**Manuals+** — User Manuals Simplified.



# xerox B230 Printer User Guide

**xerox B230 Printer User Guide**

**Contents**

## Print

### Printing from a Computer

**Note:** For labels, card stock, and envelopes, set the paper size and type in the printer before printing the document.

1. From the document that you are trying to print, open the Print dialog.

2. If necessary, adjust the settings.

3. Print the document

**Printing from a Mobile Device**

### Printing from a Mobile Device Using Mopria™ Print Service
Mopria Print Service is a mobile printing solution for mobile devices running on Android™ version 5.0 or later. It allows you to print directly to any Mopria-certified printer.

**Note:** Make sure that you download the Mopria Print Service application from the Google Play™ store and enable it in the mobile device.

1. From your Android mobile device, launch a compatible application or select a document from your file manager.

2. Tap **More options > Print**.

3. Select a printer, and then adjust the settings, if necessary.

4. Tap the Print icon.

**Printing from a Mobile Device Using AirPrint®**
The AirPrint software feature is a mobile printing solution that allows you to print directly from Apple devices to an AirPrint-certified printer.

- Make sure that the Apple device and the printer are connected to the same network. If the network has multiple wireless hubs, then make sure that both devices are connected to the same subnet.
- This application is supported only in some Apple devices.
    1. From your mobile device, select a document from your file manager or launch a compatible application.
    2. Tap **Share > Print.**
    3. Select a printer, then adjust the settings, if necessary.
    4. Print the document

**Printing from a Mobile Device Using Wi-Fi Direct®**
Wi-Fi Direct is a printing service that lets you print to any Wi-Fi Direct®-ready printer.

**Note:** Make sure that the mobile device is connected to the printer wireless network. For more information, see **Connecting a Mobile Device to the Printer.**

1. From your mobile device, launch a compatible application or select a document from your file manager.
2. Depending on your mobile device, do one of the following:
    - Tap **More options > Print.**
    - Tap **Share > Print.**
    - Tap **More options > Print.**
3. Select a printer, and then adjust the settings, if necessary.
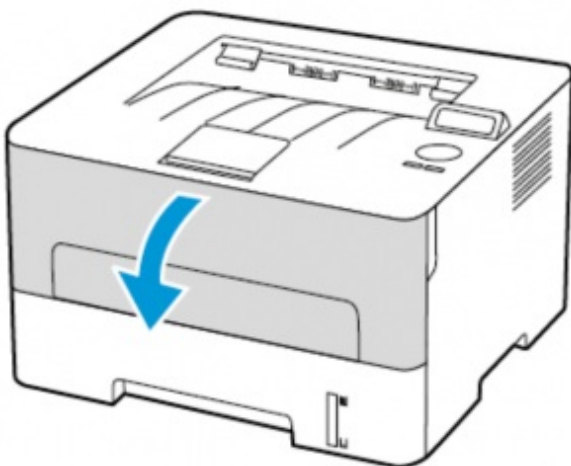4. Print the document

## Maintain the Printer
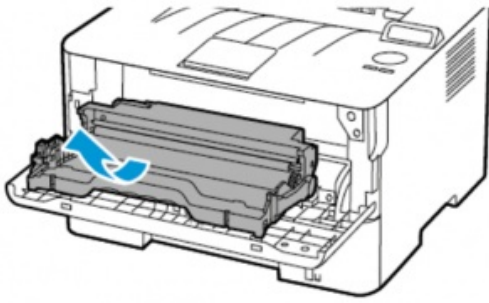
**Replacing the Toner Cartridge**
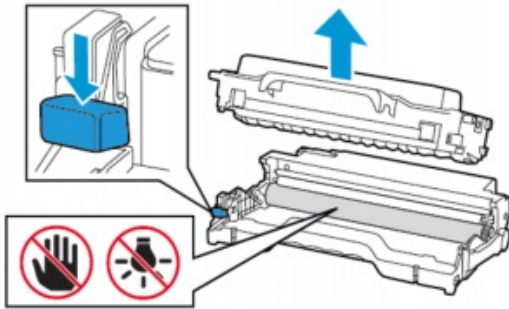
1. Open the front door.

    **Warning:** To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer
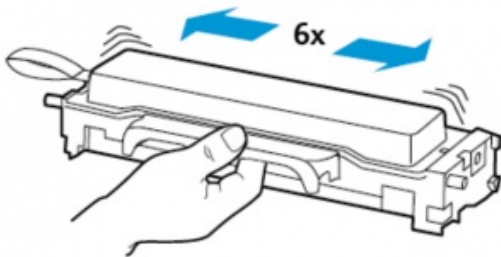
2. Remove the imaging unit.



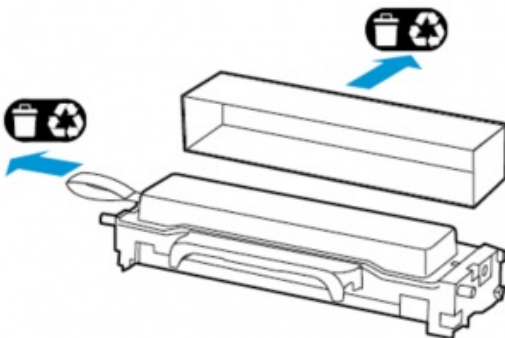3. Remove the used toner cartridge from the imaging unit
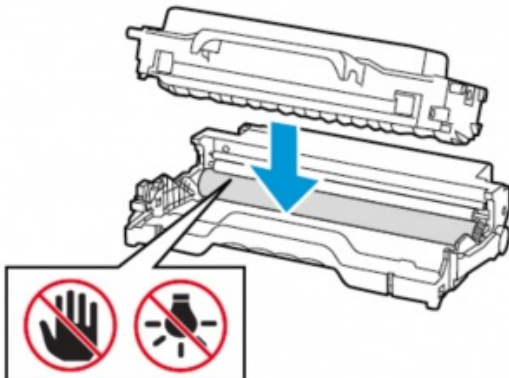


4. Unpack the new toner cartridge.

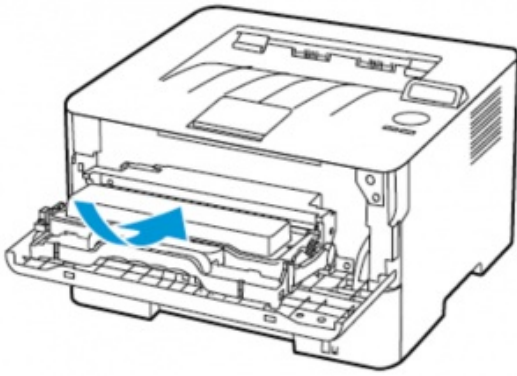5. Shake the toner cartridge to redistribute the toner



6. Remove the seal, and then remove the cover



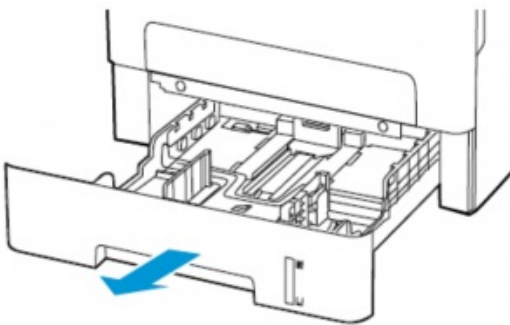7. Insert the new toner cartridge into the imaging unit.
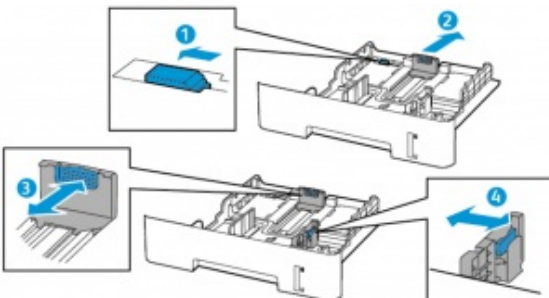


8. Insert the imaging unit

9. Close the door

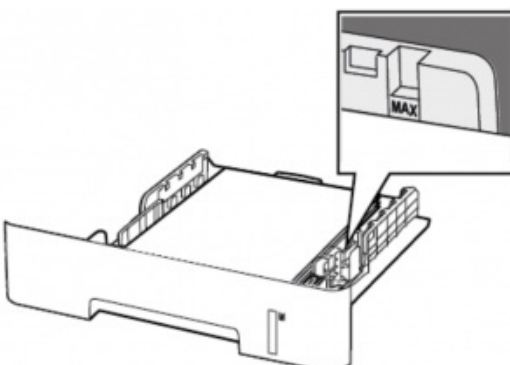**Loading the Tray**

1. Remove the tray



2. . Adjust the paper guides to match the size of the paper that you are loading.



3. Flex, fan, then align the paper edges before loading.



4. Load the paper stack with the printable side face-down, and then make sure that the side guides fit snugly against the paper.
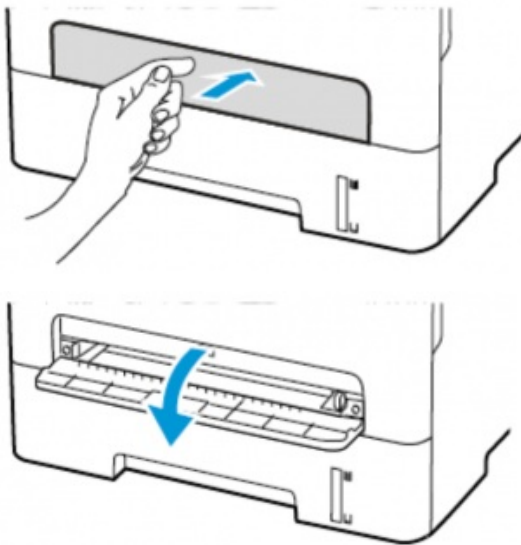
- Load letterhead face-down with the top edge of the sheet toward the front of the tray for one-sided printing.
- Load letterhead face-up with the bottom edge of the sheet toward the front of the tray for two-sided printing.
- Do not slide paper into the tray.
- To avoid paper jams, make sure that the stack height is below the maximum paper fil indicator.
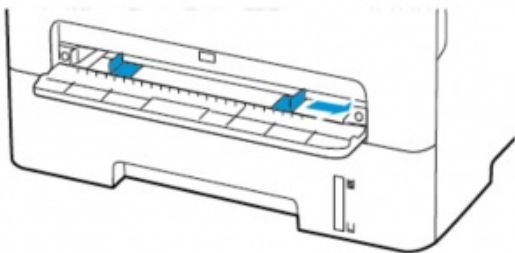
5. Insert the tray.

   If necessary, set the paper size and paper type from the control panel to match the paper loaded.

**Loading the Manual Feeder**

1. Open the manual feeder.





2. Adjust the guide to match the size of the paper that you are loading.



3. Load a sheet of paper with the printable side face-up.
   - Load letterhead with the printable side face-up and the top edge entering the printer first for one-sided printing.
   - Load letterhead with the printable side face-down and the top edge entering the printer last for two-sided printing.
   - Load envelope with the flap side down and against the left side of the paper guide.

   ⚠️ **Warning:** To avoid paper jams, do not force paper into the manual feeder.

**Setting the Paper Size and Type**

1. From the control panel, navigate to Tools > Paper > OK > Tray Configuration > OK > Paper Size/Type > OK.
2. Select a paper source, and then configure the paper size and type.
   - For two-sided printing on A4-size paper, make sure that the paper size setting in the duplex unit is set to

A4.

- For two-sided printing on letter-, legal-, Office, or folio-size paper, make sure that the paper size setting in the duplex unit is set to Letter.

**Updating Firmware**

Some applications require a minimum printer firmware level to operate correctly.

1. Open a web browser, and then type the printer IP address in the address field.

    ✎ **Note:**
    - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
    - If you are using a proxy server, then temporarily disable it to load the web page correctly.

2. Click **Settings > Device > Update Firmwar**

3. Choose one of the following:
    - Click Check for updates > I agree, start update.
    - Upload the flash file. To upload the flash file, perform the following steps. To get the latest firmware, go to **www.xerox.com**, and search for your printer model.
        1. Browse to the flash file.

            ✎ **Note:** Make sure that you have extracted the firmware zip file.

        2. Click U**pload > Star**

**Configuring Wi-Fi Direct**

Wi-Fi Direct® is a Wi-Fi-based peer-to-peer technology that allows wireless devices to connect directly to a Wi-Fi Direct-enabled printer without using an access point (wireless router).

1. From the control panel, navigate to:

    **Settings > OK > Network/Ports > OK > Wi-Fi Direct > OK**

2. Configure the settings.
    - **Enable Wi-Fi Direct—Enables** the printer to broadcast its own Wi-Fi Direct network.
    - **Wi-Fi Direct Name—Assigns** a name for the Wi-Fi Direct network.
    - **Wi-Fi Direct Password—Assigns** the password for negotiating the wireless security when using the peer-to-peer connection.
    - **Show Password on Setup Page —**Shows the password on the Network Setup Page.
    - **Auto-Accept Push Button Requests —**Lets the printer accept connection requests automatically.

        ✎ **Note:** Accepting push-button requests automatically is not secured

**Connecting a Mobile Device to the Printer**

Before connecting your mobile device, make sure that Wi-Fi Direct has been configured. For more information, see **Configuring Wi-Fi Direct.**

**Connecting Using Wi-Fi Direct**

🖉 **Note:** These instructions apply only to Android mobile devices.

1. From the mobile device, go to the settings menu
2. Enable Wi-Fi, and then tap Wi-Fi Direct.
3. Select the printer Wi-Fi Direct name.
4. Confirm the connection on the printer control pane

**Connecting Using Wi-Fi**

1. From the mobile device, go to the settings menu.
2. Tap Wi-Fi, and then select the printer Wi-Fi Direct name.

   🖉 **Note:** The string DIRECT-xy, where x and y are two random characters, is added before the Wi-Fi Direct name.

3. Enter the Wi-Fi Direct password.

**Connecting the Printer to a Wi-Fi Network**
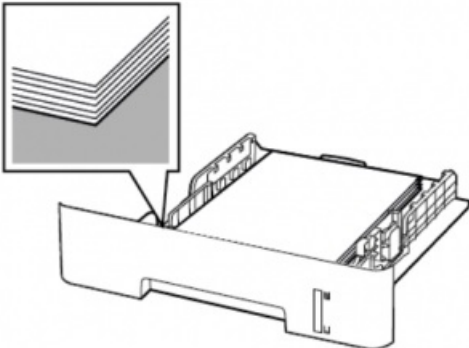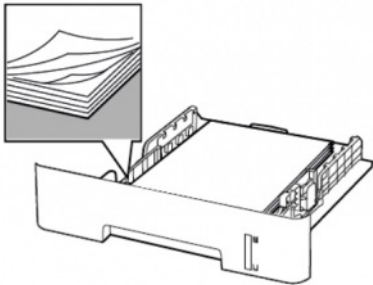
Make sure that Active Adapter is set to Auto. From the control panel, navigate to **Tools > Network/Ports > OK > Network Overview > OK > Active Adapter > OK > Auto > OK**

## Clearing Jams

**Avoiding jams**

**Load Paper Properly**

- Make sure that the paper lies flat in the tray

| **Correct loading of paper** | **Incorrect loading of paper** |
|---|---|
|  |  |

- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration
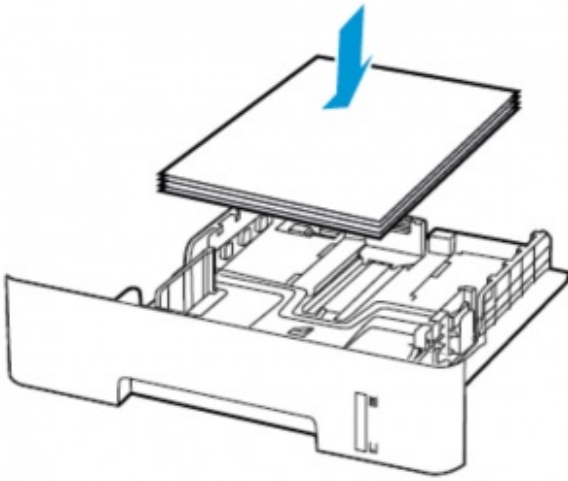
- Make sure that the paper guides are positioned correctly and are not pressing tightly against the paper or envelopes.
- For two-sided printing on A4-size paper, make sure that the paper size setting in the duplex unit is set to A4.
- For two-sided printing on letter-, legal-, Office-, or folio-size paper, make sure that the paper size setting in the duplex unit is set to Letter.
- Push the tray firmly into the printer after loading paper

**Use Recommended Paper**

- Use only recommended paper or specialty media.
- Do not load paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendation

**Identifying Jam Locations**

- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages
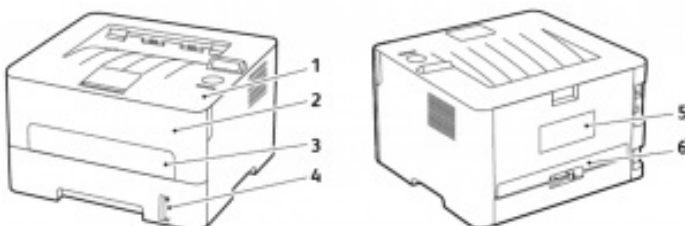
1. Standard output tray
2. Front door
3. Manual feeder
4. Standard 250–sheet tray
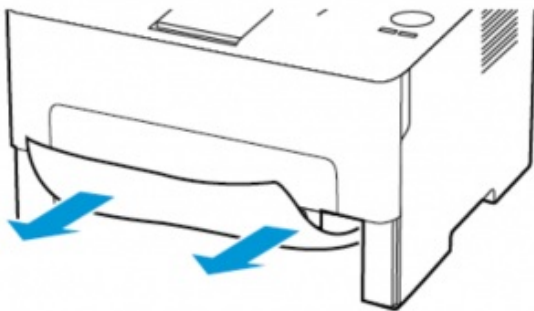5. Rear door
6. Duplex unit

**Paper Jam in the Tray**

1. Remove the tray
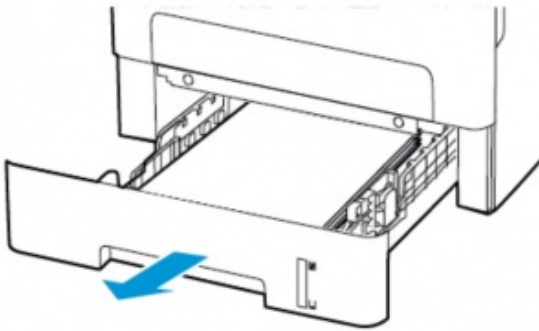


2. Remove the jammed paper.

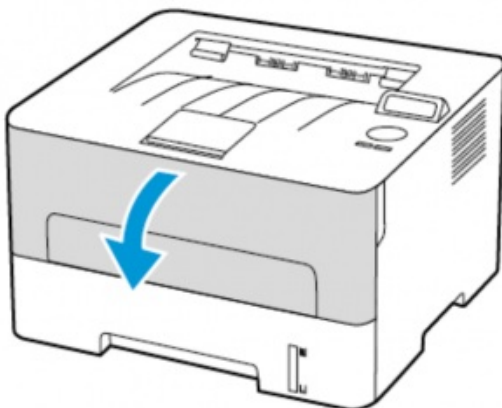   **Note:** Make sure that all paper fragments are removed.



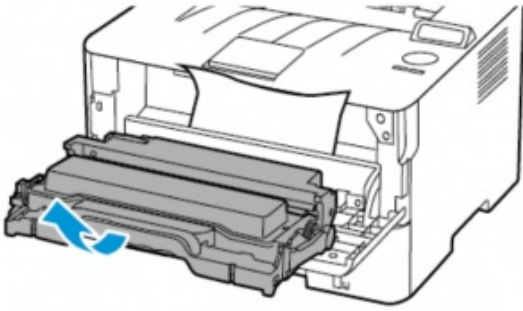3. Insert the tray

**Paper Jam in the Front Door**

1. Open the front door.

   ⚠️ **Warning:** To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



2. Remove the imaging unit

**⚠ Warning:** Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

**⚠ Warning:** Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.
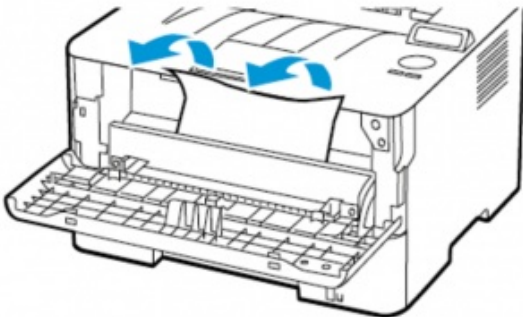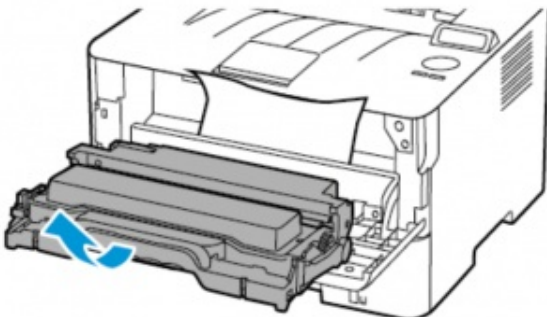
3. Remove the jammed paper.
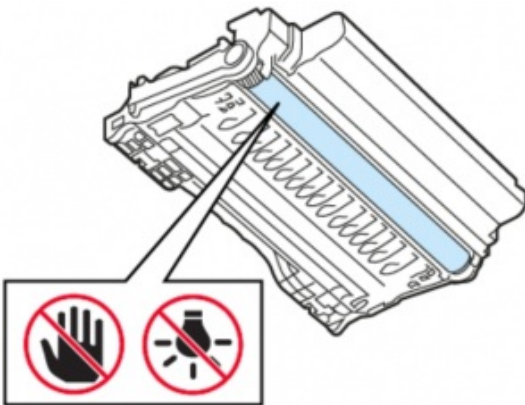


**⚠ CAUTION—HOT SURFACE**: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

**Note:** Make sure that all paper fragments are removed.



4. . Insert the imaging unit
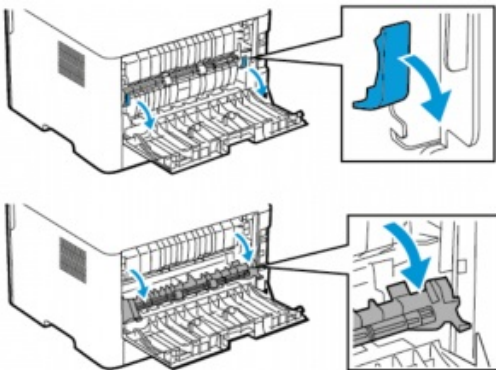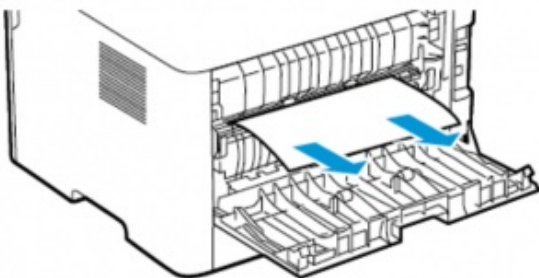


5. Close the door.

**Paper Jam in the Rear Door**

1.  Open the rear door.

    ⚠️ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
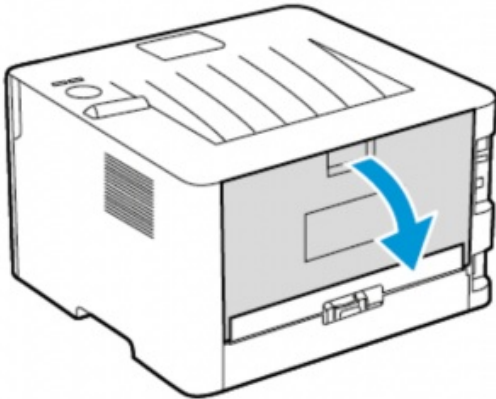
2.  Open the fuser access door

3.  Remove the jammed paper.

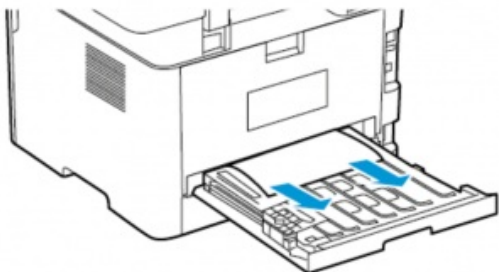    ✏️ **Note:** Make sure that all paper fragments are removed

4.  Close the fuser access door.
5.  Close the rear door

**Paper Jam in the Duplex Unit**

1.  Pull out the duplex unit, and then remove the jammed paper.

    ⚠️ **Warning:** To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.
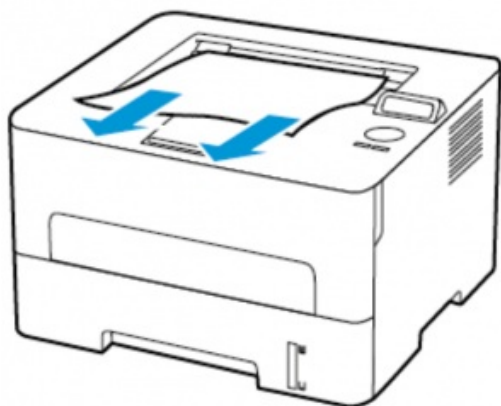
**Note:** Make sure that all paper fragments are removed.

2. . Insert the duplex unit.

**Paper Jam in the Standard Output Tray**

Remove the jammed paper.

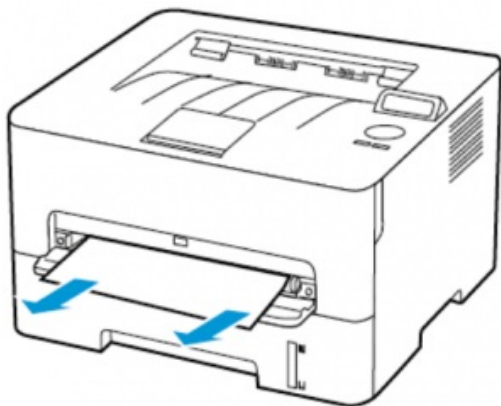**Note:** Make sure that all paper fragments are removed

**Paper Jam in the Manual Feeder**

Remove the jammed paper

**Note:** Make sure that all paper fragments are removed.

Fi CERTIFIED Wi-Fi Direct® is a trademark of the Wi-Fi Alliance. All other trademarks are the property of their respective owners. 702P08611 BR32749 607E39600

## Documents / Resources

| | |
|---|---|
|  | **xerox B230 Printer** [pdf] User Guide<br>B230 Printer |

## References

-  **Workplace and Digital Printing Solutions | Xerox**