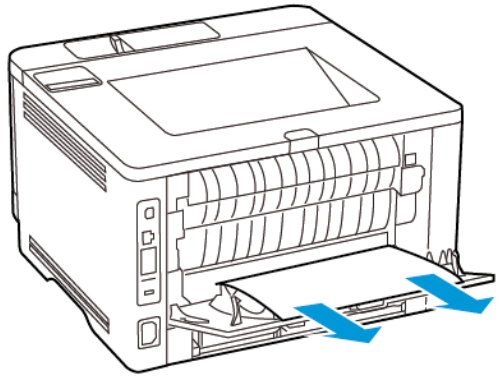
3. Open the rear door.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

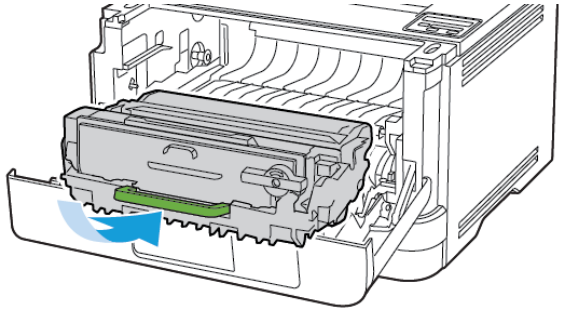


4. Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



5. Close the rear door.
6. Insert the imaging unit.



7. Close the front door.

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