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› Xerox WorkCentre 3315/DN Monochrome Multifunction Printer User Manual

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MONOCHROME MULTIFUNCTION PRINTER

Brand: Xerox

Introduction

This manual provides detailed instructions for the setup, operation, maintenance, and troubleshooting of your Xerox WorkCentre 3315/DN Monochrome Multifunction Printer. Please read this manual thoroughly to ensure proper use and to maximize the performance and longevity of your device.

1. Setup

1.1 Unpacking and Placement

Carefully remove the printer from its packaging. Ensure all packing materials and protective tapes are removed. Place the printer on a stable, level surface with adequate ventilation. Allow sufficient space around the printer for proper operation and maintenance access.



Figure 1.1: Front view of the Xerox WorkCentre 3315/DN Multifunction Printer, showing its compact design suitable for office environments.

1.2 Connecting Power and Data Cables

1. Connect the power cord to the printer and then to a grounded electrical outlet.
2. For network connectivity, connect an Ethernet cable from the printer's Ethernet port to your network router or switch.
3. For direct connection, connect a USB 2.0 cable from the printer's USB port to your computer.

1.3 Loading Paper

The standard paper tray holds 250 sheets, and the bypass tray holds 50 sheets. Ensure paper is loaded correctly to prevent jams.

- Open the paper tray and adjust the guides to fit the paper size.
- Fan the paper stack before loading to prevent multiple sheets from feeding at once.
- Insert the paper with the print side facing down.

1.4 Installing Toner Cartridge

The printer uses a monochrome toner cartridge. Follow these steps to install or replace the cartridge:

1. Open the front cover of the printer.
2. Carefully insert the new toner cartridge into its slot until it clicks into place.
3. Close the front cover.



Figure 1.2: The front panel of the printer opened, revealing the compartment for installing or replacing the toner cartridge.

1.5 Software Installation

Install the necessary drivers and software from the provided installation CD or download them from the official Xerox support website. The Easy Printer Manager software is recommended for network scanning functionalities.

2. Operating Instructions

The WorkCentre 3315/DN features an intuitive LCD display and control panel for easy operation.



Figure 2.1: Close-up view of the printer's control panel, featuring the LCD display, navigation buttons, and numeric keypad for various functions.

2.1 Printing

- **Standard Printing:** Send print jobs from your computer. The printer supports up to 33 pages per minute (ppm) in black and white at 600 x 600 dpi resolution.
- **Duplex Printing:** The printer supports automatic two-sided printing. This feature can be enabled or disabled through your printer settings on your computer.
- **Front USB Port:** The front USB port is available for direct printing of documents from a USB flash drive.

2.2 Copying

Use the control panel to make copies. The auto document feeder (ADF) can hold up to 50 sheets for multi-page copying.

- Place documents on the scanner glass or in the ADF.
- Select 'Copy' from the control panel.
- Adjust settings such as number of copies, darkness, and reduction/enlargement as needed.
- Press the 'Start' button.

2.3 Scanning

The WorkCentre 3315/DN features a flatbed scanner and an automatic document feeder.

- **Scan to PC:** Requires the Easy Printer Manager software running on your computer. Select 'Scan to PC' from the printer's control panel.
- **Scan to USB:** Insert a USB flash drive into the front USB port. Select 'Scan to USB' from the control panel. The default format is PDF, but other formats (TIFF, JPG) can be configured via the printer's web interface.

2.4 Faxing

The printer supports fax functionality.

- Load documents into the ADF or place on the scanner glass.
- Enter the recipient's fax number using the numeric keypad on the control panel.
- Press the 'Fax' button.

3. Maintenance

3.1 Replacing Toner Cartridge

When the toner is low, a message will appear on the LCD display. Refer to Section 1.4 for installation steps. Always use genuine Xerox toner cartridges for optimal performance and print quality.

3.2 Cleaning the Printer

- **Exterior:** Wipe the exterior of the printer with a soft, damp, lint-free cloth. Do not use abrasive cleaners or solvents.
- **Scanner Glass:** Clean the scanner glass with a soft cloth dampened with glass cleaner. Ensure no residue is left behind.
- **ADF Rollers:** Periodically clean the ADF rollers to prevent paper feeding issues. Refer to the detailed cleaning instructions in the full PDF manual for specific steps.

3.3 Clearing Paper Jams

If a paper jam occurs, the printer's display will indicate the location of the jam. Carefully open the indicated covers and gently pull out any jammed paper in the direction of the paper path. Avoid tearing the paper, as small pieces can cause further issues.

4. Troubleshooting

This section addresses common issues you might encounter with your WorkCentre 3315/DN printer.

4.1 Printing Issues

- **Printer Not Responding:** Check power connections, USB/Ethernet cable connections. Ensure the printer is online and not in an error state. Restart both the printer and your computer.
- **Poor Print Quality:** Check toner level. Ensure paper type settings match the loaded paper. Clean the print head if necessary (refer to full manual).
- **Driver Issues:** If the Windows driver does not work, download the latest drivers directly from the Xerox support website.

4.2 Scanning Issues

- **Scanner Feeder Finicky:** Ensure documents are properly aligned and free of wrinkles or tears before loading into the ADF. Clean the ADF rollers if misfeeds occur.
- **Scan to PC Not Working:** Verify that the Easy Printer Manager software is installed and running on the PC. Ensure network connectivity between the printer and the PC.
- **Slow Network Scan:** For large scans, consider using the USB scan option as it may offer faster transfer speeds.

4.3 Faxing Issues

- **Faxes Not Sending/Receiving:** Check phone line connection. Verify recipient's fax number. Ensure there are no paper jams or low toner issues.
- **Cannot Scan While Receiving Faxes:** This model may not support simultaneous scanning and fax reception. Wait for the fax to complete before initiating a scan job.

5. Specifications

Feature	Detail
Model Name	3315/DN
Included Components	Laser Multifunction Office Machine
Print Media Supported	Envelopes, Paper (plain), Transparencies, Card stock, Labels
Scanner Type	Flatbed with Auto Document Feeder
Max Input Sheet Capacity	820 sheets (Standard + Bypass)
Max Copy Speed (Black & White)	33 ppm
Display Type	LCD
Maximum Black and White Print Resolution	600 x 600 dpi
Dual-sided Printing	Yes
Hardware Interface	USB, Ethernet (10/100base-t)
Ink Color	Black (Monochrome)
Memory Storage Capacity	128 MB (upgradable to 384 MB)
Processor Speed	360 MHz
Product Dimensions	13.5 x 10.7 x 6.1 inches
Item Weight	3.3 pounds

6. Warranty Information

The Xerox WorkCentre 3315/DN comes with a **Limited Warranty**. For specific terms, conditions, and duration of your warranty, please refer to the warranty documentation included with your product or visit the official Xerox support website.

7. Support and Resources

For further assistance, driver downloads, or detailed troubleshooting guides, please visit the official Xerox support website. You can also refer to the comprehensive User Manual available in PDF format:

[Download Full User Manual \(PDF\)](#)

For direct support, contact Xerox customer service through their official channels.