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› [Xerox C325 Color All-in-One Printer, Laser, DADF, Copy, Print, Scan, Fax, Email, Letter, Energy Star Certified, up to 35 PPM](#)

## Xerox C325

# Xerox C325 Color All-in-One Printer User Manual

Comprehensive guide for setup, operation, maintenance, and troubleshooting of your Xerox C325 Color Multifunction Printer.

## 1. PRODUCT OVERVIEW

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The Xerox C325 Color Multifunction Printer is designed for small work teams and home offices, offering robust features for printing, copying, scanning, faxing, and emailing. It combines great color quality with productivity-boosting features in a compact design, ensuring reliable performance and enhanced security for your data.



Figure 1: Front view of the Xerox C325 Color All-in-One Printer, showcasing its compact design and integrated document feeder.

## 2. SETUP AND INSTALLATION

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Setting up your Xerox C325 printer is designed to be straightforward. The intuitive touchscreen and the Xerox Easy Assist App provide guided installation for quick and efficient setup.

### 2.1 Unpacking and Initial Placement

- Carefully remove the printer from its packaging.
- Remove all protective tapes and packing materials from the exterior and interior of the printer.
- Place the printer on a stable, flat surface with adequate ventilation.

### 2.2 Power Connection

- Connect the power cord to the printer and then to a grounded electrical outlet.
- Turn on the printer using the power button.

### 2.3 Network Connectivity

The Xerox C325 offers flexible connectivity options, including built-in Wi-Fi, Apple AirPrint, Mopria Print Service, and Wi-Fi Direct, allowing you to print from virtually any device.

- Follow the on-screen prompts on the printer's intuitive touchscreen to connect to your Wi-Fi network.
- Alternatively, use the Ethernet port for a wired network connection.

- For direct printing from mobile devices, enable Wi-Fi Direct.

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



Figure 2: The Xerox C325 supports standard Wi-Fi connectivity, allowing flexible placement and printing from various devices.

Protect your business with  
comprehensive security built-in.



Figure 3: Print from anywhere and any device with Apple AirPrint, Mopria, and Wi-Fi Direct® support.

### 3. OPERATING INSTRUCTIONS

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The Xerox C325 offers a range of functions accessible via its intuitive touchscreen interface.

Place your printer anywhere with standard Wi-Fi connectivity included.



Figure 4: The intuitive touchscreen display provides easy access to all printer functions.

### 3.1 Printing Documents

The printer delivers stunning color prints with a 1200x1200 dpi print resolution, ensuring crisp lines and sharp text. Print speeds are up to 35 pages per minute (PPM) for Letter size and 33 PPM for A4.

- Load paper into the input tray. The maximum input sheet capacity is 250 sheets.
- From your computer or mobile device, select the Xerox C325 as your printer.
- Adjust print settings (color, duplex, paper type) as needed.
- Initiate the print job.

Xerox® Print & Scan Experience  
makes printing and scanning  
simple with Windows 10 & 11.



Figure 5: The Xerox® Print & Scan Experience simplifies printing and scanning with Windows 10 & 11.

### 3.2 Copying Documents

The C325 supports copying at speeds up to 35 ppm (black & white) with a resolution of 1200 x 1200 dpi.

- Place your document on the scanner glass or in the Automatic Document Feeder (DADF).
- On the touchscreen, select the "Copy" function.
- Adjust settings such as number of copies, color/monochrome, and duplex options.
- Press the Start button to begin copying.

### 3.3 Scanning Documents

Utilize the Automatic Document Feeder for efficient scanning. For advanced scanning capabilities, consider integrating Workflow Central to translate, summarize, or redact documents.

- Place documents in the Automatic Document Feeder or on the scanner glass.
- Select the "Scan" function on the touchscreen.

- Choose your scan destination (e.g., email, network folder, USB drive).
- Adjust scan settings (resolution, color mode, file format).
- Press the Start button to scan.

Don't just scan, add Workflow Central and do more: translate, summarize, redact, etc.



Figure 6: Enhance your scanning capabilities by adding Workflow Central for advanced document processing.

### 3.4 Faxing and Email

The C325 supports fax and email functionalities for comprehensive office communication.

- For faxing, ensure the printer is connected to a telephone line. Select "Fax" on the touchscreen and enter the recipient's number.
- For email, configure your email settings through the printer's interface. Select "Email" to scan and send documents directly from the printer.

## 4. MAINTENANCE

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Regular maintenance ensures optimal performance and longevity of your Xerox C325 printer.

## 4.1 Replacing Toner Cartridges

The printer uses four toner cartridges: Black, Cyan, Magenta, and Yellow. Replace cartridges when prompted by the printer or when print quality degrades.

- Open the front cover of the printer.
- Gently pull out the empty toner cartridge.
- Unpack the new genuine Xerox toner cartridge and shake it gently.
- Insert the new cartridge firmly until it clicks into place.
- Close the front cover.

## 4.2 Cleaning the Printer

- Periodically wipe the exterior of the printer with a soft, lint-free cloth.
- Clean the scanner glass with a glass cleaner and a soft cloth to prevent streaks on scanned documents.

## 4.3 Sustainable Practices

The Xerox C325 is designed with sustainability in mind, featuring over 30% post-consumer recycled plastic content and adherence to global accreditation standards like EPEAT and ENERGY STAR. You can return used cartridges via the Green World Alliance program.

# 5. TROUBLESHOOTING

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This section provides solutions to common issues you might encounter. For more complex problems, refer to the comprehensive user manual on the included CD or contact Xerox support.

## 5.1 Common Issues and Solutions

- **Printer Not Responding:**
  - Check power connections and ensure the printer is turned on.
  - Verify network connectivity (Wi-Fi or Ethernet).
  - Restart the printer and your computer/device.
- **Poor Print Quality:**
  - Check toner levels and replace any low cartridges.
  - Ensure you are using genuine Xerox toner.
  - Perform a print quality calibration from the printer's settings menu.
- **Paper Jams:**
  - Open all access covers and carefully remove any jammed paper.
  - Ensure paper is loaded correctly and not overfilled.
  - Use recommended paper types and sizes.
- **Scanning Issues:**
  - Clean the scanner glass and Automatic Document Feeder (DADF) rollers.
  - Verify network connection for scan-to-network or scan-to-email functions.

The Xerox Easy Assist App and printer monitoring features can help diagnose and resolve issues, reducing the need for IT

intervention.

## 6. TECHNICAL SPECIFICATIONS

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Feature	Detail
Product Dimensions	18.7"D x 18.9"W x 19.3"H
Controller Type	Android
Maximum Media Size	8.5 x 14 inch
Print Media Types	Card stock, Labels, Paper (plain)
Scanner Type	Automatic Document Feeder (DADF)
Max Input Sheet Capacity	250 sheets
Max Copy Speed (B&W)	35 ppm
Compatible Devices	Smartphones, Tablets
Max Color Print Resolution	1200 x 1200 dpi, 4800 Color Quality Dots Per Inch
Max B&W Print Resolution	1200 x 1200 dpi
Dual-sided Printing	Yes (Automatic Duplex)
Wattage	383 watts
Hardware Interface	Ethernet, USB 2.0
Ink Color	Black, Cyan, Magenta, Yellow
Model Series	C325
Item Weight	59.5 pounds
Connectivity Technology	Wi-Fi
Printing Technology	Laser

## 7. WARRANTY AND SUPPORT

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### 7.1 Product Warranty

The Xerox C325 Color All-in-One Printer comes with a limited warranty. Please refer to the Warranty Statement included on the Software and Documentation CD for full details regarding coverage and terms.

### 7.2 Customer Support

For assistance with setup, operation, or troubleshooting, Xerox provides comprehensive customer support. You can utilize the Xerox Easy Assist App for guided support and printer monitoring. Additionally, you may contact Xerox customer service directly for further assistance.

The product also offers a 30-day easy return policy from the seller.



Figure 7: Dedicated customer support is available for your Xerox product.

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