

Xerox B620/DN

Xerox VersaLink B620DN Monochrome Printer User Manual

Model: B620/DN | Brand: Xerox

INTRODUCTION

This manual provides comprehensive instructions for the setup, operation, and maintenance of your Xerox VersaLink B620DN Monochrome Printer. Designed for high-volume printing, this laser printer offers duplex capabilities and a high print speed of 65 pages per minute (PPM).

Key Features

- **Speed with Reliability:** The VersaLink B620 is built to process fast print jobs and support high print volumes without delay or hassle. Users can also access cloud services.
- **Compact without Compromise:** Despite its powerful capabilities, the VersaLink B620 has a compact footprint, saving valuable office space and fitting easily into various environments.
- **Ease of Use as Standard:** From initial setup, the VersaLink B620 ensures easy connectivity from virtually any device. The Xerox Easy Assist App provides quick guided installation, ongoing management, and self-support services.
- **Sustainable Choice:** This printer meets high energy efficiency standards, including EPEAT, Blue Angel, and ENERGY STAR. It is also environmentally responsible, made from 25% or more post-consumer recycled plastic.
- **Smart and Secure:** Xerox's comprehensive security, built to support Zero Trust principles, proactively protects data and devices by stopping threats. Integration with Cisco Identity Service Engine ensures only authorized printers connect to the network.



Front view of the Xerox VersaLink B620DN Monochrome Printer, showcasing its compact design and front-facing paper tray.



Close-up of the printer's control panel, featuring a touchscreen display with various application icons for easy navigation and operation.

**XEROX® VERSALINK®
B620 PRINTER**

**Scan It. Place It!
See How It Fits.**



Scan this QR code now with your phone to see a life sized version of the printer in your room.



An image promoting an augmented reality feature for the Xerox VersaLink B620 Printer. It includes a QR code that users can scan with their phone to visualize the printer in their own room. [Scan to see how it fits.](#)

WHAT'S IN THE BOX

Upon unboxing your Xerox VersaLink B620DN printer, please ensure all the following components are present:

- VersaLink® B620 Printer
- AC Power Cord
- Installation Guide
- Product Information Flyer
- Product Safety Sheet
- Software Update Flyer
- Software and Documentation CD
- Black Print Cartridge (10,000 page capacity)

SETUP

Setting up your Xerox VersaLink B620DN printer is a straightforward process designed for user convenience. Follow these general steps to get your printer ready for use:

1. **Unpack the Printer:** Carefully remove the printer and all components from the packaging. Remove any protective tapes or packing materials.
2. **Place the Printer:** Position the printer on a stable, flat surface with adequate ventilation. Ensure there is enough space around the printer for proper operation and maintenance access.
3. **Connect Power:** Connect the AC power cord to the printer and then to a grounded electrical outlet. Do not power on the printer yet.
4. **Install Toner Cartridge:** Open the access panel and install the black print cartridge as indicated in the included Installation Guide.
5. **Load Paper:** Load the desired paper size and type into the paper tray. The printer supports various sizes from 3 x 5 inches to 8.5 x 14 inches.
6. **Connect to Network/Computer:**
 - **Ethernet:** Connect an Ethernet cable from your network router or switch to the printer's Ethernet port.
 - **USB:** Connect a USB 2.0 cable from your computer to the printer's USB port.
7. **Power On:** Press the power button to turn on the printer. Follow the on-screen prompts on the LCD display for initial configuration.
8. **Install Drivers and Software:** Use the provided Software and Documentation CD or download the latest drivers and the Xerox Easy Assist App from the official Xerox website. The Easy Assist App provides quick guided installation and ongoing management.

For detailed, step-by-step instructions, refer to the included Installation Guide and the Software and Documentation CD.

OPERATING INSTRUCTIONS

The Xerox VersaLink B620DN is designed for intuitive operation, allowing you to print efficiently from various devices and locations. Here are general guidelines for common operations:

Printing Documents

1. From a Computer:

- Ensure the printer drivers are installed on your PC or laptop.
- Open the document you wish to print.
- Select "Print" from the application's menu (e.g., File > Print).
- Choose the "Xerox VersaLink B620DN" from the list of available printers.
- Adjust print settings such as paper size, duplex printing (automatic), and print quality (up to 1200 x 1200 dpi).
- Click "Print".

2. From Mobile Devices (Smartphones/Tablets):

- The printer supports printing from compatible devices via Wi-Fi Direct, Apple AirPrint, and Mopria.
- Ensure your mobile device is connected to the same network as the printer or directly to the printer via Wi-Fi Direct.
- Open the document or image on your device and select the print option.
- Choose your Xerox printer from the list.
- Confirm settings and print.

3. From USB Drive:

- Insert a USB flash drive into the printer's USB port.
- Navigate the printer's LCD display to select "Print from USB".
- Browse and select the file you wish to print.
- Adjust print settings and confirm.

4. From Cloud Repositories:

- The printer supports direct printing from cloud services like Dropbox, OneDrive, and Google Drive.
- Access these options via the printer's LCD display and follow the on-screen instructions to log in and select files.

Reduce your environmental impact with the Green World Alliance program for easy recycling of toner cartridges.



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An illustration showing the printer's capability to print from various devices, including laptops, smartphones, and tablets, highlighting its versatile connectivity options.

Security Features

The VersaLink B620DN incorporates robust security features to protect your data and network:

- **Zero Trust Architecture:** Built-in security measures proactively defend against threats.
- **Cisco Identity Service Engine Integration:** Ensures only authorized printers are connected to your network, enhancing overall security.

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



An image depicting network security, with a padlock icon overlaying a city skyline, symbolizing the comprehensive protection offered by the printer's security features.

MAINTENANCE

Regular maintenance ensures the longevity and optimal performance of your Xerox VersaLink B620DN printer. Adhere to the following guidelines:

- **Toner Cartridge Replacement:** Replace the toner cartridge when the printer indicates it is low or empty. Use genuine Xerox toner cartridges for best results and to maintain warranty validity.
- **Cleaning:**
 - Periodically wipe the exterior of the printer with a soft, lint-free cloth.
 - Clean the paper path and rollers as instructed in the detailed user guide to prevent paper jams and ensure smooth feeding.

- Clean the scanner glass (if applicable) to ensure clear scans.
- **Firmware Updates:** Regularly check for and install firmware updates from the Xerox support website. Updates often include performance improvements, bug fixes, and security enhancements.
- **Environmental Responsibility:** Participate in the Green World Alliance program for easy recycling of used toner cartridges, contributing to environmental sustainability.

Protect your business with
comprehensive security built-in.



Rear view of the Xerox VersaLink B620DN Monochrome Printer, showing connectivity ports and the overall robust build.

Print from anywhere and any device with Apple AirPrint, Mopria and Wi-Fi Direct®.



Side view of the Xerox VersaLink B620DN Monochrome Printer, illustrating its compact depth and design.

TROUBLESHOOTING

This section provides general guidance for common issues you might encounter with your Xerox VersaLink B620DN printer. For more detailed solutions, refer to the comprehensive documentation on the Software and Documentation CD or the Xerox support website.

Common Issues and Solutions:

- **Printer Not Responding:**
 - Check power connections and ensure the printer is turned on.
 - Verify network or USB cable connections.
 - Restart the printer and the connected device (computer/router).

- Ensure printer drivers are up-to-date.

- **Paper Jams:**

- Follow the on-screen instructions on the printer's LCD display to locate and clear the jam.
- Ensure paper is loaded correctly and is not wrinkled or damaged.
- Use recommended paper types and weights.

- **Poor Print Quality:**

- Check toner cartridge levels and replace if low.
- Perform a print head cleaning or calibration from the printer's maintenance menu.
- Ensure you are using genuine Xerox toner.

- **Connectivity Issues:**

- For network issues, verify IP address settings and network cable integrity.
- For wireless connections, ensure the printer is within range of the Wi-Fi router and connected to the correct network.
- Temporarily disable firewalls on your computer to test connectivity.

If you are unable to resolve an issue using these steps, please contact Xerox Customer Support for further assistance.

TECHNICAL SPECIFICATIONS

Feature	Detail
Product Dimensions	20.1"D x 16.85"W x 17.5"H
Controller Type	Android
Maximum Media Size	8.5 x 14 inch
Print Media	Paper (plain)
Scanner Type	Flatbed
Max Input Sheet Capacity	2300
Max Copy Speed (Black & White)	65 ppm
Display Type	LCD
Compatible Devices	Laptops, PC, Smartphones, Tablets
Maximum Black and White Print Resolution	1200 x 1200 dpi
Sheet Size	3 x 5 in to 8.5 x 14 in
Dual-sided printing	Yes (Automatic Duplex)
Wattage	789 watts

Feature	Detail
Initial Page Print Time	4 seconds
Hardware Interface	Ethernet, USB 2.0
Ink Color	Black (Monochrome)
Additional Printer Functions	Print Only
Control Method	App
Number of Trays	1
Memory Storage Capacity	2 GB
Item Weight	65 pounds
Item Model Number	B620/DN
Manufacturer	Xerox
Connectivity Technology	Ethernet, USB
Printing Technology	Laser
Special Feature	Print from USB, Print from Cloud Repositories (Dropbox, OneDrive, and Google Drive)
Color	White/Blue
Printer Output	Monochrome
Max Print Speed Monochrome	65 ppm

Note: The product is primarily a monochrome laser printer. While "Scanner Type: Flatbed" is listed in specifications, the product description and "Additional Printer functions: Print Only" indicate its primary function is printing.

WARRANTY AND SUPPORT

Warranty Information

The Xerox VersaLink B620DN Monochrome Printer comes with **alimited warranty**. For specific terms, conditions, and duration of the warranty, please refer to the Product Information Flyer included in the box or visit the official Xerox support website.

Customer Support

For any technical assistance, troubleshooting, or service inquiries, please contact Xerox Customer Support. You can find contact details and additional resources on the official Xerox website or through the Xerox Easy Assist App. Additional protection plans may be available for purchase, offering extended coverage beyond the standard limited warranty. Please check with your retailer or Xerox for more details.

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

you@example.com

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