

Phaser®  
3300MFP  
Letter-size  
Black-and-white  
Multifunction Printer



# Xerox Phaser® 3300MFP Multifunction Laser Printer Evaluator Guide



# 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.

### High-end Performance

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

- Copying and printing that moves at the speed of business (30 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.
- 1200 image quality printing 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 optimize 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, color send, LAN fax and fax forwarding (to fax or email).

### Business-ready Design

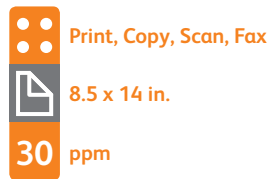
The Phaser 3300MFP's thoughtful design is tailored for the busiest offices and backed by superb support.

- Buy with confidence: The Phaser 3300MFP is backed by our unmatched Xerox Total Satisfaction Guarantee.

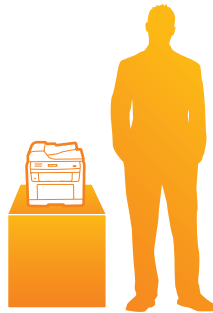
- Support for popular operating system platforms right out of the box make this multifunction a team player. (Microsoft Windows XP, Windows Vista, Linux/UNIX, and Apple Macintosh)
- Advanced security features such as authentication and IP filtering help prevent unauthorized access to the device.
- Remote management tools such as CentreWare IS 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 IS 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.
- 802.1x support secures device on network.

#### Phaser® 3300MFP Quick Facts

- Up to 30 ppm print and copy
- 1200 image quality print
- 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



**WxDxH:**  
18.3 x 17.1 x 18 in.  
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 30 ppm (letter), 28 ppm (A4)
- First-Page-Out Time as fast as 8.5 seconds
- 1200 image quality print resolution
- 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

### Paper Handling:

- **Automatic Document Feeder (ADF):** 50 sheets; Custom Sizes from 5.6 x 5.8 in. (142 x 148 mm) to 8.5 x 14 in. (216 x 356 mm); Weights: 12.5 to 28 lb. / 50 to 120 gsm
- **Multipurpose Tray:** 50 sheets; Custom sizes: 3 x 5 in. (76 x 127 mm) to 8.5 x 14 in. (216 x 356 mm); Weights: 16 – 43 lb. bond / 60 – 163 gsm
- **Main Tray:** 250 sheets; Sizes: Letter, Legal, Folio, Oficio, A4, JIS B5, ISO B5, Executive, A5, A6; Weights 16 – 24 lb. bond / 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: Letter, Legal, Folio, Oficio, A4, JIS B5, ISO B5, Executive, A5, A6; Weights 16 – 24 lb. bond / 60 – 90 gsm

### Controller:

- 256 MB Phaser 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 to purchase for your office.

#### Productivity

Can the MFP keep up with the demands of your daily and monthly workloads?

#### Versatility

Does the MFP deliver the range of capabilities your office requires?

#### Ease of Installation, Management and Use

How does the MFP 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 MFP. 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.

# Evaluate Productivity

When evaluating for productivity, evaluate the level of performance delivered by the MFP, 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 30 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 minimizes 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 digitize documents for editing and distributing.

### Media Support and Capacity

The Phaser 3300MFP supports a wide range of paper sizes — from 3 x 5 in. to 8.5 x 14 in. — 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 16 lbs. to 24 lbs.; the multipurpose tray supports up to 43 lbs. 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.



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

# Evaluate Versatility

Does each of the MFPs 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 optimize 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 30 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 up to 1200 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 and reduce/enlarge.

### Copy Features

The Phaser 3300MFP copies documents at speeds of up to 30 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.



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 color — 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, multi-page PDF, JPEG, TIFF and multi-page TIFF, and the 50-sheet ADF automates the scanning of lengthy documents and double-sided originals, scanning pages as quickly as 30 pages per minute.

Plus, color 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:** templates enable distribution of scanned images to multiple predefined locations, including 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, organizing 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 color fax send** — allows transmission of crisp, accurate, color 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 device can be challenging, whether an IT staff handles deployment in a larger organization or if the MFP 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 MFP, 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

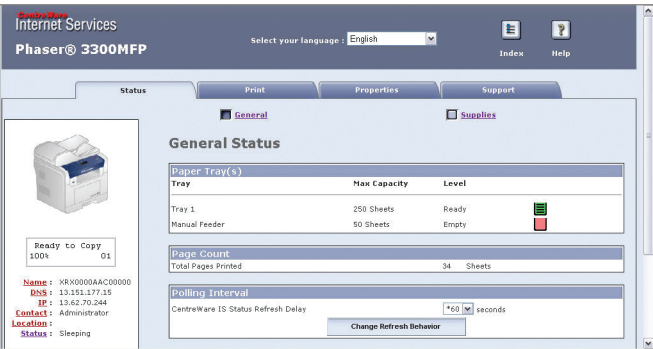
Easy installation starts with unpacking the MFP and ends when it's powered up, connected to your network, and ready to use. The Phaser 3300MFP is easily removed from its packaging and, at just over 41 pounds, can be safely placed in the office by two people. The included quick install guide walks you through the installation of optional accessories, connecting the MFP 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 MFP's intuitive front panel, or via the use of remote management software such as Xerox CentreWare IS 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 MFP, 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, minimizing 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<sup>1</sup>
- High-capacity print cartridge — maximizes the time between consumables purchases, with 8,000-page capacity<sup>1</sup>



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

<sup>1</sup> 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. 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.



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	
<b>Speed</b>	Up to 30 ppm (Letter) / 28 ppm (A4)
<b>Duty Cycle</b>	Up to 25,000 pages / month
<b>Paper Handling</b> Paper input	Standard <b>Automatic Document Feeder:</b> 50 sheets; Custom Sizes: 5.6 x 5.8 in. to 8.5 x 14 in. / 142 x 148 mm to 216 x 356 mm
	<b>Multipurpose Tray:</b> 50 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm
	<b>Main Tray:</b> 250 sheets; Sizes: Letter, Legal, Folio, Oficio, A4, JIS B5, ISO B5, Executive, A5, A6
	Optional <b>Additional Tray:</b> 250 sheets; Sizes: Letter, Legal, Folio, Oficio, A4, JIS B5, ISO B5, Executive, A5, A6
Paper output	150 sheets face down, 1 sheet face up
Automatic two-sided printing	Standard
<b>Print</b> First-page-out-time	As fast as 8.5 seconds
Print resolution	Up to 1200 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
<b>Copy</b> 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
<b>Fax</b>	33.6 Kbps with MH/MR/MMR/JBIG/JPEG compression
Fax features	Color 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, 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
<b>Scan</b> Scan destinations	Scan to Email (includes up to 200 local directory entries, 50 group email entries, authentication); Network Scanning (Windows only) via SMB and FTP; 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), Color Scanning, FTP, SMB, SMTP and HTTP(S), Scan Build Job
<b>Security</b>	802.1x, SNMPv3, HTTPS, Secure Fax, SSL, IP Filtering, Scan to Email with user authentication

# Specifications

Specifications			
<b>Device Management</b>	CentreWare® Internet Services, CentreWare Web, CentreWare for HP® OpenView, Rendezvous (Bonjour)		
<b>Print Driver Support</b>	<b>Apple Macintosh:</b> Mac OS® 8.6-9.2, 10.3-10.5 <b>Linux:</b> SUSE™ 8.2-9.2, Red Hat® 8-9, Fedora™ Core 1-4, Mandrake 9.2-10.1 <b>Microsoft Windows:</b> Windows® 2000/XP/Vista/2003 Server		
<b>Media Handling</b> Supported Sizes	<b>ADF:</b> 5.6 x 5.8 in. (142 x 148 mm) to 8.5 x 14 in. (216 x 356 mm) <b>Multipurpose Tray:</b> 3 x 5 in. (76 x 127 mm) to 8.5 x 14 in. (216 x 356 mm) <b>Main Tray:</b> Letter, Legal, Executive, Folio, Oficio, ISO B5, JIS B6, A4, A5		
Supported Weights	<b>ADF:</b> 12.5 to 28 lb. bond / 50 to 120 gsm <b>Multipurpose Tray:</b> 16 to 43 lb. bond / 60 to 163 gsm <b>Main Tray:</b> 16 to 24 lb. bond / 60 to 90 gsm		
<b>Operating Environment</b>	<b>Temperature:</b> 50 to 90° F, 10 to 32° C <b>Relative Humidity:</b> 20 to 80 % <b>Sound Pressure:</b> <ul style="list-style-type: none"> <li>Standby Mode: &lt; 39 db(A)</li> <li>Printing: &lt; 55 db(A)</li> </ul>		
<b>Electrical</b>	<b>Power:</b> 110–127 VAC, 50/60 Hz, 5.5A; 220–240 VAC, 50/60 Hz, 3.0A <b>Power Consumption:</b> <ul style="list-style-type: none"> <li>Power Save Mode: 10W</li> <li>Printing: 478W</li> <li>ENERGY STAR® qualified</li> </ul>		
<b>Dimensions</b>	<b>Width:</b> 18.3 in. (466 mm) <b>Depth:</b> 17.1 in. (435 mm) <b>Height:</b> 18 in. (458 mm) <b>Weight:</b> 41.6 lb. (18.9 kg)		
<b>Certifications</b>	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		
<b>Supplies</b>	<b>Description</b>	<b>Details</b>	<b>Part Number</b>
	Standard-Capacity Print Cartridge	4,000 pages <sup>1</sup>	106R01411
	High-Capacity Print Cartridge	8,000 pages <sup>1</sup>	106R01412
<b>Accessories</b>	250-sheet tray	Increases total paper capacity to 550 sheets	097N01693
	256 MB Phaser memory upgrade		097S03761

<sup>1</sup> 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

## Unrivaled Service and Support

Behind every Xerox product is a large network of customer support that's unrivaled 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.

## Total Satisfaction Guaranteed

The exclusive Xerox Total Satisfaction Guarantee, recognized as unique in the industry, covers every Phaser device that has been continuously maintained by Xerox or its authorized representatives under a Xerox express warranty or Xerox Maintenance agreement. You decide when you're satisfied.

## 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](http://www.xerox.com/office) for:

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

Visit [www.xerox.com/office/support](http://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



## Questions? Comments? Problems?

If you have any questions, please contact your Xerox sales representative, call 1-877-362-6567, or visit us on the web at [www.xerox.com/office](http://www.xerox.com/office).

