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Xerox C320dni

Xerox C320dni Color Laser Printer User Manual

Model: C320dni | Brand: Xerox

1. Introduction

This manual provides essential information for the safe and efficient operation of your Xerox C320dni Color Laser Printer. Designed for small work teams and home offices, this compact printer offers color printing at speeds up to 33 pages per minute (ppm), automatic two-sided printing, and robust security features.

Please read this manual thoroughly before using the printer and keep it for future reference.



Figure 1.1: Front view of the Xerox C320dni Color Laser Printer.

2. Safety Information

Observe the following safety precautions to prevent injury or damage to the printer:

- Always connect the printer to a grounded power outlet.
- Do not place the printer in areas with excessive dust, humidity, or direct sunlight.
- Keep hands and loose clothing away from moving parts during operation.
- Use only specified toner cartridges. Refer to the maintenance section for proper handling.
- Do not attempt to service the printer yourself. Contact qualified service personnel for repairs.

3. Unpacking and Initial Setup

3.1 Package Contents

Verify that all items are included in the box:

- Xerox C320dni Color Laser Printer
- Toner Cartridges (Starter set)
- Power Cord
- Documentation (Quick Setup Guide, Safety Sheet)

3.2 Printer Placement

Place the printer on a stable, level surface with adequate ventilation. Ensure sufficient space around the printer for opening trays and covers.



Figure 3.1: Printer dimensions for optimal placement. (Approx. 16.6"D x 17.9"W x 12.5"H)

3.3 Power Connection

1. Connect the power cord to the printer's power input.
2. Plug the other end of the power cord into a grounded electrical outlet.
3. Press the power button to turn on the printer.

4. Software and Connectivity

4.1 Network Connection

The Xerox C320dni supports both Ethernet and Wi-Fi connectivity. For wireless setup, follow the on-screen instructions on the printer's control panel or use the Xerox Easy Assist App.

4.2 Xerox Easy Assist App

The Xerox Easy Assist App simplifies printer setup, monitoring, and management directly from your mobile device. It provides guided installation, real-time performance updates, and access to self-service support tools.



Figure 4.1: The Xerox Easy Assist App provides intuitive setup and management.

Download the app: xea.services.xerox.com/welcome

▶ **Watch video online**

Quick and Easy Setup with Xerox Easy Assist Mobile App

Video 4.1: Quick and Easy Setup with Xerox Easy Assist Mobile App. This video demonstrates how to use the mobile app for printer setup and management.

4.3 Mobile Printing

The printer supports various mobile printing solutions, including Apple AirPrint and Mopria, allowing you to print from smartphones, tablets, and other compatible devices.



Figure 4.2: The Xerox C320dni is suitable for small business environments.

5. Basic Operation

5.1 Loading Paper

The printer features a 250-sheet input tray. It supports various media types including plain paper, card stock, envelopes, high-resolution paper, and labels, with sheet sizes ranging from 3 x 5 inches to 8.5 x 14 inches.

1. Open the paper tray.
2. Adjust the paper guides to fit the paper size.
3. Load the paper stack into the tray, ensuring it is not overfilled.
4. Close the paper tray.

5.2 Printing Documents

The Xerox C320dni offers high-resolution color and black & white printing at 1200 x 1200 dpi. It also supports automatic dual-sided printing.

1. Ensure the printer is connected to your device (PC, laptop, smartphone, or tablet).
2. Open the document you wish to print.
3. Select 'Print' from your application's menu.
4. Choose the Xerox C320dni printer.
5. Adjust print settings (e.g., color/mono, single/duplex, paper type) as needed.
6. Click 'Print'.



Figure 5.1: The C320dni produces top-quality prints for professional-grade documents.

6. Maintenance

6.1 Toner Cartridge Replacement

The printer uses individual toner cartridges for Black, Cyan, Magenta, and Yellow. Replace cartridges when prompted by the printer or the Xerox Easy Assist App.

1. Open the front cover of the printer.

2. Carefully remove the empty toner cartridge by pulling it out.
3. Unpack the new Genuine Xerox toner cartridge.
4. Gently shake the new cartridge a few times to distribute the toner.
5. Insert the new cartridge into its corresponding slot until it clicks into place.
6. Close the front cover.



Figure 6.1: Participate in the Xerox Supplies Recycling Program for used cartridges.

▶ **Watch video online**
Genuine Xerox Toner and Xerox Printers - Made for Each Other

Video 6.1: Genuine Xerox Toner and Xerox Printers - Made for Each Other. This video highlights the benefits of using genuine Xerox toner.

7. Troubleshooting

If you encounter issues with your printer, try the following basic troubleshooting steps:

- **No Power:** Ensure the power cord is securely connected to both the printer and the electrical outlet. Check if the outlet is functional.
- **Printing Errors:** Check the printer's control panel or the Xerox Easy Assist App for error messages. Verify that paper is loaded correctly and toner levels are sufficient.
- **Connectivity Issues:** For Wi-Fi, ensure the printer is within range of your router and connected to the correct network. Restart your router, printer, and computer/mobile device.
- **Poor Print Quality:** Check toner levels. Ensure you are using appropriate paper for your print settings. Perform a print quality calibration if available in the printer settings.

For more detailed troubleshooting, refer to the online support resources available through the Xerox Easy Assist App or the Xerox website.

8. Specifications

Feature	Specification
Product Dimensions	16.6"D x 17.9"W x 12.5"H
Item Weight	45 pounds
Maximum Media Size	8.5 x 14 inch
Max Input Sheet Capacity	250 sheets
Print Media Types	Card stock, Envelopes, High-resolution paper, Labels, Plain paper
Max Print Speed (Color)	35 ppm
Max Print Speed (Monochrome)	35 ppm
Maximum Color Print Resolution	1200 x 1200 dpi
Maximum Black and White Print Resolution	1200 x 1200 dpi
Dual-sided Printing	Automatic
Initial Page Print Time	7.5 Seconds
Connectivity Technology	Ethernet, USB, Wi-Fi, Wi-Fi Direct
Hardware Interface	Ethernet, USB 2.0
Ink Color	Black, Cyan, Magenta, Yellow
Printer Ink Type	Toner
Memory Storage Capacity	1 GB
Wattage	587 watts
Compatible Devices	Laptops, PC, Smartphones, Tablets

9. Warranty and Support

9.1 Product Warranty

The Xerox C320dni comes with a standard 1-year product warranty. This warranty can be extended to 3 years from the date of purchase when you register your product with the manufacturer. Terms and conditions apply. An extended warranty of up to 5 years may be available when purchasing genuine Xerox toners (EMEA region).

9.2 Customer Support

For technical assistance, troubleshooting, or warranty claims, please utilize the Xerox Easy Assist App for self-service tools and real-time support. You can also visit the official Xerox website for comprehensive support resources.

Visit the Xerox Store for more information and genuine supplies.

10. Advanced Features and Sustainability

10.1 Xerox Workflow Central Platform

Enhance your productivity with the Xerox Workflow Central Platform. This platform provides powerful AI-driven workflows to simplify document management, offering tools for redaction, format conversion (e.g., PDF to DOCX, PPTX, XLSX), translation, and even converting handwritten notes to text. It is accessible from various devices and ensures secure, always-on functionality.

▶ **Watch video online**
Xerox Workflow Central

Video 10.1: Xerox Workflow Central. This video demonstrates the capabilities of the Workflow Central Platform for document processing.

10.2 Environmental Features

The Xerox C320dni is designed with sustainability in mind, meeting globally recognized standards for environmental performance, including EPEAT. Xerox also promotes responsible recycling of used toner cartridges through its Supplies Recycling Program.



Figure 10.1: The C320dni is designed for sustainability, featuring EPEAT and Energy Star certifications.

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