


Xerox® C310 Color Printer Quick Reference Guide



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 4.4 or later. It allows you to print directly to any Mopria-certified printer.

 **Note:** Before printing, make sure that the Mopria Print Service is enabled.


1. From the home screen of your mobile device, launch a compatible application.
2. Tap **Print**, and then select a printer.
3. Print the document.

Printing from a mobile device using AirPrint


AirPrint is a mobile printing solution that allows you to print directly from Apple devices to an AirPrint-certified printer.

- This application is supported only in some Apple devices.
 - This application is supported only in some printer models.
1. From the home screen of your mobile device, launch a compatible application.
 2. Select an item to print, and then tap the share icon.
 3. Tap **Print**, and then select a printer.
 4. Print the document.




Printing from a Mobile Device Using Wi-Fi Direct®

 **Note:** This feature is available only in some printer models.


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, refer to [Connecting a Mobile Device to the Printer](#).

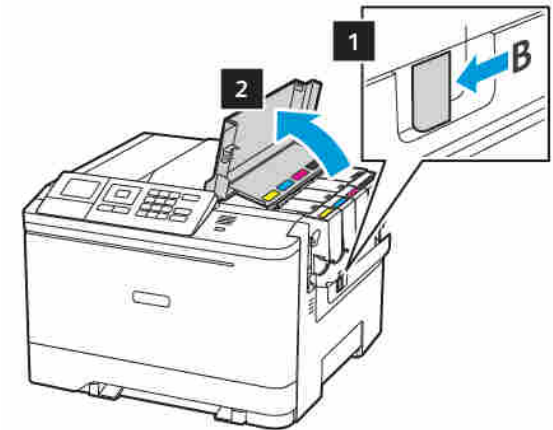
1. From your mobile device, launch a compatible application or select a document from your file manager.
2. Depending on your mobile device, do one of the following:
 - Tap  > **Print**.
 - Tap  > **Print**.
 - Tap  > **Print**.
3. Select a printer, and then adjust the settings, if necessary.
4. Print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

Maintain the Printer

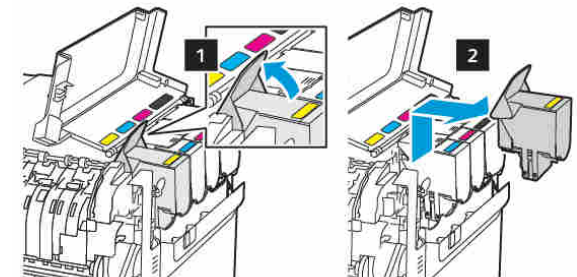
 **Warning:** Failure to maintain optimum printer performance, or to replace parts and supplies, may cause damage to your printer.

Replacing a toner cartridge

1. Open door B.

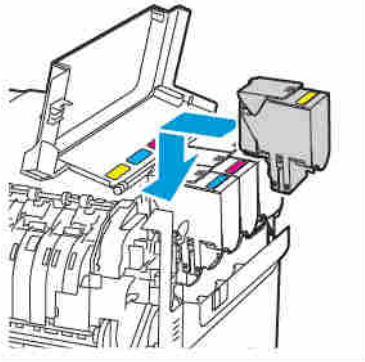


2. Remove the used toner cartridge.

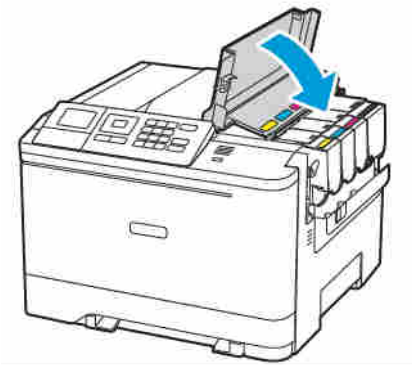


3. Unpack the new toner cartridge.

4. Insert the new toner cartridge.



5. Close door B.



Loading trays

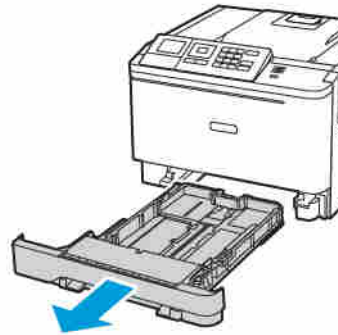


CAUTION—TIPPING HAZARD: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

1. Remove the tray.



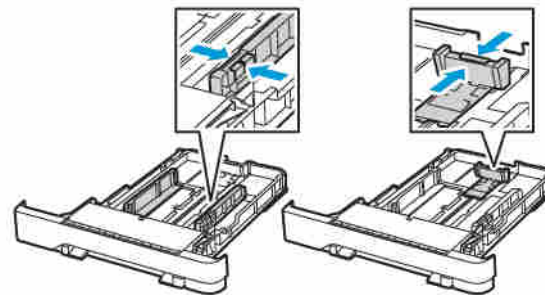
Note: To avoid paper jams, do not remove trays while the printer is busy.



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



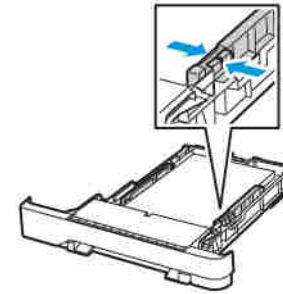
Note: Use the indicators on the bottom of the tray to position the guides.



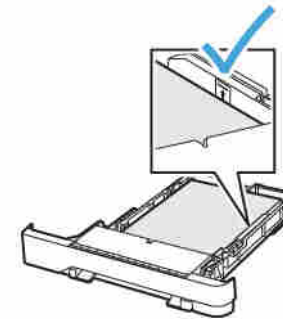
3. Flex, fan, and align the paper edges before loading.



4. Load the paper stack with the printable side faceup, and then make sure that the side guides fit snugly against the paper.



- Load letterhead faceup with the header toward the front of the tray for one-sided printing.
- Load letterhead facedown with the header toward the back 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 fill indicator.




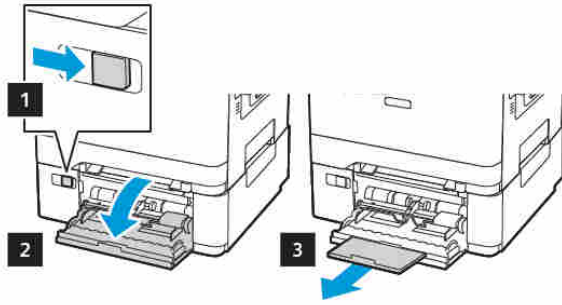
5. Insert the tray.

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

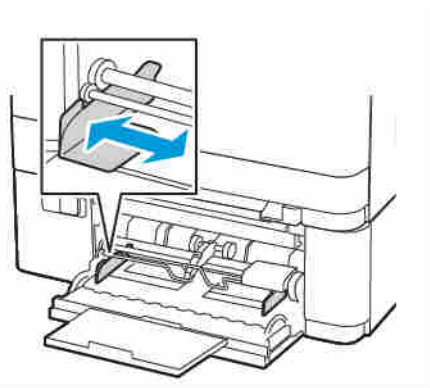
Loading the multipurpose feeder

1. Open the multipurpose feeder.

 **Note:** The multipurpose feeder is available only in some printer models.



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

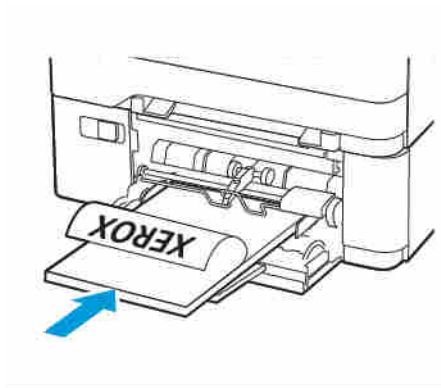


3. Flex, fan, and align the paper edges before loading.

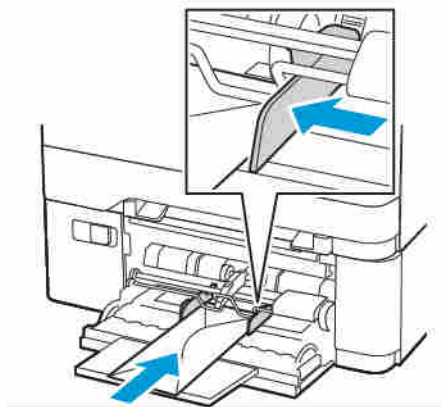



4. Load paper.

- Load paper, card stock, and letterhead with the printable side facedown and the top edge entering the printer first.



- Load envelopes with the flap side up and against the right side of the paper guide.

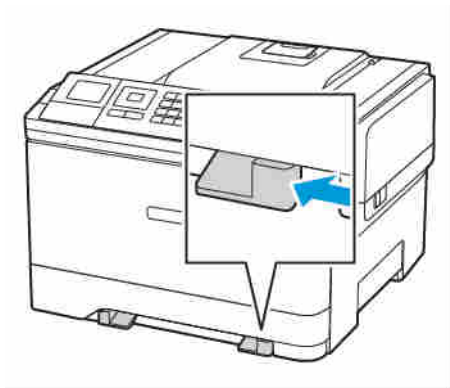


 **Warning:** Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

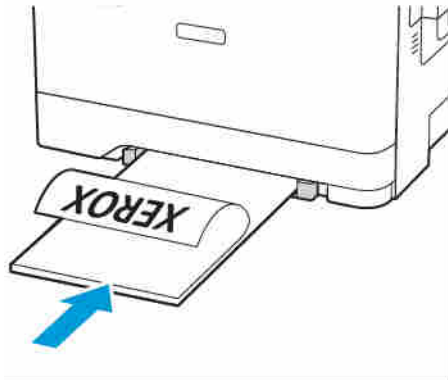
5. From the control panel, set the paper size and paper type to match the paper loaded.

Loading the manual feeder

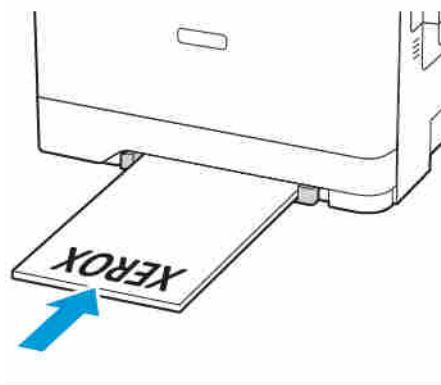
1. Adjust the guide to match the size of the paper that you are loading.



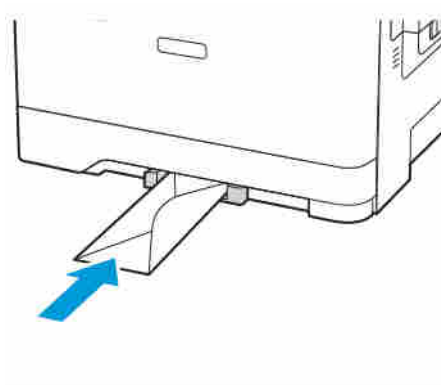
2. Load a sheet of paper with the printable side facedown.
 - Load letterhead with the printable side facedown and the top edge entering the printer first for one-sided printing.




- Load letterhead with the printable side faceup and the top edge entering the printer last for two-sided printing.



- Load envelope with the flap side up and against the right side of the paper guide.




3. Feed the paper until its leading edge gets pulled in.

 **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 **Settings > Paper > Tray Configuration > Paper Size/Type**, then select a paper source.

For non-touch-screen printer models, press  to navigate through the settings.

2. Set the paper size and type.


Updating firmware

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

For more information on updating the device firmware, contact your Lexmark representative.

1. From the Embedded Web Server, click **Settings > Device > Update Firmware**.
2. Browse to locate the required flash file.
3. Apply the changes.

Configuring Wi-Fi Direct®

 **Note:** This feature is available only in some printer models.


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 >  > Network/Ports >  > Wi-Fi Direct > 

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

 **Note:** This feature is available only in some printer models.

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 panel.

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.

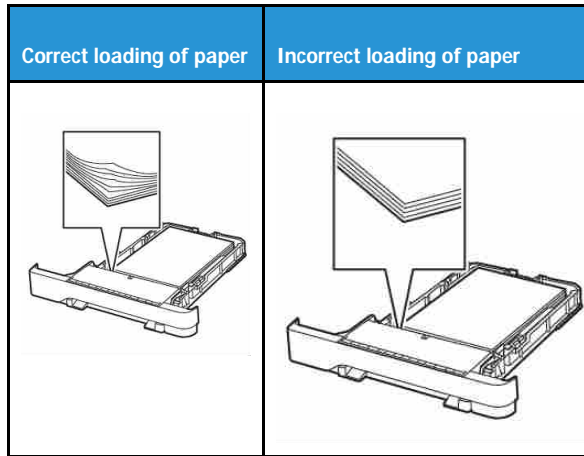
3. Enter the Wi-Fi Direct password.

Clearing Jams

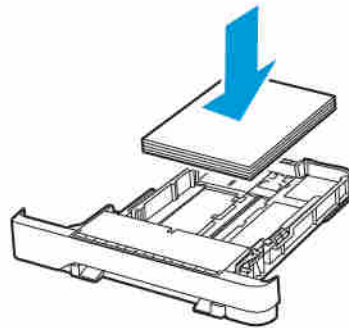
Avoiding jams

Load Paper Properly

- Make sure that the paper lies flat in the tray.



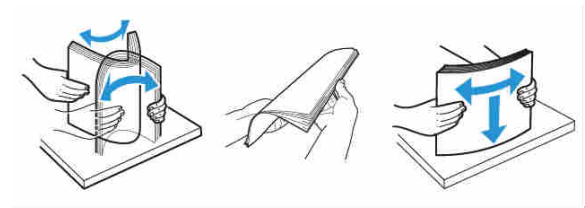
- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration.



- Make sure that the paper guides are positioned correctly and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

Use Recommended Paper

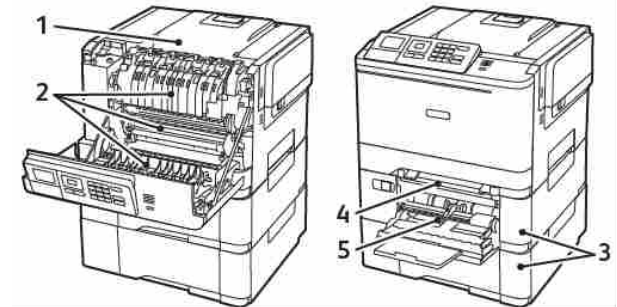
- Use only recommended paper or specialty media.
- Do not load paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.



- 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 recommendations.

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.

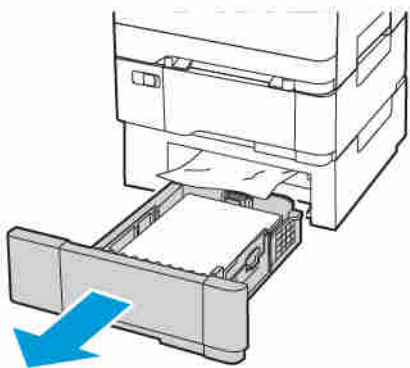


Number	Jam location
1	Standard bin
2	In the fuser
3	Below the fuser
4	Duplex unit
5	Trays


Number	Jam location
6	Manual feeder
7	Multipurpose feeder The multipurpose feeder is available only in some printer models.

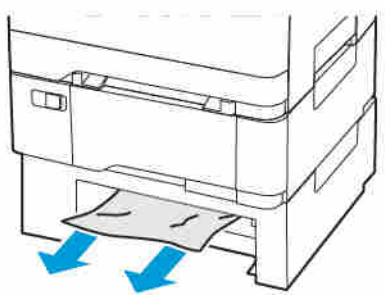
Paper jam in trays

1. Remove the tray.



2. Remove the jammed paper.

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




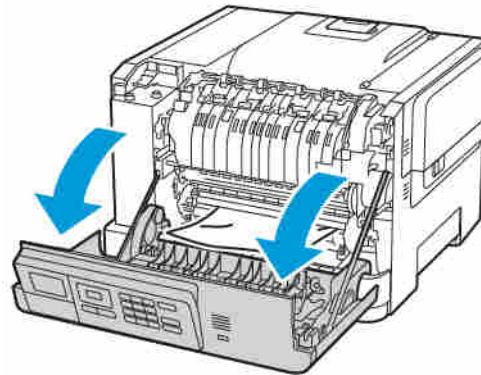
3. Insert the tray.

Paper Jams in Door A


Paper jam in the fuser

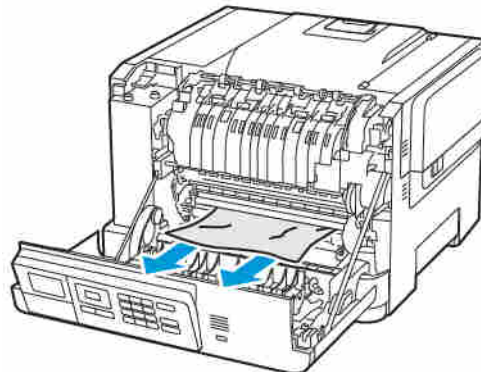
1. Open door A.

 **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.




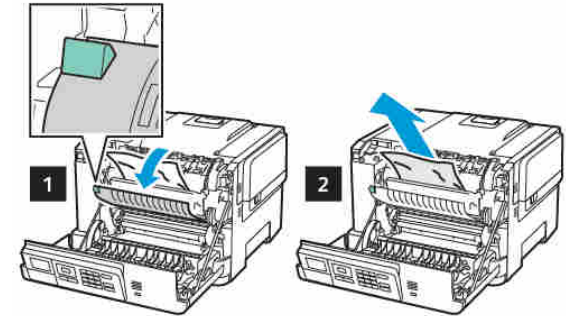
2. Remove the jammed paper.

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



3. Open the fuser access door, and then remove the jammed paper.


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

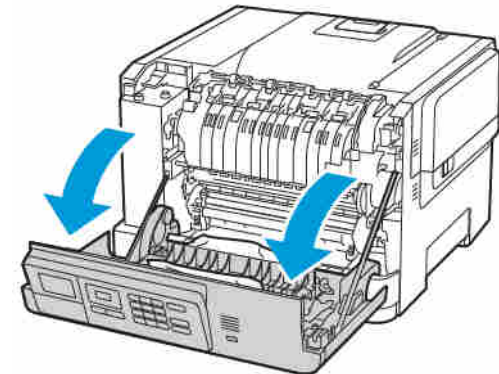


4. Close door A.


Paper jam in the duplex unit

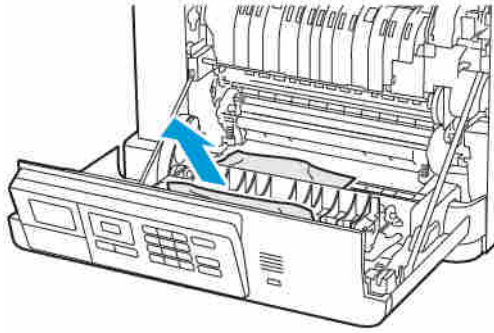
1. Open door A.

 **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. Remove the jammed paper.


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

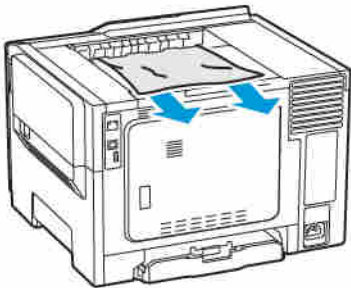


3. Close door A.


Paper Jam in the Standard Bin

Remove the jammed paper.

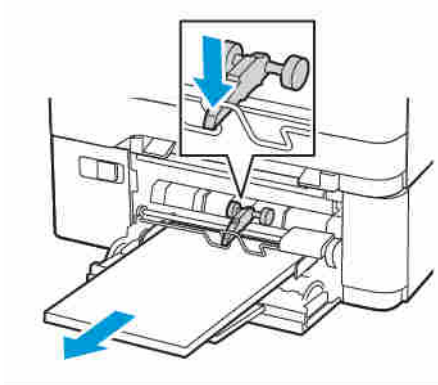
 **Note:** Make sure that all paper fragments are removed.




Paper Jam in the Multipurpose Feeder

 **Note:** The multipurpose feeder is available only in some printer models.

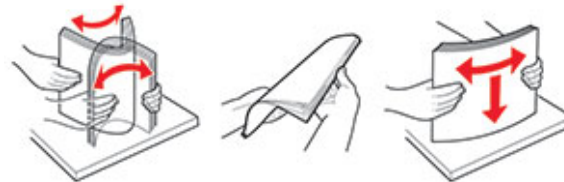
1. Remove paper from the multipurpose feeder.



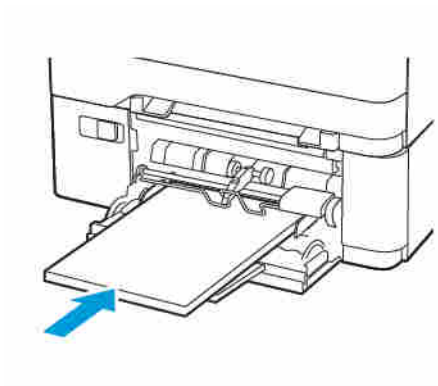
2. Remove the jammed paper.

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

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

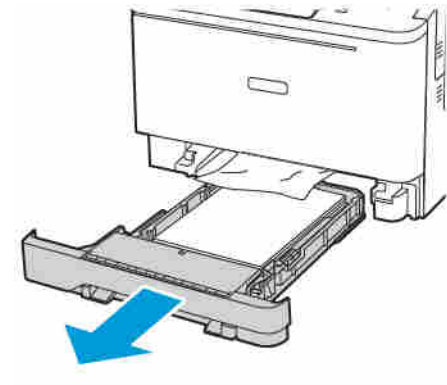


4. Reload paper.




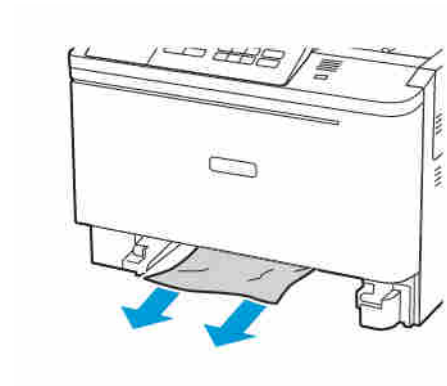
Paper Jam in the Manual Feeder

1. Remove the tray.



2. Remove the jammed paper.

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



3. Insert the tray.

© 2021 Xerox Corporation. All rights reserved. Xerox® is a trademark of Xerox Corporation in the United States and other countries.

Apple®, iPad®, iPhone®, iPod®, iPod touch®, AirPrint® and the AirPrint Logo® are trademarks or registered trademarks of Apple Inc. in the U.S. and other countries. Google Cloud Print™ web printing service, Gmail™ webmail service, and Android™ mobile technology platform are trademarks of Google, Inc. Microsoft®, Windows Vista®, Windows®, Windows Server®, and OneDrive® are registered trademarks of Microsoft Corporation in the United States and other countries. Mopria is a trademark of the Mopria Alliance. Wi-Fi CERTIFIED Wi-Fi Direct® is a trademark of the Wi-Fi Alliance. All other trademarks are the property of their respective owners. 702P08612

BR32750

607E39620