

# MC360 MFP

## User's Guide

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## Document Information

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MC360 MFP User's Guide

P/N 59318901

Revision 1.1

October, 2009

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The most up-to-date drivers and manuals are available from the web site:

<http://www.okiprintingsolutions.com>

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# CONTENTS

<b>Emergency First Aid</b> . . . . .	<b>6</b>
<b>Notes, Cautions and Warnings</b> . . . . .	<b>7</b>
<b>Introduction</b> . . . . .	<b>8</b>
MFP overview . . . . .	10
Front view . . . . .	
Rear view . . . . .	11
The Operator Panel . . . . .	12
Languages Supported: . . . . .	14
<b>Getting Started</b> . . . . .	<b>15</b>
Installing MFP drivers and Utilities . . . . .	15
Twain and Printer Drivers . . . . .	15
Fax Printer driver . . . . .	17
Hotkey Utility . . . . .	17
MFP Setup tool . . . . .	19
Scanner/copier Section . . . . .	22
Printer section . . . . .	23
Paper recommendations . . . . .	23
Cassette tray . . . . .	24
Multi purpose tray . . . . .	25
Face down stacker . . . . .	26
Face up stacker . . . . .	26
Loading Paper . . . . .	26
Cassette tray . . . . .	26
Multi purpose tray . . . . .	31
<b>Configuring your machine.</b> . . . . .	<b>33</b>
General . . . . .	33
Fax Receiving . . . . .	33
Setting the Date Format . . . . .	33
Setting the Date & Time (Clock Adjustment) . . . . .	34
Setting the Country Code . . . . .	34
Local Phone No. . . . .	35
Fax Sender ID . . . . .	35
Ring Response . . . . .	36
Access Control . . . . .	37
Logout operation . . . . .	38
Operation Time-out . . . . .	38
The Scanner/Copier section . . . . .	39
Minimum Configuration Requirements. . . . .	39
Internet Communication Features . . . . .	39
Pre-Installation Information. . . . .	39

<b>Menu Structure</b> .....	<b>44</b>
Copy function .....	45
Scan/Scan to function .....	46
Email .....	46
USB Memory .....	47
Network PC .....	48
PC .....	48
Fax function .....	49
Menu function .....	50
<b>Operation</b> .....	<b>62</b>
Loading Document(s) for copying .....	62
Using the ADF .....	62
Placing Document(s) in the ADF .....	63
Placing Document(s) on the Glass .....	64
Copy Mode .....	64
Setting up .....	64
Operation .....	67
Scan Mode .....	67
Operation .....	67
Scan to E-mail option .....	68
Scan to USB Memory .....	73
Scan to Network PC option .....	74
Scan to PC option .....	75
Fax Mode .....	78
Operation .....	78
Setting up .....	78
Manual Transmission During a Voice Call .....	81
Fax Receiving .....	82
Dual Access - Completing two Operations at the Same Time	89
<b>Maintenance</b> .....	<b>90</b>
Replacing consumables and Spare Parts .....	90
Consumable order details .....	90
Toner cartridge replacement .....	91
Image drum replacement .....	97
Transfer belt replacement .....	102
Fuser replacement .....	108
Cleaning the LED head .....	113
<b>Troubleshooting</b> .....	<b>115</b>
Clearing paper jams .....	115
In the Scanner ADF section .....	115
In the Printer section .....	116
Fax problems .....	124

<b>Installing additional memory</b> . . . . .	<b>127</b>
Memory upgrade . . . . .	127
Checking the Memory status . . . . .	133
<b>Color Printing</b> . . . . .	<b>134</b>
Factors that affect the appearance of prints. . . . .	134
Tips for printing in color . . . . .	136
Printing photographic images. . . . .	136
Printing from Microsoft Office applications. . . . .	136
Printing specific colors (e.g. a company logo) . . . . .	136
Adjusting the brightness or intensity of a print. . . . .	136
Accessing the color matching options . . . . .	137
Setting the color matching options . . . . .	137
Using the Color Swatch feature . . . . .	139
Using the Color Correct Utility . . . . .	140
<b>Specifications</b> . . . . .	<b>141</b>

## EMERGENCY FIRST AID



Take care with toner powder:

If swallowed, induce vomiting and seek medical attention. Never attempt to induce vomiting if person is unconscious.

If inhaled, move the person to an open area for fresh air. Seek medical attention.

If it gets into the eyes, flush with large amounts of water for at least 15 minutes keeping eyelids open. Seek medical attention.

Spillages should be treated with cold water and soap to help reduce risk of staining skin or clothing.

# NOTES, CAUTIONS AND WARNINGS

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## *NOTE*

*A note provides additional information to supplement the main text.*

---

## **CAUTION!**

**A caution provides additional information which, if ignored, may result in equipment malfunction or damage.**

## **WARNING!**

**A warning provides additional information which, if ignored, may result in a risk of personal injury.**

For the protection of your product, and in order to ensure that you benefit from its full functionality, this model has been designed to operate only with genuine Oki Printing Solutions toner cartridges. These can be identified by the Oki Printing Solutions trademark. Any other toner cartridge may not operate at all, even if it is described as "compatible", and if it does work, your product's performance and print quality may be degraded.

Specifications subject to change without notice. All trademarks acknowledged.

# INTRODUCTION

Congratulations on choosing this Multi Function Product (MFP). It has been designed with advanced features, to give you clear, vibrant color prints and crisp black and white pages at high speed, on a range of office print media.

With this MFP, you can instantly scan paper-based documents and deliver the electronic image to various destinations including email addresses, printers, ftp servers, facsimile machines, USB memory stick, or someone else's computer on the network.

Your MFP includes these features:

- > Multi-level technology produces subtle tones and smooth gradations of colour to lend photographic quality to your documents.
- > Hotkey utility - enables the MFP to receive one key touch commands from a locally connected computer ("Pull Scan").
- > Printing:
  - Up to 16 ppm in full color - for fast printing of high impact color presentations and other documents.
  - Up to 20 ppm at 300 dpi in black and white - for fast and efficient printing of all general purpose documents not requiring color.
- > Copying
  - Up to 16 copies per minute (cpm) at 300 dpi, in full color - for fast copying.
  - Up to 20 cpm at 300 dpi in black and white - for fast and efficient copying of all general purpose documents not requiring color.
- > 600 x 600dpi and 1200 x 600dpi (dots per inch) print resolution for high quality image production.
- > 600 x 600dpi x 2bit print resolution for high quality image production showing the finest detail.
- > 300 x 300 (standard) and 600 x 600dpi (high) copy resolution.
- > Banner Printing.



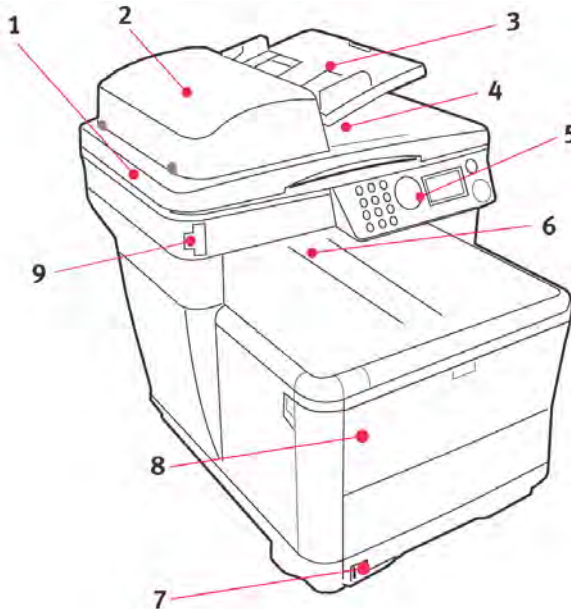
- > Single Pass Color Digital LED technology for high speed processing of your printed pages.
- > High speed USB 2.0 interface.
- > 10Base-T and 100Base-TX network connection lets you share this resource among users on your office network.
- > Scan to E-mail - Connected to an Ethernet network and a SMTP server, this MFP allows you to transmit document(s) over the internet via e-mail. With a touch of the e-mail key and the selection of your recipients' e-mail addresses, the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.
- > Scan to FTP - Allows you to send scanned documents to a server or a personal computer's file folder over an intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), CIFS (Common Internet File System) protocol. The scan to filing feature removes the need for the mail server to handle large attachments.
- > Scan to Fax - Allows you to send and receive scanned documents to/from another facsimile machine.
- > Scan to memory - Scan to USB memory.
- > Digital Copying - An intuitive control panel, makes digital copying fast and easy.
- > Network/PC Printing - When connected to a Network, the MFP is able to perform network or PC printing (available in "Scan-to" mode).
- > Multiple Pages Sending - With the Auto Document Feeder, the MFP allows a stack of up to 50 page document(s) to be continuously scanned.
- > Simplified Operator panel
- > Address Book/Profiles Managing - This provides a convenient way to manage all the e-mail addresses and profiles (filing destinations). Simply typing the machine's IP address in the URL field of your browser will prompt the MFP web page. This web page allows you to create up to 100 e-mail addresses and several filing destinations to manage your document.

The following optional feature is available:

- > 256MB additional memory, to allow the printing of more complex pages.

## MFP OVERVIEW

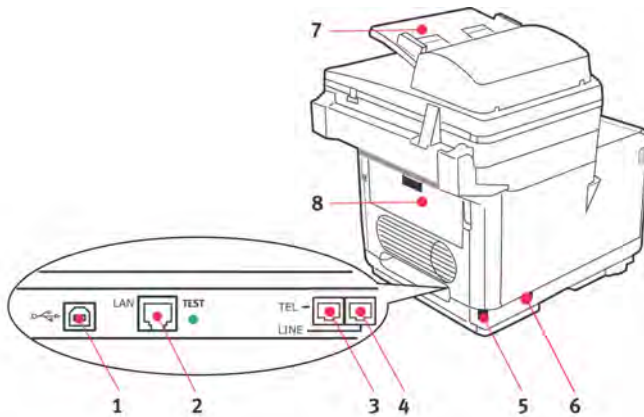
### FRONT VIEW



- |  |  |
|--|--|
| 1. Scanner bed.  | 6. Output stacker, face down. Standard printed copy delivery point. Holds up to 150 sheets of 21.3 lb (80 g/m <sup>2</sup> ).  |
| 2. Automatic Document Feeder (ADF) Unit.   | 7. Standard paper tray with level indicator. Holds up to 250 sheets of 21.3 lb 80 g/m <sup>2</sup> .   |
| 3. ADF Paper Tray.<br>Max. 50 sheets Letter/A4<br>at 16 - 32 lb<br>(60 - 120 g/m <sup>2</sup> ). | 8. Multi purpose feeder tray (shown closed). Used for feeding heavier paper stocks, envelopes and other special media. Also used for manual feeding of single sheets when required, and Banner printing. |
| 4. Document Cover.   | 9. USB Memory port   |
| 5. Operator Control Panel.   |  |

## REAR VIEW

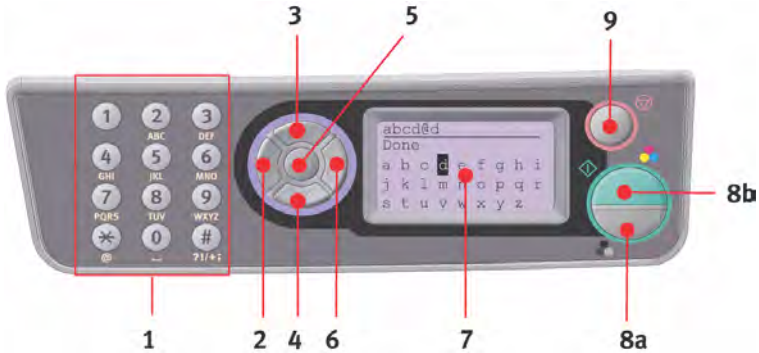
This view shows the connection panel and the rear output stacker.



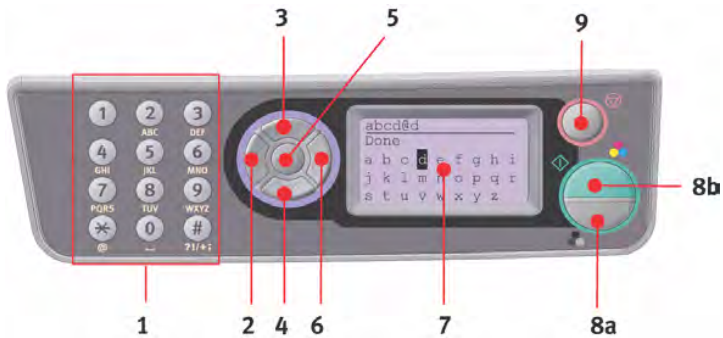
- |  |                                     |
|--|-------------------------------------|
| 1. USB connection.                     | 5. IEC (CE22) AC power connection.  |
| 2. Local Area Network connection.      | 6. AC Power ON/OFF switch.          |
| 3. Local Telephone handset connection. | 7. Automatic Document Feeder (ADF). |
| 4. Telephone line connection.          | 8. Rear paper stacker (closed).     |

When the rear paper stacker is folded down, paper exits through the rear of the printer and is stacked here face up. This is mainly used for heavy print media. When used in conjunction with the multi purpose feed tray, the paper path through the printer is essentially straight. This avoids bending the paper around curves in the paper path and enables feeding of up to 54.1 lb. (203 g/m<sup>2</sup>) media.

## THE OPERATOR PANEL



1. Ten Key Pad	Used to enter numbers, upper-case/lower-case letters and symbols in the Entry Line.
2. <b>LEFT</b> key	<p><b>When in switching Mode:</b> Returns the display to the Function Selection screen or Scan Sub Function Selection screen from the Stand-by screen.</p> <p><b>When Setting up:</b> Increments the value of the tree structure.</p>
3. <b>UP</b> Key	<p><b>When setting up or in switching Mode:</b> Moves the cursor UP.</p>
4. <b>DOWN</b> Key	<p><b>When setting up or in switching Mode:</b> Moves the cursor DOWN.</p>
5. <b>ENTER</b> Key	<p><b>When switching Mode:</b> Used to confirm the Mode selected. Used to start Push Scan (If Push Scan is selected, the Executing Push Scan screen appears).</p> <p><b>When Setting up:</b> Decrements the value of the tree structure. Increments the value of the tree structure as the set value is confirmed.</p> <p><b>When entering PIN ID:</b> Used to confirm the PIN ID entered.</p>



6. <b>RIGHT</b> Key	<p><b>When in switching Mode:</b>  Used to confirm the Mode selected.  Used to start Push Scan (If Push Scan is selected, the Executing Push Scan screen appears).</p> <p><b>When Setting up:</b>  Decrements the value of the tree structure.  Increments the value of the tree structure as the set value is confirmed.</p>
7. LCD display	128 x 64 dot.
8. <b>START</b> Key (a = color; b = monochrome)	<p>When entering PIN ID, used to confirm the PIN ID entered.  Executes the function selected.  Executes Copy.  Executes Scan to E-mail/ USB Memory/ Server.  Executes Fax Send.  Executes Fax Manual Receive.  Recovery from Error/Warning states.  When pressed from the Screen Entry screen, confirms the characters or functions selected.</p>
9. <b>STOP</b> Key	<p>Stops the function being executed.  Stops Copy.  Stops Scan to E-mail/ Memory/ Server.  Stops Fax Send.  Cancels Print Job.  Recover from Error/Warning states:  Used to confirm error messages (when an error that does not need recovery operation has occurred).  Recovering from Error/Warning states.  Forces a return to the Mode Selection screen from each Stand-by screen (all settings shown on the Stand-by screen return to User Default values).</p>

## LANGUAGES SUPPORTED:

English	German	French
Italian	Spanish	Swedish
Norwegian	Danish	Dutch
Portuguese	Greek	Brazilian Portuguese
Russian	Polish	Turkish
Czech	Hungarian	Finnish

### *NOTES:*

- 1. This list is not exhaustive or conclusive.*
- 2. See the information enclosed with the product (the Panel Language Setup utility) on the procedure for changing the language setting.*

# GETTING STARTED

## INSTALLING MFP DRIVERS AND UTILITIES

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*NOTE:*

*You must be logged on as an administrator or a member of the Administrators group in order to complete this procedure. If your computer is connected to a network, network policy settings may also prevent you from completing this procedure.*

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### TWAIN AND PRINTER DRIVERS

The TWAIN driver is used for "Pull Scanning", i.e. initiating a scan from your PC via software. Compare this to "Push Scanning" where you start the scan by pressing a button on the MFP's front panel. The TWAIN driver only works via USB connections. This means it's not possible to control the scanner over the network from your PC.

There are two different ways of installing the TWAIN and printer drivers:

1. Plugging the printer in first and performing a "plug and play" type of installation. In this case you must install the TWAIN driver first.
2. Not plugging the printer in yet, but running the Oki driver installer program from the CD-ROM. This installs the TWAIN (scanner printer driver) and printer drivers. Once the printer is switched on and plugged in, the installation is complete.

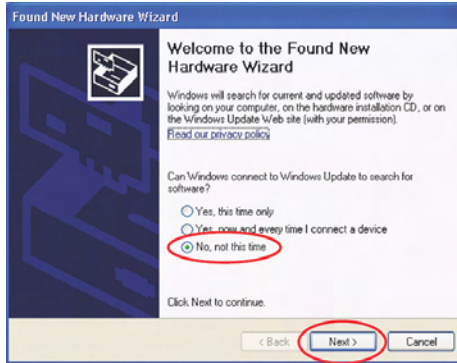
#### Plug and play installation

The MFP is a "dual device" – Windows sees it as a scanner and a printer. This means when the MFP is plugged into a PC using a USB cable, you'll be prompted to install 2 different drivers; the TWAIN (scanner printer) driver first and then the printer driver.

1. Attach the printer to a USB port of your computer.
2. Switch on the printer.
3. Insert the Drivers & Utilities CD.

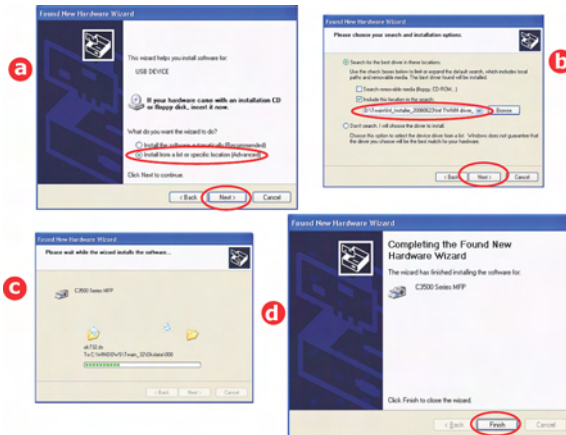
If CD autoboots, cancel the dialogue.

The 'New Hardware Found' dialogue will appear on the screen



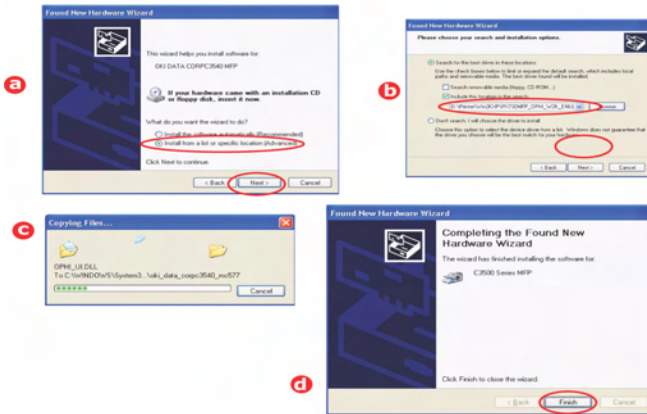
If you do not see the 'New Hardware Found' dialogue, please check that power and USB cables are connected properly, and the printer is switched on.

#### 4. Install Twain driver first





## 5. Next install the printer driver



## FAX PRINTER DRIVER

The fax printer driver allows you to send faxes directly from your computer without printing the document first.

Windows XP has built-in fax support - you can use your computer's modem to send faxes directly from your computer.

With Oki's fax driver you are sending the fax data from your computer to the MFP, and then the MFP automatically sends the document.

### Installing the fax printer driver

This is installed as part of the Oki driver installer wizard.

## HOTKEY UTILITY

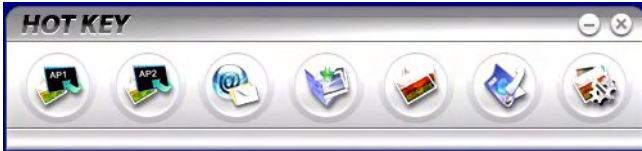
The hotkey utility enables the MFP to receive one key touch commands from a locally connected computer ("Pull Scan").

Installation of the hotkey utility is optional. It can be downloaded from the Oki Data web site, <http://www.okiprintingsolutins.com>.

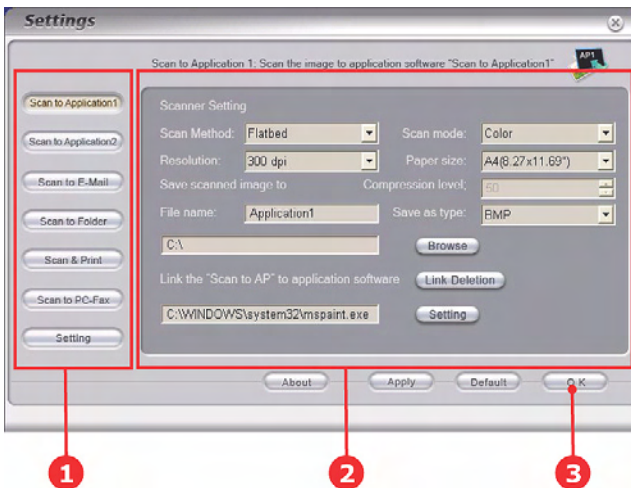
Information on using the hotkey utility can be found in "Scan to PC option" on page 75.

## Setting up the Hotkey Utility

1. Install the hotkey utility:  
Set-up will place a "hotkey" icon on your desktop.
2. Double-click this icon to open the hotkey console.



3. Select Settings. The following screen will appear.



4. Select the function you want to set in section (1).
5. Set the parameters for this function in section (2).
6. When you have completed settings, press OK (3).  
The utility will return to the hotkey console (para. 2 above).

## MFP SETUP TOOL

Installation of the MFP setup utility is optional and can be found on the Driver/Utilities CD under the Utilities folder.

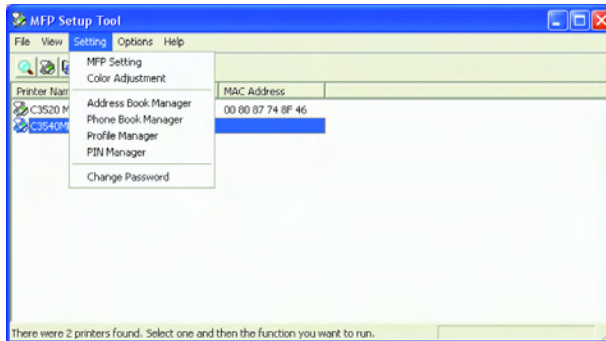
The setup program does not automatically place an icon on your desktop. If you wish, you can drag and drop this icon on to your desktop for ease of future use

The MFP setup tool can discover device over USB or network connections. This only detects Oki MC360 MFP devices.

There are 6 main functions included in this software;

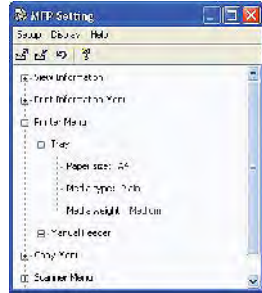
- > MFP Settings
- > Color Adjustment
- > Address Book Manager
- > Phone Book Manager
- > Profile Manager
- > PIN Manager.

Each of these functions is described below.



1. **MFP Settings:** Allows you to change most of the same settings as you'd see on the MFP's operator panel, on a locally connected PC.

The settings include an Admin. menu. This is password protected and hidden by default. To enable the Admin menu, select: Setting>MFP Setting>Display > Administrator menu and enter the MFP's password.

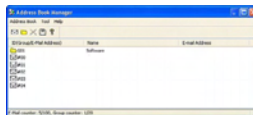


2. **Color Adjustment:** Changes the Hue and Saturation of the MFP's copy function. It doesn't affect the print or scan color.



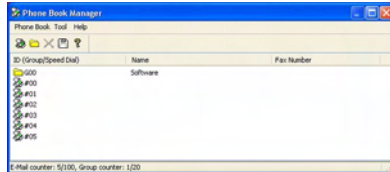
3. **Address Book Manager:** Adds names, email addresses, assign them to IDs (for scan to email feature of MFP)

- > Arrange people into groups.
- > Import and export settings to CSV files.
- > Import settings from other Oki MFP devices.



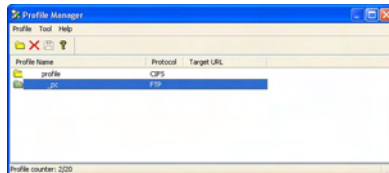
#### 4. Phone Book Manager:

For managing people and fax numbers (for "scan to fax" feature of MFP). Add names, fax numbers, assign them to speed dial numbers.



- > Arrange people into groups.
- > Import and export settings to CSV files.
- > Import settings from other Oki MFP devices.

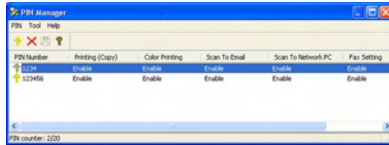
5. **Profile Manager:** A profile is a set of saved settings for scanning to a networked PC. A profile consists of the following:



- > Details for connecting to the networked PC (protocol, port, user name, password etc)
- > Paper size
- > File format to scan to (PDF, TIFF, JPEG) and format settings such as resolution, compression
- > Import and export settings to CSV files
- > Import settings from other Oki MFP devices

6. **PIN Manager:** The MFP can have access control switched on the front panel. If this is the case, a PIN (Personal Identification Number) is required to use the MFP. The PIN Manager creates PIN numbers and assigns them rights

such as whether they can copy, print, scan to email, scan to network PC or fax.



- > Import and export settings to CSV files.
- > Import settings from other Oki MFP devices.

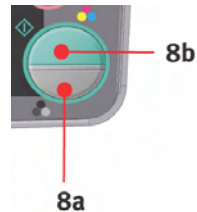
## SCANNER/COPIER SECTION

The MFP can scan/copy/send document(s) either using the ADF (Automatic Document Feeder) or manually on the glass.

If you wish to scan/copy/send multiple pages, use the ADF. The ADF can hold up to 50 pages at one time.

If you wish to scan/copy/send pages from books, newspaper clippings, or paper with wrinkles or curls, use the glass.

An instant single copy, in monochrome (8a) or color (8b), can be made by pressing the appropriate button on the operator panel.



## PRINTER SECTION

### PAPER RECOMMENDATIONS

Your MFP will handle a variety of print media, including a range of paper weights and sizes. This section provides general advice on choice of media, and explains how to use each type.

The best performance will be obtained when using standard 20 ~24 lb. (75~90g/m<sup>2</sup>) paper designed for use in copiers and laser printers. Suitable types are:

- > Hammermill<sup>®</sup> Laser Printer Radiant White, 24 lb. US Bond (90 g/m<sup>2</sup>)
- > Xerox<sup>®</sup> 4024, 20 lb. US Bond (75 g/m<sup>2</sup>)
- > Oki<sup>®</sup> 52206101 Bright White Proofing Paper, 32 lb. US Bond (120 g/m<sup>2</sup>)

Use of heavily embossed or very rough textured paper is not recommended.

Pre-printed stationery can be used, but the ink must not offset when exposed to the high fuser temperatures used in the printing process.

Envelopes should be free from twist, curl or other deformations. They should also be of the rectangular flap type, with glue that remains intact when subjected to hot roll pressure fusing used in this type of printer. Window envelopes are not suitable.

- > Oki<sup>®</sup> Premium Envelopes (size #10)  
52206301 (100 count)  
and  
52206302 (500 count)

Labels should also be of the type recommended for use in copiers and laser printers, in which the base carrier page is entirely covered by labels. Other types of label stock may damage the printer due to the labels peeling off during the printing process. Suitable types are:

- > Avery 5161 White Laser Label (Letter size)
- > Avery 7162, 7664, 7666 White Laser Labels (size A4).

## Banner Paper

- > Oki® 52206002 (100 count)  
8.5 x 35.4 inches (215.90 x 899.16 mm)

## Oki® SynFlex™ Paper

- > 8.5 x 11 inches (215.90 x 279.40 mm)
- > Waterproof and Tear-resistant

## CASSETTE TRAY

The Cassette Tray can handle paper weights of 17.1 to 46.9 lb. (64 g/m<sup>2</sup> to 176 g/m<sup>2</sup>). The Cassette Tray is ideal for printing Letter/A4 documents of more than 1 page in length.

SIZE	DIMENSIONS	WEIGHT	
A6	4.1339 x 5.8268 inches 105 x 148 mm	Light    17 - 20 lb 64-74 g/m <sup>2</sup>  Medium   20 - 24 lb. 75-90 g/m <sup>2</sup>  Heavy    24.3 - 32 lb. 91-120 g/m <sup>2</sup>	
A5	5.8268 x 8.2677 inches 148 x 210 mm		
B5	7.1653 x 10.1181 inches 182 x 257 mm		
Executive	7.252 x 10.5 inches 184.2 x 266.7 mm		
A4	8.2677 x 11.6929 inches 210 x 297 mm		
Letter	8.5 x 11 inches 215.9 x 279.4 mm		
Legal 13 in.	8.5 x 13 inches 216 x 330 mm		
Legal 13.5 in.	8.5 x 13.5 inches 216 x 34 mm		
Legal 14 in.	8.5 x 14 inches 216 x 356 mm		

If you have identical paper stock loaded in the multi purpose tray, you can have the printer automatically switch to the other tray when the current tray runs out of paper. When printing from Windows applications, this function is enabled in the driver settings. When printing from other systems, this function is enabled in the Print Menu.



## MULTI PURPOSE TRAY

The multi purpose tray can handle the same media sizes as the cassette trays but in weights of 20 - 54.1 lb (75 g/m<sup>2</sup> to 203 g/m<sup>2</sup>). For very heavy paper stock, use the face up (rear) paper stacker. This ensures that the paper path through the printer is almost straight.

The multi purpose tray can feed paper widths as small as 4.1339 inches (105 mm) and lengths up to 47.244 inches (1200 mm) (banner printing).

For paper lengths exceeding 356mm (Legal 14 in.) use paper stock between 24 and 34.1 lb. (90 g/m<sup>2</sup> and 128 g/m<sup>2</sup>) and the face up (rear) paper stacker.

When using the Multi Purpose Tray, feed each sheet of paper or envelope one-by-one, rather than stacking them. This helps to avoid paper jams.

Watermarked or letterhead paper should be loaded print side up and top edge into the printer.

SIZE	DIMENSIONS	WEIGHT
A6	4.1339 x 5.8268 inches 105 x 148 mm	Light: 17.1 - 19.7 lb 64-74 g/m <sup>2</sup> Medium: 20 - 24 lb. 75-90 g/m <sup>2</sup> Heavy: 24.3 - 32 lb. 91-120 g/m <sup>2</sup> Ultra heavy: 32.3 - 46.9 lb. 121-176 g/m <sup>2</sup>
A5	5.8268 x 8.2677 inches 148 x 210 mm	
B5	7.1653 x 10.1181 inches 182 x 257 mm	
Executive	7.252 x 10.5 inches 184.2 x 266.7 mm	
A4	8.2677 x 11.6929 inches 210 x 297 mm	
Letter	8.5 x 11 inches 215.9 x 279.4 mm	
Legal 13 in.	8.5 x 13 inches 216 x 330 mm	
Legal 13.5 in.	8.5 x 13.5 inches 216 x 343 mm	
Legal 14 in.	8.5 x 14 inches 216 x 356 mm	
Custom sizes	8.5 x 14 inches 216 x 356 mm	
COM-9 Envelope	3.874 x 8.874 inches 98.4 x 225.4 mm	
COM-10 Envelope	4.122 x 9.5 inches 104.7 x 241.3 mm	
Monarch Envelope	3.874 x 7.5 inches 98.4 x 190.5 mm	
C5	6.3779 x 9.0157 inches 162 x 229 mm	

## FACE DOWN STACKER

The face down stacker on the top of the printer can hold up to 150 sheets of 21.3 lb (80 g/m<sup>2</sup>) standard paper and can handle paper stocks up to 32 lb. (120 g/m<sup>2</sup>). Pages printed in reading order (page 1 first) will be sorted in reading order (last page on top, facing down).

## FACE UP STACKER

The face up stacker at the rear of the printer should be opened and the tray extension pulled out when required for use. In this condition paper will exit via this path, regardless of driver settings.

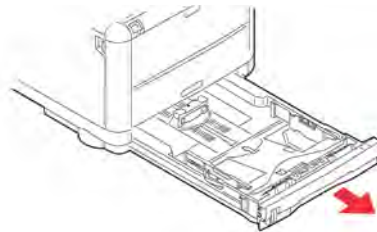
The face up stacker can hold up to 10 sheets of 21.3 lb (80 g/m<sup>2</sup>) standard paper and can handle stocks up to 54.1 lb (203 g/m<sup>2</sup>).

Always use this stacker and the multi purpose feeder for paper stocks heavier than 32 lb. (120 g/m<sup>2</sup>).

## LOADING PAPER

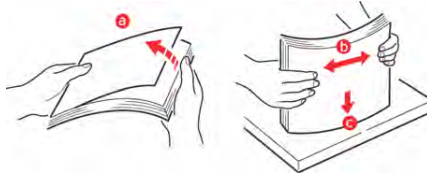
### CASSETTE TRAY

1. Remove the paper tray from the machine.



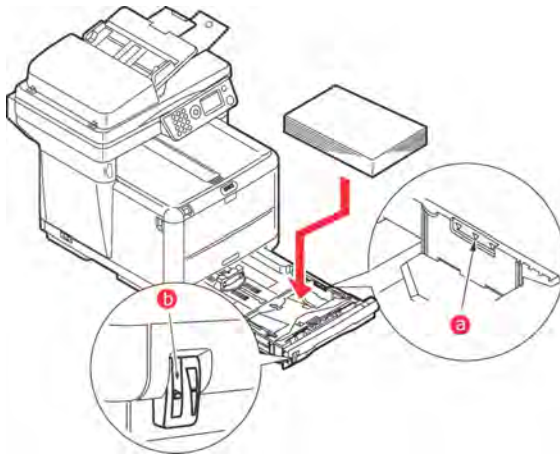
2. Fan the paper to be loaded at the edges (a) and in the middle (b) to ensure that all sheets are properly

separated, then tap the edges of the stack on a flat surface to make it flush again (c).

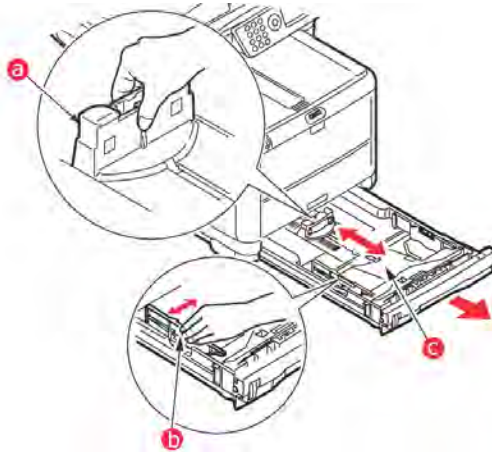


**3.** Load the tray with paper.

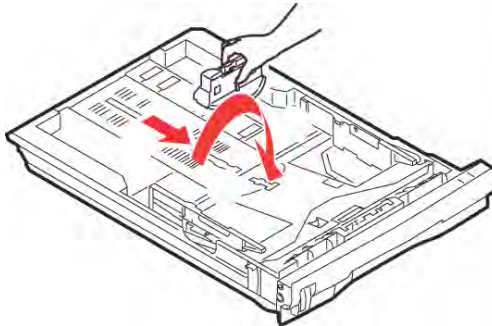
Use the level indicators (a and b) as a guide. For letterhead paper load face down with top edge towards the front of the printer.



4. Adjust the rear stopper (a) and paper guides (b) to the size of paper being used. A6 paper uses area (c).



5. If you are using A6 paper, re-position the rear paper guide to the front slot.



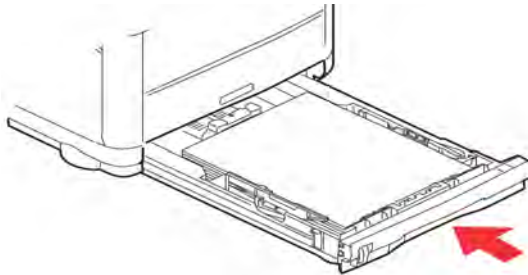
**6.** Close the cassette tray *gently*.

---

*NOTE:*

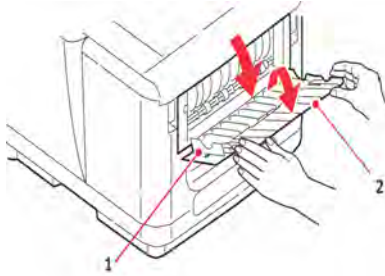
*To prevent paper jams:*

- > *Do not leave space between the paper and the guides and rear stopper.*
  - > *Do not overfill the paper tray. Capacity depends on the type of paper stock.*
  - > *Do not load damaged paper.*
  - > *Do not load paper of different sizes or types at the same time.*
  - > *Do not pull the paper tray out during printing.*
  - > *Close the paper tray gently.*
- 



- 7.** For face down printing, make sure the face up (rear) stacker is closed (the paper exits from the top of the printer). Stacking capacity is approximately 150 sheets, depending on paper weight.
- 8.** For face up printing, make sure the face up (rear) stacker (1) is open and the paper support (2) is extended. Paper

is stacked in reverse order and tray capacity is approximately 10 sheets, depending on paper weight.



9. Always use the face up (rear) Stacker for heavy paper (card stock etc.).

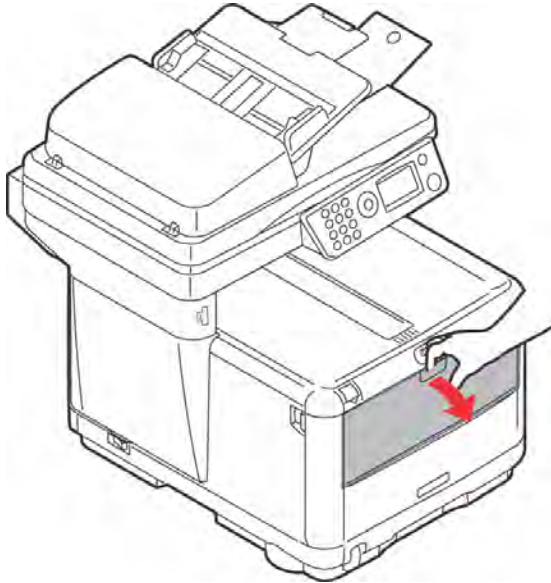
### CAUTION!

**Do not open or close the rear paper exit while printing as it may result in a paper jam.**

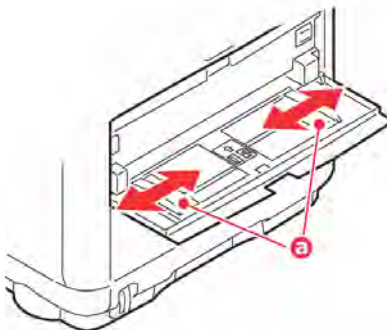
## MULTI PURPOSE TRAY

The Multipurpose tray is used for printing on media such as envelopes, non-standard media, A5, A6, and heavyweight paper (see “Multi purpose tray” on page 25).

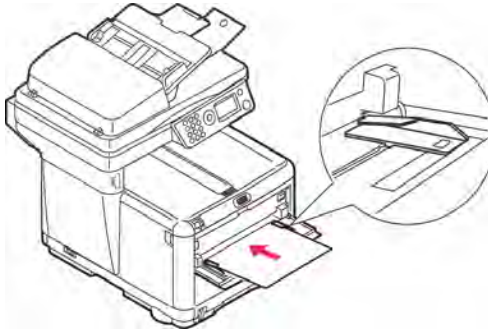
1. Open the multi purpose tray.



2. Adjust the Paper Guides (a) to the size of paper you are going to print on, using the markings on the Paper Platform.



3. Position a sheet of paper on the Paper Platform so that it is gripped in place.



- > Load your chosen media one sheet at a time.
- > When printing on letterhead paper, load the paper into the Multi Purpose Tray with pre-printed side up and top edge into the printer.
- > An envelope should be loaded face up with top edge to the left and short edge facing into the printer.

Set the correct paper size for the multi purpose tray in the Media Menu.



# CONFIGURING YOUR MACHINE

## GENERAL

Before using this MFP, a few basic settings have to be carried out.

Ensure that you have the relevant permission/PIN numbers before commencing.

The Factory set default passwords/PIN are:

Administrator	aaaaaa
PIN	000000
Network (web page)	last 6 figures of MAC address

## FAX RECEIVING

This MFP's fax will automatically answer the telephone after the Ring Response delay. For information on setting this, see "Ring Response" on page 36

## SETTING THE DATE FORMAT

The Date format can be set up by accessing the set up screen as follows:

1. Using the Up or Down arrow keys, select the **Menu** function.
2. Using the Right arrow key, select the **Admin Menu**.
3. Enter a password if prompted.
4. Select **System Setup**, then **Date Format**.
5. Select the format you require. Formats available are:

mm/dd/yyyy

dd/mm/yyyy

yyyy/mm/dd

(where "mm" = month, "dd" = day, "yyyy" = year)

## SETTING THE DATE & TIME (CLOCK ADJUSTMENT)

The Date & Time can be set up by accessing the set up screen as follows:

1. Using the Up or Down arrow keys, select the **Menu** function.
2. Using the Right arrow key, select the **Admin Menu**.
3. Enter a password when prompted (Default is "aaaaaa").
4. Select **Fax Setup**, then **Clock Adjustment**.
5. Using the Right arrow key, and the numeric key pad enter the correct Date & Time.
6. Once the Date & Time are set, press the Enter button to exit **Clock Adjustment**.

## Entering numbers

Numbers are entered using the Ten Digit Numeric Key Pad.

When a number is entered, the numbers currently displayed for the highlighted field ("month," "day," "hour," or "minute") are cleared and the number just entered is displayed as the first digit. When another number is entered, the number first number entered moves to the left, and so on.

## SETTING THE COUNTRY CODE

Set your Country code as follows:

1. From the **Function** screen select **Menu**.
2. Using the Down arrow key, scroll to **Admin Setup**.
3. Press **Enter**.  
(At this point you will need the Administrator's password)
4. Enter the Admin password using the Ten Key Pad.  
Press **Done** to complete.
5. Using the Down arrow key scroll to **Fax Setup**. Press **Enter**.

6. Using the Down arrow key scroll to **Basic Setup**. Press **Enter**.
7. Using the Down arrow key scroll to **Country Code**. Press **Enter**.
8. Select the Country in which the MFP is situated. Press **Enter**.
9. Use Left arrow key to return to **Function** screen.

## LOCAL PHONE NO.

Set your local phone number as follows:

1. From the **Function** screen select **Menu**.
2. Using the Down arrow key scroll to **Admin Setup**.
3. Press **Enter**.  
(At this point you will need the Administrator's password.)
4. Enter the Admin password using the Ten Key Pad.  
Press **Done** to complete.
5. Using the Down arrow key, scroll to **Fax Setup**. Press **Enter**.
6. Using the Down arrow key, scroll to **Basic Setup**. Press **Enter**.
7. At **Local Phone No.**, press **Enter**.
8. Enter your Local Phone number using the Ten Key Pad.  
Press **Done** to complete.
9. Use Left arrow key to return to **Function** screen.

## FAX SENDER ID

Set your Fax ID as follows:

1. From the **Function** screen select **Menu**.
2. Using the Down arrow key scroll to **Admin Setup**.
3. Press **Enter**.

At this point you will need the Administrator's password)

4. Enter the Admin password using the Ten Key Pad. Press **Done** to complete.
5. Using the Down arrow key scroll to **Fax Setup**. Press **Enter**.
6. Using the Down arrow key scroll to **Basic Setup**. Press **Enter**.
7. Using the Down arrow key scroll to **Sender ID**. Press **Enter**.
8. Enter your Sender ID (as required) using the Ten Key Pad. Press **Done** to complete.
9. Use Left arrow key to return to **Function** screen.

## RING RESPONSE

The fax facility of this MFP will automatically answer the incoming ringtone after the delay period set by the ring response

The factory default for ring response is 1 ring. This can be set up to 20 seconds in the Admin Menu as follows (you will need to have administrator rights to alter this setting):

1. In the top level screen, scroll down to **Menu** and select using the **Enter** key.
2. In the drop down menu, scroll down to the **Admin Menu** and select using the **Enter** key. Enter the password.
3. In the drop down menu, scroll down to **Fax Setup** and select using the **Enter** key.
4. In the drop down menu, scroll down to **Basic Setup** and select using the **Enter** key.
5. In the drop down menu, scroll down to the **Ring Response** and select using the **Enter** key.
6. In the drop down menu, scroll down to the response time required and select using the **Enter** key.
7. Using the Left arrow key, return to the top level menu.

## ACCESS CONTROL

The operation and functionality of this machine can be limited to authorized personnel only by the simple introduction of a 4-9 digit PIN (Personal Identification Number). This is known as Access Control. The greater the number of digits in the PIN, the more secure it is.

### Enable/Disable Access Control

- > Access Control Enable/Disable is switched in **Menu >Admin Setup>System Setup>Access Control**.

### Enabling Access control

- > With Access Control set to **Enable**, the display reverts to the System Setup screen immediately following the setting change. If one of the functions such as Print, Fax Send or PC Scan is running however, the display will only revert to the System Setup screen when the task has been completed.

### Entering PIN ID

- > With Access Control **Enabled**, entering a PIN ID is required to enable setting up various utilities.
- > Enter the PIN ID via the Ten Key pad.
- > A valid PIN ID consists of 4 to 9 digits.
- > The numbers entered are not displayed on the Enter PIN ID screen, being replaced by '\*'.
- > The PIN ID entered can be confirmed by either the **Start** button or the **Enter** key.
- > The MFP supports the following two kinds of PIN ID.

#### **Administrator PIN ID**

This is the PIN ID for the system administrator(s).

If a PIN ID is registered as an administrator, the Admin password entry screen is displayed, and, when an Admin password is entered, it will be authenticated as an administrator.

## User PIN ID

This is PIN ID for general users.

If a PIN ID is registered as a general user, the function selection screen is displayed, also after PIN ID entry the function selection screen is displayed.

## Invalid PIN ID

If the PIN number entered is invalid, **Incorrect Password** is displayed for 3 seconds and the display reverts to the Enter PIN ID screen.

## LOGOUT OPERATION

If Logout is selected or an Operation Time-out occurs, the display reverts to the Enter PIN ID screen.

### Logout by user

With Access Control enabled, Logout options are displayed in the Menu on the Mode Selection screen.

When the cursor is moved to Logout and the Enter key is pressed, the display reverts to the Confirm Logout screen.

If Yes is selected with the Enter key on the Confirm Logout screen, the display reverts to the Enter PIN ID screen.

## OPERATION TIME-OUT

- > When the MFP operation panel is left inactive for a prescribed length of time (Operation Time-out), the display automatically reverts to the Idle screen if Access Control is disabled.
- > If an error state occurs, Operation Time-out is disabled.
- > After Operation Time-out, the display automatically reverts to the Enter PIN ID screen if Access Control is enabled.
- > The length of the Operation Time-out depends on the setting in **Menu Mode > Admin Setup > System Setup > Return to Stand-by Time**.

## THE SCANNER/COPIER SECTION

### MINIMUM CONFIGURATION REQUIREMENTS

To make the best of this MFP, the following configuration is required:

#### To send Faxes:

- > A PSTN telephone line connection.

#### To send e-mails:

- > TCP/IP network.
- > A SMTP and an optional POP3 server.
- > Default "From" Address (this MFP's Address).

#### To file document(s) via intranet

- > FTP, HTTP, or CIFS Protocol environment.
- > Windows 2000, Windows XP, HTTP or FTP server.

## INTERNET COMMUNICATION FEATURES

### PRE-INSTALLATION INFORMATION

The MFP has to be set up properly on your network to perform scan to e-mail and other functions. In order for other network devices to find the MFP on the network, the following network parameters have to be set:

1. DHCP enable:
2. IP Address: . . . . .
3. Subnet mask: . . . . .
4. Gateway IP: . . . . .
5. DNS server: . . . . .
6. SMTP server: . . . . .
7. SMTP port: 25
8. POP3 server: . . . . .
9. POP3 Port: 110

**Explanation:**

**1. DHCP Enable:**

Choose **Yes** to obtain IP/subnet/gateway addresses automatically from DHCP server.

---

*NOTE:*

*With DHCP (Dynamic Host Configuration Protocol), a host can automatically be given a unique IP address each time it connects to a network making IP address management an easier task for network administrators. If the DHCP server is available from your network, you do not need to enter TCP/IP, subnet mask, gateway, and DNS information. This information will be given automatically.*

---

**2. IP Address:**

This is the Internet Protocol (IP) address assigned to your machine by your network administrator.

---

*NOTE:*

*An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. The system administrator or network designer assigns the IP address. The IP address consists of two parts, one identifying the network and the one identifying your node. The IP address is usually written as four numbers separated by periods. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address.*

---

**3. Subnet Mask:**

This is the net mask address assigned by your network administrator.

**4. Gateway IP:**

This is the gateway IP address assigned by your network administrator.



## 5. **SMTP Server:**

---

*NOTE:*

*SMTP: (Simple Mail Transfer Protocol) is the main communication protocol used to send and receive e-mail on the Internet.*

---

This is the IP address of your SMTP Mail Server assigned by your network administrator.

## 6. **SMTP Port:**

The port number of your SMTP Mail Server.

## 7. **DNS server:**

---

*NOTE:*

*DNS: (Domain Name System). The DNS server identifies hosts via names instead of IP addresses. If the DNS server is available on your network, you can enter the domain name instead of digits for your SMTP or POP3 servers, such as Pegasus.com.tw instead of 120.3.2.23*

---

This is the IP address of DNS Server assigned by your network administrator.

## 8. **POP3 Server:**

The IP address of your POP3 server.

## 9. **POP3 Port**

The port number of your POP3 Server.

Enter the DNS name, or IP and port number of your POP3 server if your mail server requires POP3 authentication, *before* sending e-mails from the machine.

---

*NOTE:*

*POP3: Post Office Protocol3 is a service that stores and serves e-mails for various client machines that are not connected to the Internet 24 hours a day. E-mails are held in POP3 until you log on.*

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## Scan to E-mail

The MFP allows you to deliver your scanned document to e-mail addresses on the network. The document is first scanned and converted to a standard PDF, JPEG, TIFF, or MTIF (Multi-page TIFF) file format and then transmitted to remote recipients simultaneously as an e-mail attachment.

When you send an e-mail to someone using this MFP it uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing e-mails to your SMTP mail server, and then send these e-mails to your recipients via the internet.

## Setting up a Server

This section explains setting up a server.

1. Using the Up or Down arrow keys, scroll to the **Menu** function and select it using the Right arrow key.
2. Using the Down arrow key, scroll to **Admin Setup** and select by pressing the Enter or Right arrow key.
3. Using the Down arrow key, scroll to **Network Setup** and select by pressing the Enter or Right arrow key.
4. Then, again using the Down arrow key, scroll to **Network** and select by pressing the Enter or Right arrow key.
5. From the drop down menu, select **IP Address** by pressing the Enter or Right arrow key.

### IP Address Entry screen

On the IP Address Entry screen, the first field is highlighted (the 3-digit value on the far left of four fields – each separated with ".") and the cursor is located over the first digit.

### Moving between the fields

To move between the fields, use the Left and Right arrow keys.

6. Enter your IP address.

### Entering numbers

Numbers are entered using the Ten Key pad

When a number is entered from the Ten Key pad, the number currently displayed is cleared and the number just entered is displayed as the first digit. When another number is entered, the number in the first digit moves to the next, and so on.

7. To confirm, press the **Enter** key.

### **Cancelling the IP address**

To cancel the IP address, move the cursor to the first field and then press the Left arrow key.

# MENU STRUCTURE

The Main Menu has four top-level functions:

**Copy** (see Table 1, "Copy Function," on page 45)

**Scan** (see Table 2, "Scan Function/Email," on page 46,  
Table 3, "Scan Function/USB Memory," on page 47,  
Table 4, "Scan Function/Network PC," on page 48, and  
Table 5, "Scan Function/PC," on page 48)

**Fax** (see Table 6, "Fax Function," on page 49)

**Menu** (see Table 7, "Menu Function," on page 50)

## COPY FUNCTION

This is the default mode on Power up, with Access Control disabled. Use the **Down** arrow key to select other functions and **Enter** to select an option.

Default option (if relevant) is in **bold** text.

**Table 1: Copy Function**

LEVEL 2	DESCRIPTION	OPTIONS
Copies:	Number of copies required (default 1)	<b>1</b> to 99
<b>100%</b>	Reduce/enlarge copy	Leg/Let A4/B5 Fit to page <b>100%</b>
<b>Letter</b>	Paper size	Legal, <b>Letter</b> , A4, A5, B5
<b>Mixed</b>	Copy Mode setting	<b>Mixed</b> , Photo, HiRes. Mixed, HiRes. Photo
Density: <b>0</b>	Density of print	-3/-2/-1/ <b>0</b> /+1/+2/ +3
<b>Tray1</b>	Input tray: Selects cassette Tray or Manual feeder	<b>Tray 1</b> , Manual feeder
Collate	Collate: Sets collate function on or off	ON, <b>OFF</b>
<b>1in1</b>	N-up: Selects how many prints per page	<b>1in1</b> , 2in1, 4in1 (Horizontal), 4in1 (Vertical)
E.E.:	<b>Edge erase:</b> This sets the peripheral areas of the document to block out.	<b>0.00 in</b> , 0.25 in, 0.50 in, 0.75 in, 1.00 in <b>0</b> , 6, 13, 19, 25 mm
M.S-R:	<b>Margin Shift - Right (M.S-R):</b> This sets the amount to shift the document image to the right.	<b>0.00 in</b> , 0.25 in, 0.50 in, 0.75 in, 1.00 in <b>0</b> , 6, 13, 19, 25 mm
M.S-B.:	<b>Margin Shift - Bottom (M.S-B):</b> This sets the amount to shift the document up.	<b>0.00 in</b> , 0.25 in, 0.50 in, 0.75 in, 1.00 in <b>0</b> , 6, 13, 19, 25 mm

## SCAN/SCAN TO FUNCTION

Use the **Down** arrow key to select this function and **Enter** to select an option.

Note that for each scan function, the scanned format (PDF, TIF, JPEG for color and PDF or TIF for B&W) is set in this menu path: **Menu—>Scanner Menu—>{Type of Scan}—>Color Format & B/W Format.**

## EMAIL

---

**NOTE:**

*The MFP must be connected to a telephone line to enable Scan to Email to be set up.*

---

**Table 2: Scan Function/Email**

LEVEL 2	DESCRIPTION	OPTIONS
Check Address	Displays the current Email address or list of addresses (if any).	—
Reply to:	Choose Email "Reply to"	Address Book: Screen Entry: Number: LDAP (select one): Name, Address, Method (AND/OR), Search
Destination	Choose Address from:	Address Book: Screen Entry: Number: LDAP (select one): Name, Address, Method (AND/OR), Search
Subject	Choose subject from:	Subject List Screen Entry (enter up to 64 characters)

**Table 2: Scan Function/Email**

LEVEL 2	DESCRIPTION	OPTIONS
File Name	A file name should be entered for the scanned images. This file name can be entered in Key Pad Mode. Up to 64 characters can be entered as text, except for the following; \\ / : * ? " < >	Type the File Name
Density	Enter a scanning density level.	-3/-2/-1/0/+1/+2/+3
Document size	Specify the size of the original document.	A4 <b>Letter</b> Legal

**USB MEMORY***NOTE:*

*This option is only displayed when a USB Memory device is connected to the MFP.*

**Table 3: Scan Function/USB Memory**

LEVEL 2	DESCRIPTION	OPTIONS
File Name	Enter a file name for the scanned document.	Enter up to 64 characters
Density	Enter a scanning density level.	-3/-2/-1/0/+1/+2/+3
Document Size	Specify the size of the original document.	A4 <b>Letter</b> Legal

## NETWORK PC

*NOTE:*

*The MFP must be connected to a Network server to enable Scan to Network PC to be set up.*

**Table 4: Scan Function/Network PC**

LEVEL 2	DESCRIPTION	OPTIONS
Profile	Used to select the file server setting. The file server setting can be set from Web Page and Set-up Utility.	Registered server setting

## PC

This option uses the hotkey utility on a PC that is connected to the MFP via USB (for more information, see “Hotkey Utility” on page 17).

**Table 5: Scan Function/PC**

LEVEL 2	DESCRIPTION	OPTIONS
<b>Email</b>	Scan to Email and save file	Once the image is scanned it is available to send in an Email.
<b>Folder</b>	Scan to a PC-based folder	Once the image is scanned it is saved in the specified folder.
<b>Application</b>	Scan to Application1	Once the image is scanned it is opened by the specified application.
<b>Fax</b>	Scan to Facsimile and save file	Once the image is scanned it can be faxed.



## FAX FUNCTION

**Table 6: Fax Function**

LEVEL 2	DESCRIPTION	OPTIONS
Check Dest.	Displays the current fax number or numbers (if any).	—
Fax. no	Enter the fax number(s) using the Ten Key pad.	Type a fax number and press Enter to display the Continue menu. To enter additional fax numbers, select More; if there are no additional numbers select Done.
Phone book	Displays a list of fax numbers from the Phone book.	Select a number from the phone book (if there are no fax numbers in the book, display will say "empty").
Standard	Select the transmission resolution	<b>Standard</b> Fine Extra Fine Photo
Density	Select density by entering a number in the range	-3/-2/-1/0/+1/+2/+3
A4	Select the size of the original document	A4 Letter Legal
Delayed time	Select transmission time (up to five delayed jobs can be stored)	dd/mm/yy hh:mm
Redial	Starts dialing when a fax is sent manually. "Redial" is displayed when there are stored fax jobs.	—
Cancel	Used to cancel delayed fax jobs. "Cancel Job" is displayed when there are stored fax jobs.	List of fax jobs

# MENU FUNCTION

**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
<b>View Information</b>		
Print count	Color pages	Displays the total number of color pages printed
	Monochrome pages	Displays the total number of mono pages printed
	Tray 1	Displays the total number of pages printed from the paper cassette tray
	Manual Feeder	Displays the number of pages printed from the Manual feeder
Scan Count	Total pages	Displays the total number of flatbed pages scanned.
	Pages scanned	Displays the number of flatbed pages scanned since the counter was cleared. To clear the counter go to: Menu-> Admin Setup->Scanner Counter Clear-> Pages Scanned
	Total ADF Pages	Displays the total number of pages scanned using the ADF.
	ADF pages scanned	Displays the number of pages scanned using the ADF since the counter was cleared. To clear the counter go to: Menu-> Admin Setup->Scanner Counter Clear-> ADF Pages Scanned
Fax count	Pages Sent	Displays the number of sent Fax pages.
	Pages Received	Displays the number of received Fax pages.
	Sending Times	The total amount of time spent sending Faxes (hhhhhh:mm:ss).
	Receiving Times	The total amount of time spent receiving Faxes (hhhhhh:mm:ss).

**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
Supplies Life	Cyan Toner Magenta Toner Yellow Toner Black Toner	The amount of toner remaining as a percentage (%). “(#. #K)” is the capacity of the toner cartridges installed in the printer.
	Cyan Drum Magenta Drum Yellow Drum Black Drum	The remaining life of the drum as a percentage (%).
	Belt Fuser	The remaining life of the Belt and Fuser units as a percentage (%).
Network	IP Address	IP Address set in: Admin Setup-> Network Setup->IP Address
	Subnet Mask	Subnet mask set in: Admin Setup-> Network Setup->Subnet Mask
	Gateway Address	Address set in: Admin Setup-> Network Setup->Gateway Address
	MAC Address	Mac Address of wired Network.
	NIC Program Version	Program version of wired Network.
	NIC Default Version	Default version of wired Network.
System	Serial No.	Serial Number of this printer
	Asset No.	8 alphanumeric characters that can be assigned for managing the printer.
	CU Version	Version number of the CU (Control Unit) firmware
	PU Version	Version number of the PU (Print Unit) firmware
	Scanner Version	Version number of the Scanner firmware
	Fax Version	Code for the Fax board name and version number of the Fax firmware
	Total Memory	Size of the installed RAM in Mbytes
	Flash Memory	Size of the installed Flash Memory in Mbytes

**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
<b>Print Information</b>		
Configuration	Execute	Prints out a report of the machine's configuration
Network Information	Execute	Prints out a report of the Network configuration
Demo Page	DEMO1 - Execute	Prints a Demonstration page
MFP Usage report	Execute - Copies (set)	Prints a full report of the machine usage
Supplies Status Report	Execute	Prints a report of the status of all consumables
Scan to Log	Execute	Prints the Scan to log. To show this menu option Admin Menu-> System Setup->Report Full Print must be set to "On."
Fax Activity Report	Execute	Prints the Fax log. To show this menu option Admin Menu-> System Setup->Report Full Print must be set to "On."
Fax Protocol Dump	Execute	Prints Fax Protocol. To show this menu option Menu-> Admin Setup-> System Setup-> Report Full Print must be set to "On."
Print System Status	Execute	Prints engine information. To show this menu option System Maintenance->Printer Maintenance ->Maintenance Print Menu must be set to "Enable."
<b>Admin Setup</b>		
<b>System Setup</b>	Access control	Enable/ <b>Disable</b>
	Power Save Time	5/15/ <b>30</b> /60/240 minutes
	Return to Stand-by Time	20/40/ <b>60</b> /120/180 seconds
	Default Mode	<b>Copy</b> /Scan/Fax
	Unit of Measure	<b>inch</b> /millimeter
	Date Format	mm/dd/yyyy, <b>dd/mm/yyyy</b> , yyyy/mm/dd

**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
<b>System Setup</b> <i>(continued)</i>	Report Full Print	On/Off
	Panel Contrast (for Operator's panel)	-10 / 0 / +10
<b>Network Setup</b>	TCP/IP	<b>Enable</b> /Disable TCP/IP protocol
	IP Address Set	<b>Auto</b> /Manual
	IP Address Subnet Mask Gateway Address DNS Server Primary DNS Server Second.	Set the IP Address Set the Subnet Mask Set the Gateway Address Set the Primary Server Address Set the Secondary Server Address
	Web	<b>Enable</b> (Web/IPP is available) Disable (Web/IPP is not available)
	SNMP	<b>Enable</b> (SNMP is available) Disable (SNMP is not available)
	Hub Link Setting	<b>Auto Negotiate</b> (HUB connection method is automatically selected; for all others only the selected method is used) 100 Base - TX Full 100 Base - TX Half 10 Base - T Full 10 Base - T Half
	Factory Defaults	Execute (resets all network settings to factory defaults)
<b>Printer Setup</b>	Copies	1 - 999
	Media Check	<b>Enable</b> (printer checks the paper size of the print data and that of the tray; only standard sizes are checked) / Disable
	Mono-Print Speed	<b>Auto</b> (mono printing starts in 20 ppm; if color print data received, it changes to 16 ppm)/Color speed (always prints 16 ppm) Normal Speed (always prints 20 ppm)
	X Dimension	8.5 in/216 millimeters
	Y Dimension	11.0 in/279 millimeters

**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
<p><b>Scanner Setup</b></p>	<p>Job Build Scanning</p>	<p><b>On</b> (turn On when two or more pages need to be scanned on flatbed for the same scan file) / <b>Off</b></p>
	<p>Email Setup</p>	<p>Add "To" Address: <b>On</b> (selected "To" Email addresses are added to Address Book)/<b>Off</b></p> <p>Default File Name (for Scan to Email): if desired, type in a default File name</p> <p>Subject List: There are 5 default subject lists (#00 — #04); use the keypad to enter subject names</p> <p>Default From: if desired, type in a default "From" name</p> <p>Separation Limit (file size limit for Scan to Email) 1/3/5/10/30 mB/<b>No limit</b></p> <p>Auto Trans. Report: On (MCF report is printed out automatically) / <b>Off</b></p>
<p><b>Mail Server Setup</b></p>	<p>SMTP Server</p>	<p>Type in the IP address or name of the SMTP server</p>
	<p>SMTP Port</p>	<p>Port number for the SMTP server</p>
	<p>POP3 Server</p>	<p>Type in the IP address or name of the POP3 server</p>
	<p>POP3 Port</p>	<p>Port number for the POP3 server</p>
	<p>Authentication Method</p>	<p>Authentication method setting for Scan to Email: <b>No</b>/SMTP/POP3</p>
	<p>Login Name</p> <p>Password</p>	<p>Enter the login name to connect to the Mail server</p> <p>Enter the password to connect to the Mail server</p>

**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
<p><b>LDAP Server Setup</b></p>	<p>Server Settings</p>	<p>LDAP Server: Enter an IP Address or Server Name for this LDAP server</p> <p>Port Number: Port Number for this LDAP Server</p> <p>Timeout: specify a Timeout value from 10 to 120 seconds</p> <p>Max. Entries: specify the maximum number of search results to acquire from 2 - 100</p> <p>Search Root: specify a position which starts search of a LDAP directory. Up to 64 characters.</p>
	<p>Attributes</p>	<p>Name1: Up to 32 characters for Name Search Condition 1</p> <p>Name2: Up to 32 characters for Name Search Condition 2</p> <p>Name3: Up to 32 characters for Name Search Condition 3</p> <p>Mail Address: Up to 32 characters for a Mail Address</p> <p>Additional Filter: Up to 32 characters for an additional filter</p>
	<p>Authentication</p>	<p>Method: <b>Anonymous</b>/Simple</p> <p>User ID: Up to 32 characters for authentication of an LDAP server. (This menu displayed when Method="Simple")</p> <p>Password: Up to 32 characters for Password for authentication of an LDAP server. (This menu displayed when Method="Simple")</p>

**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
<p><b>Fax Setup</b></p>	<p>Clock Adjustment</p>	<p>User ID &lt;enter&gt;, Password&lt;enter&gt; (advance with right arrow key)</p>
	<p>Basic Setup</p>	<p>Service Bit: On (enables all the fax settings)/<b>Off</b>            Country Code: select your country            Local Phone No.: enter your local #            Sender ID: enter up to 32 characters            MCF (Single Location): On/<b>Off</b>            MCF (Multi Location): On/<b>Off</b>            Error MCF: On/<b>Off</b>            Image in MCF: On/<b>Off</b>            Auto Trans. Report: On (MCF report is printed automatically)/<b>Off</b>            Time/Date Print: Off/ <b>Once</b> (Time/Date printed only on 1st page)/            All (Time/Date printed on all pages)            A/R Full Print: <b>On</b> (Activity Report is printed automatically)/Off            Tone for Echo: On/<b>Off</b>            H/Modem Rate: Fax modem transmission speed <b>33.6</b>/28.8/            14.4/9.6/4.8 Kbps            Attenuator: (signal sending level) select 0 to 15 dB            MF Attenuator: (MF signal sending level) select 0 to 15 dB</p> <hr/> <p>TAD Mode: (Telephone Answering Device) Type1/Type2/<b>Type3</b>            Telephone Priority Mode (sets hard ringer/soft ringer timing): On (with Quasi Ring Back Tone Tx started, Hard Ringer/Soft Ringer starts ringing)/<b>Off</b> (with 2nd Quasi RBT Tx started, Hard Ringer/Soft Ringer starts ringing)            CNG Detection: On (detects a calling tone in Tel/Fax mode)/<b>Off</b>            T/F Timer Prg: (for TEL/FAX and TAD modes; auto receive starts if the phone is not picked up in this many seconds) <b>20 sec</b>/30 sec            Remote Receive No.: (a 2-digit dial number used for Remote Switch)  <b>Off</b>/00/11/... /99/**/##</p>



**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
<b>Fax Setup</b> <i>(continued)</i>	Basic Setup <i>(continued)</i>	Ring Response: (the time from "Ring coming" to "Line catching," select) <b>1 ring</b> / 5/10/15/20 seconds Monitor Control: <b>Off</b> /Type1/Type2 Speaker Volume: Off/Low/ <b>Middle</b> /High Soft Ringer Volume: (volume of ringer in Tel/Fax mode) Off/Low/ <b>Middle</b> / <b>High</b> No CED (called station identification): On/Off
	Fax Line Setup	Redial tries: maximum of 99 Redial interval: maximum 9 mins. Dial Tone Detection: <b>On</b> /Off Busy Tone Detection: <b>On</b> /Off MF(Tone)/DP(Pulse): specify the type of telephone line DP/ <b>MF</b> <i>If MF:</i> MF(Tone) Duration: specify the sending time in 75/85/100 m.seconds <i>If DP:</i> Pulse Dial Rate: <b>10</b> /20 <b>pps</b> Pulse Make Ratio: <b>33</b> /39/40 % Calling Timer: 1 to 255 seconds
<b>Memory Setup</b>	Sets the size of the Receive buffer; "Auto" is calculated by the MFP	<b>Auto</b> /0.5/1/2/4/8 megabytes
<b>Change Password</b>	Sets the Administrator password	Select "New password" and enter from 6-12 characters
<b>Reset Settings</b>	Resets User menu to the factory defaults	Reset Settings: Execute Save Settings: Execute
<b>Scanner Counter Clear</b>	Clears the counter of "Pages Scanned" and "ADF Pages Scanned"	Pages Scanned: Execute ADF Pages Scanned: Execute

**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
<b>Printer Menu</b>		
Tray Configuration	Manual feed Tray 1 Config	<b>On/Off</b> Paper Size: A4/A5/A6/B5/Legal 14/ Legal 13.5/Legal 13/ <b>Letter</b> / Executive/Custom Media Type: <b>Plain</b> /Letterhead/ Bond/Recycled/Rough/Glossy Media Weight: Light/ <b>Medium</b> / Heavy
	Manual Feeder Config	Paper Size: A4/A5/A6/B5/Legal 14/ Legal 13.5/Legal 13/ <b>Letter</b> / Executive/Custom/Com-9 Envelope/Com-10 Envelope/ Monarch Envelope/DL Envelope/ C5 Envelope Media Type: <b>Plain</b> /Letterhead/ Labels/Bond/Recycled/Card Stock/Rough/Glossy Media Weight: Light/ <b>Medium</b> / Heavy/Ultra Heavy
Printer Adjust	Manual Timeout Wait Timeout  Low Toner  Jam Recovery Paper Black Setting Paper Color Setting SMR Setting BG Setting	Off/30/ <b>60</b> /120/180/240/300 secs. Off/5/10/20/30/40/50/60/ <b>90</b> /120/ 150/180/210/240/270/300 secs.  <b>Continue</b> (MFP keeps printing)/ Stop (MFP goes offline)  <b>On/Off</b> -2/-1/ <b>0</b> /+1/+2 -2/-1/ <b>0</b> /+1/+2 -3/-2/-1/ <b>0</b> /+1/+2/+3 -3/-2/-1/ <b>0</b> /+1/+2/+3
Print Position Adjust	X Adjust Y Adjust	0.00 millimeter 0.00 millimeter
Drum Cleaning	(When ON, and the MPF is in an idle setting, the drum rotates before printing to reduce horizontal white lines. Note that this shortens the ID life as much as this rotation.)	<b>On/Off</b>

**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
<b>Copy Menu</b>		
	<p>Copies Reduce/Enlarge</p> <p>Mode</p>	<p><b>1-99</b> A4→A5 Leg→Let A4→B5 Fit to Page <b>100%</b> B5→A4 Let→Leg A5→A4</p> <p><b>Mixed</b> Photo Hi-Res Mixed Hi-Res Photo</p>
	<p>Density</p> <p>Input Tray</p> <p>Collate</p> <p>N-up</p> <p>Edge Erase</p> <p>Margin Shift Right</p> <p>Margin Shift Bottom</p>	<p>–3/–2/–1/<b>0</b>/+1/+2/+3</p> <p><b>Tray1</b>/Manual Feeder</p> <p>On/<b>Off</b></p> <p><b>1in1/2in1/4in1</b> (Hor.)/4in1 (Ver.)</p> <p><b>0.00/0.25/0.50/0.75/1.00</b> in <b>0/6/13/19/25</b> mm</p> <p><b>0.00/0.25/0.50/0.75/1.00</b> in <b>0/6/13/19/25</b> mm</p> <p><b>0.00/0.25/0.50/0.75/1.00</b> in <b>0/6/13/19/25</b> mm</p>
<b>Scanner Menu</b>		
Scan to Email	<p>Density</p> <p>Document size</p> <p>Color Format</p>	<p>–3/–2/–1/<b>0</b>/+1/+2/+3</p> <p>A4/<b>Letter</b>/Legal</p> <p>File Format: <b>PDF</b>/TIFF/JPEG</p> <p>Compression Rate: <b>Low</b>/Medium/ High/Raw (TIFF only)</p> <p>Resolution: 100/<b>150</b>/200/300 dpi</p>

**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
Scan to Email <i>(continued)</i>	B/W Format	Grayscale: On/ <b>Off</b> File Format - <b>PDF</b> /TIFF Grayscale Off: <b>PDF</b> /TIFF Grayscale On: <b>PDF</b> /TIFF/JPEG Compression Rate - Grayscale Off: G3/ <b>G4</b> /Raw Grayscale On: <b>Low</b> , Medium, High, <b>Raw</b> (TIFF only) Resolution - Grayscale Off: 100/150/ <b>200</b> /300/ 400/600 dpi Grayscale On: 100/ <b>150</b> /200/ 300 dpi
Address Book		<b>Email Address</b> /Group Address
Scan to USB Memory	Density Document size Color Format  B/W Format   Default Filename	-3/-2/-1/ <b>0</b> /+1/+2/+3 <b>A4</b> /Letter/Legal File Format: <b>PDF</b> /TIFF/JPEG Compression Rate: <b>Low</b> /Medium/ High/Raw (TIFF only) Resolution: 100/ <b>150</b> /200/300 dpi Grayscale: On/ <b>Off</b> File Format: Grayscale Off: <b>PDF</b> /TIFF Grayscale On: <b>PDF</b> /TIFF/JPEG Compression Rate - Grayscale Off: G3/ <b>G4</b> /Raw Grayscale On: <b>Low</b> , Medium, High, <b>Raw</b> (TIFF only) Resolution - Grayscale Off: 100/150/ <b>200</b> /300/ 400/600 dpi Grayscale On: 100/ <b>150</b> /200/ 300 dpi Up to 64 characters
<b>Fax Menu</b>	Auto Receive Mode Density Document size Phone book	Fax/ <b>Manual</b> /Tel-Fax/TAD <b>Standard</b> /Fine/Extra Fine/Photo -3/-2/-1/ <b>0</b> /+1/+2/+3 <b>A4</b> / <b>Letter</b> /Legal Speed Dial: Create a list of speed dial numbers Group Dial: create groups that contain lists of numbers

**Table 7: Menu Function**

LEVEL 2	ITEM	DESCRIPTION/OPTION
<b>Calibration</b>	Auto Density Mode Adjust Density Adjust Registration Cyan Reg. Fine Adjust Magenta Reg. Fine Adjust Yellow Reg. Fine Adjust	<b>Auto/Manual</b> Execute Execute -3/-2/-1/0/+1/+2/+3 -3/-2/-1/0/+1/+2/+3 -3/-2/-1/0/+1/+2/+3
<b>System Shutdown</b>	Executes shutdown procedure	<b>Execute</b>

# OPERATION

With its intuitive control panel, this Multi Function Product (MFP) is designed to be easy to use.

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*NOTE:*

*If Access Control has been enabled, you will first have to enter your Password/PIN*

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## LOADING DOCUMENT(S) FOR COPYING

The MFP can scan/copy/send document(s) either from the ADF (Automatic Document Feeder) or on the glass. If you need to send multiple pages, load your papers in the ADF. The ADF can hold up to 50 pages at one time.

If you need to scan/copy/send pages from books, newspaper clippings, or paper with wrinkles or curls, place them on the glass.

## USING THE ADF

Before using the ADF, please make sure that your paper meets the following specifications:

- > Document(s) can range in size from 4.5 x 5.5 inches (114.3 x 139.7 mm) to 8.5 x 14 inches (215.9 x 355.6 mm).
- > Document(s) can range in weight from 16 to 28 lbs (60 - 120 gsm) - (0.002" to 0.006" sheet thickness).
- > Document(s) should be square or rectangular and in good condition (not fragile or worn).
- > Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- > Document(s) should be free of staples, paper clips, paper sticky notes.

- > Keep the glass clean and without any documents left on it.
- 

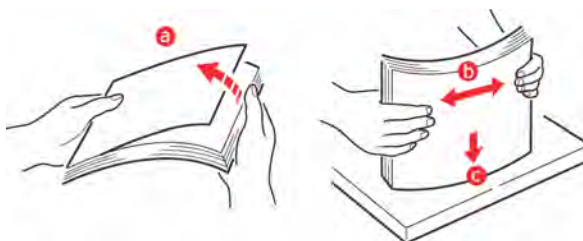
*NOTE:*

*To transmit irregular types of document(s), place the document(s) on the glass or make a copy first and then transmit the copy instead.*

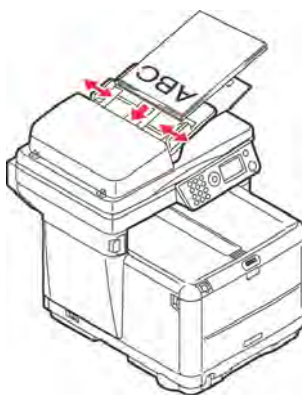
---

## PLACING DOCUMENT(S) IN THE ADF

1. Make sure document(s) are free of staples, paper clips and not torn.
2. If you have multiple pages, fan the pages to avoid paper jams. The ADF holds up to 50 pages at one time.



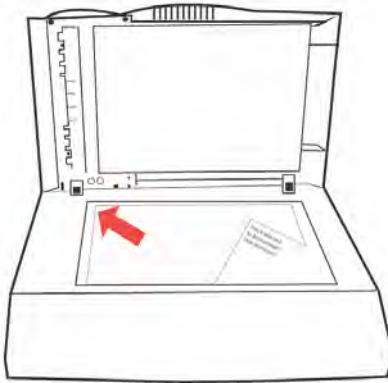
3. Place the document with the text face **UP** in the ADF and make sure that the top of each page is fed in first.



4. Adjust the Paper Guides to center the document in the ADF (these guides interact).

## PLACING DOCUMENT(S) ON THE GLASS

1. Open the document cover.
2. Place your document with the text face **DOWN** on the glass and align it to the upper-left corner.



3. Close the document cover.

## COPY MODE

You can make a single copy of a document, either from the ADF or from on the glass by pressing the mono or color button on the operator panel.

## SETTING UP

1. Press **Enter** button
2. Select required parameter with **Down** arrow key and press **Enter**.
3. Using up or down arrow keys, select value and press **Enter**.

Options are (factory default settings in bold text):

**Copies:** Select number of copies in the range **1** - 99.

**Reduce/enlarge:** Select from a pre-determined figure: A4>A5 (70%), Leg>Let (78%), Fit to page (98%), **100%**, B5>A4 (115%), Let>Leg (127%), A5>A4 (141%), or set



to a percentage in increments of 1% by using the Custom (25%~400%) setting.

**Paper Size:** Select from: Legal, **Letter**, A4, A5, B5.

**Image Quality:** Select from **Mixed**, Photo, HiRes. Mixed, HiRes. Photo.

**Density:** Sets scan density: -3, -2, -1, **0**, +1, +2, +3

**Input tray:** Select which paper tray you are using, **Tray 1**, Manual Feeder.

**Collate:** Select from ON, **OFF**

**N-up:** Sets the number of images on a page.

---

*NOTE:*

*N-up can only be changed from 1in1 if paper size is set to A4 or Letter and documents are scanned from the ADF. Collate always defaults to "OFF", Reduce/enlarge to "100%", Edge erase to "0 mm (0.001 in)" and Margin shift-Right/Bottom to 0 mm (0.00 in).*

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Select from: **1in1**, 2in1, 4in1 (horizontal), 4in1 (vertical).

**Edge erase:** This sets the peripheral areas of the document to block out.

---

*NOTE:*

*The setting displayed, mm or inch, depends on the setting in Admin Setup - System Setup - Unit of Measure in Menu Mode. If Edge Erase is set to other than "0 mm" or "0.00 in," Reduce/Enlarge always defaults to "100%," N-up to "1in1," and Margin Shift-Right/Bottom to "0 mm (0.00 in)".*

---

Select from: **0.00 in**, 0.25 in, 0.50 in, 0.75 in, 1.00 in

or

**0 mm**, 6 mm, 13 mm, 19 mm, 25 mm

**Margin shift - right:** This sets the amount to shift the document image to the **right**.

---

*NOTE:*

*Any parts of the image that do not fit on the paper as a result of this setting, are not printed. The setting displayed, mm or inch, depends on the setting in Admin Setup - System Setup - Unit of Measure in Menu Mode. If Margin Shift-Right is set to other than "0 mm" or "0.00 in," Edge Erase always defaults to "0 mm (0.00 in)" and Reduce/Enlarge can be set only to less than 100%.*

---

Select from: **0.00 in**, 0.25 in, 0.50 in, 0.75 in, 1.00 in

or

**0 mm**, 6 mm, 13 mm, 19 mm, 25 mm

**Margin shift - bottom:** This sets the amount to shift the document **up**.

---

*NOTE:*

*Any parts of the image that do not fit on the paper as a result are printed. The setting displayed, mm or inch, depends on the setting in Admin Setup - System Setup - Unit of Measure in Menu Mode.*

*If Margin Shift-Right is set to other than "0 mm" or "0.00 in," Edge Erase always defaults to "0 mm (0.00 in)" and Reduce/Enlarge can be set only to less than 100%.*

---

Select from: **0.00 in**, 0.25 in, 0.50 in, 0.75 in, 1.00 in

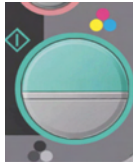
or

**0 mm**, 6 mm, 13 mm, 19 mm, 25 mm

4. Press the **Left** arrow key to return to the start menu.

## OPERATION

1. Place your document(s) with the text face **Up** in the ADF or face **Down** on the glass (as described above).
2. If you wish to make one copy of the document(s), simply press the **Start** button (monochrome or color option).
3. If more than one copy is needed, first set the number of copies by pressing the **Enter** button and setting the number of copies required (1-99).
4. Then press the **Start** button (monochrome or color option).



## SCAN MODE

### OPERATION

1. Place your document(s) with the text face **Up** in the ADF or face **Down** on the glass (as described above).
2. Select **Scan** mode using the **Down** arrow button on the control panel.
3. Press **Enter**.
4. Press the **Down** arrow key and from the drop-down menu and select one of the following:

## SCAN TO E-MAIL OPTION

1. From the next drop-down menu, select the **Destination** field, and enter the destination e-mail address. This can be entered in several ways.

- (a) **From the Address Book** - by selecting **Address Book** on the next drop-down menu.

Use the up and down arrows on the control panel to select multiple e-mail addresses and press the **Enter** key for each.

An \* appears next to each confirmed address.

To remove an e-mail address, move the cursor over the address and press the **Enter** key

- (b) **Screen entry** - by using the Ten Key pad.

Move the cursor to the **Screen Entry** field and press the **Enter** key.

Enter the e-mail address using the Ten Key pad.

---

*NOTE:*

*Highlight each digit by using **Up/Down/Left & right** keys.  
Select each digit by pressing the **Enter** key.*

---

Select **Continue** to enter a new address.

When you have finished entering all your e-mail addresses, select **Done** instead of **Continue**. The screen will ask you to **Confirm** your selection.

- (c) **From an E-mail address number/Group address**

Move the cursor to the **Number** field and press the **Enter** key.

Using the **Down** key, move the cursor to **Select no** and press the **Enter** key.

Use the **Ten Key** pad to enter a two-digit **E-mail Address no.** or **Group Address no.** after the "#"  
or "\*" and press the **Enter** key.

As above, select **Continue** to enter a new address.

When you have finished entering all your e-mail addresses, select **Done** instead of **Continue**. The screen will ask you to **Confirm** your selection.

**(d) Selecting address from a Network**

Selecting from a Network allows you to search Email Addresses from a **Lightweight Directory Access Protocol (LDAP)** Server.

Move the cursor to the **LDAP** field and press the **Enter** key.

Enter the information required.

2. Select the **Subject** field
  - (a) From the **E-mail** screen, select **Subject**.
  - (b) Select **Subject list** to select from a previously entered selection of subjects.
  - (c) Select **Screen Entry** to enter a new subject.
3. Give your document a **File name**
  - (a) Select **File name** and enter the information using the **Ten Key** pad.
4. Define the **Density**
  - (a) Select **Density** and select from -3 to +3. Normally this will be 0 unless the copy documents are either very light or dark. In this case compensation can be made accordingly.
5. Define the **Media** you are using
  - (a) Select the relevant media from the drop down list (A4, Letter or Legal).

### **Address book**

The following section describes how to add/remove/modify Email addresses to/from the Address Book.

To operate the Address Book, select Menu>Scanner Menu>Address Book in Menu Mode.

### **Adding a new Email Address:**

- (a) Move the cursor to the **Address Book** and press the Right or Enter key to display the **Email Address/ Group Address Selection** screen.
- (b) Select **Email Address** and press the Right or Enter key.
- (c) Using **Up/Down** key, move the cursor to the number you want to add (#00~#99), and press the Right or Enter key.
- (d) Select an **Address** on the displayed screen.
- (e) Enter an **Email Address** you want to add. You can enter up to 80 characters as an Email Address.
- (f) When you have finished entering the Email Address, **Name** item (to set a Name) appears. You can enter a name only after you entered an Email Address.
- (g) Select **Name** to display in **Screen Entry** screen. Enter a name. You can enter up to 16 characters. If you do not enter a name, this column remains blank.
- (h) Move the cursor to **Done** and press the Enter key to move to **Address Book Menu** screen.

### **Deleting an Email Address:**

- (a) Move the cursor to the **Address Book** and press the Right or Enter key to display the **Email Address/ Group Address Selection** screen.
- (b) Select **Email Address** and press Right or Enter key.
- (c) Move the cursor to the Email Address you want to delete and press the Right or Enter key.
- (d) In the menu screen displayed, move the cursor to **Clear**, and press the Enter key.
- (e) When the Deletion confirmation screen appears, select **Yes** and press the Enter key to delete the selected Email Address.

### Editing the details of an Email Address:

- (a) Move the cursor to the **Address Book** and press the Right or Enter key to display the **Email Address/ Group Address Selection** screen.
- (b) Move the cursor to the **Email Address** you want to modify and press the Right or Enter key.
- (c) The Screen Entry screen appears. Modify the name of the Email address as required.  
  
If you modify an Email Address column to blank, all the details of the Email Address are deleted.
- (d) Move the cursor to **Done** and press the Enter key to move to the **Address Book Menu** screen.

The following section describes how to add/remove/modify Group addresses to/from/in the Address Book.

### Adding a new Group Address:

- (a) Move the cursor to the **Address Book** and press Right or Enter key to display the **Email Address/ Group Address Selection** screen. Select **Group Address** and press Right or Enter key.
- (b) Using the Up/Down key, move the cursor to the number you want to add (G00~G19), and press the Right or Enter key.
- (c) In the screen displayed, move the cursor to **Address List** and press the Right or Enter key.  
  
A list of Email Addresses that have been added appears.
- (d) Move the cursor to the **Email Address** you want to add to **Group Address** and press the Enter key.  
  
"\*" is added in front of the selected Email Address.
- (e) When selecting Email Address(es) is completed, press Left key.

You can now enter a **Group** name.

(You can enter a Group name only after you have completed selecting an Email Address).

- (f) Select the **Group Name** to display the **Screen Entry** screen.
- (g) Enter a **Group Name**.  
You can enter up to 16 characters (Single byte character) as a Group name.  
If you do not enter a Group name, Group name column remains blank.
- (h) Move the cursor to "Done" and press the Enter key to move to the Address Book Menu screen.

#### **Deleting a Group Address:**

- (a) Move the cursor to **Address Book** and press the Right or Enter key to display the **Email Address/ Group Address Selection** screen.
- (b) Select **Group Address** and press the Right or Enter key.
- (c) Move the cursor to the **Group Address** you want to delete and press the Right or Enter key.
- (d) Move the cursor to **Clear** and press Enter key.  
Deletion confirmation screen appears.
- (e) Select "Yes" and press the Enter key to delete the selected **Group Address**.

#### **Modifying the details of a Group Address:**

- (a) Move the cursor to the **Address Book** and press the Right or Enter key to display the **Email Address/ Group Address Selection** screen.
- (b) Select **Group Address** and press the Right or Enter key.
- (c) Move the cursor to the **Group Address** you want to modify and press the Right or Enter key.
- (d) Move the cursor to **Address List** and press the Right or Enter key.

The **Email Address** list appears. In the **Email Address** list displayed, "\*" is added in front of



**Email Addresses** that have been added to the **Group**.

- (e) To modify a **Group Name**, move the cursor to the **Group Name** and press the Right or Enter key.

When you press the Right or Enter key, the **Screen Entry** screen appears.

- (f) Enter the details you want to add. If you unregister an Email Address from a Group, all the details of the Email Address are deleted.
- (g) Move the cursor to **Done** and press the Enter key to move to the **Address Book Menu** screen.

## SCAN TO USB MEMORY

---

*NOTE:*

*This option is only available if USB Memory is plugged into the USB port on the front of the machine.*

---

1. Select **Scan** and from the drop down menu select the **USB Memory** option.

2. Enter a **file name** using the Ten Key pad.

Up to 64 characters (Single byte character) can be entered.

If Scan to Memory is executed without a file name being entered, the default file name added in Scanner Menu > Scan to USB Memory > Default File Name in Menu Mode is used.

If no file name is entered and you have not specified your own Default File Name, the file name used by the machine default is "Image."

If the name of the file to be written in USB Memory is the same as files already existing in the memory, three options appear on the screen.

You are asked whether you wish to Save File?

**OK**

The file will replace the one that already exists (limited to one file).

### **Rename**

Enables you to rename the file.

### **Cancel**

This cancels file writing.

When scanning multiple documents from the ADF, or on the Flatbed from Job Build Scanning with File Format set to Jpeg, the image file is divided by page and saved. The file name is "file name entered-###," with ### being a number between 000 and 999 automatically allocated to each page.

3. Set **Density** and **Media** size.
4. Press the Color or Mono **Copy** button on the Operator Panel.
5. Select **OK** from the drop down menu.
6. Observe instructions on the screen.

Document will be scanned to the root directory on the USB memory.

### **SCAN TO NETWORK PC OPTION.**

From the drop-down menu, select the Network PC field.

#### **Settings:**

1. Profile: This selects a File Server setting (Profile) to which the image files are sent. Up to 20 Profiles can be added and each Profile can be set only by the Web Page and Set-up Utility. The User Default is Profile #00.
  - (a) To display the Profile List, move the cursor to Network PC and press the Right or Enter key.  
  
(If no Profile is present, the Profile List displayed is blank).
  - (b) Using the Up and Down buttons, move the cursor on the Profile List screen to the File Server to which you

are sending the image file, and then press the Right or Enter key.

When the Right or Enter key is pressed to confirm the File Server selected, the display changes to the Scan to Server Stand-by screen.

The display shows the name of the Profile selected.

## SCAN TO PC OPTION

---

*NOTE:*

*Ensure that the hotkey utility is installed and set up first.*

---

The scanner function can be controlled from either the MFP (Push Scan) or from the PC (Pull Scan).

### Push Scan option

1. From the drop down menu, select the PC option.

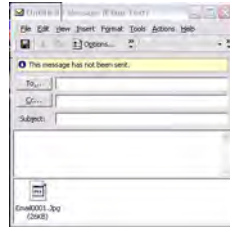
The Push Scan screen which appears has four options:

- > **Email**
- > **Folder**
- > **Application**
- > **Fax**

2. Using the Up/Down arrow keys, scroll to the function you need.

3. Select the function with the Enter key, followed by the Color/Mono key to start scanning.

(a) **Email** When the Email function is selected, the hotkey utility executes PC Scan in accordance with your settings for "Scan to Email". The scanned image data is saved in the specified folder and is ready for the software to send as an attachment. Complete the data on screen and send.



(b) **Folder**

When the Folder function is selected the key utility executes PC Scan in accordance with your settings for "Scan to Folder". The scanned image data is saved in the specified folder.

(c) **Application**

When the Application function is selected the PC's hotkey utility executes PC Scan in accordance with your settings for "Scan to Application1". The scanned image data is opened in the application specified by the hotkey utility for **Application 1**.

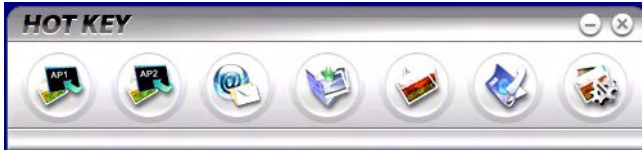
(d) **Fax**

When the Fax function is selected, the hotkey utility executes PC Scan in accordance with your settings for "Scan to PCFax". The scanned image data is saved in the specified folder and is ready for the software to send as an attachment. Complete the data on screen and send.



## Pull Scan Option

1. Double click the hotkey icon on your desktop  
The hotkey console (below) will appear.



The functions below, can now be controlled from the PC:

- > **Scan to Application1**
- > **Scan to Application2**
- > **Scan to E-mail**
- > **Scan to Folder**
- > **Scan to Print**
- > **Scan to PCFax**
- > **Settings**

As the cursor passes over an icon, the parameters set for that icon appear in a text box (except, of course, "Settings"). A single click will select that option.

Besides the "Settings" option, there are two others available in Pull Scan — "Scan to Application2" and "Scan to print".

- > **"Scan to Application2" works exactly the same as scan to Application1, simply allowing an alternative application to be selected.**
- > **"Scan & Print" allows you to scan to any printer available to your PC, including the MFP's printer (default).**
- > **The "Settings" option allows you to set the parameters for all options.**

## FAX MODE

### NOTE:

Please use the telephone cable supplied with your unit. If you use a different cable, fax communications might not be successful.

## OPERATION

1. Place your document(s) with the text face **Up** in the ADF or face **Down** on the glass (as described above).
2. Select **Fax** mode using the **Down** arrow button on the control panel.
3. Press **Enter**.
4. Press the **Down** arrow key and from the drop-down menu and select one of the following:

## SETTING UP

You can set up sending to a Fax no. by any of the following methods.

### 1. **By selecting from the Phone Book**

You can select a Fax no. from the numbers that have been added to the Phone Book.

#### (a) Displaying Phone Book screen

In the Fax screen, move the cursor to **Phone book** and press the Right or Enter key.

#### (b) Selecting a Fax destination

Lists of **Speed Dials** and **Group Dials** that have been added to the **Phone Book** are displayed in the order Group Dial (G00~09) and Speed Dial(#00~#99).

Using the Up and Down keys, move the cursor to the destination **Fax no. or Speed or Group Dial**, and press the Right key.

#### (c) **Removing a Fax no.**

Move the cursor to the **Fax no.** ("\*" is added in front of the Fax no.), and press the Enter key to remove it.

**(d) Continuing/completing selecting a Fax destination**

If the Left key is pressed with Speed Dial and Group Dial lists displaying, the **Fax Standby** screen appears.

**(e) Adding a Fax destination**

Select a **Fax no.** in the Fax screen and add it.

**Searching Speed and Group Dial.**

You can search **Speed Dial** and **Group Dial** for numbers that have been added to the Phone Book.

You can search fax destinations by using the Ten key pad. The search target is the initial character of **Name** only.

When a Speed Dial or Group Dial Name whose initial character matches the character specified by the Ten key entry exists, the list of Fax numbers that have been added and meet the search criteria appears in the screen.

**(a) Entering a search character**

In the **Phone Book** display screen, enter the initial character of the **Name** to search using the Ten key pad.

Destinations whose initial character matches the entered character appear in the screen. You can start the search again by entering a different character using the Ten key pad.

---

**NOTE:**

*You can switch among numbers, upper-case/lower-case letters, and symbols by pressing the same Ten key multiple times. When you press the same Ten key multiple times, you have to re-press the Ten key within 2 seconds of the previous press).*

---

## Using Speed and Group dial

### (a) Entering Speed Dial/Group Dial

Move the cursor to **Fax no.** and press the “#” key (Speed Dial number) or “\*” key (Group Dial number) on the Ten key pad, to move to the **Select no.** screen. The **Select no.** screen will display the “#” or “\*” that you have just entered.

### (b) Entering a Speed Dial/Group Dial number

Enter a two-digit **Speed Dial** number or **Group Dial** number using the Ten key pad after “#” or “\*” mark, and press the Enter key.

When you want to specify Speed Dial number #00~#09 and Group Dial number G00~G09, you can select a Fax Send destination by pressing the Enter key after entering #0~9 or \*0~9.

## Continuing/completing selecting a Fax destination

(a) When you have selected a destination for your Fax, the **Continue** screen appears. In the **Continue** screen, move the cursor to **Continue** and press the Enter key to return to the **Phone Book** screen.

(b) In the **Continue** screen, move the cursor to **Done** and press the Enter key to return to the **Fax Stand-by** Screen.

When you return to the **Fax Stand-by** screen after selecting a Fax no., you will see **Confirm** below the **Fax no.** and the cursor will be on **Confirm**.

## Adding a Fax destination

Select a **Fax no.** in the **Fax Stand-by** screen and add it.

### 2. Entering a Fax no. using the Ten key pad

You can enter a Fax destination no. using the Ten key pad.

#### Entering a Fax no.

You can enter a Fax no. by pressing the Ten key pad when **Fax no.** is selected.

If the Fax no. you entered does not fit on a line, it will wrap and appear on multiple lines.



When you move the cursor off a Fax no. by using the Down key, only the portion of the Fax no. that can be displayed in one line is displayed.

To delete numbers incorrectly entered, use the **Left** arrow key.

### **Starting Fax send**

When the **Enter Fax no.** screen is open, press the **Start** button after entering a Fax no. to start sending the Fax.

Or you can return to the **Fax Stand-by** screen by pressing the Enter key after entering a Fax no., and start sending the Fax by pressing the **Start** button.

### **Continuing/completing selecting a Fax Send destination**

When you complete entering a Fax no. the **Continue** screen appears.

In the **Continue** screen, move the cursor to **Continue** and press the Enter key to return to the **Enter Fax no.** screen.

In the **Continue** screen, move the cursor to **Done** and press the Enter key to return to the **Fax Stand-by** screen.

When you return to the **Fax Stand-by** screen after selecting a Fax no., you will see **Confirm** below the **Fax no.** and the cursor on **Confirm**.

### **Adding a Fax destination**

Select a **Fax no.** in the **Fax Stand-by** screen and add it.

## **MANUAL TRANSMISSION DURING A VOICE CALL**

A voice call can be made by connecting an external telephone to the MFP — but all dialing must be made on the external telephone, not the keypad on the MFP.

During a call (i.e., when the telephone is off the hook), follow these steps to manually transmit a fax.

1. To start a Manual transmission, press the Start key on the MFP Fax Menu screen. The MFP will start scanning a document in the ADF or flatbed.
2. The MFP will display "Manual TX Start" on the LCD, and then display "Sending."

## FAX RECEIVING

### Fax Receiving Methods

There are four receiving methods:

Automatic Fax Receive (**Fax**)

Manual Fax Receive (**Manual**)

Combined Telephone Line and Fax (**Tel/Fax**)

Telephone Answering Device connected to MFP (**TAD**)

Go to Menu->Fax Menu->Auto Receive to select the method.

Each is described in the following table.

FAX METHOD	DESCRIPTION/OPERATION
<b>FAX</b> <i>Automatic Fax receive</i> <i>(default mode)</i>	<p>When the MFP is in Automatic Fax Receive, the screen display appears only in the idle state. The display does not appear during operation. If fax receiving fails, the error display message remains until you press the Stop button.</p> <p>When Automatic Fax Receive is functioning correctly:</p> <ul style="list-style-type: none"><li><b>When ringing</b> - Receiving Start is displayed on screen</li><li><b>While it is receiving a fax</b> - Fax Receiving, sender's fax no., and the number of received pages are displayed until the reception of data from all pages is completed.</li><li><b>Upon completion of Fax Receiving</b> - sender's fax no., the total number of received pages, and Receiving OK are displayed for 3 seconds, and the display changes to the Mode Selection screen.</li></ul> <p>When the machine is printing faxed images, the screen displays are the same as those for printing.</p>

FAX METHOD	DESCRIPTION/OPERATION
<p><b>Manual</b></p> <p><i>User receives the fax by pressing the Start key</i></p>	<p>When a call comes in while the MFP is in the Manual receive mode, the MFP will not ring. Since there is no indication of an incoming call, it is recommended that a standard telephone handset be connected to the TEL jack at the rear of the machine. If a call comes in, the standard telephone handset will ring, at this time the user can pick up the handset, if it is a voice call, normal conversation can commence. If the calling tone of a sending fax machine is heard, press the grey Start key to "manually" receive the fax (after you press the Start key, wait at least 2 seconds before hanging up the handset).</p>
<p><b>TEL/FAX</b></p> <p><i>Telephone/Fax Automatic Switching method uses one telephone line for both voice and faxing</i></p>	<p>When incoming calls are a mixture of fax and telephone calls, select the Telephone/Fax method. The MFP detects whether the incoming call is a fax or voice call. When the call is from another fax machine, the MFP will switch to fax mode and receive the message. When the call is a voice call, the MFP will ring like a telephone. If you do not answer, the MFP will switch back to fax mode to allow the calling party to manually send a fax.</p> <p>To set the MFP to detect a calling tone while in Tel/FAX mode set the calling detection option to ON (go to: Menu-&gt;Fax Setup-&gt;Basic Setup-&gt;CNG Detection; the default setting is OFF)</p> <p><b>Operator-Initiated Fax using Remote Receive:</b></p> <p>If you have an external telephone handset connected to the MFP, you can instruct the MFP to begin receiving a fax by picking up the handset and entering a 2-digit code on the telephone's keypad (after you enter the code, wait at least 2 seconds before hanging up the handset). This feature is useful when you answer a call on the external telephone, but need to switch from telephone to fax mode to receive an incoming fax. The available codes are 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, **, and ##. To set the code go to Menu-&gt;Admin Setup(Enter the Admin Password) -&gt; Fax Setup-&gt; Basic Setup-&gt;Remote Receive No. path.</p>

FAX METHOD	DESCRIPTION/OPERATION
<p><b>TAD</b>  <i>a Telephone Answering Device shares the same telephone line with the MFP</i>  <i>(Note that this is a physical answering machine — not voicemail features that are available through telephone service providers)</i></p>	<p>Select this method when the MFP shares the same phone line with a physical telephone answering machine (i.e., both the MFP and answering machine are attached to the same phone line).</p> <p>The TAD method detects whether an incoming call is a fax or voice call. If the call is a fax transmission, the MFP automatically starts receiving; if it is a telephone call, the answering machine sequence starts.</p> <p>There are three TAD options that are set in Menu-&gt;Fax Setup-&gt;Basic Setup-&gt;TAD Mode.:</p> <p><b>Type1:</b> Detects a calling tone and receives after the TAD goes through its answering sequence.</p> <p><b>Type2:</b> Detects a calling tone, does not receive after the TAD answering sequence.</p> <p><b>Type3:</b> Detects a calling tone that starts 15 seconds after the line is picked up during the TAD answering sequence, does not receive after the TAD answering sequence (default setting).</p> <p><b>Caller-Initiated Fax using Remote Receive:</b>  When the MFP is in TAD mode, a caller can enter a programmed remote receive number after leaving a voice message; this enables the MFP to receive a fax from the caller. The available codes are 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, **, and ##. To set the code go to Menu-&gt;Admin Setup(Enter the Admin Password)-&gt;Fax Setup-&gt;Basic Setup-&gt;Remote Receive No. path.</p>

## Canceling while receiving a Fax

Cancel is disabled while the machine is receiving a fax.

If an error occurs:

*While the machine is ringing:* If an error happens while a fax is being received, fax communication-related errors are displayed.

*While the machine is printing Fax Receive images:* If an error happens while a fax is printing, error messages displayed are the same as those in print mode.

## Phone book

This section describes how to add/remove/modify fax numbers to/from/in the Phone Book.

To operate the Phone Book, select **Menu->Fax Menu->Phone Book**.

### Adding a new Speed Dial.

1. Move the cursor to **Phone Book** and press the Right or Enter key to display the **Speed Dial/Group Dial Selection** screen.
2. Select **Speed Dial** by pressing the Right or Enter key.
3. Using the Up/Down keys, move the cursor to the number you want to add (#00~#99), and press the Right or Enter key.
4. Select a **Fax no.** with the Right or Enter key to display the **Enter Fax no.** screen.
5. Enter the **Fax no.** you want to add using the Ten key pad.

You can enter up to 32 characters (Single byte character) as a Fax no.

When you have completed entering the **Fax no.**, **Name** item (to set a name) appears.

You can enter a name only after you entered a Fax no.

6. Select **Name** to display **Screen Entry** screen. Enter a name.

You can enter up to 16 characters (Single byte character) as a name. If you do not enter a name, name column remains blank.

7. Move the cursor to **Done** and press the Enter key to move to the **Phone Book** Menu screen.

#### Deleting a Speed Dial.

1. Move the cursor to the **Phone Book** and press the Right or Enter key to display the **Speed Dial/Group Dial** Selection screen. Select **Speed Dial** and press the Right or Enter key.
2. Move the cursor to the **Speed Dial** you want to delete and press the Right or Enter key.
3. In the displayed menu screen, move the cursor to **Clear** and press the Enter key.
4. The **Deletion Confirmation** screen appears.  
Select **Yes** and press the Enter key to delete the selected **Speed Dial**.

#### Modifying the details of a Speed Dial.

1. Move the cursor to **Phone Book** and press the Right or Enter key to display **Speed Dial/Group Dial** Selection screen.
2. Select **Speed Dial** and press the Right or Enter key.
3. Move the cursor to the **Speed Dial** you want to modify and press the Right or Enter key.
4. Move the cursor to the **Fax no.** you wish to modify and press the Right or Enter key.  
When you press Right or Enter key, the **Enter Fax no.** screen appears.
5. To modify the **Name**, move the cursor to the **Name** and press the Right or Enter key.
6. When you press Right or Enter key, the **Screen Entry** screen appears.  
Modify the Name of the Fax no.
7. Move the cursor to **Done** and press the Enter key to move to the **Phone Book** Menu screen.

### Adding a new Group Dial.

1. Move the cursor to **Phone Book** and press the Right or Enter key to display the **Speed Dial/Group Dial Selection** screen.
2. Select **Group Dial** and press the Right or Enter key.
3. Using the Up/Down keys, move the cursor to the number you want to add (G00~G09), and press Right or Enter key.
4. On the screen, move the cursor to the **Speed Dial List** and press the Right or Enter key.  
A list of Speed Dials that have been added appears.
5. Move the cursor to the **Speed Dial** you want to add to Group Dial and press the Enter key.  
"\*" is added in front of the selected Speed Dial.
6. When selecting **Speed Dial** numbers is completed, press the Left key.  
You can now enter a **Group** name.  
When you have completed selecting **Speed Dial** numbers, the request to enter a Group name appears.  
You can enter a **Group** name only after you completed selecting a **Speed Dial**.
7. Select the **Group Name** to display the **Screen Entry** screen. Enter a **Group name**.  
You can enter up to 16 characters (Single byte character) as a Group name. For operations in Screen Entry screen, see 5.4. If you do not enter a Group name, Group name column remains blank.
8. Move the cursor to **Done** and press the Enter key to move to **Phone Book** Menu screen.

### Deleting a Group Dial.

1. Move the cursor to **Phone Book** and press the Right or Enter key to display the **Speed Dial/Group Dial Selection** screen.
2. Select **Group Dial** and press the Right or Enter key.

3. Move the cursor to the **Group Dial** you want to delete and press the Right or Enter key.
4. In the menu screen displayed, move the cursor to **Clear** and press the Enter key.  
The **Deletion Confirmation** screen appears.
5. Select **Yes** and press the Enter key to delete the selected **Group Dial**.

#### **Modifying the details of a Group Dial.**

1. Move the cursor to Phone Book and press the Right or Enter key to display the **Speed Dial/Group Dial** Selection screen.
2. Select **Group Dial** and press Right or Enter key.
3. Move the cursor to the **Group Dial** you want to modify and press the Right or Enter key.
4. Move the cursor to the **Speed Dial** List and press the Right or Enter key.

The **Speed Dial** list appears.

In the displayed Speed Dial list, "\*" is added in front of the Speed Dial.

5. Move the cursor to the **Group Name** and press the Right or Enter key and the **Screen Entry** screen appears.
6. Enter the details you want to add.  
If you unregister a Speed Dial from a Group, all the details of the Speed Dial are deleted.
7. Move the cursor to **Done** and press the Enter key to move to **Phone Book** Menu screen.



## DUAL ACCESS - COMPLETING TWO OPERATIONS AT THE SAME TIME

Dual access allows two MFP functions to operate at the same time (note that not all functions can operate at the same time). See the following table for information on which functions can be used at the same time.

<i>2<sup>nd</sup></i> <i>ACTION</i>	Copy	Scan to Email /Mem- ory	Scan for FAX	Fax (Send)	Fax (Re- ceive)	Print for FAX	Print (Net- work/ USB)
<i>1<sup>st</sup></i> <i>ACTION</i>							
Copy	No	No	No	No	Yes	Yes <sup>1</sup>	Yes <sup>1</sup>
Scan to Email/ Memory	No	No	No	No	Yes	Yes <sup>1</sup>	Yes <sup>1</sup>
Scan for FAX	No	No	No	No	Yes	Yes <sup>1</sup>	Yes <sup>1</sup>
Fax (Send)	Yes <sup>2</sup>	Yes <sup>2</sup>	Yes	No	No	Yes <sup>1</sup>	Yes <sup>1</sup>
Fax (Receive)	Yes	Yes	Yes	No	No	Yes	Yes
Print for FAX	Yes <sup>2</sup>	Yes <sup>2</sup>	Yes	No	No	Yes <sup>1</sup>	Yes <sup>1</sup>
Print (Network/ USB)	Yes <sup>2</sup>	Yes <sup>2</sup>	Yes	No	Yes	Yes <sup>1</sup>	Yes <sup>1</sup>

<sup>1</sup> Data is accepted but printing is halted until the operation of the *1st Action* has been completed.

<sup>2</sup> Operation is accepted but scanning is halted until the *1st Action* has been completed.

# MAINTENANCE

## REPLACING CONSUMABLES AND SPARE PARTS

This section explains how to replace consumable items when due.

**Only use genuine Oki Original consumables to ensure the best quality and performance from your hardware. Non Oki Original products may damage your printer's performance and invalidate your warranty.**

## CONSUMABLE ORDER DETAILS

ITEM	ORDER NO.
Toner, black, High capacity	43459304
Toner, cyan, High capacity	43459303
Toner, magenta, High capacity	43459302
Toner, yellow, High capacity	43459301
Toner, black, Standard	43459404
Toner, cyan, Standard	43459403
Toner, magenta, Standard	43459402
Toner, yellow, Standard	43459401
Image drum, black	43460204
Image drum, cyan	43460203
Image drum, magenta	43460202
Image drum, yellow	43460201
Fuser, 120 V	43377001
Fuser, 230 V	43377002
Transfer belt	43378001

## TONER CARTRIDGE REPLACEMENT

### CAUTION!

**To avoid toner wastage and possible toner sensor errors, do not change the toner cartridge(s) until "TONER EMPTY" is displayed through the Status Monitor.**

The toner used in this printer is a very fine dry powder. It is contained in four cartridges: one each for cyan, magenta, yellow and black.

Have a sheet of paper handy so that you have somewhere to place the used cartridge while you install the new one.

Dispose of the old cartridge responsibly by placing it inside the pack that the new one came in. Follow any regulations, recommendations, etc., which may be in force concerning waste recycling.

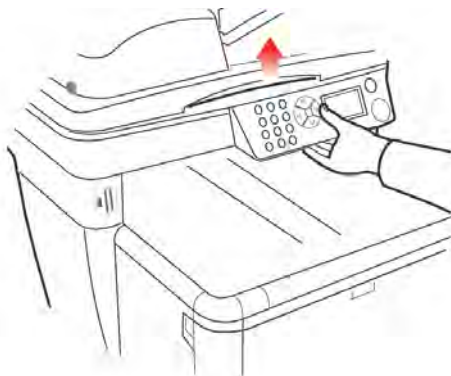
If you do spill any toner powder, lightly brush it off. If this is not enough, use a cool, damp cloth to remove any residue.

*Do not use hot water, and NEVER use solvents of any kind. They will make stains permanent.*

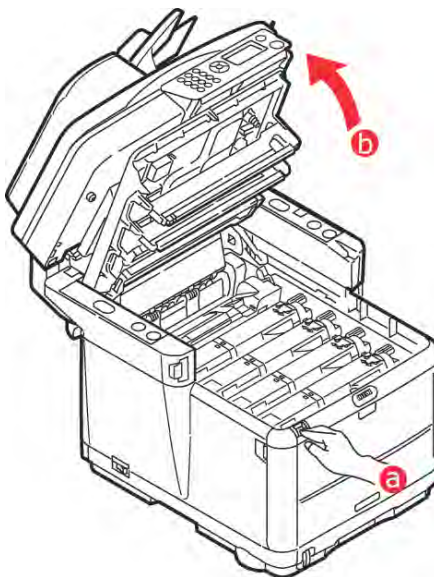
### WARNING!

**If you inhale any toner or get it in your eyes, drink a little water or bathe your eyes liberally in cold water. Seek medical attention immediately.**

1. Lift the scanner.



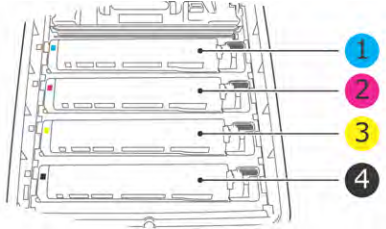
2. Press the cover release (a) and open the top cover of the printer (b) fully.



## WARNING!

If the printer has been powered on, the fuser may be hot. This area is clearly labelled. Do not touch it.

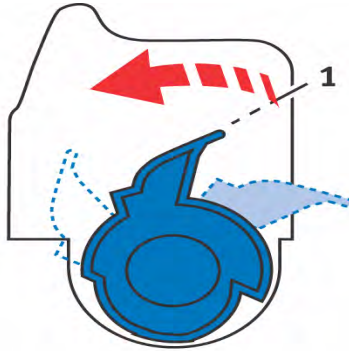
3. Note the positions of the 4 cartridges.



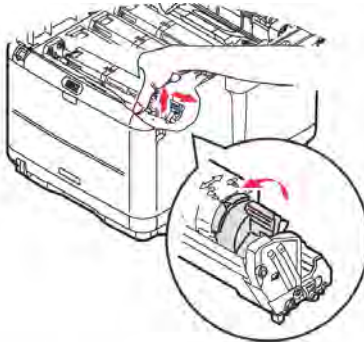
- |                     |                      |
|---------------------|----------------------|
| 1. Cyan cartridge   | 2. Magenta cartridge |
| 3. Yellow cartridge | 4. Black cartridge   |

4. Carry out one of the following:
  - (a) If you are replacing a toner cartridge that has been supplied with your printer (release lever has 3 positions), pull the colored toner release lever on the cartridge to be replaced towards the front of the

printer, in the direction of the arrow, but stop at the central (upright) position.



- (b) If you are replacing any other toner cartridge (lever has 2 positions), pull the colored toner release lever (1) on the cartridge to be replaced fully towards the front of the printer.
5. Lift the right-hand end of the cartridge and then draw the cartridge to the right to release the left-hand end as shown above, and withdraw the toner cartridge from the printer.

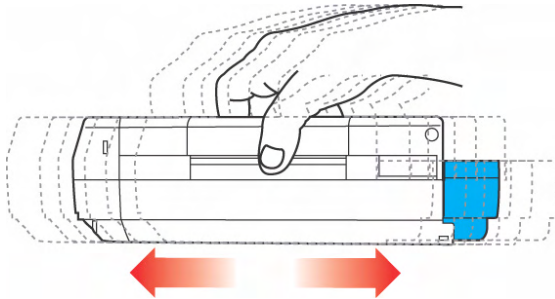


6. Put the cartridge down gently on to a piece of paper to contain any toner spillage.

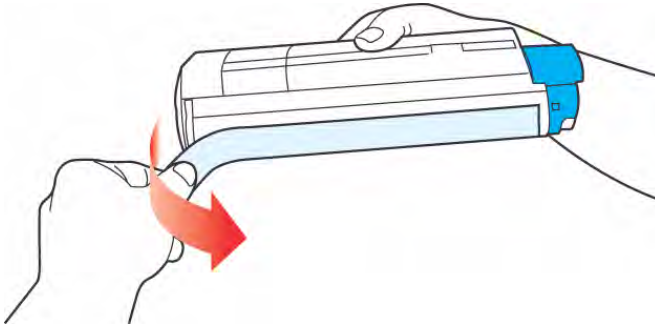
### CAUTION!

**The green image drum surface is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.**

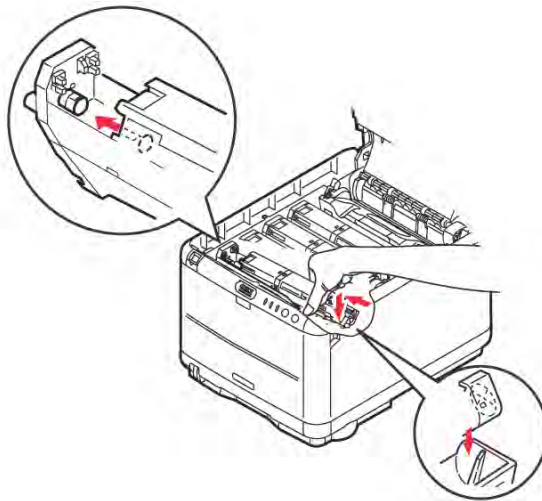
7. Remove the new cartridge from its box but leave its wrapping material in place for the moment.
8. Gently shake the new cartridge from end to end several times to loosen and distribute the toner evenly inside the cartridge.



9. Remove the wrapping material and peel off the adhesive tape from the underside of the cartridge.

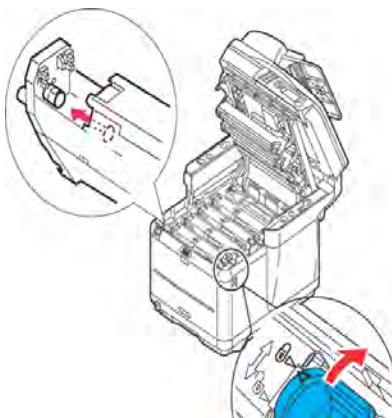


10. Holding the cartridge by its top center with the colored lever to the right, lower it into the printer over the image drum unit from which the old cartridge was removed.
11. Insert the left end of the cartridge into the top of the image drum unit first, pushing it against the spring on the drum unit, then lower the right end of the cartridge onto the image drum unit.





12. Pressing gently down on the cartridge to ensure that it is firmly seated, push the colored lever (1) towards the rear of the printer. This will lock the cartridge into place and release toner into the image drum unit.



13. Close the printer top cover and press down firmly so that the cover latches closed.
14. **Gently** lower the scanner on to its supports.

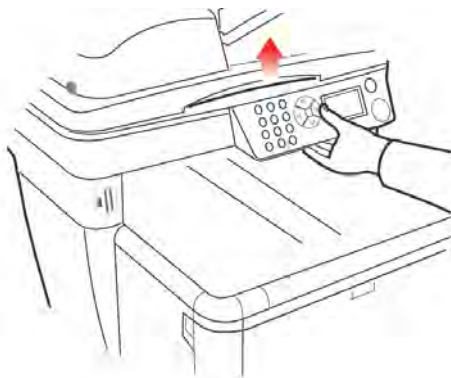
## IMAGE DRUM REPLACEMENT

### **WARNING!**

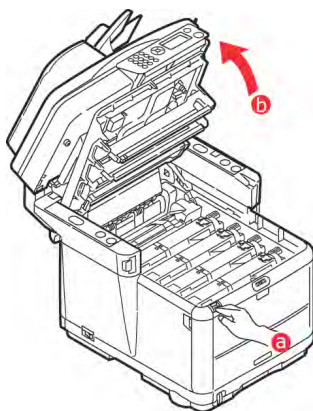
**If the printer has been powered on, the fuser will be hot. This area is clearly labelled. Do not touch.**

There is no need to switch the MFP off when changing image drum(s).

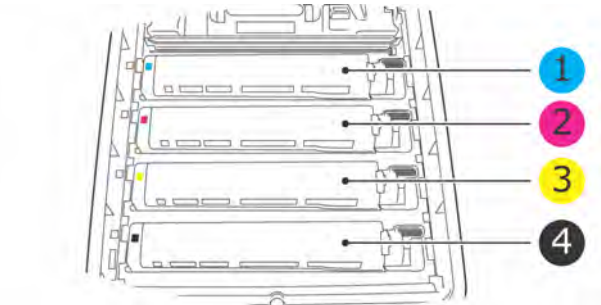
1. Lift the scanner.



2. Press the cover release (a) and open the top cover of the printer (b).

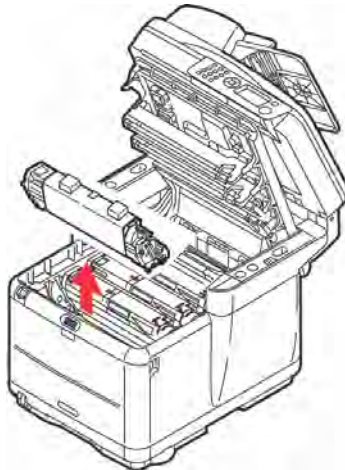


3. Note the positions of the 4 cartridges/Image drums.



1. Cyan cartridge	2. Magenta cartridge
3. Yellow cartridge	4. Black cartridge

4. Holding it by its top center, lift the image drum, complete with its toner cartridge (1), up and out of the printer.



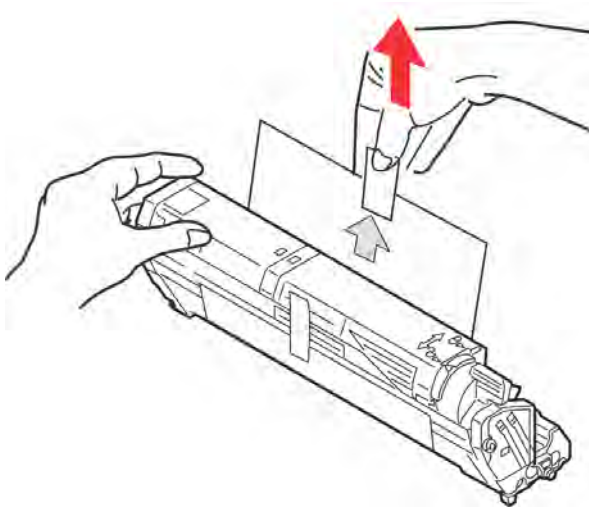
5. Put the old unit down gently onto a piece of paper to contain any toner spillage.

6. Take the new image drum unit, complete with toner cartridge (assembled according to the installation guide) and place it on the piece of paper alongside the old ID unit.

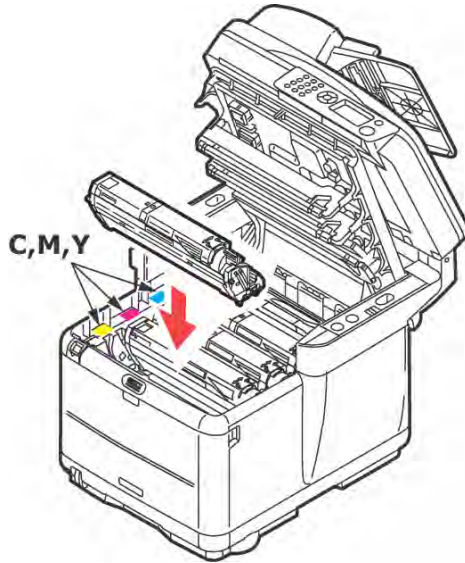
## CAUTION!

**The green image drum surface at the base of the cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.**

7. Remove the protective sheets from the image drum unit. Keep it the same way round as the old unit. Pack the old ID unit inside the packaging material for disposal.



8. Holding the complete assembly by its top center, lower it into place in the printer, locating the pegs at each end into their respective slots in the sides of the printer cavity.



9. Close the printer top cover and press down firmly so that the cover latches closed.
10. **Gently** lower the scanner on to its supports.

---

**NOTE**

*If you need to return or transport your printer for any reason, please make sure you remove the image drum unit beforehand and place in the bag provided. This is to avoid toner spillage.*

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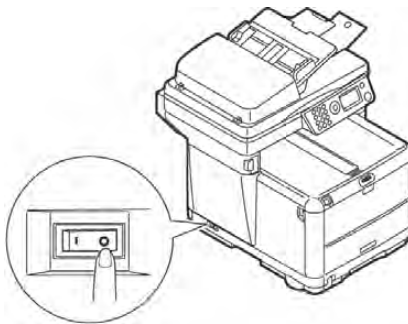
## TRANSFER BELT REPLACEMENT

The belt unit is located under the four image drums. This unit requires replacement approximately every 50,000 pages.

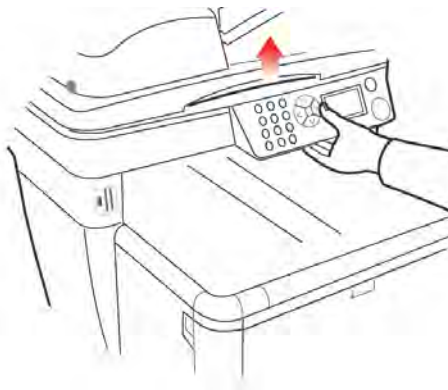
### WARNING!

**If the printer has been powered on, the fuser will be hot. This area is clearly labelled. Do not touch.**

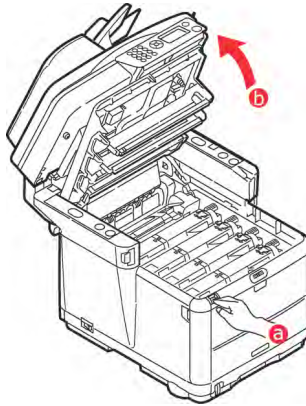
1. Switch the MFP **OFF**.



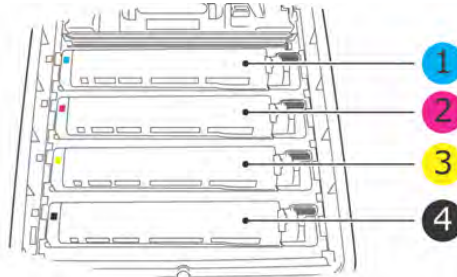
2. Lift the scanner.



3. Press the cover release (a) and open the top cover of the printer (b) fully.



4. Note the positions of the 4 cartridges/toner cartridges.  
**It is essential that they go back in the same order**

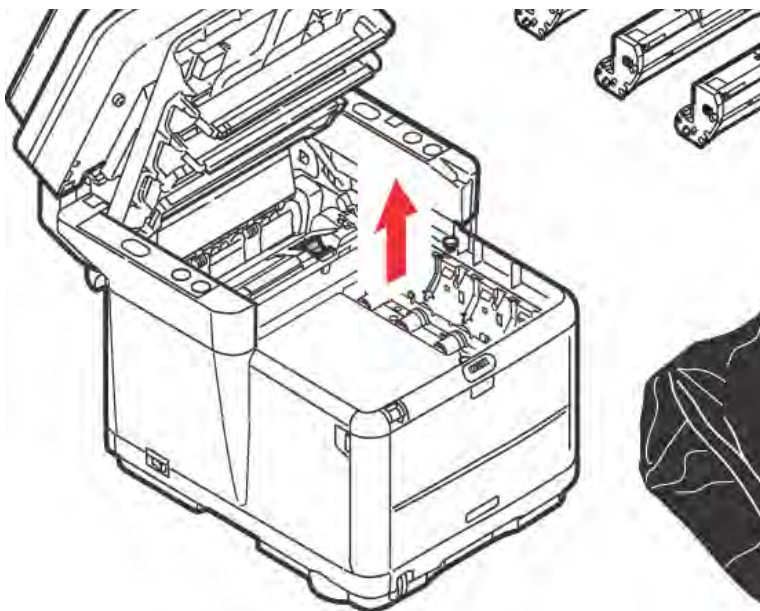


- |                     |                      |
|---------------------|----------------------|
| 1. Cyan cartridge   | 2. Magenta cartridge |
| 3. Yellow cartridge | 4. Black cartridge   |

5. Starting from the rear, lift each of the image drum units, out of the printer and place them in a safe place away from direct sources of heat and light.

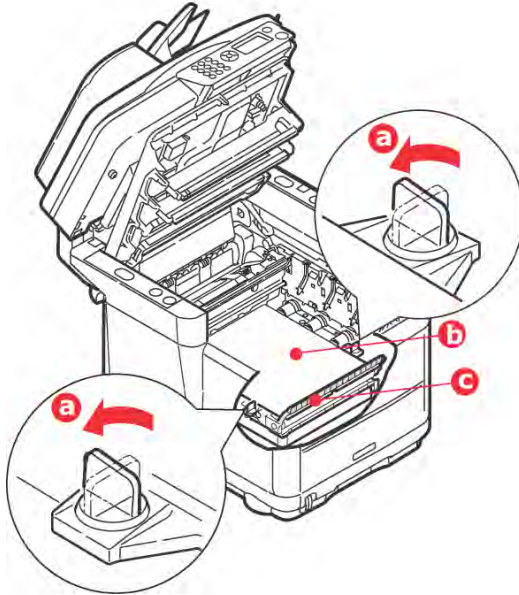
## CAUTION!

The green image drum surface at the base of each cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.

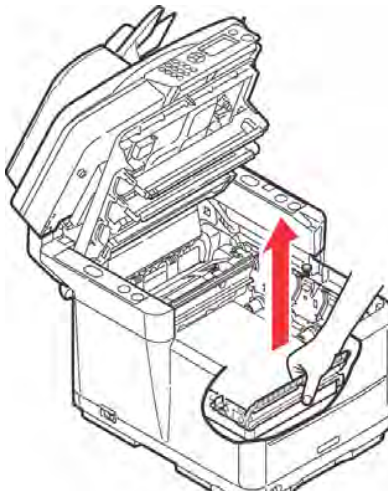




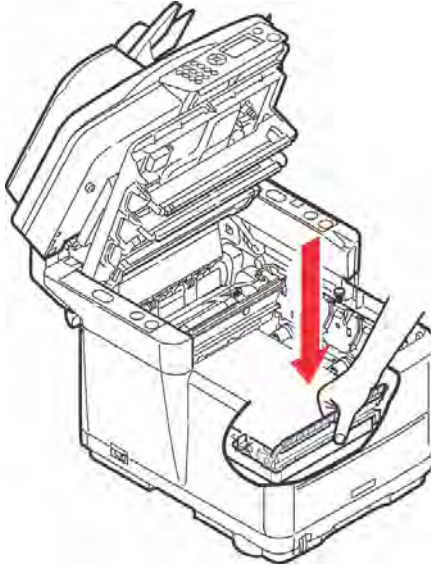
6. Locate the two fasteners (a) at each side of the belt (b) and the lifting bar (c) at the front. Turn the two fasteners 90° to the left. This will release the belt from the printer chassis.



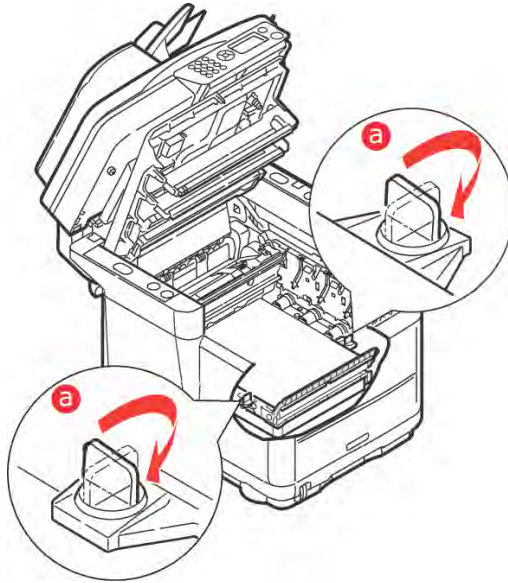
7. Pull the lifting bar (c) upwards so that belt tilts up towards the front, and withdraw the belt unit from the printer.



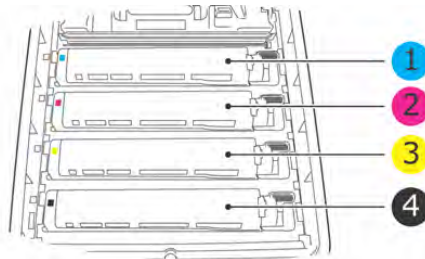
8. Lower the new belt unit into place, with the lifting bar at the front and the drive gear towards the rear of the printer. Locate the drive gear into the gear inside the printer by the rear left corner of the unit, and lower the belt unit flat inside the printer.



9. Turn the two fasteners (1) 90° to the right until they lock. This will secure the belt unit in place.

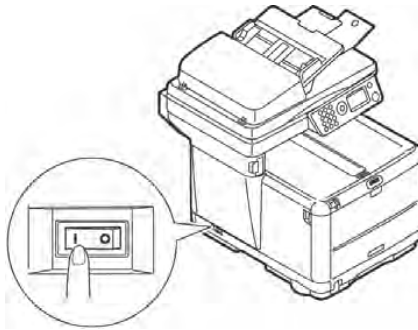


10. Replace the 4 image drums, complete with their toner cartridges, into the printer in the correct positions as shown.



- |                     |                      |
|---------------------|----------------------|
| 1. Cyan cartridge   | 2. Magenta cartridge |
| 3. Yellow cartridge | 4. Black cartridge   |

11. Close the printer top cover and press down firmly so that the cover latches closed.
12. **Gently** lower the scanner on to its supports.
13. Switch the MFP **ON**.



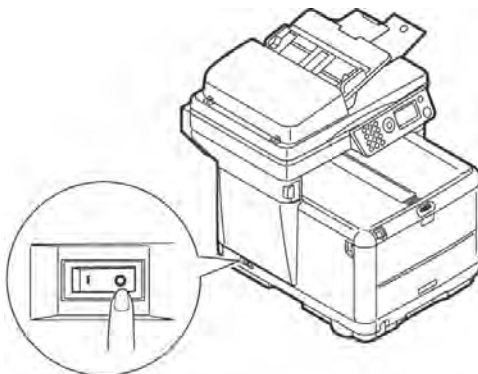
## FUSER REPLACEMENT

The fuser is located inside the printer just behind the four image drum units.

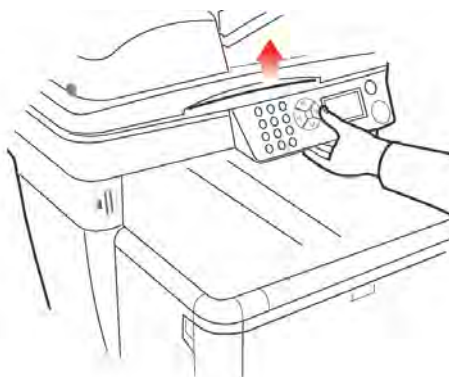
### **WARNING!**

**If the MFP has recently been powered on, some fuser components will be very hot. Handle the fuser with extreme care, holding it only by its handle, which will only be mildly warm to the touch. A warning label clearly indicates the area. If in doubt, switch the printer off and wait at least 10 minutes for the fuser to cool before opening the printer cover.**

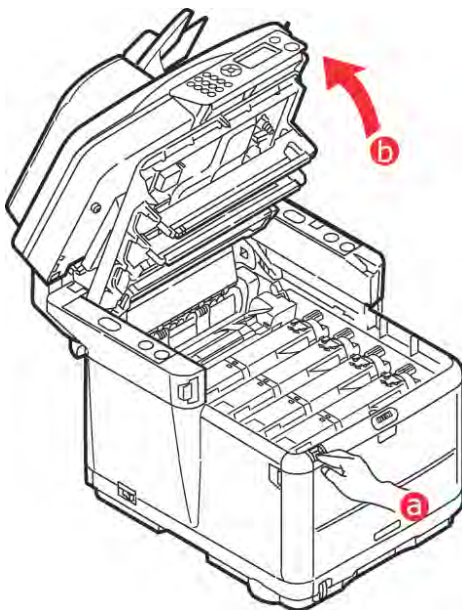
1. Switch the MFP **OFF**.



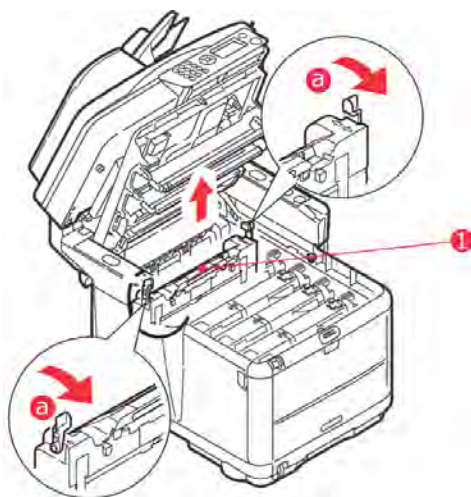
2. Lift the scanner.



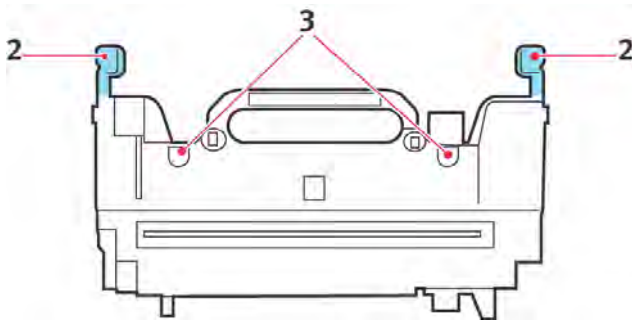
3. Press the cover release and open the printer's top cover fully.



4. Identify the fuser handle (1) on the top of the fuser unit.



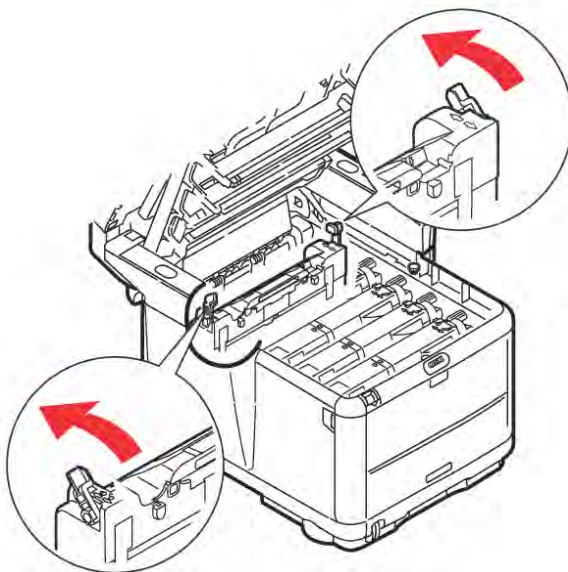
5. Pull the two fuser retaining levers (a) towards the front of the printer so that they are fully upright.
6. Holding the fuser by its handle (1), lift the fuser straight up and out of the printer. If the fuser is still warm, place it on a flat surface which will not be damaged by heat.
7. Remove the new fuser from its packaging and remove the transit material.
8. Holding the new fuser by its handle, make sure that it is the correct way round. The retaining levers (2) should be fully upright, and the locating lugs (3) should be towards you. There is one locating lug at each end of the fuser.



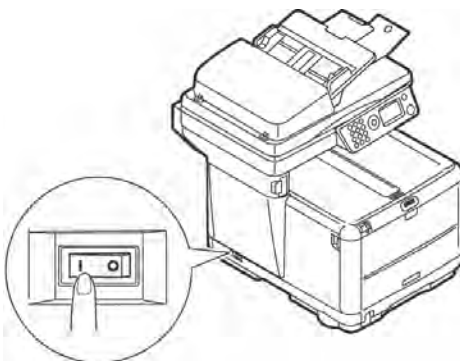
9. Holding the fuser by its handle, lower it into the printer, locating the two lugs into their slots in the metal partition which separates the fuser area from the image drums.



10. Push the two retaining levers towards the rear of the printer to lock the fuser in place.



11. Close the printer top cover and press down firmly so that the cover latches closed.
12. **Gently** lower the scanner on to its supports.
13. Switch the MFP **ON**.





## CLEANING THE LED HEAD

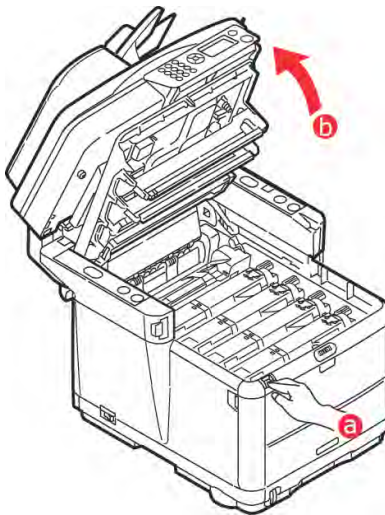
Clean the LED head when printing does not come out clearly, has white lines or when text is blurred.

There is no need to turn the printer OFF to clean the lens.

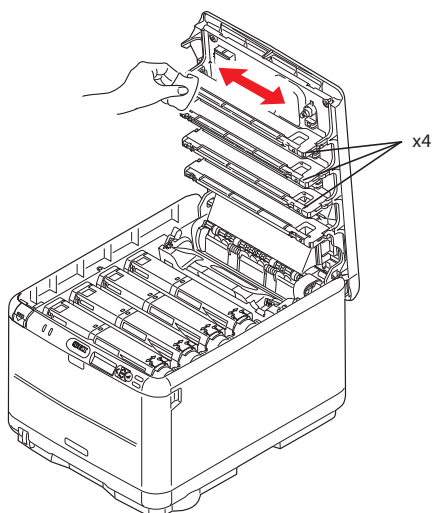
1. Lift the scanner.



2. Press the cover release and open the printer's top cover fully.



3. Gently wipe the LED head surface (1) with LED lens cleaner or a soft tissue.



## CAUTION!

**Do not use methyl alcohol or other solvents on the LED head as damage to the lens surface will occur.**

4. Close the printer top cover and press down firmly so that the cover latches closed.
5. ***Gently*** lower the scanner on to its supports.

# TROUBLESHOOTING

## CLEARING PAPER JAMS

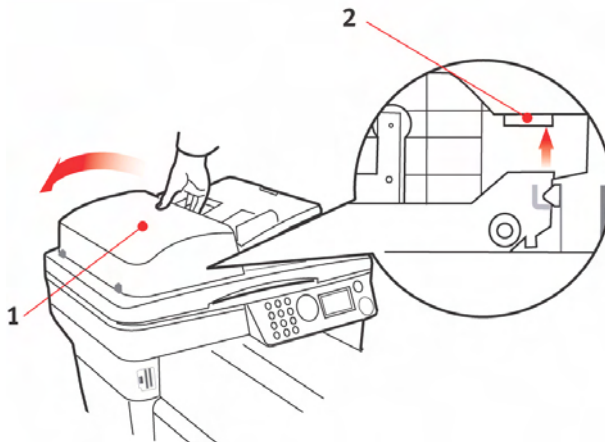
Provided that you follow the recommendations in this guide on use of print media, and you keep the media in good condition prior to use, your printer should give years of reliable service. However, paper jams occasionally do occur, and this section explains how to clear them quickly and simply.

One of the main causes of paper jams is media that has been left in the cassette tray while the machine is in a high humidity environment (typically, in an unmanned office over a weekend).

Jams can occur due to paper misfeeding from a paper tray or at any point on the paper path through the printer or scanner ADF. When a jam occurs, the MFP immediately stops. If printing multiple pages (or copies), do not assume that, having cleared an obvious sheet, others will not also be stopped somewhere along the path. These must also be removed in order to clear the jam fully and restore normal operation.

### IN THE SCANNER ADF SECTION

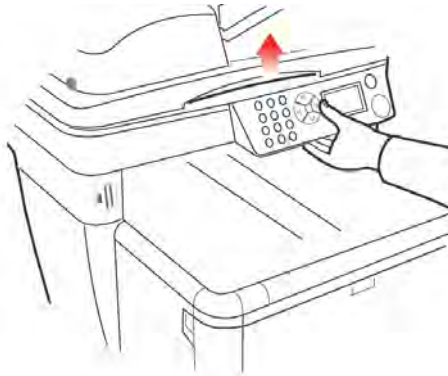
1. Lift the ADF cover (1).



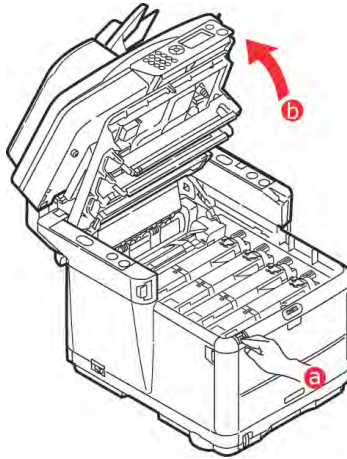
2. Remove any loose paper from the entry to the sheet feeder.
3. If there is any paper trapped in the feed mechanism.
  - (a) Lift the feeder mechanism by the colored tab (2).
  - (b) Remove any paper from ADF mechanism.
4. Lower the ADF cover (1).

### **IN THE PRINTER SECTION**

1. If a sheet is well advanced out of the top of the printer, simply grip it and pull gently to draw it fully out. If it does not remove easily, do not use excessive force. It can be removed from the rear later.
2. Lift the scanner.



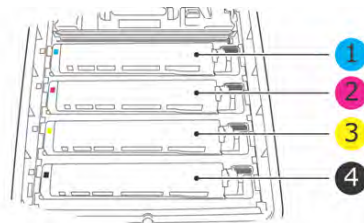
3. Press the cover release (a) and open the printer's top cover (b) fully.



### WARNING!

If the printer has been powered on, the fuser may be hot. This area is clearly labelled. Do not touch this area.

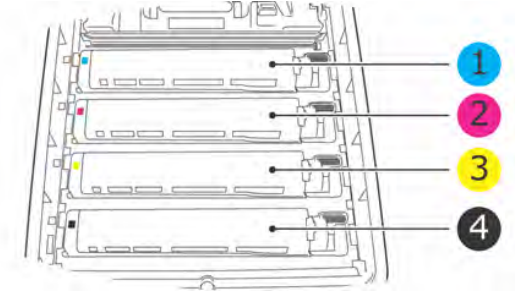
4. Note the positions of the 4 cartridges.



1. Cyan cartridge	2. Magenta cartridge
3. Yellow cartridge	4. Black cartridge

It will be necessary to remove the four image drums to gain access to the paper path.

5. Holding it by its top center, lift the cyan image drum, complete with its toner cartridge (1), up and out of the printer.

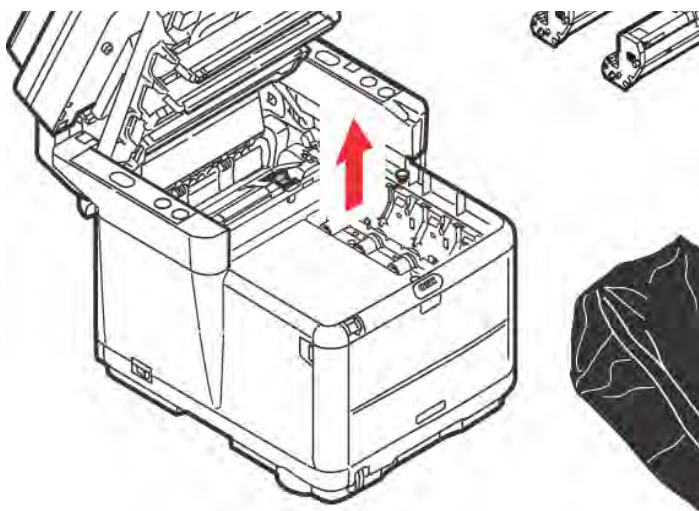


6. Put the cartridge down gently on to a piece of paper to contain any toner spillage.

### CAUTION!

**The green image drum surface is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.**

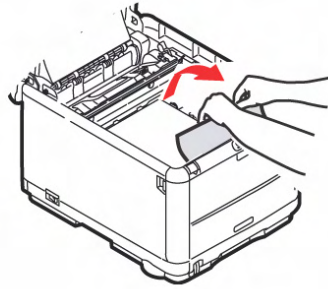
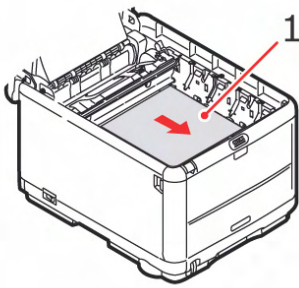
7. Repeat this removal procedure for each of the remaining image drum units.



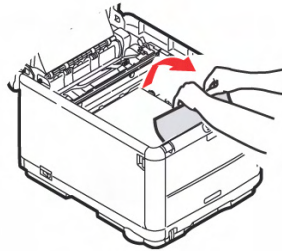
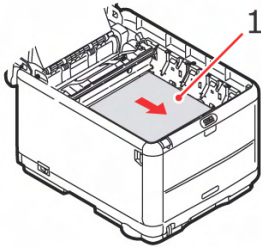
8. Look into the printer to check whether any sheets of paper are visible on any part of the belt unit.
9. Remove any sheets of paper as follows:
  - > To remove a sheet with its leading edge at the front of the belt (1), carefully lift the sheet from the belt and pull it forwards into the internal drum cavity and withdraw the sheet.

## CAUTION!

**Do not use any sharp or abrasive objects to separate sheets from the belt. This may damage the belt surface.**



- > To remove a sheet from the central area of the belt, carefully separate the sheet from the belt surface and withdraw the sheet.



- > To remove a sheet just entering the fuser, separate the trailing edge of the sheet from the belt, push the fuser pressure release lever (1) towards the front and down to release the fuser's grip on the sheet, and withdraw the sheet through the drum cavity area. Then allow the pressure release lever to rise again.

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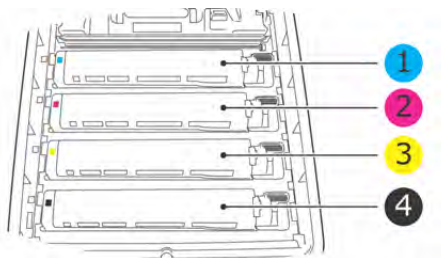
**NOTE**

*If the sheet is well advanced into the fuser (only a short length is still visible), do not attempt to pull it back. Follow step 12 to remove it from the rear of the printer.*

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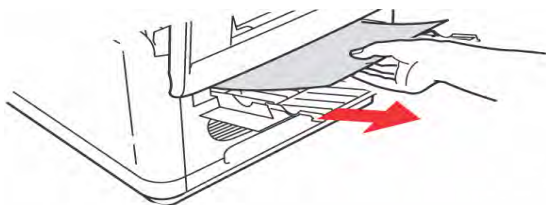


10. Starting with the cyan image drum unit nearest the fuser, replace the four image drums into the drum cavity, making sure to locate them in the correct order.



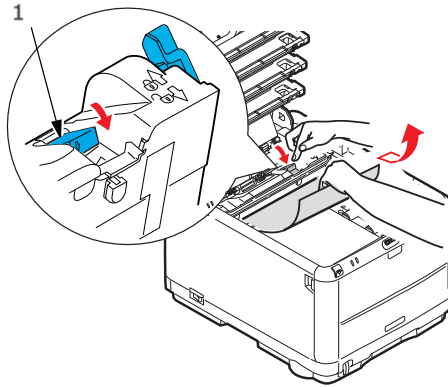
1. Cyan cartridge	2. Magenta cartridge
3. Yellow cartridge	4. Black cartridge

- > Holding the complete assembly by its top center, lower it into place in the printer, locating the pegs at each end into their slots in the sides of the printer cavity.
11. Lower the printer top cover but do not press down to latch it closed yet. This will protect the drums from excessive exposure to room lighting while you check the remaining areas for jammed sheets.
  12. Open the rear stacker and check for a sheet of paper in the rear path area.

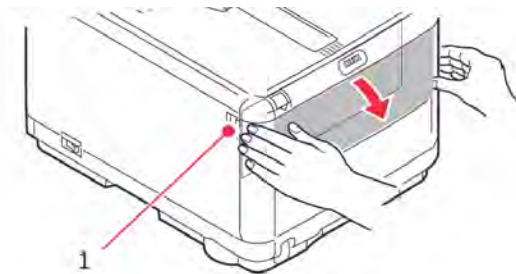


- > Pull out any sheets found in this area.

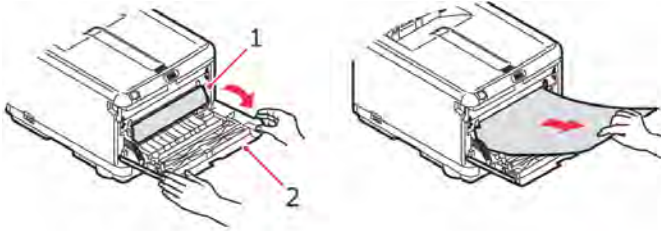
- > If the sheet is low down in this area and difficult to remove, it is probably still gripped by the fuser. In this case raise the top cover, reach around and press down on the fuser pressure release lever (1).



13. If you are not using the rear stacker, close it once paper has been removed from this area.
14. Press the front cover release and pull open the front cover.



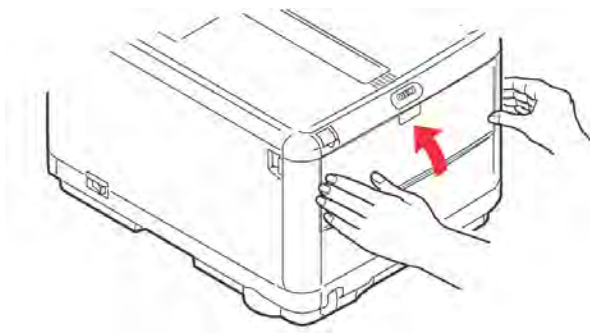
- 15.** Check inside the cover for sheets in this area and remove any that you find, then close the cover.



- 16.** Pull out the Cassette Tray and ensure that all paper is stacked properly, is undamaged, and that the paper guides are properly positioned against the edges of the paper stack. When satisfied, replace the tray.



17. Close the front cover.



18. Close the printer top cover and press down firmly so that the cover latches closed.
19. **Gently** lower the scanner on to its supports.

## FAX PROBLEMS

### **The machine will not dial a telephone number:**

Check the power cable and wall outlet. Make sure that the telephone line (not external telephone or handset) is connected to the LINE socket on the back of the machine. If an external telephone is installed, lift the handset and check for a dial tone. If there is no dial tone, there may be a problem with the telephone line. If there is a dial tone, the machine may be using the wrong dialling method (pulse or tone) for the region.

### **The display shows a communications error:**

This alarm indicates any of a number of problems. The machine may be incompatible with the remote machine, or the remote machine may not be able to perform the function requested of it such as polling or confidential faxing. The remote machine may also be out of paper or experiencing a paper jam. Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure that the correct telephone number is being dialled. If a prefix number must be dialled to get an outside line, or if the call is to an international destination, a pause may need to be entered after the dial prefix or

international dialling code to tell the machine to wait for a dial tone. If there are frequent problems communicating with a particular remote machine, try programming the telephone number into a One-Touch key, and then change the One-Touch parameters for that key. Lastly, either the local or remote machine may require servicing. Try sending a fax to another location to check the local machine.

**Faxing is possible but the image of the document printed by the remote machine is very poor:**

If the faxed document has small type, complex illustrations, photos, or is very light or very dark, try changing the resolution. Copy the document on the machine to determine how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

**Unwanted reports are printed out:**

Check the user function settings and turn off undesired reports.

**Fax sent but received message was completely blank:**

Make sure that the document is loaded properly before faxing.

ADF: face up

Glass: face down

**Image of received fax is very poor:**

Contact the person sending the fax and ask them to change their Transmit resolution. Ask the person to make a copy of the document on their machine to ensure that it is working properly. Then ask them to send the fax again. If there is still a problem, try making a copy of a document on the local machine to make sure it is working properly.

**Dialling was tried with a Speed Dial number but nothing happened:**

Make sure that the Speed Dial number being used is programmed correctly. When dialling a two or three digit number, be sure to press Speed Dial before entering the number.

**Documents received are light or have vertical streaks on them, and machine is not out of toner:**

Lift the top cover and gently wipe the lens surface of the machine's LED array. Then check to see if the toner or image

drum need replacing (see “Replacing consumables and Spare Parts” on page 90).

**Machine is set for delayed transmission but it did not send:**

Check the display to make sure that the machine’s clock is set to the correct time (see Clock Adjustment).

**Machine will not poll a remote machine:**

Call the person at the remote machine and make sure that they have loaded documents and that their machine is set to polling transmission mode.

**Machine is connected to a PBX but it is not possible to dial out:**

Be certain that the dial prefix is entered before the telephone number for each number dialled or programmed into the machine. Additionally, the machine must be programmed for PBX operation before it will work with a PBX (see Connecting to a PBX).

**Machine always answers before it’s possible to use the external telephone:**

If an external telephone is connected, increase the machine’s ring response setting.

**Faxes received sometimes look distorted:**

If the document received is wider or longer than the paper loaded in the paper tray, the machine automatically reduces the width or length of the document so that it will fit on the paper. This type of problem could also be communication related.

**The display shows a invalid toner cartridge:**

A toner cartridge that is not specified for use in this machine has been installed. Contact the nearest supplier for service.

**The display shows a invalid image drum:**

An image drum that is not specified for use in this machine has been installed. Contact the nearest supplier for service.

# INSTALLING ADDITIONAL MEMORY

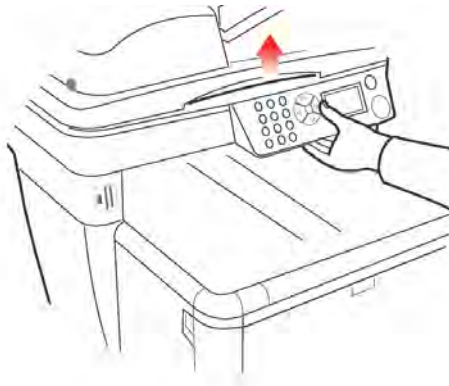
This section explains how to install additional RAM memory into your MFP as a memory upgrade.

## MEMORY UPGRADE

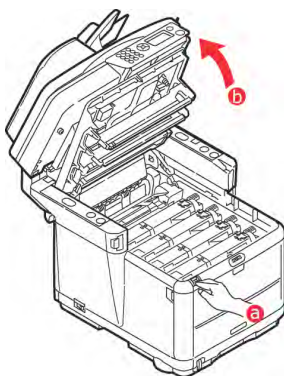
The basic MFP model comes equipped with 128 Mb of memory (64 Mb “on-board” and 64 Mb in the option slot). This can be upgraded by substituting the option memory (64 Mb) with a memory board containing 256 Mb, giving a maximum total memory capacity of 320 Mb.

Installation takes a few minutes, and requires a medium size cross-head (Philips type) screwdriver.

1. Switch the MFP off and disconnect the AC power cable.
2. Lift the scanner.



3. Press the cover release and open the printer's top cover fully.

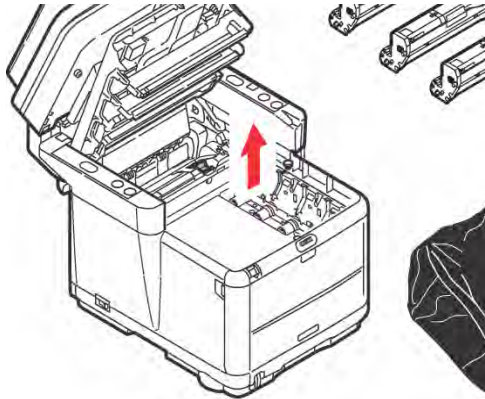


### **WARNING!**

**If the MFP has been powered on, the fuser may be hot. This area is clearly labelled. Do not touch this area.**



4. Remove each image drum units, starting with the front. Cover the image drum units to protect them from direct light.

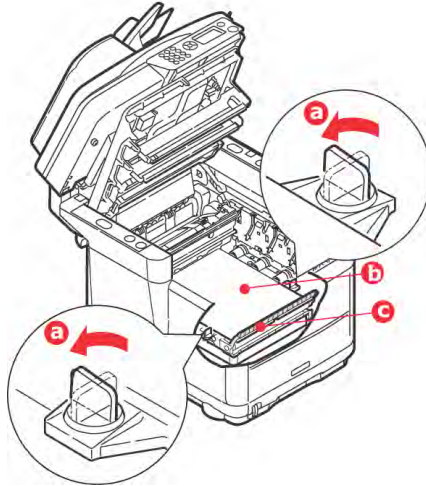


### CAUTION!

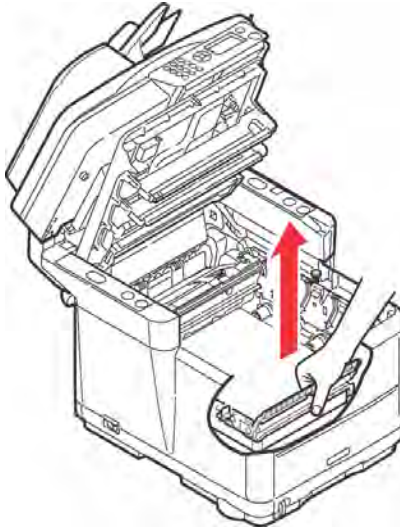
**The green image drum surface at the base of each cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the MFP for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.**

5. Locate the two fasteners (1) at each side of the belt (3) and the lifting bar (2) at the front end. Turn the two

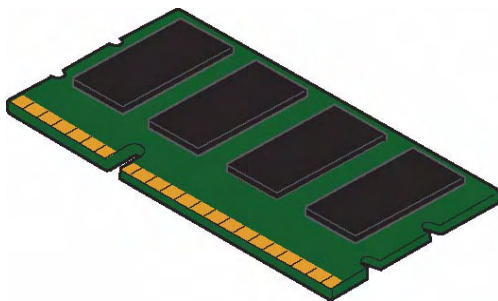
fasteners (1) 90° to the left. This will release the belt from the printer chassis.



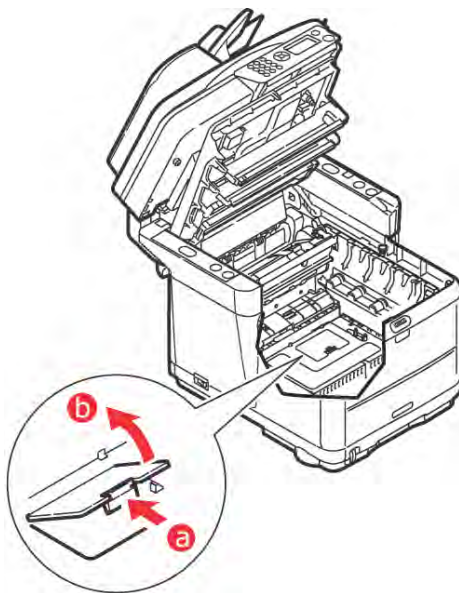
6. Unlock the fasteners and remove the belt as shown.



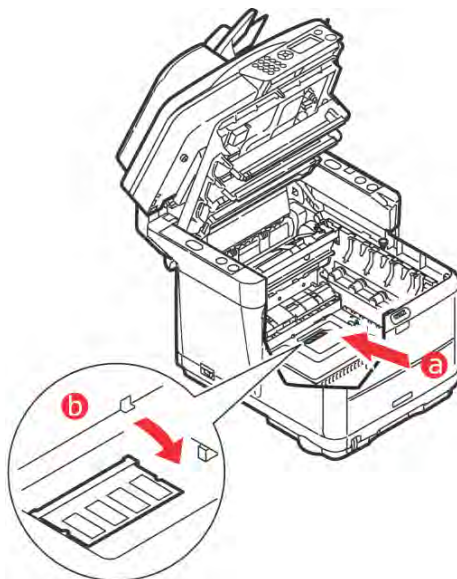
7. Carefully remove the new memory board from its wrapping. Try to handle the board only by its short edges, avoiding contact with any metal parts as far as possible. In particular, avoid touching the edge connector.
8. Note that the memory board has a small cutout in the edge connector, which is closer to one end than the other.



9. Identify the RAM expansion slot in the printer. Unclip the plastic cover to open this slot.



10. As the RAM expansion slot already contains a memory board (64Mb), this board will have to be removed before you can install the new one. To remove it proceed as follows:
  - (a) Identify the locking clips at each end of the RAM expansion slot.
  - (b) Push the clips outward and back into the printer. The board will pop out slightly.
  - (c) Grip the board firmly by its short edges and pull it out of the slot.
  - (d) Place the removed memory board in the antistatic bag which originally contained the new memory board.
11. Hold the new memory board by its short edges, so that the edge connector faces in towards the RAM expansion slot, and the small cutout is closer to the bottom of the printer.
12. Gently push the board into the RAM expansion slot until it latches in and will not go any further.



13. Close the RAM expansion slot.
14. Replace the belt and image drum units.
15. Close the printer top cover and press down firmly so that the cover latches closed.
16. **Gently** lower the scanner on to its supports.
17. Reconnect the AC power cable and switch the MFP on.

## CHECKING THE MEMORY STATUS

1. Using the **Enter** key, access the **Menu** Function.
2. From the drop-down menu select the **View Information** with the **Enter** key.
3. From the **Configuration** menu, scroll down to the **System Menu** and select using the **Enter** key.
4. Using the **Down** arrow key, scroll down to **Total Memory**.
5. Pressing the **Enter** key will confirm the total memory installed.

# COLOR PRINTING

The printer drivers supplied with your MFP provide several controls for changing the color output. For general use the automatic settings will suffice, providing reasonable default settings that will produce good results for most documents.

Many applications have their own color settings, and these may override the settings in the printer driver. Please refer to the documentation for your software application for details on how that particular program's color management functions.

## FACTORS THAT AFFECT THE APPEARANCE OF PRINTS

If you wish to manually adjust the color settings in your printer driver, please be aware that color reproduction is a complex topic, and there are many factors to take into consideration. Some of the most important factors are listed below.

### **Differences between the range of colors a monitor or printer can reproduce**

- > Neither a printer nor a monitor is capable of reproducing the full range of colors visible to the human eye. Each device is restricted to a certain range of colors. In addition to this, a printer cannot reproduce all of the colors displayed on a monitor, and vice versa.
- > Both devices use very different technologies to represent color. A monitor uses Red, Green and Blue (RGB) phosphors (or LCDs), a printer uses Cyan, Magenta, Yellow and Black (CMYK) toner or ink.
- > A monitor can display very vivid colors such as intense reds and blues and these cannot be easily produced on any printer using toner or ink. Similarly, there are certain colors, (some yellows for example), that can be printed, but cannot be displayed accurately on a monitor. This disparity between monitors and printers is often the main reason that printed colors do not match the colors displayed on screen.

### **Viewing conditions**

A print can look very different under different lighting conditions. For example, the colors in a print may look different when viewed

standing next to a sunlit window, compared to how they look under standard office fluorescent lighting.

### **Printer driver color settings**

The driver settings for Manual color can change the appearance of a print. There are several options available to help match the printed colors with those displayed on screen.

### **Monitor settings**

The brightness and contrast controls on your monitor can change how your document looks on-screen. Additionally, your monitor's color temperature influences how "warm" or "cool" the colors look.

There are several settings found on a typical monitor:

- > 5000k Warmest; yellowish lighting, typically used in graphic art environments.
- > 6500k Cooler; approximates daylight conditions.
- > 9300k Cool; the default setting for many monitors and television sets.

(k = degrees Kelvin, a measurement of temperature.)

### **How your software application displays color**

Some graphics applications such as Corel Draw or Adobe Photoshop may display color differently from "Office" applications such as Microsoft Word. Please see your application's on-line help or user manual for more information.

### **Paper type**

The type of paper used can also significantly affect the printed color. For example, a printout on recycled paper can look duller than one on specially formulated glossy paper.

## **TIPS FOR PRINTING IN COLOR**

The following guidelines may help you to achieve good color output from your printer.

### **PRINTING PHOTOGRAPHIC IMAGES**

Use the Monitor (6500k) Perceptual setting.

If the colors look too dull, try the Monitor (6500k) Vivid or Digital Camera settings.

### **PRINTING FROM MICROSOFT OFFICE APPLICATIONS**

Use the Monitor (9300k) setting. This may help if you are having problems with specific colors from applications such as Microsoft Excel or Microsoft Powerpoint.

### **PRINTING SPECIFIC COLORS (E.G. A COMPANY LOGO)**

There are 2 utilities on your printer driver CD-ROM that can help match specific colors:

Color Correct Utility

Color Swatch Utility

### **ADJUSTING THE BRIGHTNESS OR INTENSITY OF A PRINT**

If the print is too light/dark, you can use the Brightness control to adjust it.

If the colors are too intense/not intense enough, use the Saturation control.

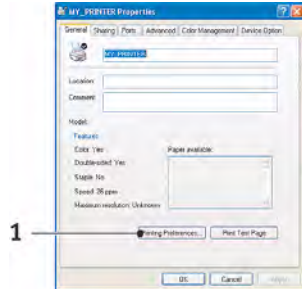


## ACCESSING THE COLOR MATCHING OPTIONS

The Color Matching options in the printer driver can be used to help match your printed colors to the ones displayed on your monitor or from some other source, such as a digital camera.

To open color matching options from the Windows Control Panel:

1. Open the **Printers** window (called “Printers and Faxes” in Windows XP).
2. Right-click the printer name and choose **Properties**.
3. Click the **Printing Preferences** button (1).



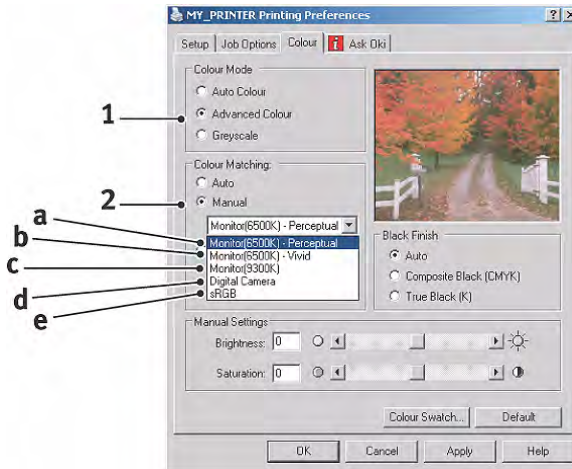
To open color matching options from within a Windows application:

1. Choose **File—Print...** from the application’s menu bar.
2. Click the **Properties** button next to the printer name.

## SETTING THE COLOR MATCHING OPTIONS

1. On the **Color** tab select **Advanced Color** for Color Matching.

2. Choose the **Manual** color setting (2) and select from the following options:



- (a) Monitor (6500k) Perceptual  
Optimized for printing photographs. Colors are printed with emphasis on saturation.
- (b) Monitor (6500k) Vivid  
Optimised for printing photographs, but with even more saturated colors than the Monitor (6500k) Perceptual setting.
- (c) Monitor (9300k)  
Optimized for printing graphics from applications such as Microsoft Office. Colors are printed with emphasis on Lightness.
- (d) Digital Camera  
Optimized for printing photographs taken with a digital camera.  
Your results will vary depending on the subject and the conditions under which the photograph was taken.

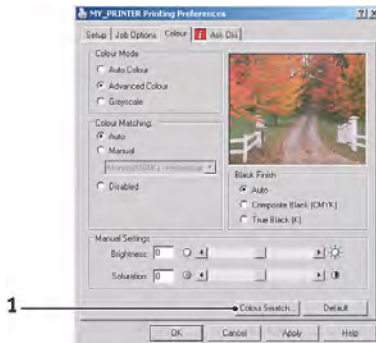
(e) sRGB

The printer will try to reproduce the sRGB color space. This may be useful if color matching from an sRGB input device such as a scanner or digital camera.

## USING THE COLOR SWATCH FEATURE

To use the Color Swatch feature, you must install the Color Swatch Utility. This is supplied on a CD-ROM that you received with your printer.

The Color Swatch function prints charts which contain a range of sample colors. Note that this is not the full range of colors that the printer can produce. Listed on each sample color are the corresponding RGB (Red, Green, Blue) values. This can be used to pick specific colors in applications that allow you to choose your own RGB values. Simply click the Color Swatch button (1) and choose from the options available.



### An example of using the Color Swatch function:

You wish to print a logo in a particular shade of red. The steps you would follow are:

1. Print a color swatch, then select the shade of red that best suits your needs.
2. Take a note of the RGB value for the particular shade that you liked.

3. Using your program's color picker, enter these same RGB values, and change the logo to that color.

The RGB color displayed on your monitor may not necessarily match what was printed on the color swatch. If this is the case, it is probably due to the difference between how your monitor and printer reproduce color. Here, it is unimportant since your primary objective is to print the required color.

## USING THE COLOR CORRECT UTILITY

The Oki Color Correct Utility is provided on your printer driver CD-ROM. You must install it separately since it is not installed along with the printer driver.

The Color Correct utility has the following features:

- > Microsoft Office palette colors can be individually adjusted. This is useful if you want to change how a specific color is printed.
- > Colors can be adjusted by changing Hue, Saturation and Gamma. This is useful if you wish to change the overall color output.

Once these color adjustments have been made, the new settings can be selected from the printer driver Color tab.

### To select adjustments made with the Color Correct Utility:

1. From your application program, click **File** and point to **Print**.
2. Click **Properties**. This displays the printer driver options.
3. Click the **Color** tab.
4. Click **Advanced Color**.
5. Click **User Defined**.

Select the color adjustment you made with the Color Correct Utility.

# SPECIFICATIONS

ITEM	SPECIFICATION
<b>General</b>	
Dimensions	(W x D x H) approximately 17.5197 x 19.685 X 20.8661 in. 445 x 500 x 530 mm
Weight	approximately 61.7 lb. 28 Kg
Power Source	Input: 220 to 240 VAC, 50 to 60 Hz
Power consumption	Typical operating: <1030W Stand-by: <140W Power save: <45W
Environmental	
Noise	56dBA (operating)
Temperature	50°F to 89.6°F (10°C to 32°C)
Humidity	20% to 80% RH
External Connections	RJ45 (Local Area Network) USB (Computer) RJ12, Tel. 1:           Local telephone handset RJ12, Tel. 2:           Line
Network	10/100 Mbit auto-negotiation
Network Workgroup solution for:	Stand-alone copy Email (via Internet/Intranet) Filing
Language support:	English, French, German, Italian, Spanish, Swedish, Norwegian, Danish, Dutch, Portuguese, Greek Russian, Polish, Turkish, Czech, Finnish, Brazilian Portuguese, Hungarian
Connectivity:	USB 2.0 I/F:           Printer rear Ethernet 10/100:     Printer rear RJ12:                   x2 (Line & Tel.) Printer rear
Card slots	USB 2.0 port (connector on Printer front)
Operators Panel:	Single simplified Graphics panel, 128 x 64 dots
Memory	Standard:             32 MB Optional:             64/ 256 MB
Flash ROM	4 MB (Fax: 2 MB)

ITEM	SPECIFICATION
Toner	Standard: Cyan, Magenta, Yellow 1,000 pages at 5% coverage Black 1,500 pages at 5% coverage High capacity Cyan, Magenta, Yellow 2,000 pages at 5% coverage Black 2,500 pages at 5% coverage
OS Compatibility	Windows: 2000, XP (32 & 64 bit), Server2003, Vista (32 & 64 bit)
<b>Printing</b>	
Speed	Color: 16 copies per minute. Mono: 20 copies per minute.
Resolution	600 x 600 dpi/1200 x 600 dpi 600 x 600 dpi x 2 bit
Auto Features	Auto registration Auto density adjustment Auto consumable counter reset
Memory	128 MB standard, upgradeable to 256 MB
Paper capacity at 21.3 lb (80g/m <sup>2</sup> )	300 sheets in main tray 100 sheets in multi purpose tray
Paper weight	Main Tray 17.1 — 32 lb. 64 ~ 120 g/m <sup>2</sup> Multi purpose tray 20 — 54.1 lb. 75 ~ 203 g/m <sup>2</sup>
Paper output	Face down (top) stacker 250 sheets in @ 21.3 lb (80 g/m <sup>2</sup> ) Face up (rear) stacker 100 sheets in @ 21.3 lb (80 g/m <sup>2</sup> )
Printer life	420,000 pages or 5 years
Duty cycle	Maximum: 20,000 pages per month Average: 4,000 pages per month
Toner life	Standard: Cyan, Magenta, Yellow 1,000 pages at 5% coverage Black 1,500 pages at 5% coverage High capacity Cyan, Magenta, Yellow 2,000 pages at 5% coverage Black 2,500 pages at 5% coverage
Image drum life	15,000 pages (typical office usage)
Transfer Belt life	50,000 Letter/A4 pages at 3 pages per job
Fuser life	50,000 Letter/A4 pages

ITEM	SPECIFICATION
<b>Copy Specification</b>	
Emulation	Windows GDI (Hyper-C), PJI
Number of copies	Up to 999
Resolution	Scan: 800 x 300, 600 x 600 dpi
	Print: 600 x 600 dpi
First Copy Out Time (FCOT)	Color: Less than 23 secs.
	Mono: Less than 17 secs.
Copy Speed	Color: 16 copies per minute.
	Mono: 20 copies per minute.
Media type	Plain paper, Ultra Heavy, Transparency
Quality	Speed, Fine
Density Control	7 levels
Enlarge/reduce	25% to 400% in 1% increments
	Preset Scaling:
	70% (A4 > A5)
	78% (Legal 14 > Letter)
	86% (A4 > B5)
	98% (Fit to paper)
	100%
	115% > (B5 > A4)
	127% (Letter > Legal 14)
	141% (A5 > A4)
Input tray	Auto/Tray 1/MP Tray
Paper Supply	Letter SEF (Short Edge Feeding)
	Legal SEF
	A4 SEF
	B5 SEF
	A5 SEF
	A5 SEF
<b>Copy Features</b>	
Copy Mode	Normal-Mixed, Normal-Photo,
	High-Mixed, High-Photo
Photo/Text separation	Automatic
Moiré remove	Yes
Background remove	Automatic
Collate	Yes
Edge erase	Top, Bottom, Left, Right
	0 to 1 inch
	0 to 25.4 mm
Margin shift	Bottom, Right direction
	0 to 1 inch
	0 to 25.4 mm

ITEM	SPECIFICATION
<b>Scanning</b>	
Type	Flatbed
Image Sensor	Color CCD
Light source	Cold Cathode Fluorescent Lamp
Warm-up time	Less than 15 seconds
Optical resolution	1200 x 600 dpi
Output Quality	Input: 48 bit color
	Output: 24 bit color
	8 bit Greyscale
	4 bit CMYK
	1 bit Monochrome
Memory	1.5 Mbytes
Output format	PDF, JPEG, TIFF, BMP, PCX, GIF, TGA, PNG, WMF, EMF - SELECTABLE
Document size (flatbed)	Letter, A4, A5, B5
<b>ADF</b>	
Document size	Legal 14, Letter, A4, A5, B5
Document weight/ Thickness	16 to 32 lb. 60 to 120 g/m <sup>2</sup>
Paper Feed	Face up
Capacity	50 sheets of 21.3 lb (80 g/m <sup>2</sup> )
ADF scanning area	11.69" x 17" (296 mm x 431.8 mm)
<b>Scan to Network Specification</b>	
Connectivity	Ethernet 10BaseT/100BaseTX auto-negotiation with RJ-45 connector
Communications Protocol	TCP/IP v4, SMTP, POP3, HTTP, SNMP, CIFS, FTP, DHCP, DNS, LDAP, LPR, Port9100, MIB, BOOTP, ARP
Supported Browsers	Microsoft IE 4.1 or higher
	Netscape Navigator 4.0 or higher
Configuration Requirement	IP address
	Subnet mask
	Gateway
	SMTP server/POP3 server
	FTP server
	Web server
Wireless Networking	No
<b>Scan to Email Specification</b>	
Communication Protocol	SMTP, POP3, MIME
File Format	PDF (JPEG compressed), M-TIFF (RAW/G3/G4 compressed) JPEG (JFIF)



ITEM	SPECIFICATION
Default File Format	PDF (Factory default). Can be changed by Set-up tool, Web page or Operator Panel
Separation Limit	1 MB, 3 MB, 5 MB, 10 MB, 30 MB, No limit
Resolution	75, 100, 150, 200, 300, 400, 600 dpi
Default Resolution	Color/Grey: 150 dpi Monochrome: 200 dpi (Factory default) Can be changed by Set-up tool, Web page or Operator Panel
Address Book Volume	
Max. Addresses	100
Group	20
No. of Addresses in	
Each Group	50
Multiple Recipients	Yes
Allow	
Mail Server	
Authentication	SMTP - Auth, POP3
Supported Mail Server	Lotus Mail Server 5.0
Application	MS Exchange Server 2000
	RedHat 7.0 SendMail
	MAC Mail Server in OS 9.04
Supported LDAP Server	Windows 2000 Active Directory
	Windows NT 4.0 + MS Exchange 5.5
	Lotus Notes R5
Supported Mail	Microsoft Outlook 2000
Application	Microsoft Outlook Express 5.0
	Microsoft Outlook Express 6
	Netscape Messenger 4.7
	Netscape Messenger 4.73
	MAC built-in MAIL application
	Eudora 4.3.2J
	Lotus Notes R5
<b>Scan to Fax Specification</b>	
Connectivity	Line: RJ11; Tel.: RJ11
Compatibility	ITU-T G3 (Super G3)
Modem speed	33.6 Kbps
Transmission time	3 secs./page
	Document: ITU-t#1/MMR/Std (200x100 dpi)
ECM	Yes
Fax Resolution	Standard: 200 x 100 dpi
	Fine: 200 x 200 dpi
	Photo: 200 x 200 dpi
	Ex.Fine: 200 x 400 dpi

ITEM	SPECIFICATION
Cording	MH, MR, MMR
Density adjust	13 to +3
Document size	Letter, Legal, A4
TX/RX memory	1.5 MB
Dialling	Ten key: Yes (stored dial) One-Touch: N/A Speed: 100 locations (max 32 digits each location) Speed dial search by alphabet: Yes Group: Yes - max 10 groups Mixed dial: Yes
<b>Features</b>	
	Beep Tone: Supports end session tone (fax successful) and Aram tone (fax failed)
<b>TX:</b>	Feeder: N/A
	Memory: Yes
	Delayed: Max 5 TX times registration
	Delayed Broadcast: Max 5 TX times registration
	Broadcast: Max 100 stations
	Date/Time
	Header: Yes
	Echo protection for International: Yes
<b>RX:</b>	Real-time: N/A
	Memory: Yes
	Auto redial: Yes
	Manual redial: Yes
	Sender ID: Max 32 characters
	Session No: Yes
	TSI Print: Yes
	Date/Time Header: Yes
	Echo protection
	for International: Yes