

Xerox B310

Xerox B310DNI Laser Printer User Manual

Model: B310

1. INTRODUCTION

This manual provides detailed instructions for setting up, operating, and maintaining your Xerox B310DNI Laser Printer. The Xerox B310 is a compact black-and-white printer designed for efficient use in home offices and small to medium-sized businesses. It offers easy setup, wireless functionality, and robust performance for your printing needs.



Figure 1.1: Front view of the Xerox B310DNI Laser Printer.

1.1. Key Features

- Print speeds up to 40 A4-sized pages per minute.
- Automatic two-sided (duplex) printing.
- Standard paper capacity of 250 sheets.
- Built-in Wi-Fi and Wi-Fi Direct for flexible connectivity.
- Support for Apple AirPrint, Mopria Print Service, and Chromebook printing.
- Comprehensive security features to protect data.
- Energy Star Certified and EPEAT certification for environmental responsibility.

2. SETUP

2.1. Unpacking the Printer

Carefully remove the printer from its packaging. Ensure all packing materials, including tapes and protective films, are removed from the exterior and interior of the printer. Retain the packaging for future transportation or service needs.

2.2. Package Contents

Verify that all items are included in the box:

- Xerox B310DNI Printer
- Power cable
- Documentation (Quick Start Guide, Safety Sheet)
- Toner cartridge (starter cartridge)

2.3. Connecting Power

Connect the power cable to the printer's power input and then to a grounded electrical outlet. Do not connect the printer to a power strip or extension cord during initial setup.

2.4. Installing the Toner Cartridge

1. Open the front cover of the printer.
2. Remove the new toner cartridge from its packaging.
3. Gently shake the cartridge horizontally a few times to distribute the toner evenly.
4. Insert the toner cartridge into the printer until it clicks into place.
5. Close the front cover.

2.5. Loading Paper

The standard paper tray has a capacity of 250 sheets. Ensure paper is loaded correctly to prevent jams.

1. Pull out the paper tray from the printer.
2. Adjust the paper guides to the size of the paper you are loading.
3. Load the paper stack into the tray, ensuring it is flat and not exceeding the maximum fill line.
4. Slide the paper tray back into the printer until it is fully seated.

2.6. Software Installation

The Xerox B310DNI is designed for simple installation using Xerox Smart Start Software. This software guides you through the setup process, including driver installation and network configuration.

- **Xerox Smart Start Software:** Download the latest version from the official Xerox support website. Run the installer and follow the on-screen prompts.
- **Wireless Connectivity:** The printer supports Wi-Fi and Wi-Fi Direct. During software setup, you will be prompted to connect to your wireless network. For Wi-Fi Direct, enable the feature on the printer's control panel and connect your device directly to the printer's Wi-Fi network.
- **Mobile Printing:** The printer is compatible with Apple AirPrint, Mopria Print Service, and Chromebook printing. Ensure your mobile device or Chromebook is on the same network as the printer for seamless printing.

Xerox Print Drivers simplify the printing experience from laptop and desktop devices.



Figure 2.1: Xerox Print Drivers simplify the printing experience from various devices.

3. OPERATING THE PRINTER

3.1. Control Panel Overview

The printer features an easy-to-use LCD display and control buttons for navigation and status checks.



Figure 3.1: The printer's control panel for easy operation.

3.2. Basic Printing

To print a document, ensure the printer is powered on and connected to your device via Wi-Fi or USB. Select the print option from your application and choose the Xerox B310DNI from the list of available printers. You can configure print settings such as paper size, orientation, and duplex printing from your computer's print dialog.

3.3. Automatic Two-Sided Printing

The B310DNI supports automatic 2-sided printing. To enable this feature, select the duplex printing option in your print driver settings before sending the print job. This feature helps save paper and is ideal for creating professional documents.

3.4. Security Features

The Xerox B310DNI incorporates comprehensive security features to protect your data and documents from cyber threats. These features safeguard access to the printer and ensure the confidentiality of sensitive information. For detailed security configurations, refer to the full user guide available on the Xerox support website.

3.5. Environmental Responsibility

The Xerox B310DNI is designed with environmental sustainability in mind, achieving EPEAT certification. It supports features like automatic 2-sided printing to minimize paper waste. Additionally, the Xerox Green World Alliance program offers a hassle-free recycling solution for toner cartridges, promoting a circular economy.



Figure 3.2: The Green World Alliance program supports easy toner cartridge recycling.

3.6. Xerox Workflow Central Platform

The Xerox Workflow Central Platform enhances productivity by providing powerful AI-driven workflows for managing physical and digital documents. This platform allows for quick redaction, conversion to various formats (DOCX, PPTX, XLSX), on-the-go translation, and even conversion of handwritten notes to text. It is accessible from any device and offers secure, always-on functionality.

Video 3.1: An overview of the Xerox Workflow Central Platform, demonstrating its features for document management and productivity.

4. MAINTENANCE

4.1. Toner Replacement

When the toner cartridge is low or empty, the printer's display will indicate a need for replacement. Follow these steps:

1. Open the front cover of the printer.
2. Carefully remove the old toner cartridge.
3. Unpack the new toner cartridge and gently shake it.
4. Insert the new cartridge until it clicks into place.
5. Close the front cover.
6. Recycle the old cartridge through the Green World Alliance program.

4.2. Cleaning the Printer

Regular cleaning helps maintain print quality and extends the life of your printer.

- **Exterior:** Wipe the exterior of the printer with a soft, lint-free cloth. Do not use abrasive cleaners or solvents.
- **Interior:** Periodically open the front cover and gently remove any dust or paper debris from the interior using a dry, lint-free cloth. Avoid touching the drum unit.

5. TROUBLESHOOTING

This section provides solutions to common issues you might encounter with your Xerox B310DNI printer.

Problem	Possible Cause	Solution
Printer not powering on	Power cable not connected; Power outlet issue	Ensure power cable is securely connected. Try a different power outlet.
Paper jams	Incorrect paper loading; Damaged paper; Overfilled tray	Remove jammed paper carefully. Ensure paper is loaded correctly and not overfilled. Use undamaged paper.
Poor print quality	Low toner; Dirty printer components; Incorrect print settings	Replace toner cartridge if low. Clean the printer's interior. Adjust print quality settings in your print driver.
Cannot connect to Wi-Fi	Incorrect network password; Printer too far from router; Network interference	Verify Wi-Fi password. Move printer closer to the router. Check for network interference. Restart printer and router.

For more complex issues, refer to the detailed troubleshooting section in the full user manual or contact Xerox customer support.

6. SPECIFICATIONS

Detailed technical specifications for the Xerox B310DNI Laser Printer.

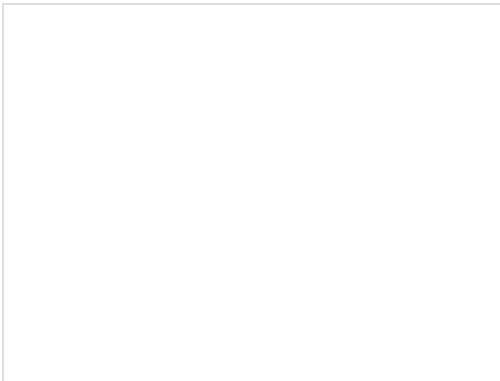


Figure 6.1: Physical dimensions and weight of the Xerox B310DNI Printer.

Feature	Description
Product Dimensions	14.3"D x 14.5"W x 8.7"H
Item Weight	20 pounds
Printing Technology	Laser
Printer Output	Monochrome (Black & White)
Max Print Speed (Monochrome)	42 ppm (Letter), 40 ppm (A4)
Maximum Print Resolution	2400 x 2400 dpi
Duplex Printing	Automatic
Max Input Sheet Capacity	250 sheets
Connectivity Technology	Wi-Fi, USB, Ethernet
Compatible Devices	Smartphones, Laptops, Desktops
Processor	1 GHz Dual Core
Memory	256 MB
Display Type	LCD
Energy Certification	Energy Star Certified, EPEAT Certified

7. WARRANTY AND SUPPORT

7.1. Product Warranty

The Xerox B310DNI printer typically comes with a standard manufacturer's warranty. Please refer to the warranty card included with your product or visit the official Xerox website for specific terms and conditions, including warranty duration and coverage details.

7.2. Customer Support

For technical assistance, troubleshooting, or service inquiries, please contact Xerox customer support. You can find contact information, FAQs, and additional resources on the official Xerox support website. Ensure you have your printer's model number (B310) and serial number ready when contacting support.

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ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

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After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question