Phaser®
3300MFP
A4
Black and White
Multifunction Printer

Xerox Phaser® 3300MFP
Multifunction Laser Printer
Evaluator Guide

xerox

About this Guide

This guide will introduce you to the Phaser 3300MFP black and white multifunction printer and aid you in your evaluation process.

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Section 1: Introducing the Xerox Phaser 3300MFP Multifunction Printer
Product Overview

Fast and feature-rich. With high-speed print and copy, and full-featured scan and fax, this powerful multifunction printer delivers document handling that gives busy work teams a competitive edge. Value-priced and network-ready, the Phaser 3300MFP is the robust, reliable choice for your business. Ideal for personal use or a work team of up to ten users.

High-end Performance

The Phaser 3300MFP is built for speed, with the printing and scanning performance of larger multifunction systems.

- Copying and printing that moves at the speed of business (28 ppm with the first page out as fast as 8.5 seconds).

- Get more printing done with a 300-sheet capacity, expandable to 550 sheets, and the ability to handle special custom-sized media such as postcards and envelopes.

- 600 x 600 dpi printing (up to 1200 x 1200 enhanced image quality) gives your documents a high-quality, professional impact.

- Print any document with confidence, thanks to full PCL® and PostScript® 3™ support and automatic tray switching that switches to the next tray when the default tray is empty.

- Precision engineering ensures that the Phaser 3300MFP is easy to set up, use and maintain.

- Digital workflows let you route electronic and scanned-in paper documents to their correct locations on the network.

Rich feature set at a value price

The Phaser 3300MFP is loaded with features that help you reduce operating costs and optimise resource usage.

- One device gives you the right combination of office tools – print, copy, scan and fax – at one great price.

- Powerful fax/scan tools bring fax and paper documents easily to the network, for distribution via email, fax or through your network's LDAP address book.

- Network ready with built-in Ethernet connectivity, remote management tools and network security.

- Save money on resources: Toner-saver and power-saver modes and features like N-up printing and ID Card Copy make it easy to reduce toner, paper and energy costs.

- Automatic two-sided printing improves productivity and reduces paper use.

- Scan to/print from a USB memory drive from the front control panel in multiple file formats. No computer needed!

- All the features of top fax machines including speed dial, Secure Fax, colour send, LAN fax and fax forwarding (to fax or email).
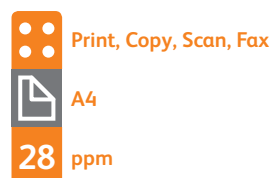
Business-ready Design

The Phaser 3300MFP's thoughtful design is tailored for the busiest offices and backed by superb support.
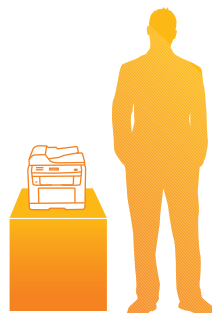
- Buy with confidence: The Phaser 3300MFP is backed by one-year on-site warranty.

- Support for popular operating system platforms right out of the box make this multifunction laser printer a team player (Microsoft Windows XP, Windows Vista, Linux/UNIX and Apple Macintosh).

- Advanced security features such as authentication and IP filtering help prevent unauthorised access to the device. 802.1x support secures device on network.

- Remote management tools such as CentreWare Internet Services give you quick access to a wealth of information and controls, such as device, toner status, device setup, email and fax address book management, security settings and email alerts. You can also specify which trays are used by specific operations such as fax or copy.

- Back up device data, such as address books, using CentreWare Internet Services or a USB memory drive.

- Designed to save space in the office; small footprint lets you put it wherever it's needed.

- Single print cartridge reduces maintenance and support costs.

Phaser® 3300MFP
Quick Facts

- Up to 28 ppm print and copy
- 600 x 600 dpi (up to 1200 x 1200 enhanced image quality)
- 300 MHz processor
- 96 MB (64 MB + 32 MB DIMM) (320 MB maximum)
- 300-sheet capacity, expandable to 550 sheets
- 25,000 pages/month duty cycle

Print, Copy, Scan, Fax

A4

28 ppm

WxDxH:
466 x 435.4 x 458 mm

Xerox Phaser 3300MFP Features and Accessories

Phaser 3300MFP

The Phaser 3300MFP comes with the full range of standard multifunction features, including print, copy, scan and fax.

Performance:
- Print speeds of up to 28 ppm (A4)
- First-Page-Out Time as fast as 8.5 seconds
- 600 x 600 dpi (up to 1200 x 1200 enhanced image quality)
- Two-sided printing
- Page Description Languages: PostScript® 3™ compatibility, PCL® 6 and 5e emulations
- 300 MHz processor
- 96 MB (standard), 320 MB (maximum) memory
- Connectivity: 10/100Base-TX Ethernet, USB 2.0

Reliability:
- Duty Cycle of up to 25,000 pages per month
- Warranty: One-year on-site warranty (plus optional service extensions available)

Paper Handling:
- **Automatic Document Feeder (ADF):** 50 sheets; Custom Sizes from 142 x 148 mm to 216 x 356 mm; Weights: 50 to 120 gsm
- **Multipurpose Tray:** 50 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm; Weights: 60 – 163 gsm
- **Main Tray:** 250 sheets; Sizes: A4, A5, A6; Weights 60 – 90 gsm
- **Output Tray:** 150 sheets face-down, 1 sheet face-up

Print Feature Highlights:
- Watermarks, Toner save mode, N-up, Saved settings, Fit to page, Collation, Overlay, Reduce/enlarge, Poster, Scaling, Print from USB, Booklet printing

Optional

Optional accessories let you tailor-fit the Phaser 3300MFP to your specific needs, with more capabilities, paper capacity and features.

Paper Handling:
- 250-sheet paper tray; Sizes: A4, A5, A6; Weights 60 – 90 gsm

Controller:
- 256 MB memory upgrade

Section 2: Evaluating Desktop Multifunction Printers
Overview

Based on continuous study of our customers' productivity requirements, Xerox recommends that the following criteria be used when evaluating which black and white laser multifunction printer to purchase for your office.

Productivity
Can the multifunction printer keep up with the demands of your daily and monthly workloads?

Versatility
Does the multifunction printer deliver the range of capabilities your office requires?

Ease of Installation, Management and Use
How does the multifunction printer simplify deployment, management and daily use?

This section examines each of the above evaluation criteria in greater detail, covering the specific features and performance attributes you should look for in a black and white workgroup multifunction printer. When the same criteria are used to evaluate every device under consideration, you'll see how the Phaser 3300MFP multifunction laser printer excels against other manufacturers' products.

Our competitive edge
- More productive: faster, bigger memory, automatic tray switching.

- More advanced functionalities: Fax forward to email, ID card, USB scan / print, Scan to email/FTP/SMB, Scan to email with user authentication and LDAP, PCL and PS as standard, Powerful scanning software as standard, Speed and group email number, LAN fax.

- Scan Job Build: allows a user to create a multi-page TIFF from odd size media. A user can scan multiple documents like a driving license, birth certificate & passport from the platen glass creating one file.

- Security and environmental features.

- Remote management tools.

- More flexibility: Two consumables, additional tray, higher toner yield.

- Compact.

- Standard one-year on-site warranty.

- More reliable, higher duty cycle.

- Part of the Trade-in programme.

- Support Global Print Driver (Basic printing only).

Evaluate Productivity

When evaluating for productivity, evaluate the level of performance delivered by the multifunction system, and how that will keep up with your workload. Match that with first-page-out time, and you'll get a sense of real throughput – an indication of how the system will handle the average print jobs (typically 3 to 5 pages long) of a busy small office or workgroup. Does the system offer the media flexibility to support the variety of jobs you'll ask it to perform?

How the Phaser 3300MFP exceeds the productivity requirement:

Performance

The Phaser 3300MFP has the power to support a busy workgroup in any fast-paced office environment. With print and copy output speeds of up to 28 ppm, the Phaser 3300MFP easily handles demanding day-to-day workloads. Additionally, a first-page-out time as fast as 8.5 seconds for printing and copying minimises the time users spend waiting for their jobs to start. The 50-sheet Automatic Document Feeder (ADF) makes scanning multipage originals for copying, scanning or faxing easy. With multiple scan destination options, the Phaser 3300MFP can help you digitise documents for editing and distributing. In addition, the Phaser 3300MFP is multi-tasking. Simultaneous tasks allow you to programme a job while another is running.

Media Support and Capacity

The Phaser 3300MFP supports a wide range of paper sizes – from 76 x 127 mm to 216 x 356 mm – making it easy to print a variety of office documents on various media types, including plain paper, envelopes, labels, card stock and transparencies. All paper trays support media weights from 60 gsm to 90 gsm; the multipurpose tray supports up to 163 gsm for heavier paper stock.

The Phaser 3300MFP also boasts the media capacity to avoid interruptions and keep users productive. Built to support small, busy workgroups, the Phaser 3300MFP includes a 250-sheet paper tray, plus a 50-sheet multipurpose tray, 50-sheet ADF and automatic two-sided printing. For consistently heavy print demands, a second 250-sheet tray is available.

Plus, the automatic tray switching that switches to the next tray when the default tray is empty allows greater paper autonomy.

Cost saving features

Save money on resources while being green with toner-saver and power-saver modes and features like N-up printing, automatic 2-sided printing, duplex copy. The consumables for the Phaser 3300MFP are part of the Xerox Green World Alliance Supplies Recycling.

Strong security features

Scan to email with user authentication (up to 2000 users), SNMPv3, 802.1x, HTTPS, Secure Fax, SSL, IP Filtering.

Phaser 3300MFP shown with second 250-sheet paper tray (optional).

Evaluate Versatility

Does each of the multifunction system under evaluation deliver a feature set that both increases office productivity and helps consolidate older office devices? Do they include print capabilities that will help your team work more efficiently? Are the copy speeds and features appropriate to suit your copy volumes? Have you considered the ways in which powerful scanning capabilities can optimise workflows? Does faxing remain a critical office need?

> **How the Phaser 3300MFP exceeds the versatility requirement:**

Print Features

With black and white print speeds of up to 28 ppm, as well as a first-page-out time as fast as 8.5 seconds, the Phaser 3300MFP delivers the printing performance busy workgroups need to power through their print demands. Plus, with 600 x 600 dpi (up to 1200 x 1200 enhanced image quality), the Phaser 3300MFP ensures sharp, professional-looking prints. Its impressive list of print features includes custom-size pages, watermarks, poster printing, N-up, fit to page, scaling, overlays, automatic 2-sided printing and reduce/enlarge.

Ideal for mobile workers. The front access USB port lets you save to, or print directly from a USB memory stick - no computer is required!

Copy Features

The Phaser 3300MFP copies documents at speeds of up to 28 ppm – even the longest copy jobs are finished in minutes. Paired with a 50-sheet ADF, the Phaser 3300MFP helps users quickly process multipage originals. And with a range of advanced features, such as ID Card Copy, collation, reduce/enlarge, 2-up/4-up, poster copying and cloning, the Phaser 3300MFP is a versatile office copier.

Plus, the Phaser 3300MFP offers 2:1 duplex copy. The automatic document feeder can be loaded with 2 single sheets to obtain a duplex document.

The Phaser 3300MFP features a front-panel USB port, which allows the convenience of printing from or scanning to any USB memory device.

The Phaser 3300MFP includes a platen glass for single-sheet copying and a 50-sheet ADF for larger copy jobs.

Scan Features

The Phaser 3300MFP includes powerful scanning – in black and white and colour – that helps streamline your company's work processes, serving as a digital on-ramp for distributing, editing and archiving hard-copy documents. Built-in file formats include BMP, multipage PDF, JPEG, TIFF and multipage TIFF, and the 50-sheet ADF automates the scanning of lengthy documents and double-sided originals, scanning pages as quickly as 28 pages per minute.

Plus, colour documents are scanned quickly and accurately thanks to 24-bit, 4800 x 4800 dpi enhanced resolution.

The Phaser 3300MFP multifunction printer also offers a number of scan destinations to support your work processes, including:

- **Scan to Email:** sends scans to email recipients, with authentication and LDAP for network security.
- **Network Scanning:** enables distribution of scanned images to multiple predefined locations, including scan to applications/folders (Windows only), scan to FTP and scan to SMB.
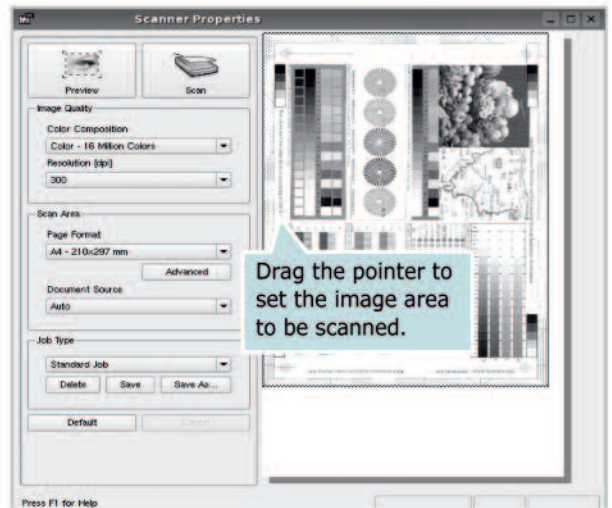- **Scan to USB Memory Device:** sends scanned images to any USB memory drive via front-panel port.

In addition, the Phaser 3300MFP multifunction printer is packaged with Xerox Scan to PC Desktop® Personal Edition scan software, which includes the following applications:

- **Nuance® PaperPort® SE 11.0:** simplifies the scanning, organising and sharing of documents.
- **OmniPage® 4.0 SE:** converts paper documents into editable Word and Excel files.
- **Image Retriever Professional 7.0:** automates retrieval of scanned images from Xerox devices.

Fax Features

The Phaser 3300MFP offers fax features tailored toward individual users and small workgroups. Its fax functionality comprises a 33.6 Kbps transmission speed; compression methods that included MH, MR, MMR, JBIG and JPEG; and 6 MB of dedicated memory. Key fax features include:

- PC Fax Send – transmits paperless faxes directly from your PC via USB or over the network.
- Fax Forward to Email – forwards received faxes to a specific email address, which saves paper and eases fax archival tasks.
- 24-bit colour fax send – allows transmission of crisp, accurate, colour faxes.
- Secure fax receive – holds private incoming faxes until released by the intended recipient at the device.
- Store up to 240 fax numbers for easy speed dial.

Evaluate Ease of Installation, Management and Use

Installing a multifunction system can be challenging, whether an IT staff handles deployment in a larger organisation or if the multifunction system is being installed in a smaller office with no IT resources. The process isn't limited to physically placing the unit in its new environment, but also may include integration with an existing network infrastructure. Evaluate the management tools delivered with the multifunction system, and whether they will ease the task of managing the device. Lastly, think about ease of use. Is the device simple to operate, and will users quickly feel comfortable with it? Are the user interfaces, both the front panel and print driver, well designed and easy to navigate?

> **How the Phaser 3300MFP exceeds the ease of installation, management and use requirements:**

Ease of Installation

Easy installation starts with unpacking the multifunction system and ends when it's powered up, connected to your network, and ready to use. The Phaser 3300MFP is easily removed from its packaging and, at just 18.9 kg, can be safely placed in the office by two people. The included quick install guide walks you through the installation of optional accessories, connecting the multifunction system to a single computer or to the network, connecting to a power source, and initial start-up. Settings such as language selection and feature setup are completed either at the multifunction system's intuitive front panel, or via the use of remote management software such as Xerox CentreWare Internet Services or CentreWare Web.

Ease of Management

The Phaser 3300MFP includes CentreWare® Internet Services, an embedded web server that allows you to manage the settings of your multifunction system, perform detailed status checks, and manage your fax phonebook from your desktop via any standard web browser.

Device management also includes managing consumables. The Phaser 3300MFP features an integrated print cartridge, minimising the quantity of consumables you'll need to change. There are two options when purchasing print cartridges for the Phaser 3300MFP:

- Standard-capacity print cartridge – lower-cost cartridge for price-sensitive offices, with 4,000-page capacity[1].

- High-capacity print cartridge – maximises the time between consumables purchases, with 8,000-page capacity[1].

CentreWare Internet Services helps administrators quickly install, configure and troubleshoot the Phaser 3300MFP multifunction printer.

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[1]   Average standard pages. Declared yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and print mode.

Ease of Use

The front panel interface on the Phaser 3300MFP offers simple access to copy, scan, fax and administration features. The two-line user interface is controlled by a selection of buttons, including a numeric keypad for programming copy, scan and fax jobs. More advanced features are accessed by simply selecting programming attributes in the two-line user interface. No need to spend time trying to locate the feature you require. 80 % of the most commonly used features are available on the first screen of the user interface. For normal copy jobs that don't require special settings, all you need to do is put the original on the platen or in the ADF and press the green button – your copy is on its way in just two steps. Administrative features include reports, device setup settings and device maintenance.

Similar to the local user interface, the Phaser 3300MFP print drivers give quick, easy access to the most commonly used features like two-sided printing, paper tray selection and collation.

No more wasted trips to the printer. With bi-directional drivers, the status of the machine is shown at a touch of a button on your desktop.

Whether printing, copying, scanning or faxing, the easy-to-navigate user interface intuitively guides users from start to finish.

Section 3: Configurations, Specifications, Supplies, Support and Additional Information Sources
Configuration Summary

The following sections provide details about the various Phaser 3300MFP configurations, available options and supplies and more helpful information.

		Phaser 3300MFP
Speed		Up to 28 ppm (A4)
Duty Cycle		Up to 25,000 pages / month
Paper Handling Paper input	Standard	**Automatic Document Feeder:** 50 sheets; Custom Sizes: 142 x 148 mm to 216 x 356 mm
		Multipurpose Tray: 50 sheets; Custom sizes: 76 x 127 mm to 216 x 356 mm
		Main Tray: 250 sheets; Sizes: A4, A5, A6
	Optional	**Additional Tray:** 250 sheets; Sizes: A4, A5, A6
Paper output		150 sheets face down, 1 sheet face up
Automatic two-sided printing		Standard
Print First-page-out-time		As fast as 8.5 seconds
Print resolution		600 x 600 dpi (up to 1200 x 1200 enhanced image quality)
Memory (std / max)		96 MB (64 MB + 32 MB DIMM) / 320 MB maximum
Processor		300 MHz
Language support		PCL® 6 / 5e emulations, PostScript® 3™ compatibility
Connectivity		USB 2.0, 10/100Base-TX Ethernet
Print features		Watermarks, Toner save mode, N-up, Saved settings, Fit to page, Collation, Overlay, Reduce/enlarge, Poster, Scaling, Print from USB, Booklet printing
Copy First-page-out-time		As fast as 8.5 seconds
Copy resolution		Up to 600 x 600 dpi
Copy features		Reduce/enlarge, Two-sided (1:2 duplex copy), Background suppression, Collation, ID Card Copy, 2-up/4-up, Cloning, Poster
Fax		33.6 Kbps with MH/MR/MMR/JBIG/JPEG compression
Fax features		Colour fax send, Searchable address book, Fax reports, Forward to fax/email, PC and LAN Fax (send only), Secure fax receive, Last number redial, Distinctive ring, Journal, Junk fax barrier, 240 speed dial locations, up to 200 group dial locations, Broadcast fax (up to 249 locations), Delayed fax send, Memory receive, Auto file size reduction, 6 MB fax memory (480 pages)
Scan Scan destinations		Scan to email with LDAP (includes up to 200 local directory entries, 50 group email entries, authentication); Network Scan to applications/folders (Windows only); Scan to SMB and FTP; Scan to email with LDAP, Scan to USB Memory Drive (File formats: BMP, JPG, Multipage PDF, Multipage TIFF); Direct Scan to Applications including OCR (software included)
Scan features		Up to 4800 x 4800 dpi (enhanced), File formats: BMP, JPG, Multipage PDF, Multipage TIFF; Scan to PC Desktop® Personal Edition (includes 1 seat of Nuance® PaperPort® SE 11.0, OmniPage® 4.0 SE, Image Retriever), Colour Scanning, FTP, SMB, SMTP and HTTP(S)
Security		802.1x, SNMPv3, HTTPS, Secure Fax, SSL, IP Filtering, Scan to Email with user authentication
Warranty		One-year on-site warranty. Plus optional service extensions available.

Specifications

Specifications	
Device Management	CentreWare® Internet Services, CentreWare Web, CentreWare for HP® OpenView, Rendezvous (Bonjour)
Print Driver Support	**Apple Macintosh:** Mac OS® 10.3-10.5 **Linux:** SUSE™ 8.2-9.2, Red Hat® 8-9, Fedora™ Core 1-4, Mandrake 9.2-10.1 **Microsoft Windows:** Windows® 2000/XP/Vista/2003 Server Supports basic printing from the Xerox Mobile Express Driver and Xerox Global Print Driver
Media Handling Supported Sizes	**ADF:** 142 x 148 mm to 216 x 356 mm **Multipurpose Tray:** 76 x 127 mm to 216 x 356 mm **Main Tray:** A4, A5, A6
Supported Weights	**ADF:** 50 to 120 gsm **Multipurpose Tray:** 60 to 163 gsm **Main Tray:** 60 to 90 gsm
Operating Environment	**Temperature:** 10 to 32° C **Relative Humidity:** 20 to 80% **Sound Pressure:** • Standby Mode: < 39 db(A) • Printing: < 55 dB(A)
Electrical	**Power:** 220–240 VAC, 50/60 Hz **Power Consumption:** • Power Save Mode: 10W • Printing: 478W • ENERGY STAR® qualified
Dimensions	**Width:** 466 mm **Depth:** 435 mm **Height:** 458 mm **Weight:** 18.9 kg
Certifications	FCC Part 15, Class B FCC Part 68 Listed UL 60950 CE Mark applicable to Directives 2006/95/EC, 2004/108/EC and 99/5/EC

	Description	Details	Part Number
Supplies	Standard-Capacity Print Cartridge	4,000 pages[1]	106R01411
	High-Capacity Print Cartridge	8,000 pages[1]	106R01412
Accessories	250-sheet tray	Increases total paper capacity to 550 sheets	097N01693
	256 MB memory upgrade		097S03761
Extended Service Agreements	1-year extended on-site service (total 2 years on-site when combined with 1 year warranty) available during first 90 days of product ownership		3300MFPES2
	2-year extended on site service (total 3 years on site when combined with 1 year warranty) available during first 90 days of product ownership		3300MFPES3

[1] Average standard pages. Declared yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and print mode.

Support and Additional Information Sources

Unrivalled Service and Support

Behind every Xerox product is a large network of customer support that's unrivalled in the industry and available when you need it. Xerox service professionals use leading-edge technologies to keep you up and running. They're even linked to the engineers who designed your product, so you can be confident when you choose Xerox. And genuine Xerox supplies are always readily available.

Additional Information Sources

What's in the box:

- Phaser 3300MFP Multifunction Printer.
- Print Cartridge (4,000 print capacity).
- Software and Documentation CDs (with Print Drivers, Scanning Software, User Manual, Quick Installation Guide, Warranty Statement and Registration Card).
- Power cord, USB cable, fax cord.

Phaser 3300MFP Front Panel:

- The front panel offers tools and information pages to help with machine setup, feature selections, operational problem solutions, and media feed and supply issues.

Customer Documentation:

- Read Me First.
- Quick Reference Guide.
- User Manual.
- Print Drivers (Postscript and PCL).
- Scan Driver.
- Scan Software by Nuance®.
- Control Centre Management Software.

On the web:

Visit www.xerox.com/office for:

- Product, supplies and support information.
- Downloading drivers.
- Finding your local reseller.
- Online documentation.

Visit www.xerox.com/office/support for:

- Support and service information, including the same troubleshooting Knowledge Base used by Xerox Customer Support staff to provide the latest technical information on:
  - Application issues
  - Errors
  - Print-quality issues
  - Troubleshooting.

Notes

Questions? Comments? Problems?

If for any reason you need to contact your Xerox sales representative, please call or visit us on the web at www.xerox.com/office.

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