

Samsung SCX-6x45 Series
Monochrome Laser Multifunction



User's Guide



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About this user's guide



This user's guide provides information about basic understanding of the machine as well as detailed explanation on each step during the actual usage. Both novice users and professional users can refer to this guide for installing and using the machine.

This explanation is mainly based on the Microsoft Windows operating system.

Some terms in this guide are used interchangeably, as below.

- Document is synonymous with original.
- Paper is synonymous with media, or print media.
- The model name such as SCX-6345N is synonymous with the machine.

The following table offers the conventions of this guide.

Convention	Description	Example
Bold	Used for texts on the screen or actual prints on the machine.	Copy Setup
Note	Used to provide additional information or detailed specification of the machine function and feature.	 Note The date format may differ from country to country.
Caution	Used to give users information to protect the machine from possible mechanical damage or malfunction.	 Caution Do not touch the green underside of the toner cartridge.
Footnote	Used to provide more detailed information on certain words or a phrase.	a. pages per minute
>	Used to show the steps of selecting or pressing items in order. The example means; press Copy from the Main screen, press the Advanced tab, and then press Clone Copy .	Copy > the Advanced tab > Clone Copy
(Page 1.1)	Used to guide users to the reference page for the additional detailed information.	(Page 1.1)

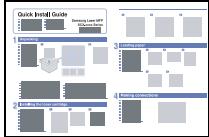
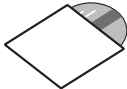

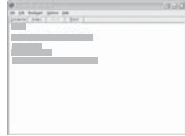


Note

Items, features, options on the touch screen may differ between models depending on their configurations.

Finding more information

You can find information for setting up and using your machine from the following resources, either as a print-out or onscreen.

Quick Install Guide 	Provides information on setting up your machine and this requires that you follow the instructions in the guide to prepare the machine.
Online User's Guide 	Provides you with step-by-step instructions for using your machine's full features, and contains information for maintaining your machine, troubleshooting, and installing accessories. This user's guide also contains Software section to provide you with information on how to print documents with your machine in various operating systems, and how to use the included software utilities.
Network Printer User's Guide 	Contained on the Network Utilities CD , this guide provides you with information on setting up and connecting your machine to a network.
Printer Driver Help 	Provides you with help information on printer driver properties and instructions for setting up the properties for printing. To access a printer driver help screen, click Help from the printer properties dialog box.
Samsung website	If you have Internet access, you can get help, support, printer drivers, manuals, and order information from the Samsung website, www.samsungprinter.com .

Safety and Regulatory Information

Important Precautions and Safety Information

When using this machine, these basic safety precautions should always be followed to reduce risk of fire, electric shock and injury to people:

- 1 Read and understand all instructions.
- 2 Use common sense whenever operating electrical appliances.
- 3 Follow all warnings and instructions marked on the machine and in the literature accompanying the machine.
- 4 If an operating instruction appears to conflict with safety information, heed the safety information. You may have misunderstood the operating instruction. If you cannot resolve the conflict, contact your sales or service representative for assistance.
- 5 Unplug the machine from the AC wall socket and/or telephone jack before cleaning. Do not use liquid or aerosol cleaners. Use only a damp cloth for cleaning.
- 6 Do not place the machine on an unstable cart, stand or table. It may fall, causing serious damage.
- 7 Your machine should never be placed on, near or over a radiator, heater, air conditioner or ventilation duct.
- 8 Do not allow anything to rest on the power. Do not locate your machine where the cords will be abused by persons walking on them.
- 9 Do not overload wall outlets and extension cords. This can diminish performance, and may result in the risk of fire or electric shock.
- 10 Do not allow pets to chew on the AC power, telephone or PC interface cords.
- 11 Never push objects of any kind into the machine through case or cabinet openings. They may touch dangerous voltage points, creating a risk of fire or shock. Never spill liquid of any kind onto or into the machine.
- 12 Your machine may have a heavy cover for optimal pressure on the document for the best scanning and/or faxing (usually the flatbed-type machine). In this case, replace the cover after placing document on the scan glass, by holding and moving it down slowly until it seats on its location.
- 13 To reduce the risk of electric shock, do not disassemble the machine. Take it to a qualified service technician when repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly could cause electric shock when the unit is subsequently used.
- 14 Unplug the machine from the telephone jack, PC and AC wall outlet and refer servicing to qualified service personnel under the following conditions:
 - When any part of the power cord, plug or connecting cable is damaged or frayed.
 - If liquid has been spilled into the machine.

- If the machine has been exposed to rain or water.
 - If the machine does not operate properly after instructions have been followed.
 - If the machine has been dropped, or the cabinet appears damaged.
 - If the machine exhibits a sudden and distinct change in performance.
- 15 Adjust only those controls covered by the operating instructions. Improper adjustment of other controls may result in damage, and may require extensive work by a qualified service technician to restore the machine to normal operation.
 - 16 Avoid using this machine during a lightning storm. There may be a remote risk of electric shock from lightning. If possible, unplug the AC power and telephone cord for the duration of the lightning storm.
 - 17 The Power cord supplied with your machine should be used for safe operation. If you are using a cord which is longer than 2 m with 110 V machine, then it should be 16 AWG¹ or bigger.
 - 18 Use only No.26 AWG¹ or larger telephone line cord.
 - 19 SAVE THESE INSTRUCTIONS.

Laser Safety Statement

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, chapter 1 Subchapter J for Class I(1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 825.


Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance or prescribed service condition.

WARNING

Never operate or service the printer with the protective cover removed from Laser/Scanner assembly. The reflected beam, although invisible, can damage your eyes.

¹ AWG: American Wire Gauge

When using this product, these basic safety precautions should always be followed to reduce risk of fire, electric shock, and injury to persons:

	CAUTION - CLASS 3B LASER RADIATION WHEN OPEN AVOID EXPOSURE TO THE BEAM. DANGER - LASER RADIATION AVOID DIRECT EXPOSURE TO BEAM.
	DANGER - RADIATIONS INVISIBLES DU LASER EN CAS D'OUVERTURE. EVITER TOUTE EXPOSITION DIRECTE AU FAISCEAU.
	VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
	ATTENZIONE - RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
	PRECAUCIÓN - RADIACIÓN LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
	PERIGO - RADIAÇÃO LASER INVISÍVEL AO ABRIR. EVITE EXPOSIÇÃO DIRECTA AO FEIXE.
	GEVAAR - ONZICHTBARE LASERSTRALEN BIJ GEOPENDE KLEP. DEZE KLEP NIET OPENEN.
	ADVARSEL - USYNLIG LASERSTRÅLNING VED ÅBNING. UNDGÅ UDSAETTELSE FOR STRÅLNING.
	ADVARSEL - USYNLIG LASERSTRÅLNING NÄR DEKSEL ÄPNES. UNNGÅ EKSPONERING FOR STRÅLEN.
	VARNING - OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPEN. STRÅLEN ÄR FARLIG.
	VAROITUS - NÄKYMÄTÖNTÄ LASERSÄTEILYÄ AVATTAESSA. VARO SUORAA ALTISTUMISTA SÄTEELLE.
	注意 - 严禁揭开此盖, 以免激光泄露灼伤 주의 - 이 덮개를 열면 레이저광에 노출될 수 있으므로 주의하십시오.

Ozone Safety



During normal operation, this machine produces ozone. The ozone produced does not present a hazard to the operator. However, it is advisable that the machine be operated in a well ventilated area.

If you need additional information about ozone, please request your nearest Samsung dealer.

Mercury Safety



SCANNING AND DISPLAY LAMPS INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS. For details see lamprecycle.org, eiae.org, or call 1-800-Samsung

California USA Only

This Perchlorate warning applies only to primary CR (Manganese Dioxide) Lithium coin cells in the product sold or distributed ONLY in California USA.

Perchlorate Material - special handling may apply.

See www.dtsc.ca.gov/hazardouswaste/perchlorate.

Power Saver

This printer contains advanced energy conservation technology that reduces power consumption when it is not in active use.

When the printer does not receive data for an extended period of time, power consumption is automatically lowered.

Recycling



Please recycle or dispose of the packaging material for this product in an environmentally responsible manner.

Correct Disposal of This Product (Waste Electrical & Electronic Equipment)

(Applicable in the European Union and other European countries with separate collection systems)



This marking shown on the product or its literature, indicates that it should not be disposed with other household wastes at the end of its working life. To prevent possible harm to the environment or human health from uncontrolled waste disposal, please separate this from other types of wastes and recycle it responsibly to promote the sustainable reuse of material resources.

Household users should contact either the retailer where they purchased this product, or their local government office, for details of where and how they can take this item for environmentally safe recycling.

Business users should contact their supplier and check the terms and conditions of the purchase contract. This product should not be mixed with other commercial wastes for disposal.

Radio Frequency Emissions

FCC Information to the User

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference, and
- This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or experienced radio TV technician for help.

Caution:

Change or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment.

Canadian Radio Interference Regulations

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry and Science Canada.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe A prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", ICES-003 édictée par l'Industrie et Sciences Canada.

RFID (Radio Frequency Interface Device)

RFID operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission the following information:

- (1) the date and time of transmission
- (2) identification of either business, business entity or individual sending the message; and
- (3) telephone number of either the sending machine, business, business entity or individual.

The Telephone Company may make changes in its communications facilities, equipment operations or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

Ringer Equivalence Number

The Ringer Equivalence Number and FCC Registration Number for this machine may be found on the label located on the bottom or rear of the machine. In some instances you may need to provide these numbers to the telephone company.

The Ringer Equivalence Number (REN) is a measure of the electrical load placed on the telephone line, and is useful for determining whether you have "overloaded" the line. Installing several types of equipment on the same telephone line may result in problems making and receiving telephone calls, especially ringing when your line is called. The sum of all Ringer Equivalence Numbers of the equipment on your telephone line should be less than five in

order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on your line. If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.

WARNING:

FCC Regulations state that changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment. In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service, providing that they:

- a) promptly notify the customer.
- b) give the customer an opportunity to correct the equipment problem.
- c) inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68.

You should also know that:

- Your machine is not designed to be connected to a digital PBX system.
- If you intend to use a computer modem or fax modem on the same phone line as your machine, you may experience transmission and reception problems with all the equipment. It is recommended that no other equipment, except for a regular telephone, share the line with your machine.
- If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for both the power and the telephone lines. Surge protectors can be purchased from your dealer or telephone and electronic specialty stores.
- When programming emergency numbers and/or making test calls to emergency numbers, use a non-emergency number to advise the emergency service dispatcher of your intentions. The dispatcher will give you further instructions on how to actually test the emergency number.
- This machine may not be used on coin service or party lines.
- This machine provides magnetic coupling to hearing aids.
- You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ-11C.

Declaration of Conformity (European Countries)

Approvals and Certifications



The CE marking applied to this product symbolizes Samsung Electronics Co., Ltd. Declaration of Conformity with the following applicable 93/68/EEC Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 73/23/EEC Approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC (92/31/EEC), approximation of the laws of the Member States related to electromagnetic compatibility.

March 9, 1999: Council Directive 1999/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration, defining the relevant Directives and referenced standards can be obtained from your Samsung Electronics Co., Ltd. representative.

EC Certification

Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive (FAX)

This Samsung product has been self-certified by Samsung for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the European countries:

In the event of problems, you should contact the Euro QA Lab of Samsung Electronics Co., Ltd. in the first instance.

The product has been tested against TS 103 021. To assist in the use and application of terminal equipment which complies with this standard, the European Telecommunication Standards Institute (ETSI) has issued an advisory document (EG 201 121) which contains notes and additional requirements to ensure network compatibility of TS 103 021 terminals. The product has been designed against, and is fully compliant with, all of the relevant advisory notes contained in this document.

Replacing the Fitted Plug (for UK Only)

Important

The mains lead for this machine is fitted with a standard (BS 1363) 13 amp plug and has a 13 amp fuse. When you change or examine the fuse, you must re-fit the correct 13 amp fuse. You then need to replace the fuse cover. If you have lost the fuse cover, do not use the plug until you have another fuse cover.

Please contact the people from you purchased the machine.

The 13 amp plug is the most widely used type in the UK and should be suitable. However, some buildings (mainly old ones) do not have normal 13 amp plug sockets. You need to buy a suitable plug adaptor. Do not remove the moulded plug.

Warning

If you cut off the moulded plug, get rid of it straight away.

You cannot rewire the plug and you may receive an electric shock if you plug it into a socket.

Important warning: You must earth this machine.

The wires in the mains lead have the following color code:

- Green and Yellow: Earth
- Blue: Neutral
- Brown: Live

If the wires in the mains lead do not match the colors marked in your plug, do the following:

You must connect the green and yellow wire to the pin marked by the letter "E" or by the safety 'Earth symbol' or colored green and yellow or green.

You must connect the blue wire to the pin which is marked with the letter "N" or colored black.

You must connect the brown wire to the pin which is marked with the letter "L" or colored red.

You must have a 13 amp fuse in the plug, adaptor, or at the distribution board.



ELECTRONICS

EU Declaration of Conformity (R&TTE)

We, Samsung Electronics Co, Ltd.

of Samsung Electronics Co.,Ltd. #259, GongDan-Dong, Gumi-City,
Kyung-Buk, KOREA 730-030
(factory name, address)

declare under our sole responsibility that the product
Multi-function Printer
model "SCX-6345N", "SCX-6345NJ"

to which this declaration relates is in conformity with

RTTE Directive 1999/5/EC (Annex II)
Low Voltage Directive 2006/95/EC
EMC Directive 89/336/EEC

By application of the following standards

RTTE : TBR 21, EG 201 121 V1.1.3(2000-02)
LVD : EN 60950-1:2001+ A11:2004, EN60825-1:1994+ A11:1996+ A1:2002+ A2:2001
EMC : EN55022:1998+ A1:2000+ A2:2003, EN55024:1998+ A1:2001+ A2:2003,
EN61000-3-2:2000, EN61000-3-3:1995+ A1:2001
EMC(RF-ID) : ETSI EN 301- 489-1 V1.4.1(08/2002), ETSI EN 301-489-3 V1.4.1(08/2002)
RF(RF-ID) : EN 300 330-2 V1.3.1(21006-04), EN 300 330-1 V1.5.1(2006-04)

(Manufacturer)

Samsung Electronics co.,Ltd
#259, KongDan-Dong, GuMI-City
KyungBuk, Korea 730-030

2007-04-04

(place and date of issue)

Whan-Soon Yim / General Manager

(name and signature of authorized person)

(Representative in the EU)

Samsung Electronics Euro QA Lab.
Blackbushe Business Park
Saxony Way, Yateley, Hampshire
GU46 6GG, UK

2007-04-04

(place and date of issue)

Yong-Sang Park / Manager

(name and signature of authorized person)

1 Introduction

Thank you for purchasing this Samsung multifunctional product. Your machine provides printing, copying, scanning, and faxing functions.

This chapter includes:

- **Special features**
- **Machine overview**
- **Control panel overview**
- **Introducing the touch screen and useful buttons**
- **Understanding the Status LED**
- **Menu map**



Note

Some features are optional. Please check the specifications sections. (Page 14.1)

Special features

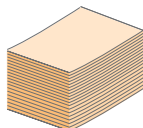
Your new machine is equipped with special features.

Print with excellent quality and speed



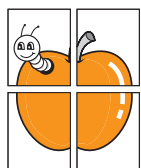
- You can print with a resolution of up to **1200 dpi** **Effective output**. See **Software section**.
- Your machine prints A4-sized paper at up to 43 ppm^a and letter-sized paper at up to 45 ppm.
- For duplex printing, your machine prints A4-sized paper at up to 40 ipm^b and letter-sized paper at up to 42 ipm.

Handle different paper options with flexibility



- The **multi-purpose tray** supports letterhead, envelopes, labels, transparencies, custom-sized media, postcards, and heavy paper. The **multi-purpose tray** holds up to 100 sheets of plain paper.
- The **520 sheet tray 1** and **520 sheet optional tray** support plain paper in various sizes.

Create professional documents

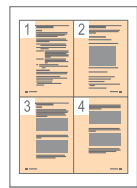


- Print **Watermarks**. You can customize your documents with words, such as “Confidential”. See **Software section**.
- Print **Posters**. The text and pictures of each page of your document are magnified and printed across the sheet of paper and can then be taped together to form a poster. See **Software section**.

a. pages per minute

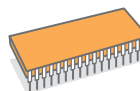
b. images per minute

Save time and money



- You can print multiple pages on one single sheet of paper to save paper.
- You can use preprinted forms and letterhead with plain paper. See **Software section**.
- This machine automatically **conserves electricity** by substantially reducing power consumption when not in use.

Expand your machine's capacity



- Your machine has 256 MB of memory which can be expanded to **384 MB**. (Page 13.1)
- A **Network interface** enables network printing. Your machine comes with a built-in network interface, 10/100 Base TX.
- Zoran IPS Emulation* compatible with **PostScript 3 Emulation*** (PS) enables PS printing.

* Zoran IPS Emulation compatible with PostScript 3



© Copyright 1995-2005, Zoran Corporation. All rights reserved. Zoran, the Zoran logo, IPS/PS3, and OneImage are trademarks of Zoran Corporation.

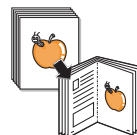
- 136 PS3 fonts
Contains UFST and MicroType from Monotype Imaging Inc.
-

Print in various environments



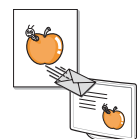
- You can print with **Windows 98/Me/NT 4.0/2000** and **Windows XP/2003 (32/64bit)** as well as **Linux** and **Macintosh** systems.
- Your machine is equipped with a **USB** interface and a **network** interface.

Copy originals in several formats



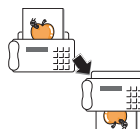
- You can create a booklet using sequential 2-sided document production.
- There are special functions to erase punch holes, staple marks and newspaper background.
- The print quality and image size may be adjusted and enhance at the same time.

Scan the originals and send it right away



- Quickly scan and send files to multiple destinations using, E-mail, SMB, FTP or Networks scanning.
- Simply use the touch screen keyboard to enter email addresses and send the scanned image immediately.
- Scan in color and use the precise compressions of JPEG, TIFF and PDF formats.

Set a specific time to transmit a Fax (Optional)

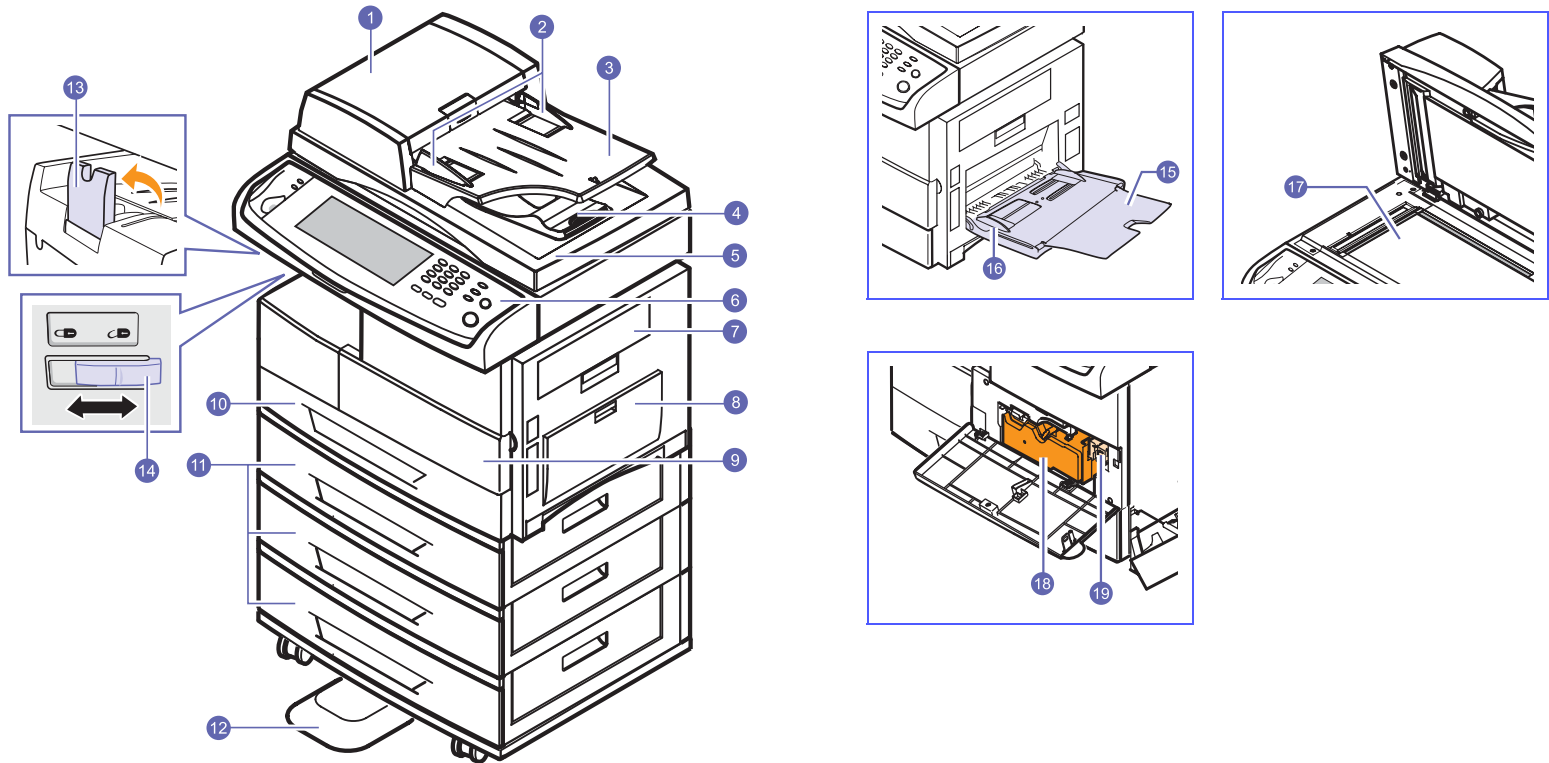


- You can specify a certain time to transmit the fax and also send the fax to several stored destinations.
- After the transmission, the machine may print out the fax reports according to the setting.

Machine overview

These are the main components of your machine.

Front view



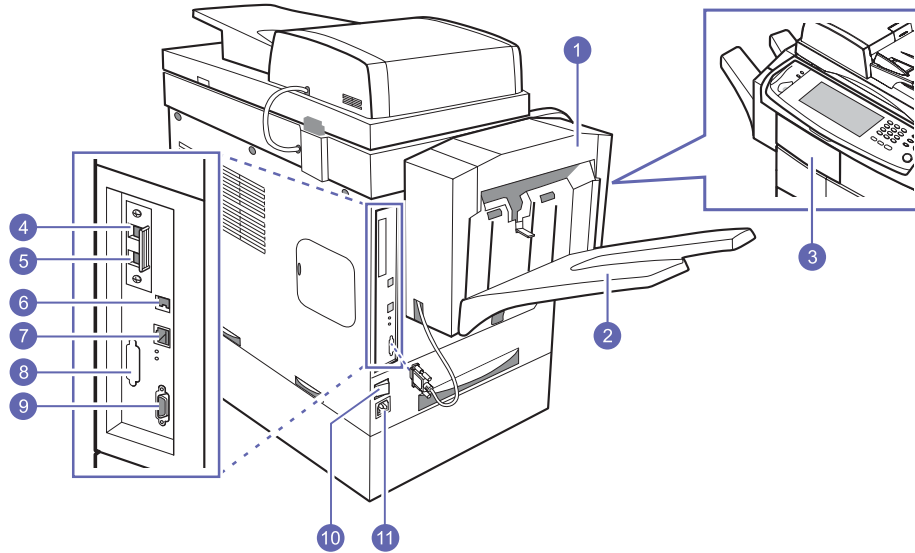
- The figure above shows an SCX-6345N with some available accessories.
- The symbol * is a mark for the optional device.

1	DADF^a cover	11	optional tray[*]
2	DADF document width guides	12	stand[*]
3	DADF document input tray	13	output support
4	DADF document output tray	14	CCD Lock^b
5	scanner lid	15	multi-purpose tray extension
6	control panel	16	multi-purpose tray paper width guides
7	side cover	17	scanner glass
8	multi-purpose tray	18	toner cartridge
9	front cover	19	drum cartridge
10	tray 1		

a. DADF (Duplex Automatic Document Feeder): The machine with this feature scans both sides of a paper.

b. CCD (Charge Coupled Device) Lock: It is the hardware which enables the scan job. It is also used to hold the CCD module to prevent any damage when you move the machine.

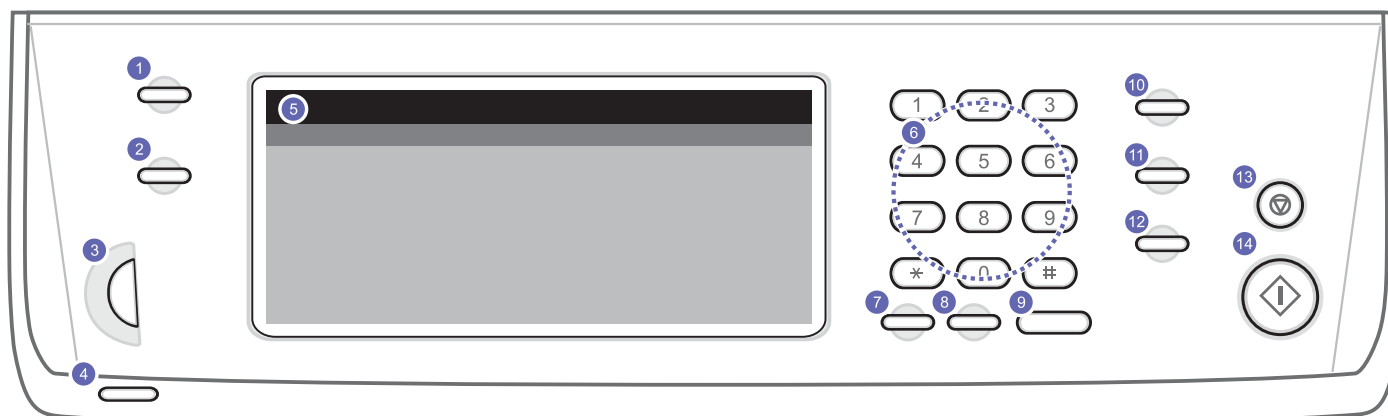
Rear view



- The figure above shows an SCX-6345N with some available accessories.
- The symbol * is a mark for the optional device.

1	finisher (Stacker & Stapler)*	7	network port
2	finisher output tray (Stacker & Stapler)*	8	dummy for FDI (Foreign Device Interface)*
3	finisher cover (Stacker & Stapler)*	9	15-pin Finisher connection (Stacker & Stapler)*
4	extension telephone socket (EXT)*	10	power switch
5	telephone line socket (LINE)*	11	power receptacle
6	USB port		

Control panel overview



1	Machine Setup: Leads you to the machine setup and advanced settings. (Page 9.1)	8	Redial/Pause: In standby mode, redials the last number, or in edit mode, inserts a pause into a fax number.
2	Job Status: Shows the jobs currently running, queued jobs or completed jobs.	9	On Hook Dial: Engages the telephone line.
3	Screen brightness dial: Adjusts the brightness of the touch screen.	10	Power Saver: Sends the machine into the power saver mode. (Page 3.4)
4	Status: Shows the status of your machine. (Page 1.6)	11	Interrupt: Stops a job in process to do an urgent copy job.
5	Display screen: Displays the current machine status and prompts during an operation. You can set menus easily using the touch screen.	12	Clear All: Reverts the current settings to the default values.
6	number keypad: Dials fax number, and enters the number value for document copies or other options.	13	Stop: Stops an operation at any time. The pop up window appears on the screen showing the current job that the user can stop or resume.
7	Clear: Deletes characters in the edit area.	14	Start: Starts a job.




Caution


When you use the touch screen, use your finger only. The screen may be damaged with a sharpen pen or else.

Introducing the touch screen and useful buttons

Touch screen

The touch screen allows for user-friendly operation of the machine. Once you press the home icon () on the screen, it shows the **Main** screen.



-  : Shows Help. You can find the explanation by feature contents.
- **Copy**: Enters the **Copy** menu.
- **Fax**: Enters the **Fax** menu. (Optional)
- **Scan**: Enters **Scan to Email**, **NetScan**, **Scan to Server** menu.
- **Stored Documents**: Enters the **Stored Documents** menu. (Page 10.2)
- **Logout**: Logs out from the currently logged in account.



Note

- Icons shown on the display screen such as **Fax** may be grayed out, depending on the optional kit or program installed in your machine.
- To switch the display screen and see other available icons, press the right arrow on the display screen.

Machine Setup button

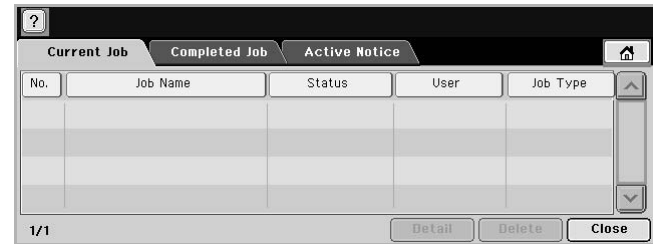
When you press this button, you can browse current machine settings or change machine values. (Page 9.1)



- **Machine Status**: Shows the current status of the machine.
- **Admin Setting**: Allows an administrator to set up the machine.

Job Status button

When you press this button, the screen shows the lists of currently running jobs, queued jobs and completed jobs.



- **Current Job** tab: Shows the list of jobs in progress and pending.
- **Completed Job** tab: Provides the list of completed jobs.
- **Active Notice** tab: Displays any error codes that have occurred.
- **No.:** Gives the order of jobs. The job in No. 001 is currently in progress.
- **Job Name**: Shows job information like name and type.
- **Status**: Gives the current status of each job.
- **User**: Provides user name, mainly computer name.
- **Job Type**: Displays details of the active job, such as job type, recipient phone number and other information.
- **Delete**: Removes the selected job from the list.
- **Detail**: Shows the detailed information of the selected option on the **Active Notice** list.
- **Close**: Closes the job status window and switches to previous view.

Power Saver button

When the machine is not in use, save electricity with the provided power save mode. Pressing this button puts the machine into power save mode. (Page 3.4)

Status		Description
Off		The machine is not in the power save mode.
Blue	On	The machine is in the low power save mode.
	Blink	The machine is in the power save mode.

Interrupt button

When you press this button, the machine goes into interrupt mode which means it stops a printing job for urgent copy job. When the urgent copy job completes, the previous printing job continues.

Status		Description
Off		The machine is not in interrupt printing mode.
Blue	On	The machine is in interrupt printing mode.



Note

Interrupt mode is resumed at default value (Off) after the machine is shut down or reset.

Understanding the Status LED

When the problem occurs, the **Status** LED indicates the machine's condition by the light color of it's action.

Status

Status		Description
Off		<ul style="list-style-type: none"> The machine is off-line. The machine is in power save mode. When data is received, or any button is pressed, it switches to on-line automatically.
Green	On	The machine is on-line and can be used.
	Blinking	<ul style="list-style-type: none"> When the backlight slowly blinks, the machine is receiving data from the computer. When the backlight blinks rapidly, the machine is printing data.
Red	On	<ul style="list-style-type: none"> The drum cartridge is totally out of lifespan. Remove the old drum cartridge and install a new one. (Page 10.4) The toner cartridge is totally empty. Remove the old toner cartridge and install a new one. (Page 10.3) A paper jam has occurred. (Page 11.2) The cover is opened. Close the cover. There is no paper in the tray. Load paper in the tray. The machine has stopped due to a major error. Check the display message. (Page 11.8)
	Blinking	<ul style="list-style-type: none"> A minor error has occurred and the machine is waiting the error to be cleared. Check the display message. When the problem is cleared, the machine resumes. The toner cartridge is low. Order a new toner cartridge. You can temporarily improve print quality by redistributing the toner. (Page 10.3)



Note

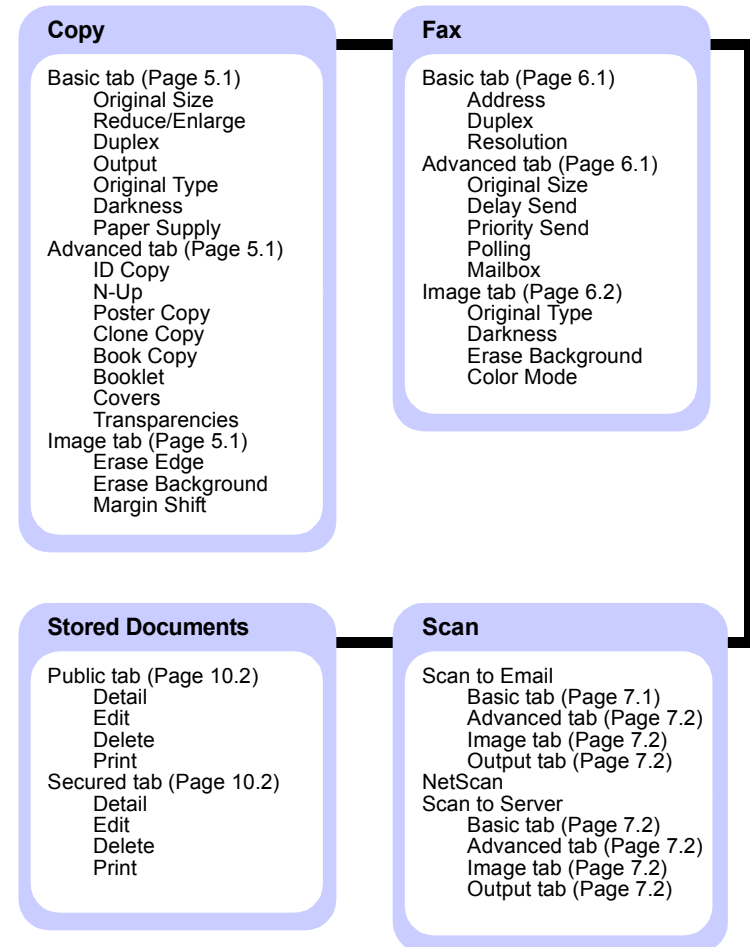
Check the message on the display screen, and follow the instruction on the message or refer to Troubleshooting part. (Page 11.1) If the problem persists, call for service.

Menu map

The control panel provides access to various menus to set up the machine or use the machine's functions. These menus can be accessed by pressing **Machine Setup**, **Job Status** or touching menus on the display screen. Refer to the following diagram.

Main screen

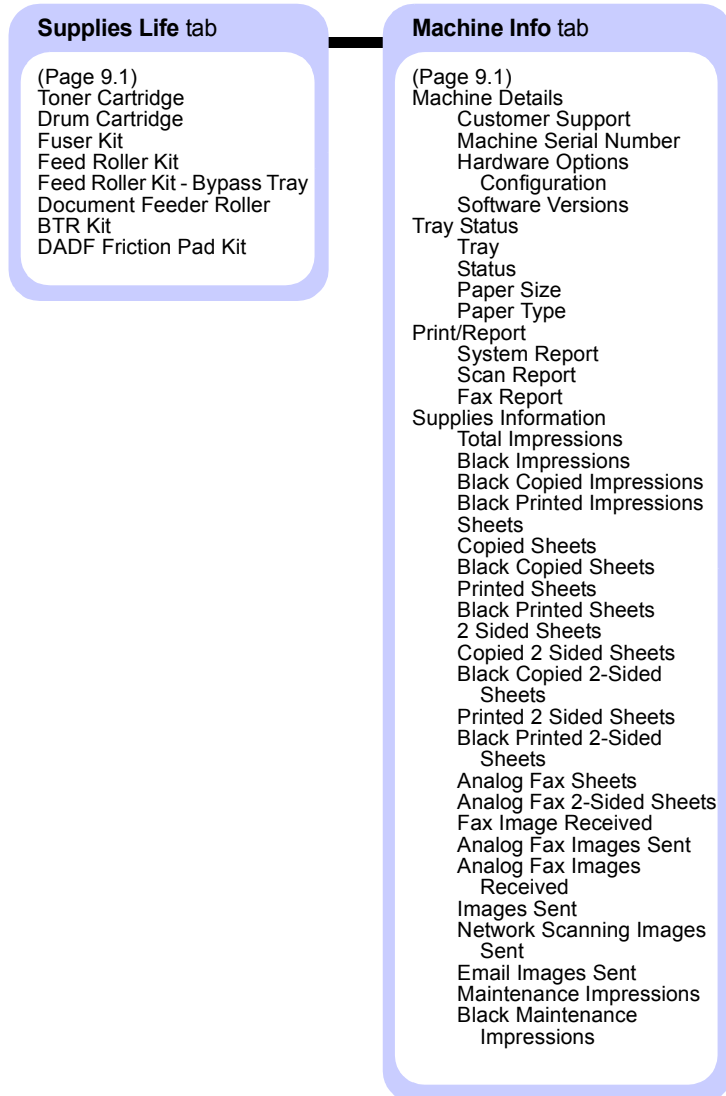
The **Main** screen is shown on the display screen on the control panel. Some menus are grayed out depending on your model.



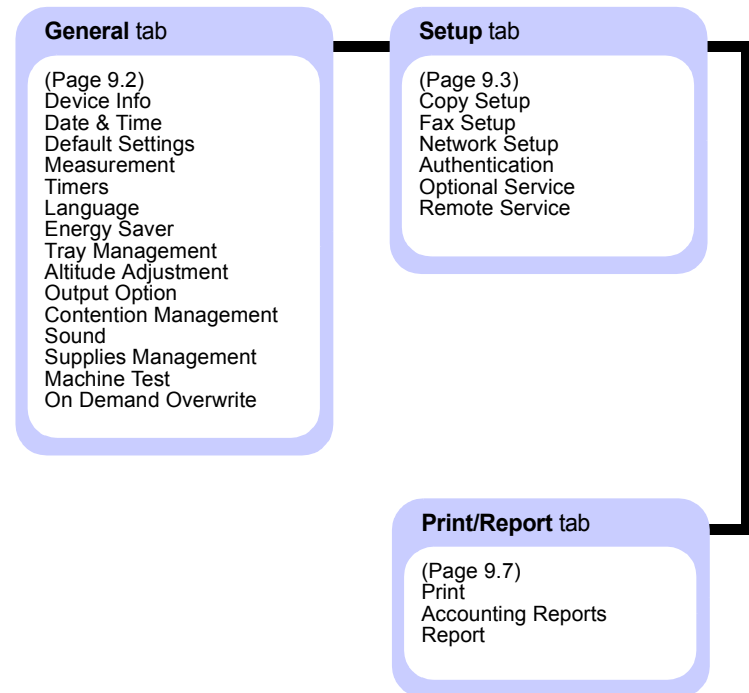
Machine Setup button

When you press the **Machine Setup** button on the control panel, the screen displays two menus. **Machine Status** show the supplies life, billing, counters and reports. **Admin Setting** lets you to set the advanced setup to use your machine in depth or conveniently.

Machine Status

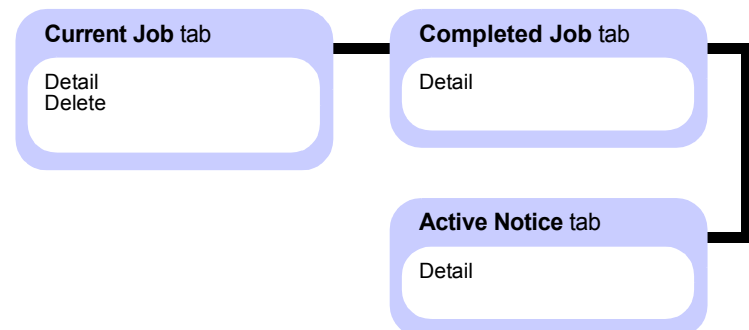


Admin Setting



Job Status button

This menu shows the job in process, in waiting, in completed and the notice message such as an error. (Page 1.5)



2 Software overview

This chapter gives you an overview of the software that comes with your machine. Further details how to use the software are explained in the **Software section**.

This chapter includes:

- **Supplied software**
- **Printer driver features**
- **System requirements**

Supplied software

You must install the printer and scanner software using the supplied CDs after you have set up your machine and connected it to your computer.

Each CD provides you with the following software:

CD	Contents	
Printer software CD	Windows	<ul style="list-style-type: none"> • Printer driver: Use this driver to take full advantage of your printer's features. • PostScript Printer Description (PPD) file: Use the PostScript driver to print documents with complex fonts and graphics in the PS language. • Scanner driver: TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your machine. • Smart Panel: This program allows you to monitor the machine's status and alerts you when an error occurs during printing. • SmarThru^a: This is the accompanying Windows-based software for your multifunctional machine. • Network Scan: This program allows you to scan a document on your machine and save it to a network-connected computer. • Direct Printing Utility: This program allows you to print PDF files directly.

CD	Contents	
Printer software CD (Continue)	Linux	<ul style="list-style-type: none"> • PostScript Printer Description: Use this driver to run your machine from a Linux computer and print documents. • SANE: Use this driver to scan documents.
	Macintosh	<ul style="list-style-type: none"> • Postscript Printer Description (PPD) file: Use this file to run your machine from a Macintosh computer and print documents. • Scan driver: TWAIN driver is available for scanning documents on your machine.
Network Utilities CD	Windows	<ul style="list-style-type: none"> • SyncThru™ Web Admin Service: Use this web-based program to remotely manage, monitor, and troubleshoot network printers. • SetIP: Use this program to set your machine's TCP/IP addresses. • Network Printer User's Guide in PDF

a. Allows you to edit a scanned image in many ways using a powerful image editor and to send the image by email. You can also open another image editor program, like Adobe Photoshop, from SmarThru. For details, please refer to the onscreen help supplied on the SmarThru program.

Printer driver features

Your printer drivers support the following standard features:

- Paper source selection
- Paper size, orientation and media type
- Number of copies

In addition, you can use various special printing features. The following table shows a general overview of features supported by your printer drivers:

Feature	PCL 6	PostScript		
	Windows	Windows	Macintosh	Linux
Toner save	○	○	X	○
Print quality option	○	○	○	○
Poster printing	○	X	X	X
Multiple pages per sheet (N-up)	○	○	○	○ (2, 4)
Fit to page printing	○	○	○	○
Scale printing	○	○	○	○
Different source for first page	○	X	○	X
Watermark	○	X	X	X
Overlay ^a	○	X	X	X
Duplex ^b	○	○	○	○
Secu Print	○	○	X	X
Delay Print	○	○	X	X
Spool Print	○	○	X	X
Proof Print	○	○	X	X
Stapler	○	○	○	○

a. The Overlay feature is not supported in NT 4.0.

b. The machine with Duplex feature prints both side of a paper.

System requirements

Before you begin, ensure that your system meets the following requirements:

Windows

Item	Requirements		Recommended
Operating system	Windows 98/Me/NT 4.0/2000/XP/2003		
CPU	Windows 98/Me/NT 4.0/2000	Pentium II 400 MHz or higher	Pentium III 933 MHz
	Windows XP/2003(32/64bit)	Pentium III 933 MHz or higher	Pentium IV 1 GHz
RAM	Windows 98/Me/NT 4.0/2000	64 MB or more	128 MB
	Windows XP/2003(32/64bit)	128 MB or more	256 MB
Free disk space	Windows 98/Me/NT 4.0/2000	300 MB or more	1 GB
	Windows XP/2003(32/64bit)	1 GB or more	5 GB
Internet Explorer	5.0 or higher		



Note

For Windows NT 4.0/2000/XP/2003, users who have an administrator right can install the software.

Linux

Item	Requirements
Operating system	<ul style="list-style-type: none">• Red Hat 8 ~ 9• Fedora Core 1 ~ 4• Mandrake 9.2 ~ 10.1• SuSE 8.2 ~ 9.2
CPU	Pentium IV 1 GHz or higher
RAM	256 MB or higher
Free disk space	1 GB or higher
Software	<ul style="list-style-type: none">• Linux Kernel 2.4 or higher• Glibc 2.2 or higher• CUPS• SANE



Note

- It is necessary to claim swap partition of 300 MB or larger for working with large scanned images.
- The Linux scanner driver supports the optical resolution at maximum.

Macintosh

Item	Requirements
Operating system	Macintosh 10.3 ~ 10.4
RAM	128 MB
Free disk space	200 MB
Connection	USB interface, Network interface

3 Getting Started

This chapter gives you step-by-step instructions for setting up the machine.

This chapter includes:

- **Setting up the hardware**
- **Setting up the network**
- **Installing the software**
- **Machine's basic settings**
- **Understanding the keyboard**

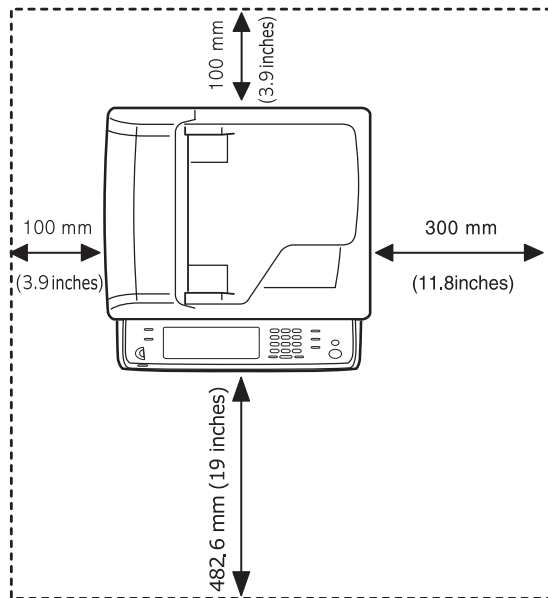
Setting up the hardware

This section shows the steps to set up the hardware which is explained in Quick Install Guide. Make sure you read Quick Install Guide and complete following steps.

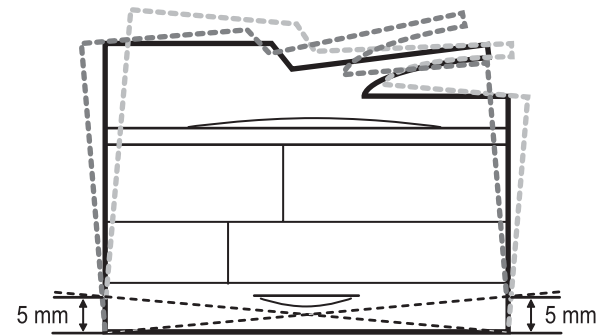
1 Select a stable location.

Select a level, stable place with adequate space for air circulation. Allow extra space to open covers and trays. Under the altitude 2,500 m (8,200 ft) is effective for printing. See the general settings for Altitude Adjustment in page 9.2.

The area should be well-ventilated and away from direct sunlight or sources of heat, cold, and humidity. Do not set the machine close to the edge of your desk or table.



A horizontal plane must be within 5 mm (0.02 inches) both from front to rear and from right to left.



- 2 Unpack the machine and check all the enclosed items.
- 3 Remove the tape holding the machine tightly.
- 4 Install both the toner cartridge and drum cartridge.
- 5 Load paper. (Page 4.5)
- 6 Make sure that all the cables are connected to the machine.
- 7 Turn the machine on.



Note

When you move the printer, do not tilt or turn it upside down. Or the inside of the printer may be contaminated by toner, which can cause damage to the printer or bad printing quality.

Setting up the network

You need to set up the network protocols on the machine to use it as your network printer. You can set up the basic network settings with the machine's touch screen.



Note

- If you want to use the USB cable, connect the cable between a computer and you machine. Refer to the software installation in **Software section**.
- For detailed information on network settings, please, refer to the Network Printer Quick Guide, or the on-line user's guide within Network Utilities CD.

Supported operating systems

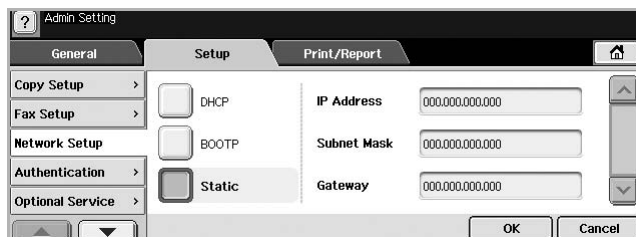
The following table shows the network environments supported by the machine:

Item	Requirements
Network interface	10/100 Base-TX
Network operating system	Novell NetWare 4.x, 5.x, 6.x Windows 98/Me/NT 4.0/2000/XP/2003 Various Linux OS Macintosh 10.3 ~ 10.4
Network protocols	IPX/SPX TCP/IP EtherTalk
Dynamic addressing server	DHCP, BOOTP

Configuring network protocol via the machine

You can setup TCP/IP Network parameters please follow the steps listed below. To setup Netware and Apple Talk please refer to the on-line user's guide located on the Network Utilities CDs.

- 1 Make sure your machine is connected to the network with an RJ-45 Ethernet cable.
- 2 Make sure you turned on the machine.
- 3 Press **Machine Setup** on the control panel.
- 4 Press **Admin Setting**.
- 5 When the login message appears, enter password. Touch the password input area, then the question marks appears. Use the number keypad on the control panel to enter the password. Once the password is entered, press **OK**. (Factory setting:1111)
- 6 Press the **Setup** tab > **Network Setup**.
- 7 Select **TCP/IP Protocol**.
- 8 Press **IP Setting**.
- 9 Select **Static** and then enter **IP Address**, **Subnet Mask** and **Gateway** address fields. Touch the input area then, enter addresses by number keypad on the control panel.



Note

Contact the network administrator, if you are not sure how to configure.

- 10 Press **OK**.



Note

You can also set up the network settings through the network administration programs. Refer to the user's guide on the **Network Utilities CD** that came with your machine.

- **SyncThru™ Web Admin Service**: Web-based printer management solution for network administrators. **SyncThru™ Web Admin Service** provides you with an efficient way of managing network devices and lets you remotely monitor and troubleshoot network printers from any site with corporate internet access.
- **SyncThru™ Web Service**: Web server embedded on your network print server, which allows you to:
 - Configure the network parameters necessary for the machine to connect to various network environments.
 - Customize email settings and set up address book for scanning to email.
 - Customize server settings and set up address book for scanning to the FTP or SMB servers.
 - Customize printer, copy, and fax settings.
- **SetIP**: Utility program allowing you to select a network interface and manually configure the IP addresses for use with the TCP/IP protocol.

Installing the software

You have to install the machine software for printing, copying, faxing, and scanning. The software includes drivers, applications, and other user friendly programs.

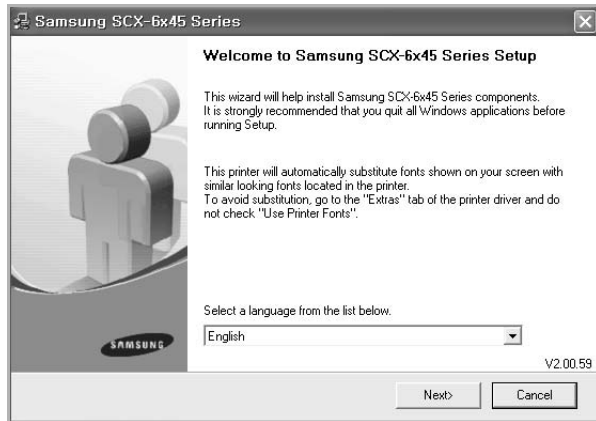


Note

The following procedure is based on the Windows XP operating system. The procedure and popup window which appears during the installation may differ depending on the operating system, the printer feature, or the interface in use. (See **Software section**.)

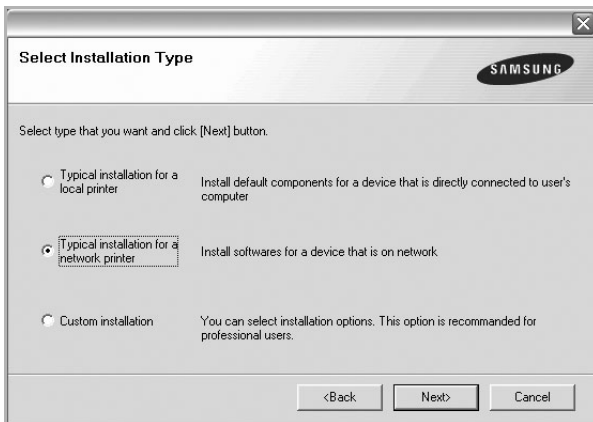
- 1 Make sure that the network setup for your machine is completed. (Page 3.1) All applications should be closed on your computer before beginning installation.
- 2 Insert the Printer Software CD-ROM into your CD-ROM drive.
- 3 The CD-ROM should automatically run, and an installation window appears. Click **Next**.

If the installation window does not appear, click **Start > Run**. Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive and click **OK**.

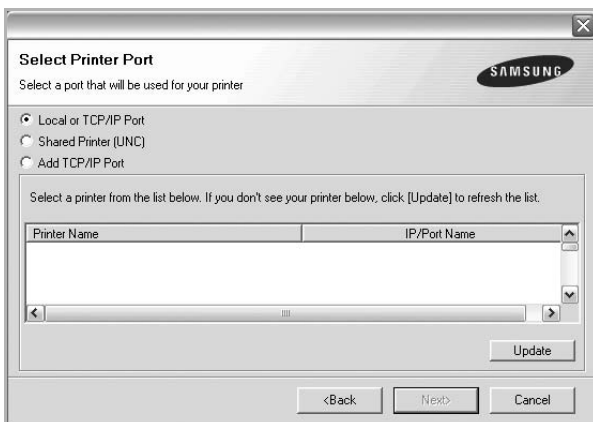


- Select a language from the drop-down list, if necessary.

4 Select **Typical installation for a network printer**, and then click **Next**.



5 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.



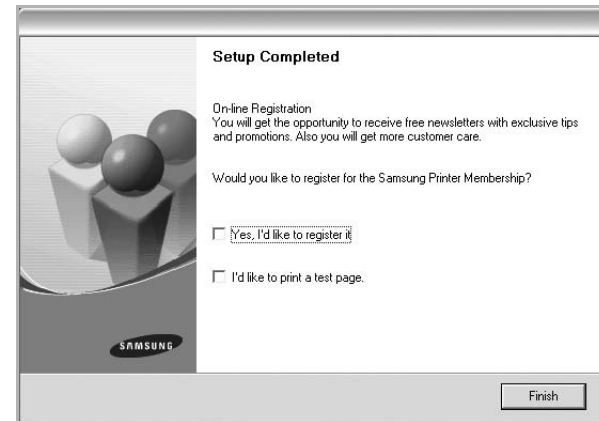
- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer. To verify your printer's IP address or the MAC address, print a Network Configuration page. (Page 10.1)
- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.



Note

- If you are not sure of IP address, contact your network administrator or print network information. (Page 10.1)
- If you cannot find your machine in network, please turn off the firewall and click **Update**.

6 After the installation is finished, a window appears asking you to print a test page and to register yourself as a user of Samsung printers in order to receive information from Samsung. If you so desire, select the corresponding checkbox(es) and click **Finish**.



Note

If your printer does not work properly after the installation, try to reinstall the printer driver. See **Software section**.

Machine's basic settings

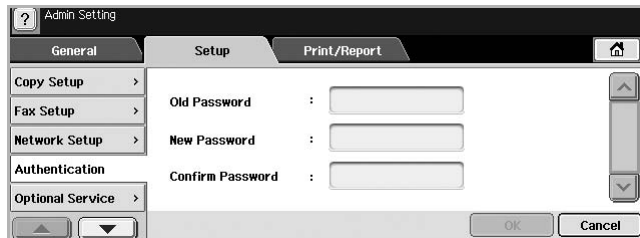
After installation is complete, you may want to set the machine's default settings. Check the next explanation if you would like to set or change values.

Setting the authentication password

To set your machine up or change the settings, you have to login. To change password, follow the next steps.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**.

- When the login message appears, enter password. Touch the password input area, then the question marks appears, use the number keypad on the control panel to enter the password. Then, press **OK**. (Factory setting:1111)
- Press the **Setup** tab > **Authentication**.
- Press **Change Admin. Password**.



- Enter old and new password, and then confirm the new password.
- Press **OK**.

Setting the date and time

When you set the time and date, they are used in Delay fax and Delay Print, also they are printed on reports. If, however, they are not correct, you need to change it for correct time being.

- Press **Machine Setup** on the control panel.
- Press **Admin Setting**.
- When the login message appears, enter password with number keypad and press **OK**. (Page 3.3)
- Press the **General** tab > **Date & Time** > **Set Date&Time**.
- Select date and time using left/right arrows. Or touch the insert area and use the numeric keypad on the control panel.
- Press **OK**.



Note

To change the format of date and time, press **Date Format** and **Time Format**.

Changing the display language

To change the language that appears on the display, refer to the following steps.

- Press **Machine Setup** on the control panel.
- Press **Admin Setting**.
- When the login message appears, enter password with number keypad and press **OK**. (Page 3.3)
- Press the **General** tab.
- Press the down arrow to switch the screen and press **Language**.

- Select the desired language.
- Press **OK**.

Setting job timeout

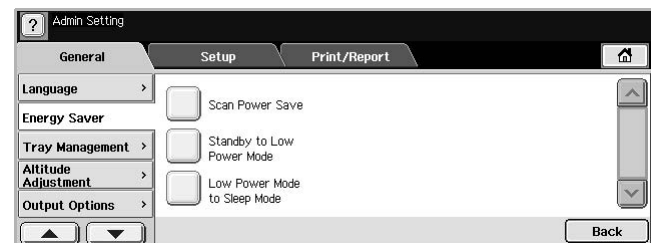
When there is no input for a certain period of time, the machine exits the current location. You can set the amount of time the machine will wait.

- Press **Machine Setup** on the control panel.
- Press **Admin Setting**.
- When the login message appears, enter password with number keypad and press **OK**. (Page 3.3)
- Press the **General** tab.
- Press **Timers**.
- Select **System Timeout**.
 - You can set the **Held Job Timeout** option to over one hour.
- Select **On**.
- Select a duration using left/right arrows.
- Press **OK**.

Using energy saving feature

The machine provides energy saving features.

- Press **Machine Setup** on the control panel.
- Press **Admin Setting**.
- When the login message appears, enter password with number keypad and press **OK**. (Page 3.3)
- Press the **General** tab.
- Press down arrow to switch the screen, press **Energy Saver**.
- Select appropriate option and time.



- Scan Power Save:** Turns off the scanner lamp under the glass.
- Standby to Low Power Mode:** Keeps the temperature of the fuser unit under 100 °C, and turns off the fans within the machine except a core fan for the fuser unit.

- **Low Power Mode to Sleep Mode:** Turns off all the fans even for the fuser unit after certain time.

7 Press **OK**.

Setting the default tray and paper

You can select the tray and paper you would like to keep using for printing job. (Page 9.2)

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**.
- 3 When the login message appears, enter password with number keypad and press **OK**. (Page 3.3)
- 4 Press the **General** tab.
- 5 Press the down arrow to switch the screen and press **Tray Management**.
- 6 Select tray and its options such as paper size and type.
- 7 Press **OK**.



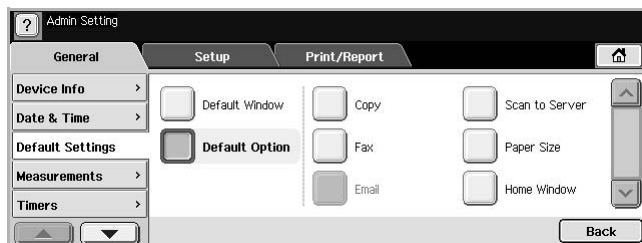
Note

If the optional tray is not installed, the tray options on the screen is grayed out.

Changing the default settings

You can set the default values for copy, fax, email, scan and paper all at once.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**.
- 3 When the login message appears, enter password with number keypad and press **OK**. (Page 3.3)
- 4 Press the **General** tab > **Default Settings** > **Default Option**.
- 5 Press the function you want to change, and change its settings.



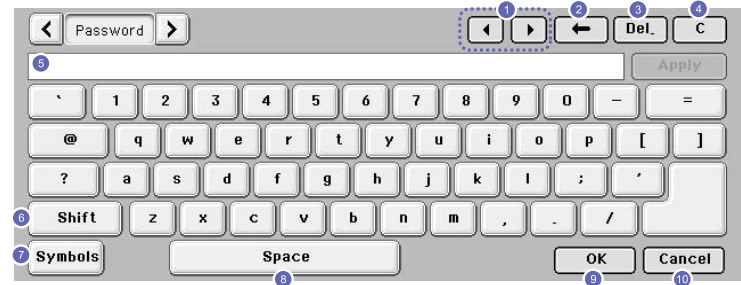
For example, if you want to change the default setting of the brightness & darkness for a copy job, press **Copy** > **Darkness** and adjust the brightness & darkness.

6 Press **OK**.

Understanding the keyboard

You can enter alphabet characters, numbers, or special symbols using the keyboard on the touch screen. This keyboard is specially arranged like a normal keyboard for better usability for the user.

Touch the input area where you need to enter characters and the keyboard pops up on the screen. The keyboard below is the default showing the lowercase letters.

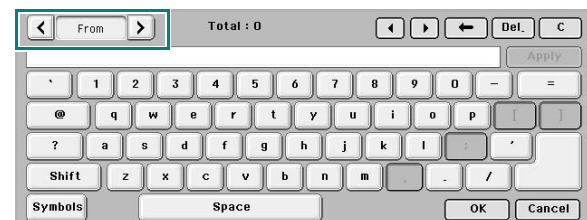


- | | |
|----|---|
| 1 | Left/Right: Moves the cursor between characters in the input area. |
| 2 | Backspace: Deletes the character on the left side of the cursor. |
| 3 | Delete: Deletes the character on the right side of the cursor. |
| 4 | Clear: Deletes all characters in the input area. |
| 5 | Input area: Enters letters within this line. |
| 6 | Shift: Toggles between lowercase keys and uppercase keys or vice versa. |
| 7 | Symbols: Switches from the alphanumeric keyboard to the symbol keyboard. |
| 8 | Space: Enters a blank between characters. |
| 9 | OK: Saves and closes input result. |
| 10 | Cancel: Cancels and closes input result. |



Note

If you enter the email address, then the keyboard for email pops up. After you enter the address, press **OK** to activate entered address. Press the arrow key on the side for rotating between **From**, **To**, **Cc**, **Bcc**, **Subject**, **Message** in order.



4 Loading originals and print media

This chapter introduces you how to load originals and print media into your machine.

This chapter includes:

- Loading originals
- Selecting print media
- Loading paper
- Setting the paper size and type

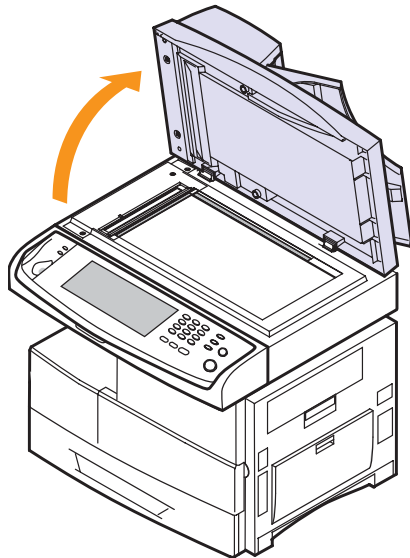
Loading originals

You can use the scanner glass or DADF to load an original for copying, scanning, and sending a fax.

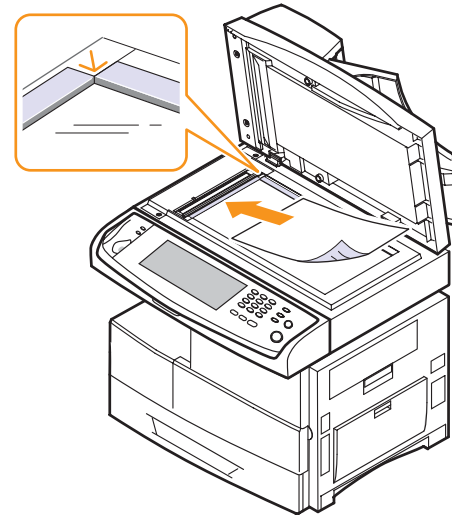
On the scanner glass

Make sure that no originals are in the DADF. If an original is detected in the DADF, the machine gives it priority over the original on the scanner glass. To get the best scan quality, especially for colored or gray-scaled images, use the scanner glass.

- 1 Lift and open the scanner lid.



- 2 Place the original **face down** on the scanner glass and align it with the registration guide at the top left corner of the glass.



- 3 Close the scanner lid.



Note

- Leaving the scanner lid open while copying may affect copy quality and toner consumption.
- Dust on the scanner glass may cause black spots on the printout. Always keep it clean. (Page 10.2)
- If you are copying a page from a book or magazine, lift the scanner lid until its hinges are caught by the stopper and then close the lid. If the book or magazine is thicker than 30 mm, start copying with the lid open.

In the DADF

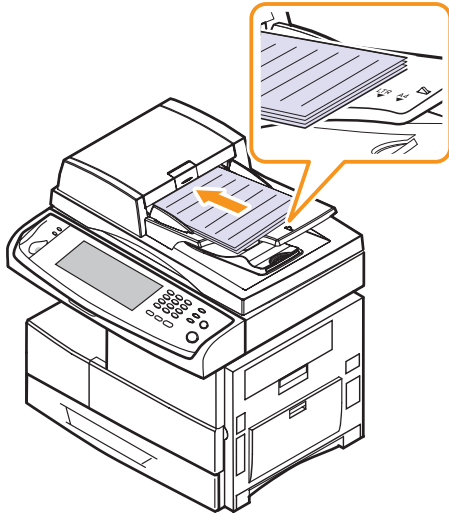
Using the DADF, you can load up to 50 sheets of 75 g/m² (20 lb) paper for one job.

When you use the DADF:

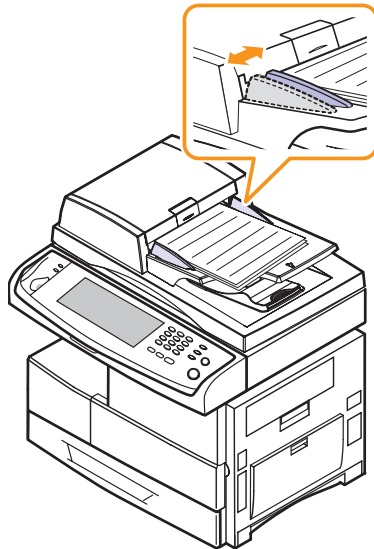
- Do not load paper smaller than 174(W) x 128(L) mm or larger than 218(W) x 356(L) mm.
- Do not attempt to load the following types of paper:
 - carbon-paper or carbon-backed paper
 - coated paper
 - onion skin or thin paper
 - wrinkled or creased paper
 - curled or rolled paper
 - torn paper
- Remove all staples and paper clips before loading.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading.
- Do not load originals that include different sizes or weights of paper.
- Do not load booklets, pamphlets, transparencies, or documents having other unusual characteristics.

To load an original into the DADF:

- 1 Load the originals **face up** into the DADF. Make sure that the bottom of the original stack matches the paper size marked on the document input tray.



- 2 Adjust the document width guides to the paper size.



Note

Dust on the DADF glass may cause black streaks on the printout. Always keep it clean.

Selecting print media

You can print on a variety of print media, such as plain paper, envelopes, labels, and transparencies. Always use print media that meet the guidelines for use with your machine. Print media that does not meet the guidelines outlined in this user's guide may cause the following problems:

- Poor print quality
- Increased paper jams
- Premature wear on the machine.

Properties, such as weight, composition, grain, and moisture content, are important factors that affect the machine's performance and the output quality. When you choose print materials, consider the following:

- The type, size and weight of the print media for your machine are described later in this section.
- Desired outcome: The print media you choose should be appropriate for your project.
- Brightness: Some print media are whiter than others and produce sharper, more vibrant images.
- Surface smoothness: The smoothness of the print media affects how crisp the printing looks on the paper.



Note

- Some print media may meet all of the guidelines in this section and still not produce satisfactory results. This may be the result of improper handling, unacceptable temperature and humidity levels, or other variables over which Samsung has no control.
- Before purchasing large quantities of print media, ensure that it meets the requirements specified in this user's guide.



Caution

Using print media that does not meet these specifications may cause problems, requiring repairs. Such repairs are not covered by Samsung's warranty or service agreements.

Specification on print media

Type	Size	Dimensions	Weight ^a	Capacity ^b
Plain paper	Letter	216 x 279 mm (8.5 x 11 inches)	<ul style="list-style-type: none"> • 60 to 90 g/m² (16 to 24 lb) for the tray • 60 to 163 g/m² (16 to 43 lb) for the multi-purpose tray 	<ul style="list-style-type: none"> • 520 sheets of 75 g/m² (20 lb) paper for the tray • 100 sheets of 75 g/m² (20 lb) in the multi-purpose tray
	Legal	216 x 355.6 mm (8.5 x 14 inches)		
	Folio	216 x 330 mm (8.5 x 13 inches)		
	A4	210 x 297 mm (8.27 x 11.69 inches)		
	Oficio	216 x 342.9 mm (8.5 x 13.5 inches)		
	JIS B5	182 x 257 mm (7.17 x 10.1 inches)		
	ISO B5	176 x 250 mm (6.92 x 9.84 inches)		
	Executive	184.2 x 266.7 mm (7.25 x 10.5 inches)		
	A5	148.5 x 210 mm (5.85 x 8.27 inches)		
	Statement	140 x 216 mm (5.5 x 8.5 inches)		
	A6	105 x 148.5 mm (4.13 x 5.85 inches)		
	Post Card 4x6	101.6 x 152.4 mm (4 x 6 inches)		
Envelope	Envelope B5	176 x 250 mm (6.92 x 9.84 inches)	75 to 90 g/m ² (20 to 24 lb)	<ul style="list-style-type: none"> • 50 sheets of 75 g/m² (20 lb) paper for the tray • 10 sheets of 75 g/m² (20 lb) in the multi-purpose tray
	Envelope Monarch	98.4 x 190.5 mm (3.88 x 7.5 inches)		
	Envelope No. 10	105 x 241 mm (4.12 x 9.5 inches)		
	Envelope DL	110 x 220 mm (4.33 x 8.66 inches)		
	Envelope C5	162 x 229 mm (6.38 x 9.02 inches)		
	Envelope C6	114 x 162 mm (4.48 x 6.37 inches)		
Transparency	Letter, A4, Oficio	Refer to the Plain paper section	138 to 146 g/m ² (37 to 39 lb)	<ul style="list-style-type: none"> • 100 sheets of 75 g/m² (20 lb) paper for the tray • 20 sheets of 75 g/m² (20 lb) in the multi-purpose tray
Labels	Letter, Legal, Folio, A4, JIS B5, ISO B5, Executive, A5, Statement	Refer to the Plain paper section	120 to 150 g/m ² (32 to 40 lb)	<ul style="list-style-type: none"> • 100 sheets of 75 g/m² (20 lb) paper for the tray • 10 sheets of 75 g/m² (20 lb) in the multi-purpose tray
Card stock	Letter, Legal, Folio, A4, JIS B5, ISO B5, Executive, A5, Statement	Refer to the Plain paper section	90 to 163 g/m ² (24 to 43 lb)	<ul style="list-style-type: none"> • 50 sheets of 75 g/m² (20 lb) paper for the tray • 10 sheets of 75 g/m² (20 lb) in the multi-purpose tray
Minimum size (custom)		98 x 148 mm (3.86 x 5.83 inches)	60 to 163 g/m ² (16 to 43 lb)	
Maximum size (custom)		216 x 355.6 mm (8.5 x 14 inches)		

a. If media weight is over 90 g/m² (24 lb), use the multi-purpose tray.

b. Maximum capacity may differ depending on media weight, thickness, and environmental conditions.

Media sizes supported in each mode

Mode	Size	Source
Copy mode	Letter, A4, Legal, Folio, Oficio, Executive, ISO B5, A5	<ul style="list-style-type: none"> • tray 1 • optional tray • multi-purpose tray
Single side printing	All sizes supported by the machine	<ul style="list-style-type: none"> • tray 1 • optional tray • multi-purpose tray
Duplex printing ^a	Letter, A4, Legal, Folio, Oficio, JIS B5, ISO B5, Executive, A5, Statement	<ul style="list-style-type: none"> • tray 1 • optional tray • multi-purpose tray
Fax mode ^b	Letter, A4, Legal	<ul style="list-style-type: none"> • tray 1 • optional tray

a. 75 to 90 g/m² (20 ~ 24 lb) only

b. Only the optional fax kit is installed.

Guidelines for selecting and storing print media

When selecting or loading paper, envelopes, or other print materials, keep these guidelines in mind:

- Always use print media that conform with the specifications listed on page 4.3.
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- For the best print quality, use only high quality copier grade paper specifically recommended for use in laser printers.
- Avoid using the following media types:
 - Paper with embossed lettering, perforations, or a texture that is too smooth or too rough
 - Erasable bond paper
 - Multi-paged paper
 - Synthetic paper and thermally reactive paper
 - Carbonless paper and Tracing paper.

Use of these types of paper could result in paper jams, chemical smells, and damage to your machine.

- Store print media in its ream wrapper until you are ready to use it. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture or other conditions that can cause it to wrinkle or curl.
- Store unused print media at temperatures between 15 °C and 30 °C. The relative humidity should be between 10% and 70%.
- Store unused print media in a moisture-proof wrap, such as a plastic container or bag, to prevent dust and moisture from contaminating your paper.
- Load special media types one sheet at a time through the multi-purpose tray to avoid paper jams.
- To prevent print media, such as transparencies and label sheets, from sticking together, remove them as they print out.

Guidelines for special print media

Media type	Guidelines
Envelopes	<ul style="list-style-type: none"> • Successful printing on envelopes depends upon the quality of the envelopes. When selecting envelopes, consider the following factors: <ul style="list-style-type: none"> - Weight: The weight of the envelope paper should not exceed 90 g/m² or jamming may occur. - Construction: Prior to printing, envelopes should lie flat with less than 6 mm curl, and should not contain air. - Condition: Envelopes should not be wrinkled, nicked, or otherwise damaged. - Temperature: You should use envelopes that are compatible with the heat and pressure of the machine during operation. • Use only well-constructed envelopes with sharp and well creased folds. • Do not use stamped envelopes. • Do not use envelopes with clasps, snaps, windows, coated lining, self-adhesive seals, or other synthetic materials. • Do not use damaged or poorly made envelopes. • Be sure the seam at both ends of the envelope extends all the way to the corner of the envelope. <div style="text-align: center;"> </div> <ul style="list-style-type: none"> • Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the machine's fusing temperature of 180 °C for 0.1 second. The extra flaps and strips might cause wrinkling, creasing, or jams, and may even damage the fuser. • For the best print quality, position margins no closer than 15 mm from the edges of the envelope. • Avoid printing over the area where the envelope's seams meet.

Media type	Guidelines
Transparencies	<ul style="list-style-type: none"> To avoid damaging the machine, use only transparencies designed for use in laser printers. Transparencies used in the machine must be able to withstand 180 °C, the machine's fusing temperature. Place them on a flat surface after removing them from the machine. Do not leave them in the paper tray for long periods of time. Dust and dirt may accumulate on them, resulting in spotty printing. To avoid smudging caused by fingerprints, handle them carefully. To avoid fading, do not expose printed transparencies to prolonged sunlight. Ensure that transparencies are not wrinkled, curled, or have any torn edges.
Labels	<ul style="list-style-type: none"> To avoid damaging the machine, use only labels designed for use in laser printers. When selecting labels, consider the following factors: <ul style="list-style-type: none"> - Adhesives: The adhesive material should be stable at 180 °C, the machine's fusing temperature. - Arrangement: Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious jams. - Curl: Prior to printing, labels must lie flat with no more than 13 mm of curl in any direction. - Condition: Do not use labels with wrinkles, bubbles, or other indications of separation. Make sure that there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components. Do not run a sheet of labels through the machine more than once. The adhesive backing is designed for only a single pass through the machine. Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.
Card stock or custom-sized materials	<ul style="list-style-type: none"> Do not print on media smaller than 98 mm wide or 148 mm long. In the software application, set margins at least 6.4 mm away from the edges of the material.

Media type	Guidelines
Preprinted paper	<ul style="list-style-type: none"> Letterhead must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the machine's fusing temperature of 180 °C for 0.1 second. Letterhead ink must be non-flammable and should not adversely affect printer rollers. Forms and letterhead should be sealed in a moisture-proof wrapping to prevent changes during storage. Before you load preprinted paper, such as forms and letterhead, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper, reducing print quality.

Loading paper

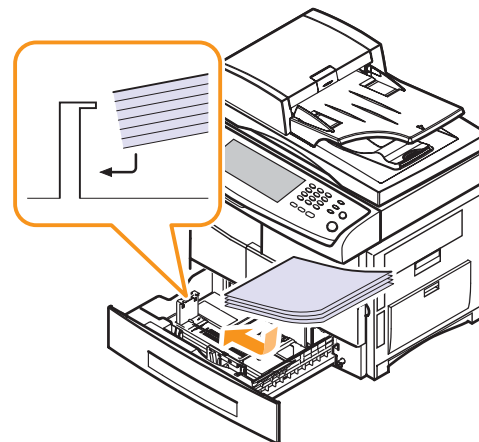
In the tray 1

Load the print media you use for the majority of your print jobs in the tray 1. The tray 1 can hold a maximum of 520 sheets of 75 g/m² (20 lb) plain paper.

You can purchase an optional tray and attach it below the standard tray to load an additional 520 sheets of paper. (Page 12.1)

Loading paper in the tray 1 or optional tray

- To load paper, pull and open the paper Tray and place paper with the side you want to print facing up.



- After loading paper, set the paper type and size for the tray 1. See page 4.8 for copying and faxing or **Software section** for PC-printing.

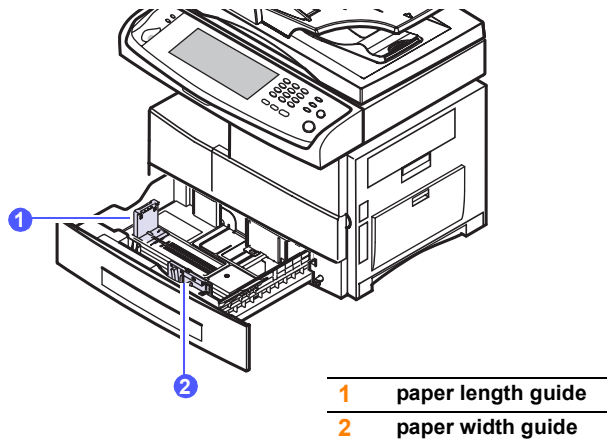


Note

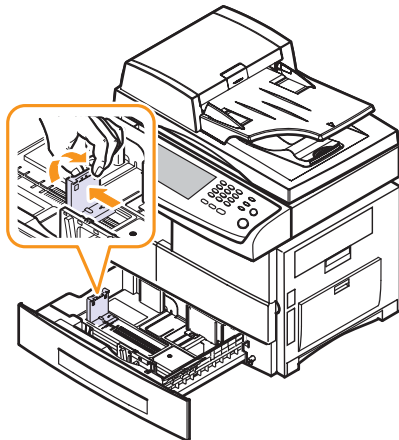
- If you experience problems with paper feed, place one sheet at a time in the multi-purpose tray.
- You can load previously printed paper. The printed side should be facing up with an uncurled edge at the front. If you experience problems with paper feed, turn the paper around. Note that print quality is not guaranteed.

Changing the size of the paper in the paper tray

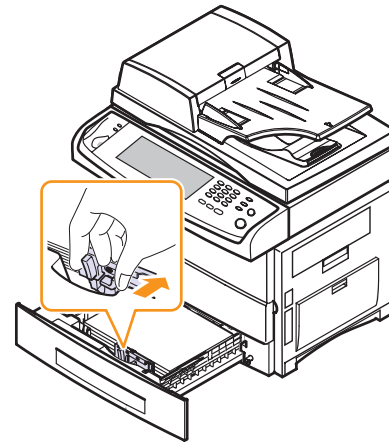
To load longer sizes of paper, such as Legal-sized paper, you need to adjust the paper guides to extend the paper tray.



- 1 Adjust the paper length guide to the desired paper length. It is preset to Letter or A4 size depending on the country. To load another size, hold the lever and move the length guide to the corresponding position.

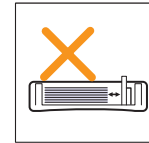
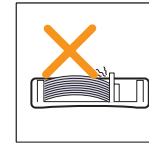
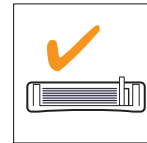


- 2 After inserting paper into the tray, while pinching the paper width guide as shown, move it toward the stack of paper until it lightly touches the side of the stack. Do not press the guide too tightly to the edge of the paper; the guide may bend the paper.



Note

- Do not push the paper width guides far enough to cause the materials to warp.
- If you do not adjust the paper width guides, it may cause paper jams.

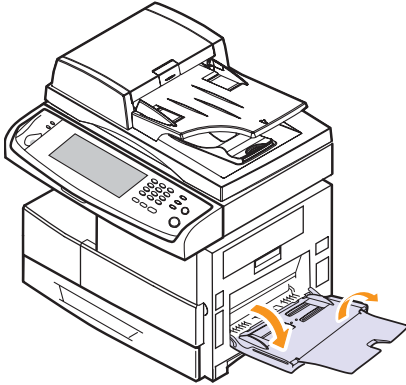


In the multi-purpose tray

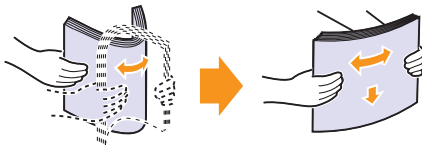
The multi-purpose tray can hold special sizes and types of print material, such as transparencies, postcards, note cards, and envelopes. It is useful for single page printing on letterhead or colored paper.

To load paper in the multi-purpose tray:

- 1 Open the multi-purpose tray and unfold the multi-purpose tray extension, as shown.

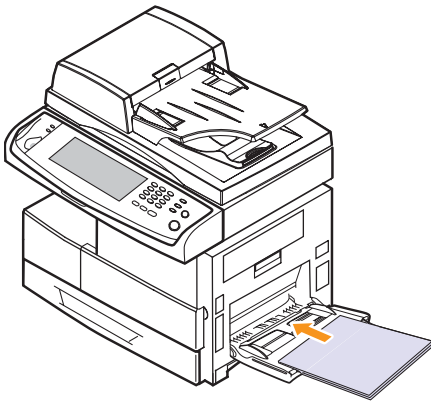


- 2 If you are using paper, flex or fan the edge of the paper stack to separate the pages before loading.



For transparencies, hold them by the edges and avoid touching the print side. Oils from your fingers can cause print quality problems.

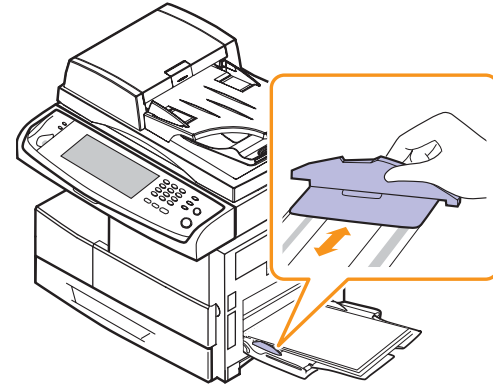
- 3 Load the paper.



Note

If you want to load the used paper, place the paper with the printed side facing down.

- 4 Squeeze the multi-purpose tray paper width guides and adjust them to the width of the paper. Do not force too much, or the paper will be bent, which will result in a paper jam or skew.



Note

Depending on the media type you are using, keep the following loading guidelines:

- Envelopes: Flap side down and with the stamp area on the top left side.
 - Transparencies: Print side up and the top with the adhesive strip entering the machine first.
 - Labels: Print side up and top short edge entering the machine first.
 - Preprinted paper: Design side up with the top edge toward the machine.
 - Card stock: Print side up and the short edge entering the machine first.
 - Previously printed paper: Previously printed side down with an uncurled edge toward the machine.
- 5 After loading paper, set the paper type and size for the multi-purpose tray. See page 4.8 for copying and faxing or the **Software section** for PC-printing.



Note

The settings made from the printer driver override the settings on the control panel.

- 6 After printing, fold the multi-purpose tray extension and close the multi-purpose tray.

Tips on using the multi-purpose tray

- Load only one size of print media at a time in the multi-purpose tray.
- To prevent paper jams, do not add paper when there is still paper in the multi-purpose tray. This also applies to other types of print media.
- Print media should be loaded face down with the top edge going into the multi-purpose tray first and be placed in the center of the tray.
- Always load only the specified print media to avoid paper jams and print quality problems. (Page 4.2)
- Flatten any curl on postcards, envelopes, and labels before loading them into the multi-purpose tray.

Setting the paper size and type

After loading paper in the paper tray, you need to set the paper size and type. These settings will apply to Copy and Fax modes.

For PC-printing, you need to select the paper size and type in the application program you use on your PC. (See **Software section**.)

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**.
- 3 When the login message appears, enter password with number keypad and press **OK**. (Page 3.3)
- 4 Press the **General** tab.
- 5 Press the down arrow to switch the screen, press **Tray Management**.
- 6 Select tray and its options such as paper size and type.
- 7 Press **OK**.

5 Copying


This chapter gives you information about using your machine as a copy machine.

This chapter includes:

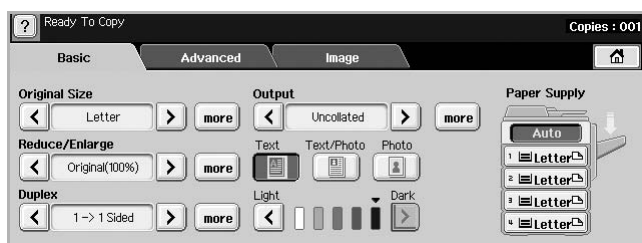
- **Understanding the Copy screen**
- **Copying originals**
- **Changing the settings for each copy**
- **Using special copy features**

Understanding the Copy screen

When you press **Copy** on the **Main** screen, the **Copy** screen appears which has several tabs and lots of copying options. All the options are grouped by features so that you can configure your selections easily.

If the screen displays an other menu, press () to go to the **Main** screen.

Basic tab



- **Original Size:** Selects the size of the originals. (Page 5.2)
- **Reduce/Enlarge:** Reduces or enlarges the size of a copied image. (Page 5.3)
- **Duplex:** Sets the machine to print copies on both sides of the paper. (Page 5.3)
- **Output:** Selects Collated or Uncollated copy options. If you install the optional stacker & stapler, then the staple related option appears. (Page 5.3)
- **Text, Text/Photo, Photo:** Improves the copy quality by selecting the document type for the current copy job. (Page 5.4)
- **Light, Dark:** Adjusts the brightness level to make a copy that is easier to read, when the original contains faint markings and dark images. (Page 5.4)
- **Paper Supply:** Selects the paper supply tray.

Advanced tab



- **ID Copy:** Prints 2-sided originals on one sheet of paper. This feature is helpful for copying a small-sized item, such as a business card. (Page 5.4)
- **N-Up:** Prints 2 or 4 original images, reduced to fit onto one sheet of paper. (Page 5.4)
- **Poster Copy:** Prints a large image into divided 9 pages. (Page 5.5)
- **Clone Copy:** Prints multiple image copies from the original document on a single page. (Page 5.5)
- **Book Copy:** Allows you to copy an entire book. (Page 5.5)
- **Booklet:** Creates booklets from a sequential set of either 1-sided or 2-sided originals. (Page 5.6)
- **Covers:** Automatically adds covers to your copied set using stock taken from a different tray. (Page 5.6)
- **Transparencies:** Adds a blank or printed divider between transparencies within a set. (Page 5.6)

Image tab

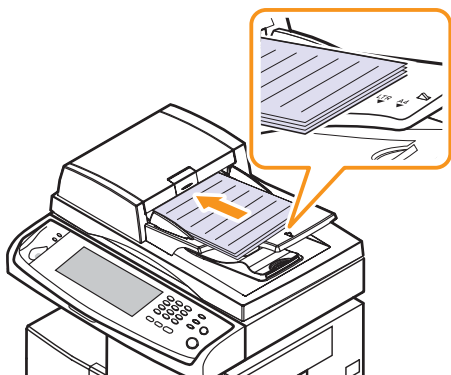


- **Erase Edge:** Allows you to erase punch holes, staple marks, and fold creases along any of the four documents edges. (Page 5.7)
- **Erase Background:** Prints an image with no background. (Page 5.7)
- **Margin Shift:** Creates a binding edge for the document. (Page 5.7)

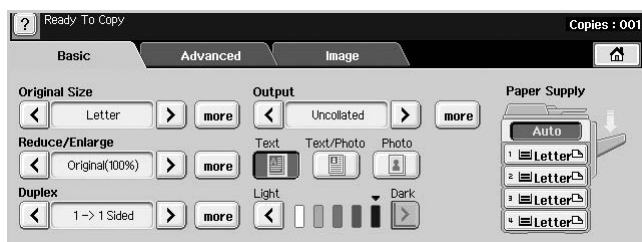
Copying originals

This is the normal and usual procedure for copying your originals.

- 1 Press **Copy** from the **Main** screen.
- 2 Place originals, face up, in the DADF, or you can use the scanner glass with a single original document face down.



- 3 Adjust the settings for each copy such as **Original Size**, **Reduce/Enlarge**, **Duplex** and more. (Page 5.2, Page 5.3)



- 4 Select the tray by pressing the appropriate tray on screen.



- 5 Enter the number of copies using the number keypad, if necessary.
- 6 Press **Start** on the control panel to begin copying.



Note

To cancel the current copy job, press **Stop** on the control panel. Or you can delete the current and pending job using **Job Status** on the control panel. Select the job you want to cancel and press **Delete**.

Changing the settings for each copy

On the **Basic** tab of the **Copy** screen, you can select copy features before starting to copy.



Note

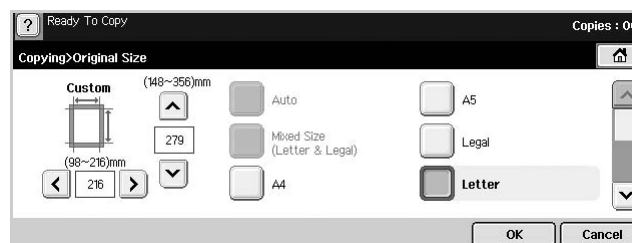
The **Basic** tab setting is only for each copy. That means that the setting does not apply to the next copy job. After finishing the current copy job, the machine automatically restores the default settings after certain time. Or the machine resume to default setting when you press the **Clear All** button on the control panel or when you press other menu such as fax or else except the **Job Status** screen.

The default copy setting can be changed in **Admin Setting**. (Page 9.2)

Changing the size of originals

Press the **Basic** tab > **Original Size**, then use left/right arrows to set the original size.

Press **more** to see the detail values.

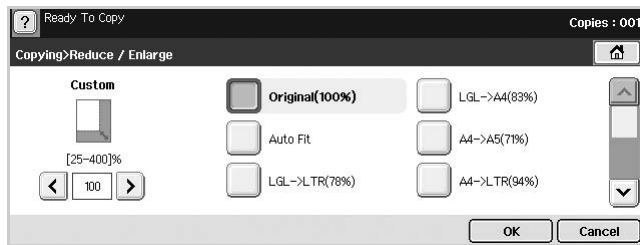


- **Custom**: Selects the scanning area of the original. Press the cardinal point arrows to set the size.
- **Auto**: Automatically detects the size of originals, but this option supports only when originals are Legal, Letter, or A5 sized. If the originals is mixed-sized, then the machine detects the largest original size and select the largest-sized paper in the tray.
- **Mixed Size (Letter & Legal)**: Allows for the use of both of Letter and Legal sized papers together, and the machine uses the proper-sized paper from several trays. For example, if the originals are total 3 pages, 1st page is the letter-sized paper, 2nd page is the legal-sized paper, and 3rd page is the letter-sized paper, then the machine prints the output first letter, legal, and letter in order from several trays.
- Other preset values: Allows user to easily select commonly used values.

Reducing or enlarging copies

Press the **Basic** tab > **Reduce/Enlarge**, then use left/right arrows to reduce or enlarge an image on the paper.

Press **more** to see the values.



- **Original(100%)**: Prints texts or images the same size as originals.
- **Auto Fit**: Reduces or enlarges the original based on the size of the output paper.
- Other preset values: Allows you to easily select commonly used values.



Note

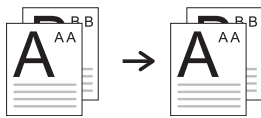
The **Custom** option is different depending on where the originals is placed. In the DADF, 25~200% adjustment is possible. And in the scanner glass, 25~400% adjustment is possible.

Copying on both sides of originals (Duplex)

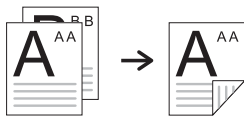
Press the **Basic** tab > **Duplex**, then use left/right arrows to select **Duplex** value.

Press **more** to see the detail values.

- **1 -> 1 Sided**: Scans one side of an original and prints on one side of the paper, this function produces exactly the same print out from originals.



- **1 -> 2 Sided**: Scans one side of originals and prints them on both sides of the paper.



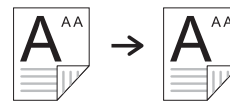
- **1 -> 2 Sided, Rotate Side 2**: Scans one side of the originals and prints on both sides of the paper, but the information on the back side of the print out is rotated 180°.



- **2 -> 1 Sided**: Scans both sides of the originals and prints each of one on a separate sheet.



- **2 -> 2 Sided**: Scans both sides of the original and prints on both sides of the paper. This function produces exactly the same print out from the originals.



- **2 -> 1 Sided, Rotate Side 2**: Scans both sides of the original and prints each one on a separate sheet, but the information on the back side of the printout is rotated 180°.

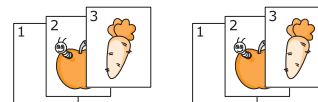


Deciding the form of copy output (Collated / Staple)

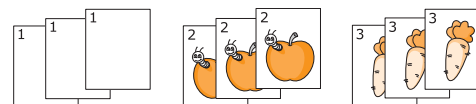
Press the **Basic** tab > **Output**, then use left/right arrows to select Collated or Stapled. This feature is supported only when the original is on the DADF.

Press **more** to see the values.

- **Collated**: Prints output in sets to match the sequence of originals.



- **Uncollated**: Prints output sorted into stacks of individual pages.



- **Staple, Portrait**: Adds a single staple to all of your portrait-oriented output.



- **Staple, Landscape:** Adds a single staple to all of your landscape-oriented output.



Note

The Staple feature is available with an optional stacker & stapler. (Page 12.1)

Selecting the type of original (Text/Photo)

Press the **Basic** tab and select an appropriate original type.



- **Text:** Use for originals containing mostly text.
- **Text/Photo:** Use for originals with mixed text and photographs.
- **Photo:** Use when originals are photographs.

Changing the darkness

This defines the degree of darkness. Use left/right arrows to change the level of light/dark in the printouts.

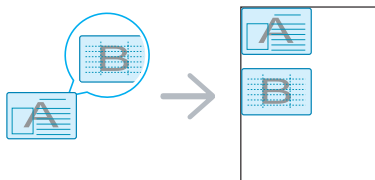


Using special copy features

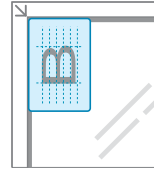
On the **Advanced** tab or the **Image** tab of the **Copy** screen, you can select specific copy features.

ID card copying

The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. This feature is helpful for copying a small-sized item, such as a business card.



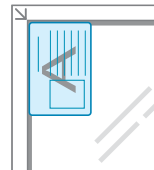
- 1 Place a single original face down on the scanner glass. (Page 4.1)



Note

The original must be placed on the scanner glass to use this feature.

- 2 Press **Copy** from the **Main** screen.
- 3 Press the **Advanced** tab > **ID Copy**.
- 4 Press **Start** on the control panel.
Then the machine starts scanning the front side.
- 5 Turn the original over and place it on the scanner glass.



- 6 Press **Start** on the control panel to begin copying.

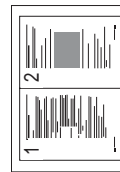


Note

- If the original is larger than the printable area, some portions may not be printed.
- If this option is grayed out, select the **Duplex** option to 1 -> 1 **Sided**, the **Output** option to **Collated**.

2-up or 4-up copying (N-up)

The machine reduces the size of the original images and prints 2 or 4 pages onto one sheet of paper.



▲ 2-up copying



▲ 4-up copying

- 1 Load the originals, face up, in the DADF. (Page 4.1)



Note

The originals must be loaded in the DADF to use this feature.

- 2 Press **Copy** from the **Main** screen.

- 3 Press the **Advanced** tab > **N-Up**.
- 4 Select **Off**, **2Up**, or **4Up**.
 - **Off**: Copies an original onto one sheet of paper.
 - **2Up**: Copies two separate originals onto one page.
 - **4Up**: Copies four separate originals onto one page.
- 5 Press **Start** on the control panel.

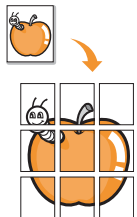


Note

You cannot adjust the copy size using the **Reduce/Enlarge** for the **N-Up** feature.

Poster copying

Your original will be divided into 9 portions. You can paste the printed pages together to make one poster-sized document. This copy feature is available only when you place originals on the scanner glass. Each portion is scanned and printed on by one in the following order.



- 1 Place a single original face down on the scanner glass. (Page 4.1)



Note

The original must be placed on the scanner glass to use this feature.

- 2 Press **Copy** from the **Main** screen.
- 3 Press the **Advanced** tab > **Poster Copy**.



Note

This feature is available only when the options in the **Basic** tab are selected as below;

- **Duplex** to **1 -> 1 Sided**
- **Reduce/Enlarge** to **Original(100%)**
- **Paper Supply** to **Tray**.

- 4 Press **On** to activate this feature.
- 5 Press **OK**.
- 6 Press **Start** on the control panel to begin copying.



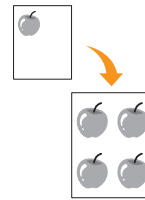
Note

Your original is divided into 9 portions. Each portion is scanned and printed one by one in the following order:

1	2	3
4	5	6
7	8	9

Clone copying

The machine prints multiple original images on a single page. The number of images is automatically determined by the original image and the paper size.



- 1 Place a single original face down on the scanner glass. (Page 4.1)



Note

The original must be placed on the scanner glass in order to use this feature.

- 2 Press **Copy** from the **Main** screen.
- 3 Press the **Advanced** tab > **Clone Copy**.



Note

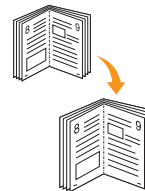
This feature is available only when the options in the **Basic** tab are selected as below;

- **Duplex** to **1 -> 1 Sided**
- **Reduce/Enlarge** to **Original(100%)**
- **Paper Supply** to **Tray**.

- 4 Press **On** to activate this feature.
- 5 Press **OK**.
- 6 Press **Start** on the control panel to begin copying.

Book copying

Use this feature to copy a book. If the book is too thick, lift the scanner lid until its hinges are engaged by the stopper and then close the scanner lid. If the book or magazine is thicker than 30 mm(1.18 inches), start copying with the scanner lid open.



- 1 Place the originals face down on the scanner glass. (Page 4.1)



Note

The original must be placed on the scanner glass to use this feature.

- 2 Press **Copy** from the **Main** screen.



Note

To remove shadows of a book edge, press the **Image** tab > **Erase Edge** > **Book Center and Edges Erase**.

- 3 Press the **Advanced** tab > **Book Copy**.
- 4 Select the binding option.
 - **Off**: Disables this feature.
 - **Left Page**: Prints left page of the book.
 - **Right Page**: Prints right page of the book.
 - **Both Page**: Prints both facing pages of the book.
- 5 Press **OK**.
- 6 Press **Start** on the control panel to begin copying.

Booklet copying

The machine automatically prints on both sides of the paper, when folded, which produces a booklet with all of the pages in the correct sequence. The machine will also reduce and correctly adjust the position of each image to fit on the selected paper.



- 1 Load the originals face up in the DADF. (Page 4.1)



Note

The originals must be placed in the DADF in order to use this feature.

- 2 Press **Copy** from the **Main** screen.
- 3 Press the **Advanced** tab > **Booklet**.
- 4 Press **On** to activate this feature.
- 5 Press **OK**.
- 6 Press **Start** on the control panel to begin copying.



Note

This feature is possible only with A4, Letter, Legal, Folio, Oficio, JIS B5, ISO B5, Executive, A5 and Statement sized paper.

Cover copying

The machine automatically adds covers to your copied set using stock taken from a different tray. Covers must be the same size and orientation as the main body of the job.

- 1 Place the originals face up in the DADF. Or place a single original face down on the scanner glass. (Page 4.1)
- 2 Press **Copy** from the **Main** screen.

- 3 Press the **Advanced** tab > **Covers**.



Note

Once you have set the **Paper Supply** option to **Auto**, you cannot use this feature.

- 4 Press **On** to use this feature, and select detailed settings for each option.
 - **Position**: Selects whether the cover will be placed at the front, back, or both.
 - **Cover Sheet**: Selects whether the cover will be 1 sided, 2 sided, or blank paper.
 - **Paper Source**: Select the paper tray, where the cover sheet is loaded.
- 5 Press **OK**.
- 6 Press **Start** on the control panel to begin copying.

Transparency copying

When you prepare transparencies for presentations, use this feature to copy the information.



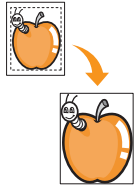
Note

Before you start this special copy job, set the tray's Paper Types and Paper Size to Transparency. (Page 4.8)

- 1 Place the originals face up in the DADF. Or place a single original face down on the scanner glass. (Page 4.1)
- 2 Load the right-sized transparencies into the tray you have set.
- 3 Set the paper type to **Transparency**.
- 4 Press **Copy** from the **Main** screen.
- 5 Press the **Advanced** tab > **Transparencies**.
- 6 Select **Transparencies** option.
 - **No Separator**: Does not place separator sheets between transparencies.
 - **Blank Sheet**: Places a blank sheet between transparencies.
 - **Printed Sheet**: Places the same image on the divider sheets as printed on the transparency.
- 7 Select media sources, in case you selected either Blank Sheet or Printed Sheet.
- 8 Press **OK**.
- 9 Press **Start** on the control panel to begin copying.

Erasing edges

You can copy the original without any edges or margins.



- 1 Place a single original face down on the scanner glass. Or load the originals face up in the DADF. (Page 4.1)
- 2 Press **Copy** from the **Main** screen.
- 3 Press the **Image** tab > **Erase Edge**.
- 4 Select the appropriate option.
 - **Off**: Disables this feature.
 - **Border Erase**: Erases equal amounts on all edges of the copies.
 - **Small Original Erase**: Erases 0.25" (6mm) from the edge of the copies. The original must be placed on the scanner glass to use this feature.
 - **Hole Punch Erase**: Erases hole punch marks from the left edge of the copies.
 - **Book Center and Edges Erase**: Erases shadows of a binding or book edge from the center and side edges of the copies. This feature only applies when you do copying a book. (Page 5.5)
- 5 Press **OK**.
- 6 Press **Start** on the control panel to begin copying.

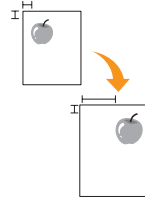
Erasing background images

This feature is helpful when copying originals containing color in the background, as in newspapers or catalogs.

- 1 Load the originals, face up, in the DADF. Or place a single original face down on the scanner glass.
- 2 Press **Copy** from the **Main** screen.
- 3 Press the **Image** tab > **Erase Background**.
- 4 Press **On** to activate this feature.
- 5 Press **OK**.
- 6 Press **Start** on the control panel to begin copying.

Shifting margins

You can secure a room for binding by shifting the margin of a page.



- 1 Place a single original face down on the scanner glass. (Page 4.1)
- 2 Press **Copy** from the **Main** screen.
- 3 Press the **Image** tab > **Margin Shift**
- 4 Select **Margin Shift** option.
 - **Off**: Disables this feature.
 - **Auto Center**: Automatically centers of the paper copy. The original must be loaded on the scanner glass to use this feature. This option supports only the original is loaded on the scanner glass.
 - **Custom Margin**: Adjusts the margin of the left and right, top and bottom as you want using arrows. This option supports both on the scanner glass or in DADF.
- 5 Press **OK**.
- 6 Press **Start** on the control panel to begin copying.

6 Faxing (Optional)

This chapter gives you information about using your machine as a fax machine.

This chapter includes:

- **Preparing to fax**
- **Understanding the Fax screen**
- **Sending a fax**
- **Receiving a fax**
- **Adjusting the document settings**
- **Setting up a fax phonebook**
- **Using the polling option**
- **Using Mailbox**
- **Printing a report after sending a fax**
- **Sending a fax in toll save time**
- **Adding documents to a reserved delay fax job**
- **Forwarding a received fax to other destination**



Note

To use advanced features of the fax, press **Machine Setup** on the control panel and **Admin Setting > Setup > Fax Setup**. (Page 9.4)

Preparing to fax

Before you send or receive a fax, you need to connect the supplied line cord to the wall jack. Refer to the Quick Install Guide how to make a connection. The method of making a telephone connection is varies from one country to another.



Note

If you want to add fax feature to the machine, check the option lists (Page 12.1) and contact the purchasing point to order. When you purchase a fax kit, install the kit by following the steps described in the Fax Kit Setup Guide which is enclosed in the kit. After installing the fax kit, set the machine to use this feature. (Page 13.3)

Understanding the Fax screen

To use the fax feature, press **Fax** on the **Main** screen. If the screen displays an other menu, press () to go to the **Main** screen.



Note

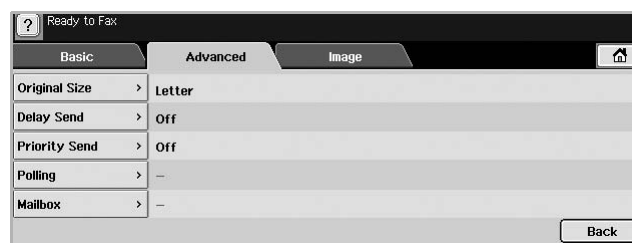
If the optional fax feature is not installed the fax icon will not appear on the **Main** screen.

Basic tab



- **Fax number input area:** Shows the recipient's fax number using the number keypad on the control panel. If you configured the phone book, press **Individual** or **Group**. (Page 6.6)
- **Add No:** Lets you add more destinations.
- **←:** Deletes the last digit entered.
- **C:** Removes all digits of the selected entry.
- **Remove:** Removes the selected fax number entry.
- **Remove All:** Removes all the fax numbers in the input area.
- **Address:** Picks up the frequently used fax numbers directly from your machine or from **SyncThru Web Service**. (Page 6.7)
- **Duplex:** Selects whether the machine send faxes one side of the original, both sides of the original.
- **Resolution:** Adjusts the resolution options.

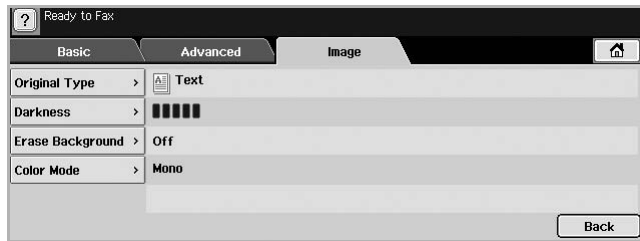
Advanced tab



- **Original Size:** Selects the size of the original document. Press **OK** to update current setting.
- **Delay Send:** Sets the machine to send a fax at a later time without your intervention. (Page 6.3)
- **Priority Send:** Sends an urgent fax before reserved operations. (Page 6.4)
- **Polling:** Used when the receiver requests the document to be faxed remotely at sender's absence or vice versa. In order to use the polling function, the originals must be previously stored in the machine. (Page 6.7)

- **Mailbox:** Used to store a received fax or originals in the machine memory which are ready to be polled. You can use a mailbox on the same machine you are using, or the one on a remote machine. Each mailbox has a corresponding mailbox number, name and password. (Page 6.9)
- **Back:** Returns to the **Basic** tab.

Image tab



- **Original Type:** Enhances the fax quality based on the type of the original document being scanned. (Page 6.6)
- **Darkness:** Adjusts the level of lightness or darkness of the fax. (Page 6.6)
- **Erase Background:** Reduces dark backgrounds or paper patterns as in newspaper originals. (Page 6.6)
- **Color Mode:** Selects whether the user sends the fax in mono or color. (Page 6.6)
- **Back:** Returns to the **Basic** tab.

Sending a fax

This part explains how to send a fax, and the special methods of transmission.



Note

When you place the originals, you can use either the DADF or the scanner glass. (Page 4.1) If the originals are placed on both the DADF and the scanner glass, the machine will read the originals on the DADF first, which has higher priority in scanning.

Setting the fax header

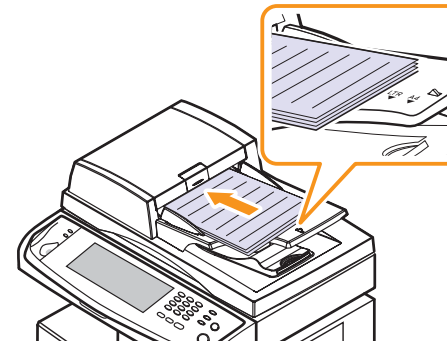
In some countries, you are required by law to indicate your fax number on any fax you send.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, enter password and press **OK**. (Page 3.3)
- 3 Press the **Setup** tab > **Fax Setup** > **Terminal ID**.
- 4 Touch the input area to enter the machine name and your fax number.

- 5 Press **OK**.

Sending a fax

- 1 Press **Fax** from the **Main** screen.
- 2 Place the originals face up in the DADF.



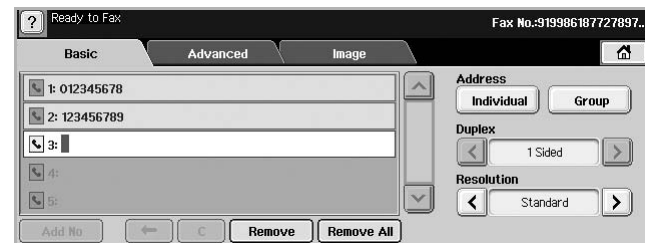
- 3 Adjust the document settings in the **Image** tab.
- 4 Select **Duplex** and **Resolution** options in the **Basic** tab.



Note

If the originals are printed on both sides of the paper, select **2 Sided** with left/right arrows in the **Duplex** feature.

- 5 When the cursor is blinking in the input line, enter the fax number using the number keypad on the control panel. Or use **Address** on the right side of the screen, if you have stored frequently used fax numbers.



- 6 To add a number, press **Add No.**
- 7 Press **Start** on the control panel. The machine starts to scan and send a fax to destinations.

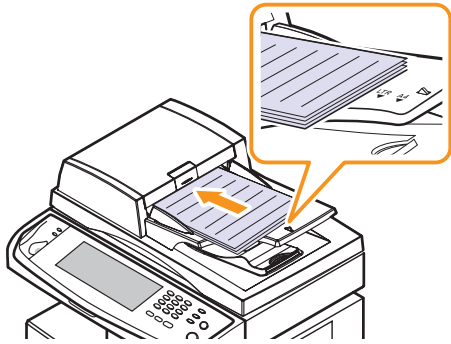


Note

- When you want to cancel a fax job, press **Stop** before the machine start transmission. Or press the **Job Status** button, and select the job you want to delete, press **Delete**.
- If you used the scanner glass, the machine shows the message asking to place another page.
- While the machine is sending a fax, you can not send an email at the same time. (Page 7.3)

Sending a fax manually (On Hook Dial)

- 1 Press **Fax** from the **Main** screen.
- 2 Place the originals face up into the DADF.



- 3 Adjust the document settings in the **Image** tab.
- 4 Select **Duplex** and **Resolution** options in the **Basic** tab.
- 5 Press **On Hook Dial** on the control panel.
- 6 Enter a fax number using the number keypad on the control panel.
 - If the number is which you have dialed recently, press the **Redial/Pause** button on the control panel to show ten recent fax numbers and select a fax number.
- 7 Press **Start** when you hear a high-pitched fax signal from the remote fax machine.



Note

Color faxes are only supported when faxes are sent manually. (Page 6.6)

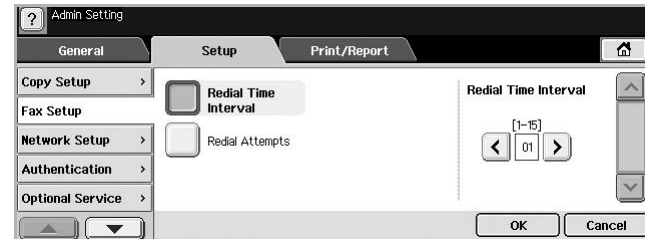
Automatic resending

When the number you have dialed is busy or there is no answer, the machine automatically redials the number.

To change the time interval between redials and/or the number of redial attempts, refer to the next following steps.

- 1 Press **Machine Setup** on the control panel.
- 2 Select **Admin Setting**. When the login message pops up, then enter password and press **OK**. (Page 3.3)
- 3 Press the **Setup** tab > **Fax Setup**.
- 4 Press **Redial**.

- 5 Select **Redial Time Interval** and **Redial Attempts**.



- 6 Press **OK**.

Redialing the last number

- 1 Press **Fax** from the **Main** screen.
- 2 Adjust the document settings in the **Image** tab.
- 3 Place the originals face up into the DADF.
- 4 Press the **Redial/Pause** button on the control panel to show ten recent fax numbers.
- 5 Select a fax number in the list and press **OK**.
 - The machine automatically begins to send.

Delaying a fax transmission

You can set your machine to send a fax at a later time when you will not be present.

- 1 Press **Fax** from the **Main** screen.
- 2 Place the originals face up in the DADF.
- 3 Adjust the document settings in the **Image** tab and the **Basic** tab.
- 4 Press the **Advanced** tab > **Delay Send**.
- 5 Press **On**.
- 6 Enter **Job Name** using the keyboard on the display, select **Start Time** with left/right arrows.



- If you do not enter **Job Name**, the machine assigns the job name as 'Fax Send Job xxx'. 'xxx' number are set in order.



Note

Start Time is the specific time you want the fax to be sent. You can set **Start Time** on a 24 hour basis and 15 minutes later than the current time. For example, if it is 1:00, then you can set the time starting from 1:15. If the set time is incorrect, the warning message will appear and the machine resets it to the current time.

- 7 Press **OK** to start storing the scanned original data into memory.



Note

To cancel delaying a fax, press **Off** before sending is activated.

Sending a priority fax

This function is used when a high priority fax need to be sent ahead of reserved operations. The original is scanned into memory and immediately transmitted when the current operation is finished. In addition, priority transmission will interrupt a sending to multiple destinations between stations (example, when the transmission to station A ends, before transmission to station B begins) or between redial attempts.

- 1 Press **Fax** from the **Main** screen.
- 2 Place the originals face up in the DADF.
- 3 Adjust the document settings in the **Image** tab and the **Basic** tab.
- 4 Press the **Advanced** tab > **Priority Send**.
- 5 Press **On**.
- 6 Press **OK**.
- 7 Press **Start** to start the urgent fax job.

Receiving a fax

This section explains how to receive a fax, and the special receiving methods available.

Changing the receive modes

Your machine is preset to **Fax** mode at the factory. When you receive a fax, the machine answers the call on a specified number of rings and automatically receives the fax. But if you want to change the **Fax** mode to another mode, refer to next steps.

- 1 Press **Machine Setup** on the control panel.
- 2 Select **Admin Setting**. When the login message pops up, then enter password and press **OK**. (Page 3.3)
- 3 Press the **Setup** tab > **Fax Setup** > **Fax Initial Setup** > **Receive Mode**.
- 4 Select the option.

- **Telephone**: Receives a fax by pressing **On Hook Dial** and then **Start**.
- **Fax**: Answers an incoming fax call and immediately goes into the fax reception mode.
- **Answering Machine/Fax**: Is for when an answering machine attached to your machine. Your machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the machine automatically switches to **Fax** mode to receive the fax.

- 5 Press **OK**.



Note

When the memory is full, the machine can no longer receive any incoming fax. Secure free memory to resume by removing data stored in the memory.

Receiving manually in Telephone mode

You can receive a fax call by pressing **On Hook Dial** and then pressing **Start** when you hear a fax tone from the remote machine. The machine begins receiving a fax.

Receiving automatically in Answering Machine/Fax mode

To use this mode, you must attach an answering machine to the EXT socket on the back of your machine. (Page 1.3)

If the caller leaves a message, the answering machine stores the message as it would normally. If your machine detects a fax tone on the line, it automatically starts to receive the fax.



Note

- If you have set your machine to this mode and your answering machine is switched off, or no answering machine is connected to EXT socket, your machine automatically goes into Fax mode after a predefined number of rings.
- If your answering machine has a user-selectable ring counter, set the machine to answer incoming calls within 1 ring.
- If you are in Telephone mode when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.
- While the machine is receiving a fax, you can not do the copy job.

Receiving faxes manually using an extension telephone

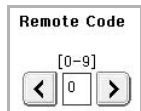
This feature works best when you are using an extension telephone connected to the EXT socket on the back of your machine. You can receive a fax from someone you are talking to on the extension telephone, without going to the fax machine.

When you receive a call on the extension phone and hear fax tones, press the keys *** 9 *** on the extension phone. The machine receives the fax.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing *9* once again.

To change the *9* to, for example, *3*, follow the next steps.

- 1 Press **Machine Setup** on the control panel.
- 2 Select **Admin Setting**. When the login message pops up, then enter password and press **OK**. (Page 3.3)
- 3 Press the **Setup** tab > **Fax Setup** > **Remote Code**.
- 4 Select **On**.
- 5 Press left/right arrows to display number 3.



- 6 Press **OK**.

Receiving in secure receiving mode

You may need to prevent your received faxes from being accessed by unauthorized people. You can turn on secure receiving mode to restrict printing of received faxes when the machine is unattended. In secure receiving mode, all incoming faxes go into memory.

- 1 Press **Machine Setup** on the control panel.
- 2 Select **Admin Setting**. When the login message pops up, then enter password and press **OK**. (Page 3.3)
- 3 Press the **Setup** tab > **Fax Setup** > **Secure Receive**.
- 4 Select **On**.
- 5 Enter Passcode with 4 digit number using the number keypad on the control panel.



Note

To deactivate the **Secure Receive** feature, press **Off**. In this case, the received fax will be printed out.

Printing received faxes on both sides of the paper

Set this duplex feature to save paper. When the machine prints the received fax data, it prints them on both sides of the paper.

- 1 Press **Machine Setup** on the control panel.
- 2 Select **Admin Setting**. When the login message pops up, then enter password and press **OK**. (Page 3.3)
- 3 Press the **Setup** tab > **Fax Setup** > **Output Option** > **Duplex**.
- 4 Select appropriate option.
 - **Off**: Prints only one side of the paper.

- **Long Edge**: Prints both sides of the paper, however the binding will be the long edge.
- **Short Edge**: Prints both sides of the paper, however the binding will be the short edge.

- 5 Press **OK**.

Receiving faxes in memory

Since your machine is a multi-tasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying or printing, your machine stores incoming faxes in its memory. Then, as soon as you finish copying or printing, the machine automatically prints the fax.

Adjusting the document settings

Before sending a fax, you can adjust the document settings, such as resolution, darkness, color, duplex and so forth. Refer to explanation of this section.



Note

The document setting herein is for only current job. If you want to change the default setting on document settings, refer to **Admin Setting** > **General** tab > **Default Settings**. (Page 9.2)

Duplex

This function is especially intended for two-sided originals. You can select whether the machine sends the fax on one side or both sides of the paper.

Load the originals onto the DADF to use this function.

Press **Fax** > the **Basic** tab > **Duplex**. Use left/right arrows to toggle the value.

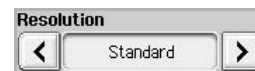


- **1 Sided**: Is for the originals that are printed on one side only.
- **2 Sided**: Is for the originals that are printed on both sides.

Resolution

Changing the resolution setting affects the appearance of the received document.

Press **Fax** > the **Basic** tab > **Resolution**. Use left/right arrows to toggle the values.



- **Standard**: Usually recommended for originals with text. This option will reduce the transmission time.

- **Fine:** Recommended for the originals containing with small characters, thin lines, or text that was printed using a dot-matrix printer.
- **Super Fine:** Recommended for originals containing with extremely fine detail, this option is enabled only if the receiving machine also supports a **Super Fine** resolution.



Note

For memory transmission, **Super Fine** mode is not available. The resolution setting is automatically changed to **Fine**.

Original Type

You can set the original document type to enhance the quality of a document being scanned.

Press **Fax** > the **Image** tab > **Original Type**. Select the appropriate option on the screen and press **OK**.

- **Text:** For originals with text or line art.
- **Text/Photo:** For originals with both text and photographs together.
- **Photo:** For originals that are continuous tone photographs.

Darkness

You can select the degree of darkness of the original document.

Press **Fax** > the **Image** tab > **Darkness**. Press the right arrow to enhance the darkness degree and press **OK**.



Erase Background

You can lighten, reduce or delete the dark backgrounds from scanned colored paper or newspaper originals.

Press **Fax** > the **Image** tab > **Erase Background**. Press **On** to activate this function and press **OK**.



Note

Erase Background is disabled if the **Original Type** is set to **Photo**.

Color Mode

You can transmit a fax in color using this feature. But this feature only applies when you send a fax using **On Hook Dial** on the control panel.

Press **Fax** > the **Image** tab > **Color Mode**. Select option and **OK**.

- **Mono:** Transmits a fax in black and white.
- **Color:** Transmits a fax in color.



Note

Color Mode faxes are only supported when faxes are sent manually. (Page 6.3)

Setting up a fax phonebook

Use this feature to store destination names, fax numbers and transmission settings in your machine. There are two options, **Individual** and **Group**.



- **Individual:** Stores up to 200 fax numbers. And the fax numbers which are stored in Individual work as **Speed Dial No.**
- **Group:** Makes groups when you frequently send the same document to several destinations. You can store up to 100 group dial numbers. Entries stored here will be available for selection within the sending list on the **Basic** tab of **Fax**. Dialing **Group** can be also setup comprising of many Individual entries.

The fax numbers, which are stored in **Individual**, work as **Speed Dial No.**

Storing individual fax numbers (Speed Dial No.)

- 1 Press **Fax** > the **Basic** tab > **Individual**.



- **Edit:** Changes the **ID**, **Speed Dial No.**, and **Fax No.**
- **New:** Creates the new **Speed Dial No.**
- **Delete:** Deletes the selected **Speed Dial No.**
- **Search:** Searches the fax number which currently stored in Individual phonebook. When the keyboard pops up, enter **ID**.
- **Detail:** Shows **ID**, **Fax No.** and Included group information if it is grouped. (Page 6.6)
- **Apply:** Inputs the selected fax number to the sending fax number list in the **Basic** tab.
- **Cancel:** Cancels the current job and goes to the previous screen.

- 2 Press **New**.

- Enter the name of the fax number in the **ID** field with the pop up keyboard, and the fax number in the **Fax No.** area using the number keypad on the control panel.

- **ID:** Enters the name.
- **Speed Dial No.:** Is automatically filled with the first free number. If you want to assign to a different number, use left/right arrows.
- **Fax No.:** Enters a fax numbers, only the numbers, with the area code if necessary.

- Press **OK**.

Storing Group fax numbers (Group No.)

- Press **Fax** > the **Basic** tab > **Group**.
- Press **New**.
- Press the input area in **Group Dial ID**, then the keyboard pops up, enter the name.
- Select **Group Dial No.** with left/right arrows.

- **Group Dial ID:** Enters the group name.
- **Group Dial No.:** Is automatically filled with the first free number. If you want to assign to a different number, use left/right arrows.

- Press **OK**.
- Select an entry from **Speed Dial List**, and press **Add**. Repeat this step until you added entries you need.

Make sure the selected Speed Dial List is copied to the left pane, Group list.

- Press **OK** to save the numbers.

Setting up a fax phonebook using SyncThru Web Service

You can store fax numbers conveniently from the networked computer using **SyncThru Web Service**.

- Open the web browser in your computer.
- Enter IP address of your machine, then **SyncThru Web Service** shows.
(Example. <http://123.123.123.123>)
- Press **Machine Settings** > **Fax Setup** > **Fax Phone Book**.
- Select **Speed Dial** (Individual).



Note

Fax numbers are already stored in **Speed Dial** (Individual) can be used when selecting.

- Press **Add**.
- Enter Index, Name and Phone Number. Index you enter here will be the Speed Dial No. in the display screen of your machine.
- Press **Apply**.



Note

Speed Dial numbers can be imported from an *.csv file.

Using the polling option

Polling is used when one fax machine requests another to send a document. This is useful when the person with the original document is not in the office. The person who wants to receive the document, calls the machine holding where the original is stored and requests that the document be sent. In other words, it "polls" the machine holding that has the original.



Note

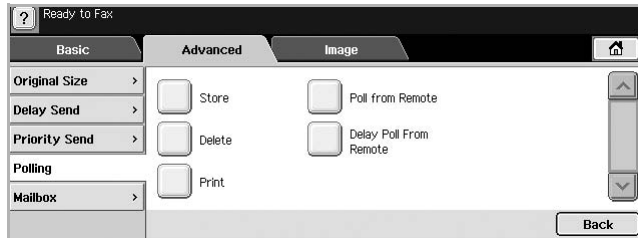
To use this feature, both the sender and receiver must have the polling feature.

The polling process is as follows:

- Sender stores the originals in the machine. (Page 6.8)
- Sender gives the **Passcode** to the receiver.
- Receiver dials the fax number and enters the **Passcode** when requested. (Page 6.8)
- Receiver presses **Start** to receive the stored fax.

Storing the originals for polling

- 1 Press **Fax** from the **Main** screen.
- 2 Place the originals face up in the DADF. Or you can use the scanner glass with a single original document, face down.
- 3 Adjust the document settings in the **Image** tab and the **Basic** tab.
- 4 Press the **Advanced** tab > **Polling** > **Store**.



- 5 Press the input area then the pop up keyboard, enter **Passcode** (The four-digit number which you have to inform the receiver). If you do not want to set **Passcode**, enter number 0000 here. Then you can store, delete, print and receive a fax for polling without any passcode.



Note

If you want to use the **Mailbox**, refer to Storing the originals in the Mailbox. (Page 6.9)

- 6 Select the **Delete On Print** option. If you select **Off**, the sent fax data will be remained in the machine's memory even after it's printing. If you select **On**, the fax data will be deleted at the printing point.
- 7 Press **OK** to start to store the originals into memory for polling.
- 8 Give the Passcode to the receiver.

Printing (Deleting) the polling document

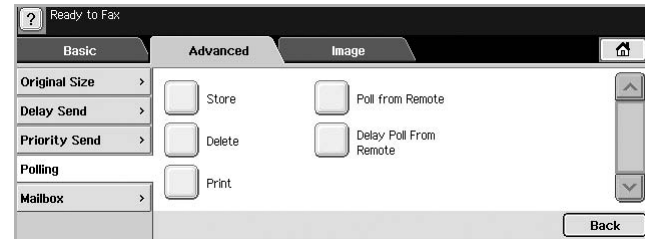
- 1 Press **Fax** from the **Main** screen.
- 2 Press the **Advanced** tab > **Polling** > **Print** (or **Delete**).
- 3 Enter **Passcode**
- 4 Press **OK**.

Polling a remote fax

This option allows you to retrieve (poll) a fax which is stored in the remote machine.

- 1 Press **Fax** from the **Main** screen.

- 2 Press the **Advanced** tab > **Polling** > **Poll from Remote**.



Note

You can use **Delay Poll From Remote** to poll the fax at a specific time within 24 hours.

- 3 Enter **Passcode** and destination fax number using the number keypad on the control panel. You have to be informed Passcode from sender with the remote fax machine.
- 4 Press **OK**.

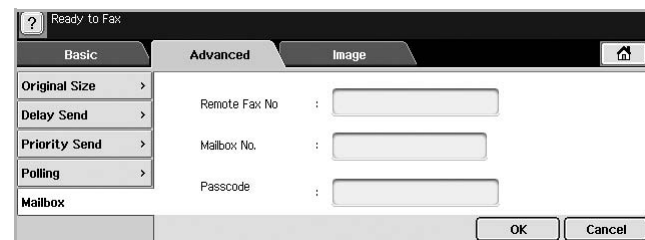
Polling from a remote Mailbox

This option allows you to retrieve (poll) a fax which is stored in the Mailbox of on the remote machine. Before you start polling, you must be informed of **Mailbox No.** and **Passcode** from the sender. (Page 6.9)

- 1 Press **Fax** from the **Main** screen.
- 2 Press the **Advanced** tab > **Mailbox** > **Poll from Remote**.



- 3 Enter **Remote Fax No.**, **Mailbox No.**, and **Passcode**. All these field are filled with information from the sender.



Note

You can use **Delay Poll From Remote** to poll a fax from the remote machine's Mailbox at certain time within 24 hours.

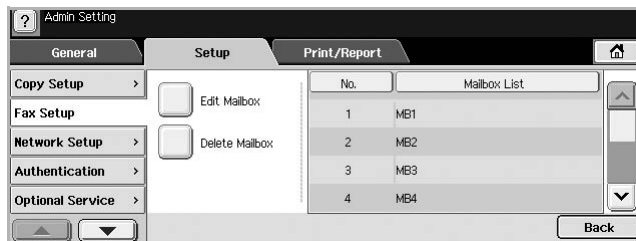
- 4 Press **OK**.

Using Mailbox

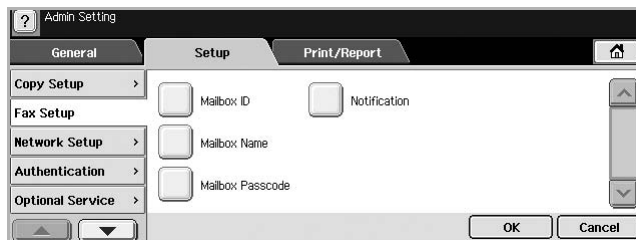
You can store the original data in Mailbox, since you are absent and the receiver need to be retrieve a fax from you. This feature allows you to program up to 15 individual Mailbox. Before you store the originals, the Mailbox must be created.

Creating Mailbox

- 1 Press **Machine Setup** on the control panel.
- 2 Select **Admin Setting**. When the login message pops up, then enter the password and press **OK**.
- 3 Press the **Setup** tab > **Fax Setup**.
- 4 Press the down arrow to scroll down, if necessary.
- 5 Press **Mailbox Setup**.
- 6 Press **Mailbox Configuration**. Then the screen displays **Mailbox List**.
- 7 Select a Mailbox on the **Mailbox List**.



- 8 Press **Edit Mailbox**.



- 9 Press **Mailbox ID** and enter ID with number keypad on the control panel. Up to 20 numbers you can enter.
- 10 Enter **Mailbox Name** with the pop up keyboard. It can be either alphabet or number up to 20 digits.
- 11 Enter **Mailbox Passcode** with the numeric keypad on the control panel.



Note

If you set **Mailbox Passcode** to number 0000, then the machine does not ask passcode for using Mailbox, such as storing, deleting, printing, receiving.

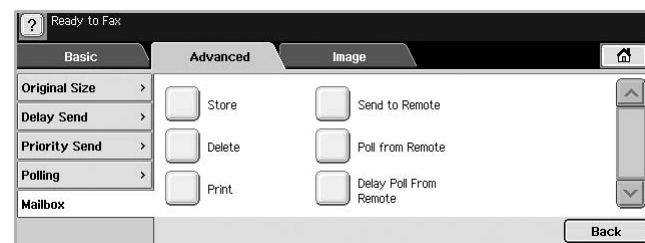
- 12 Set **Notification** option to **On**, if you want to be notified when a fax is received into Mailbox.

- 13 Press **OK**.

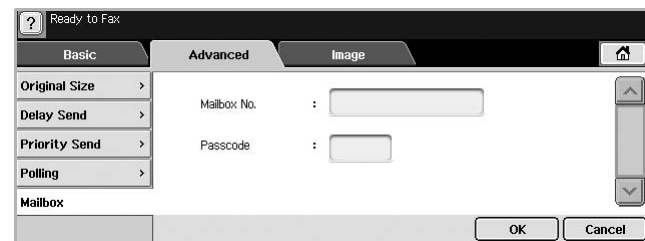
Storing originals in Mailbox

Since you created the mailbox, you can store originals in it.

- 1 Press **Fax** from the **Main** screen.
- 2 Place the originals face up in the DADF. Or you can use the scanner glass with a single original document faced down.
- 3 Adjust the document settings in the **Image** tab and the **Basic** tab.
- 4 Press the **Advanced** tab > **Mailbox** > **Store**.



- 5 Enter **Mailbox No.** and **Passcode** which are set from Creating Mailbox in page 6.9.



- 6 Press **OK**.



Note

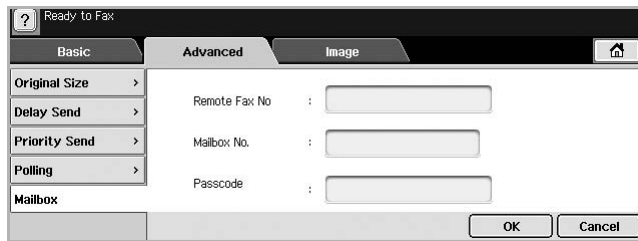
- **Deleting the data in a specific Mailbox**
Press **Fax** > the **Advanced** tab > **Mailbox** > **Delete**, enter **Mailbox No.** and **Passcode**, and then press **OK**. When the confirmation window appears, press **Yes** to complete the job.
- **Printing a Mailbox**
Press **Fax** > the **Advanced** tab > **Mailbox** > **Print**, enter **Mailbox No.** and **Passcode**, and press **OK**.

Faxing to a remote Mailbox

To fax and store the originals in a recipient's **Mailbox** in this machine, you can use the **Send to Remote** feature.

- 1 Press **Fax** from the **Main** screen.
- 2 Place the originals face up in the DADF. Or you can use the scanner glass with a single original document face down.

- Adjust the document settings in the **Image** tab and the **Basic** tab.
- Press the **Advanced** tab > **Mailbox** > **Send to Remote**.
- Enter **Remote Fax No**, **Mailbox No.**, and **Passcode**. All these field are filled with information from the receiver.



- Press **OK**.

Printing a report after sending a fax

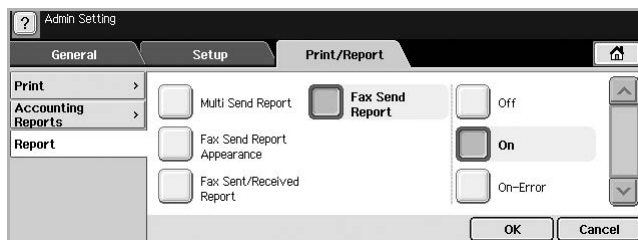
You can set the machine to print a report whether a fax transmission is successfully completed or not.



Note

The detailed information is available in advanced setup part. (Page 9.7)

- Press **Machine Setup** on the control panel.
- Press **Admin Setting**. When the login message pops up, enter password and press **OK**. (Page 3.3)
- Press the **Print/Report** tab > **Report** > **Fax Report** > **Fax Send Report**.
- Press **On**.



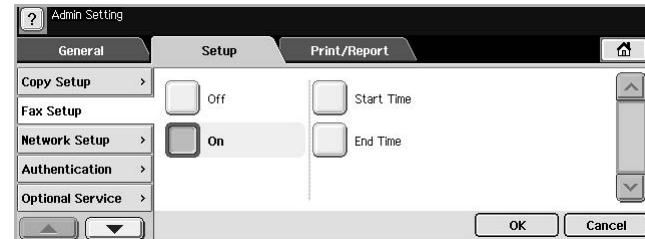
- Press **OK**.

Sending a fax in toll save time

You can set the machine to send a fax in toll save time to save a telephone fee. If you send a fax after setting this feature, fax data will be stored in machine's memory and the machine will start to send fax in toll save time.

- Press **Machine Setup** on the control panel.

- Press **Admin Setting**. When the login message pops up, enter password and press **OK**. (Page 3.3)
- Press the **Setup** tab > **Fax Setup**.
- Press down arrow on the right side.
- Press **Toll Save**.
- Press **On**.



- Press **Start Time** and set the start date and time with left/right arrows.
- Press **OK**.
- Press **End Time** and set the end date and time with left/right arrows.
- Press **OK**.
- Press **OK**.

Adding documents to a reserved delay fax job

You can add additional documents to the delayed fax job which is saved in memory.

- Press **Machine Setup** on the control panel.
- Press **Admin Setting**. When the login message pops up, enter password and press **OK**. (Page 3.3)
- Press the **Setup** tab > **Fax Setup**.
- Press down arrow on the right side.
- Press **Send Batch**.
- Press **On**.
- Press **OK**.
 - When you send a fax, if a fax number is same as the number in delay fax, the machine asks whether you want to add more documents to reserved delay fax.

Forwarding a received fax to other destination

You can set the machine to forward the received or sent fax to other destination by a fax or an email. If you are out of office but have to receive the fax, this feature may be useful.



Note

- When you forward a fax by an email, you firstly set the mail server and IP address in **SyncThru Web Service**.
- If this **Fax Forward Settings** feature to **On**, you cannot use a fax with the **On Hook Dial** button on the control panel.

Forwarding a sent fax to other destination by a fax

You can set the machine to forward every fax you sent to other destination by faxing.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, enter password and press **OK**. (Page 3.3)
- 3 Press the **Setup** tab > **Fax Setup**.
- 4 Press down arrow on the right side.
- 5 Press **Fax Forward Settings** > **Forward to Fax Setting** > **Send Forward**.
- 6 Press **On** and enter a fax number using the keypad on the control panel.
- 7 Press **OK**.

Forwarding a received fax to other destination by a fax

With this feature, you can forward every fax you received to other destination by faxing. When the machine receives a fax, a fax is stored in the memory then, the machine sends it to the destination you have set.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, enter password and press **OK**. (Page 3.3)
- 3 Press the **Setup** tab > **Fax Setup**.
- 4 Press down arrow on the right side.
- 5 Press **Fax Forward Settings** > **Forward to Fax Setting** > **Receive Forward**.
- 6 Press **Forward** and enter a fax number using the keypad on the control panel.
 - If you want the machine to print the report after forwarding a fax, set the **Forward & Print** option to **On**.
- 7 Press **OK**.

Forwarding a sent fax to other destination by an email

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, enter password and press **OK**. (Page 3.3)
- 3 Press the **Setup** tab > **Fax Setup**.
- 4 Press down arrow on the right side.
- 5 Press **Fax Forward Settings** > **Forward to Email Setting** > **Send Forward**.
- 6 Press **On**.
- 7 Enter the **From** and **Destination Email** option using the keyboard on the display.
- 8 Press **OK**.

Forwarding a received fax to other destination by an email

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, enter password and press **OK**. (Page 3.3)
- 3 Press the **Setup** tab > **Fax Setup**.
- 4 Press down arrow on the right side.
- 5 Press **Fax Forward Settings** > **Forward to Email Setting** > **Receive Forward**.
- 6 Press **Forward** and enter the **From** and **Destination Email** option using the keyboard on the display.
 - If you want the machine to print the report after forwarding a fax, set the **Forward & Print** option to **On**.
- 7 Press **OK**.

7 Scanning

Scanning with your machine lets you turn hard copy originals into digital files.

There are two ways to scan originals, one is using the USB cable to directly connect the machine with your computer, and the other is using the network scan feature which scans and sends to a specific destination via the network.

If you want to use the USB cable to scan originals, refer to the Scanning part of Software section. Your machine offers the following ways to scan an image using a local connection.

- Via one of the preset imaging applications. Scanning an image launches the selected application, enabling you to control the scanning process.
- Via the SmarThru program supplied with your machine.
- Via the Windows Image Acquisition (WIA) driver.


If you want to use the network scan feature, press **Scan** on the display to open three options of **Scan to Email**, **NetScan** and **Scan to Server**.

This chapter gives you information about the scanning method and the different ways to send the scanned file to the destination.

This chapter includes:

- **Understanding the Scan screen**
- **Scanning originals and sending through email (Scan to Email)**
- **Scanning originals and sending via Samsung Network Scan Manager (NetScan)**
- **Scanning originals and sending via SMB/ FTP (Scan to Server)**
- **Changing the scan feature settings**

Understanding the Scan screen

To use the scanning feature, press **Scan** on the **Main** screen. If the screen displays an other menu, press () to go to the **Main** screen.



Note

If the message asking **Auth. ID** and **Password**, it means the network administrator has set the authentication in **SyncThru Web Service**.(Page 10.6)

Press **Scan to Email**, **NetScan** or **Scan to Server**.

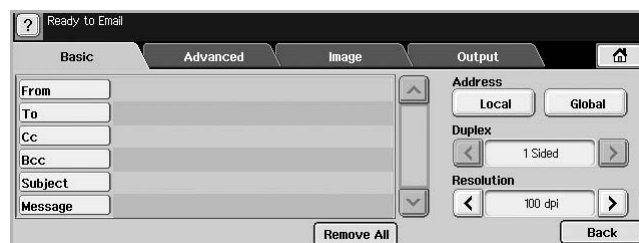


- **Scan to Email**: Scans and sends the scanned output to the destination by email. (Page 7.3)
- **NetScan**: Scans and sends the scanned output to the destination with the **Samsung Network Scan Manager** program. (Page 7.5)
- **Scan to Server**: Scans and sends the scanned output to the destination with **SMB** and **FTP**. (Page 7.5)

Basic tab

This section explains the **Basic** tab of **Scan to Email** and **Scan to Server**, and **NetScan**'s basic screen.

Scan to Email

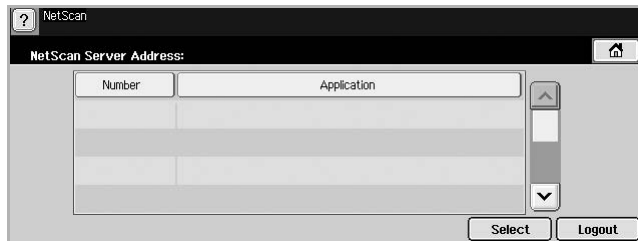


- **From**: Sender's email address.
- **To/Cc/Bcc**: Recipients' addresses. **Cc** is for copies to an additional recipient and **Bcc** is for the same as **Cc** but without their name be displayed.

- **Subject/Message:** Subject and message of the email.
- **Remove All:** Erases everything in the input area.
- **Address:** Inputs the recipient's address just by pressing stored addresses. You can store frequently used email addresses from your computer using the **SyncThru Web Service**. (Page 7.3)
- **Duplex:** Selects whether the machine scans on one side of the paper (**1 Sided**), both sides of the paper (**2 Sided**), or both sides of paper but back is rotated 180 degrees (**2 Sided, Rotate Side 2**).
- **Resolution:** Selects the scanning resolution value.
- **Back:** Returns to the previous screen. If the network authentication is enabled, the log off confirmation message pops up and closes **Scan to Email**.

NetScan

If the authentication for network appears, you have to enter user name and password to enter the **NetScan** screen.



- **Number:** Lists the number in order for application programs.
- **Application:** Shows the available application programs from your computer.
- **Select:** Moves to the application program you have selected.

Scan to Server



- **SMB:** Sends the scanned file to SMB. Press **SMB** for that option.
- **FTP:** Sends the scanned file to FTP. Press **FTP** for that option.
- **No.:** Index number which you entered in **SyncThru Web Service**. (Page 7.5)
- **Server:** Alias name which you entered in **SyncThru Web Service**. (Page 7.5)
- **Duplex:** Selects whether the machine scans on one side of the paper (**1 Sided**), both sides of the paper (**2 Sided**), or both sides of paper but back is rotated 180 degrees (**2 Sided, Rotate Side 2**).
- **Resolution:** Selects the scanning resolution value.

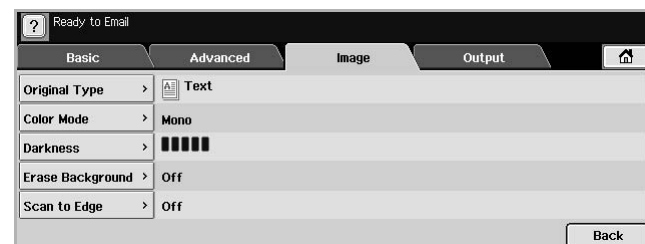
- **Back:** Returns to the previous screen.

Advanced tab



- **Original Size:** Sets the originals to a specific fixed size. (Page 7.7)
- **Back:** Returns to the previous screen.

Image tab



- **Original Type:** Selects whether the original is text or photo. (Page 7.7)
- **Color Mode:** Adjusts the color options of the scan output. If the original is color and you want to scan in color, press **Color Mode**. (Page 7.7)
- **Darkness:** Adjusts the degree of darkness of the scan output. Use left/right arrow to adjust the values. (Page 7.8)
- **Erase Background:** Erases backgrounds like paper patterns. (Page 7.8)
- **Scan to Edge:** Scans originals from edge-to-edge. (Page 7.8)
- **Back:** Returns to the previous screen.

Output tab



- **Quality:** Adjusts the display quality of the scan output. (Page 7.8)
- **File Format:** Selects the file format of the scan output. (Page 7.8)

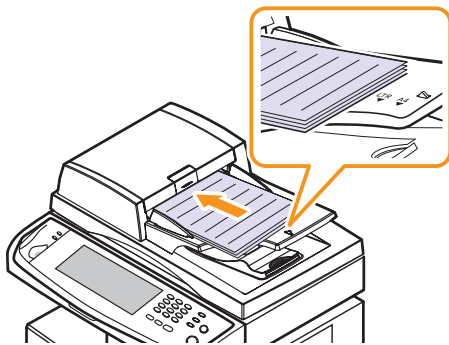
- **Scan Preset:** Automatically changes some scan options such as file format, resolution, and more. You can adjust options to fit each specific purpose. (Page 7.8)
- **Back:** Returns to the previous screen.

Scanning originals and sending through email (Scan to Email)

You can scan the originals and email the scanned image to several destinations from the machine by email.

Sending a scanned image to several destinations as an email attachment

- 1 Place the originals face up in the DADF. Or you can use the scanner glass for one sheet of paper.



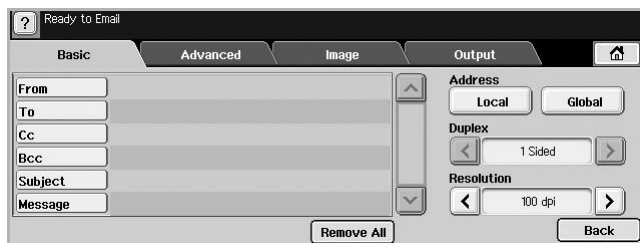
- 2 Press **Scan** from the **Main** screen.



Note

If the authentication message shows, enter User Name and Password. This message shows only when the network administrator has set the authentication in **SyncThru Web Service**. (Page 10.6)

- 3 Press **Scan to Email**.
- 4 Set the scan features in the **Advanced**, **Image**, or **Output** tabs. (Page 7.2)
- 5 Press the **Basic** tab to enter the email address.



- **From:** Sender's address. Touch **From** and then the keyboard pops up on the screen. Use the pop up keyboard to enter your email addresses. Or you can use **Local** and **Global** to enter the addresses easily. (Page 7.4)

- **To/Cc/Bcc:** Recipient's email address manually with the pop up keyboard, or by pressing **Local** or **Global**. **Local** or **Global** addresses are pre-loaded address lists from your computer or the LDAP server which is configured at Web UI. (Page 7.4)
- **Subject:** Title of email.
- **Message:** Enters the text which will be as the contents of the email. The maximum size is 1KB.



Note

To delete previously entered contents, press **Remove All**.

- 6 Set the scan quality by **Duplex** and **Resolution**.
 - **Duplex:** Sets this option for originals that are printed on one side only, or on both sides.
 - **Resolution:** Sets the scanning resolution by pressing left/right arrows.
- 7 Press the **Start** button to scan and send the file.



Note

While the machine is sending an email, you cannot do the copy job either sending a fax.

Storing email addresses

There are two kinds of email addresses - **Local** on your machine's memory and **Global** on the LDAP server - which differ depending on where they are stored. **Local** is that email addresses are stored in the machine's memory, and **Global** is that email addresses are stored in the certain (LDAP) server.

Through the **SyncThru Web Service**, you can easily enter and store email addresses from your computer.

Individual

- 1 Turn your networked computer on and open the web browser.
- 2 Enter your machine's IP address as the URL in a browser.
- 3 Click **Go** to access the **SyncThru Web Service**.
- 4 Click **Machine Settings** > **E-mail Setup** > **Individual Address Book**. Then the screen shows **Individual Address Book** on the right side of the screen.
- 5 Click **Add**.
- 6 When the **Add E-Mail** screen appears, select the **Index** number, enter **User Name** and **E-mail Address**.
- 7 Click **Apply**.
- 8 Check if the emails are correctly stored and listed on your machine by pressing **Local** > the **Individual** tab.

Group

- 1 Access to the **SyncThru Web Service** from your computer.
- 2 Make sure you have configured **Individual Address Book**.
- 3 Click **Machine Settings > E-mail Setup > Group Address Book**. Then the screen shows **Group Address Book** on the right side.
- 4 Click **Add**.
- 5 Select the **Group** number and enter **Group Name**.
- 6 Select email addresses by clicking the check boxes.
- 7 Click **Apply**.
- 8 Check if the email addresses are correctly stored and listed on your machine by pressing **Group**.

Global

Email addresses which are stored in **Global** in your machine are processed by the LDAP server.

- 1 Turn your networked computer on and open the web browser.
- 2 Enter your machine's IP address as the URL in a browser.
- 3 Click **Go** to access the **SyncThru Web Service**.
- 4 Click **Machine Settings > LDAP Server Setup**. Then the LDAP Server screen shows on the right side.
- 5 Enter **IP Address or Host Name** or **Host Name** and **LDAP server** and **Port**.
- 6 Enter optional information.
- 7 Click **Apply**.



Note

The LDAP server administrator must store the email address data. The method of storing is varies depending on the server and the operating systems.

Entering email addresses by the address book

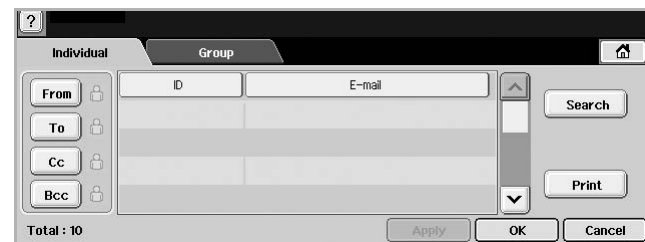
Once you have stored the frequently used addresses into the address book, you can simply enter email addresses.

- 1 Press **Local** or **Global** from the **Basic** tab of **Scan to Email**.



The search window shows.

- 2 Press the initial alphabet key of the address you are looking for. Or press **Search** to specify the search criteria.



When the search is completed, the screen displays the search results.

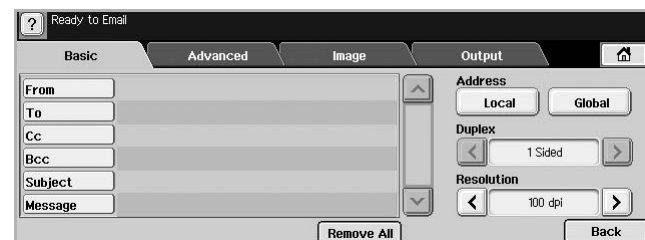
- 3 Press **From** and enter your email address and press **OK**.
- 4 Select the address you want in the right-hand pane, and the press **To**, **Cc** or **Bcc** in the left-hand pane.
- 5 Press **Apply**. Keep selecting addresses as many as you want.
- 6 Press **OK**.

Entering email addresses by the keyboard

When you press the input field in the From, To, Cc, or message input field, the keyboard shows on the display screen.

The following explanation is the example that you are entering "abcdefg@abc.com".

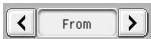
- 1 Press **From** in the **Basic** tab of the **Scan to Email**.



- 2 Press **a, b, c, d, e, f, g**.
- 3 Press **@**.
- 4 Press **a, b, c**.
- 5 Press **.** and press **c, o, m**.



Note

to enter contents in other fields, press  on the keyboard.

- 6 Press **OK** after finishing all the contents.

Scanning originals and sending via Samsung Network Scan Manager (NetScan)

You can scan an image on the machine via the **Network Scan** program which is installed in your networked computer.

Preparation for network scanning

Make sure the printer software is installed on your computer using the Printer Software CD-ROM, since the printer software and should include the **Network Scan** program. See page 3.2 for detailed information on installation steps.

- 1 In Windows, select **Start > Programs > Samsung Network Printer Utilities > Network Scan > Network Scan**.

The **Samsung Network Scan Manager** window opens.

- 2 Click the **Add Device** button.
- 3 Click **Next**.
- 4 Select **Connect to this scanner** and enter the **IP address** of your machine.
Or select **Browse for a scanner. (recommended)** to show a list of scanners on your network.
- 5 Click **Next**.
- 6 Select your machine from the list and enter a name, user ID, and PIN (Personal Identification Number) for the machine.



Note

- The model name of your machine is automatically entered as the scanner name, but it can be changed upon your need.
- The ID can be entered up to 8 characters. The first character must be a letter.
- The PIN must be of 4 digits.

- 7 Click **Next**.
- 8 Click **Finish**.

Your machine is added to the scanner list of the **Network Scan** program and you can now scan images through the network.



Note

You can change the scanner properties of your machine and the scan settings from the **Samsung Network Scan Manager** window. Click **Properties** and set the options in each tab.

Scanning and sending via NetScan

- 1 Make sure that your machine and the computer are connected to a network and **Samsung Network Scan Manager** is running on the computer.
- 2 Place the originals face up in the DADF. Or you can place a single original document face down on the scanner glass.
- 3 Press **Scan** from the **Main** screen.



Note

If the authentication message shows, enter User Name and Password. This message shows only when the network administrator has set the authentication in **SyncThru Web Service**. (Page 10.6)

- 4 Press **NetScan**.
- 5 When the authentication message pops up, enter **ID** and **Password**. **ID** and **Password** that are which you have entered during the configuration of the **Network Scan** program. (Page 7.5)
When login is completed, the screen shows the NetScan server address which is the networked computer. Additionally, this shows Application list that is configured in **Samsung Network Scan Manager**.
- 6 Select one from the application list and press **Select**.
- 7 Press **Start** on the control panel to start scanning.
- 8 The original will be scanned and sent to your computer.

Scanning originals and sending via SMB/ FTP (Scan to Server)

You can scan an image and send it to a total of 5 destinations via the SMB or FTP.

Preparation for scanning to SMB/FTP

Select the folder and share it with the machine in order to receive the scanned file.



Note

The next steps are for SMB server setting using **SyncThru Web Service**, and the setting for FTP server is the same as SMB. Apply the same steps for setting up the FTP server.

- 1 Turn your networked computer on and open the web browser.
- 2 Enter your machine's IP address as the URL in a browser.
- 3 Click **Go** to access the **SyncThru Web Service**.
- 4 Click **Machine Settings > SMB Setup > Server List**. The Server List is then displayed on the right side of the screen.
- 5 Click **Add**.
- 6 Select the index number from 1 to 20.
- 7 Enter a name in **Alias for the Setup** for the corresponding Server List entry. This name will be displayed on your machine.
- 8 Select **IP Address or Host Name**.
- 9 Enter the server address in dotted decimal notation or a host name.
- 10 Enter the server port number, from 1 to 65535.
The default port number is 139.
- 11 Enter the share name of the server.
- 12 Put a check mark next to in **Anonymous** if you want to allow the SMB server to be accessed by unauthorized persons.
By default, this is unchecked.
- 13 Enter the login name and password.
- 14 Enter the domain name of the SMB server.
- 15 Enter the location for storing the scanned image. This is the location you entered in step 7.
- 16 Click **Apply**.

Scanning and sending to SMB/FTP server

- 1 Press **Scan** from the **Main** screen.



Note

If the authentication message shows, enter User Name and Password. This message shows only when the network administrator has set the authentication in **SyncThru Web Service**. (Page 10.6)

- 2 Press **Scan to Server**.
- 3 Place the originals face up in the DADF. Or you can place a single original document face down on the scanner glass.
- 4 Adjust the document settings in the **Image** tab.
- 5 Select **Duplex** and **Resolution** in the **Basic** tab.

- 6 Press **Scan to Server** to show the SMB server list you entered in the **SyncThru Web Service**.



- 7 Select the destination SMB server.



Note

You can select up to five destinations using both of SMB or FTP servers.

- 8 Press **Start** on the control panel.

The machine begins scanning and then sends the scanned image to the specified server.

Changing the scan feature settings

This part explains how to adjust the document settings for each scan job, such as resolution, duplex, original size, type, color mode, darkness, and more. The options you change will be maintained for a certain time, but after that period, the options will be reset to default values.

Duplex

This feature especially applies when the original documents to be scanned are two-sided. You can select whether the machine scans only one side of the paper or both sides of the paper.

Press **Scan > Scan to Email (Or Scan to Server) > the Basic tab > Duplex**. Use left/right arrows to toggle the values.



- **1 Sided**: For originals that are printed on one side only.
- **2 Sided**: For originals that are printed on both sides.
- **2 Sided, Rotate Side 2**: For originals that are printed on both sides. But the back is rotated 180 degrees.



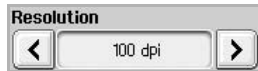
Note

To use **2 Sided** and **2 Sided, Rotate Side 2**, you have to load the originals on the DADF. Because, if the machine can not detect the original on DADF, automatically changes the option to **1 Sided**.

Resolution

You can adjust document resolution.

Press **Scan > Scan to Email (Or Scan to Server) > the Basic tab > Resolution**. Use left/right arrows to toggle the values. The higher value you select the clearer result you get. But the scanning time may take longer.



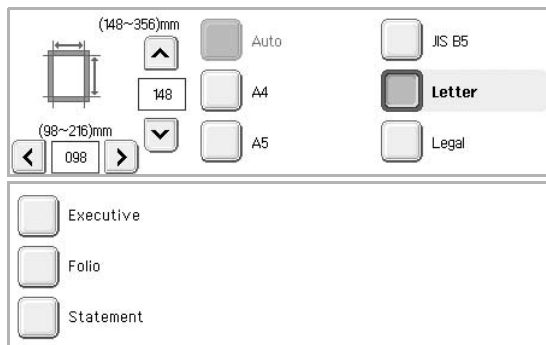
Commonly, 400 dpi and 600 dpi resolution are available only when **Color** mode is set to **Mono**. The following table shows detailed information feature, resolution and file format options.

Feature	Resolution (dpi)	File Format
Scan to Email	100, 200, 300, 400, 600	PDF, Single-Page TIFF, Multi-Page TIFF, JPEG
NetScan	100, 200, 300	PDF, TIFF, JPEG
Scan to Server	100, 200, 300, 400, 600	PDF, Single-Page TIFF, Multi-Page TIFF, JPEG

Original Size

You can specify the scanning area on the originals by selecting the pre-defined size, or putting in the margin value or **Auto**. If you set this option to **Auto**, the machine senses and determines the size of the original.

Press **Scan > Scan to Email (Or Scan to Server) > the Advanced tab > Original Size**. Use up/down arrows to go to the next screen. Select the appropriate option and press **OK**.



Original Type

You can set the original document type in order to enhance the quality of a document being scanned.

Press **Scan > Scan to Email (Or Scan to Server) > the Image tab > Original Type**. Select the appropriate option and press **OK**.



- **Text**: For originals that have text or line art.
- **Text/Photo**: For originals that have both text and photographs together.
- **Photo**: For originals that are continuous tone photographs.

Color Mode

Use this option to scan the original in **Mono**, **Gray** or **Color** mode.

Press **Scan > Scan to Email (Or Scan to Server) > the Image tab > Color Mode**. Select the appropriate option and press **OK**.



- **Color**: Uses color to display an image. 24 bits per pixel, 8 bits for each RGB, is used for 1 pixel.
- **Gray**: Uses the black gradation to display an image. 8 bits per pixel.



- **Mono**: Displays an image in black and white. 1 bit per pixel.



Darkness

You can select the degree of darkness of the scanned output. If your original document is light or faded, press the right arrow to make the output darker.

Press **Scan > Scan to Email (Or Scan to Server)** > the **Image** tab > **Darkness**. Press right arrow to enhance the darkness degree then, press **OK**.



Erase Background

You can lighten, reduce or deletes the dark background from scanning colored paper or newspaper originals.

Press **Scan > Scan to Email (Or Scan to Server)** > the **Image** tab > **Erase Background**. Select **On** and press **OK**.

Scan to Edge

You can set the machine to scan full size of a page as it is. Usually, the machine scans a page except edges, which means the margin, especially when you do the copy job with certain sized paper in the tray. But if you scan and sent it right away via the network, as the file, the machine does not need to exclude the edges from the originals.

Press **Scan > Scan to Email (Or Scan to Server)** > the **Image** tab > **Scan to Edge**. Select **On** and press **OK**.

Quality

You can use this option to produce a high quality document. Higher quality you select a larger file size you get.

Press **Scan > Scan to Email (Or Scan to Server)** > the **Output** tab > **Quality**.



Note

When you set **Color Mode** to **Mono**, the **Quality** option is grayed out.

File Format

You can select the file format before you proceed with the scanning job.

Press **Scan > Scan to Email (Or Scan to Server)** > the **Output** tab > **File Format**.



- **PDF**: Scans originals in PDF format.
- **Single-Page TIFF**: Scans originals in TIFF (Tagged Image File Format), but several originals are scanned as one file.
- **Multi-Page TIFF**: Scans the originals in TIFF (Tagged Image File Format), and several originals are scanned as several file.
- **JPEG**: Scans original in JPEG format.



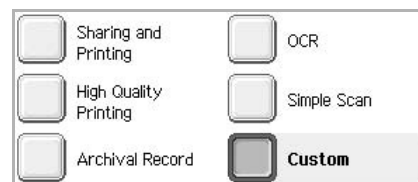
Note

The file format JPEG cannot be selected if **Mono** has been selected for **Color Mode**, and **Text** has been selected for **Original Type**.

Scan Preset

This feature allows you to use optimized settings for your specific scan job.

Press **Scan > Scan to Email (Or Scan to Server)** > the **Output** tab > **Scan Preset**.



- **Sharing and Printing**: Produces a small-sized file for normal quality documents.
- **High Quality Printing**: Set this option for high quality output with the largest file size.
- **Archival Record**: For the electronic file which is of the smallest file size of the output.
- **OCR**: Produces scanned output for OCR software. You can expect the highest quality images.
- **Simple Scan**: Used for a simple document with text only. The file size of output is small.
- **Custom**: Applies the current scan settings that you have chosen.

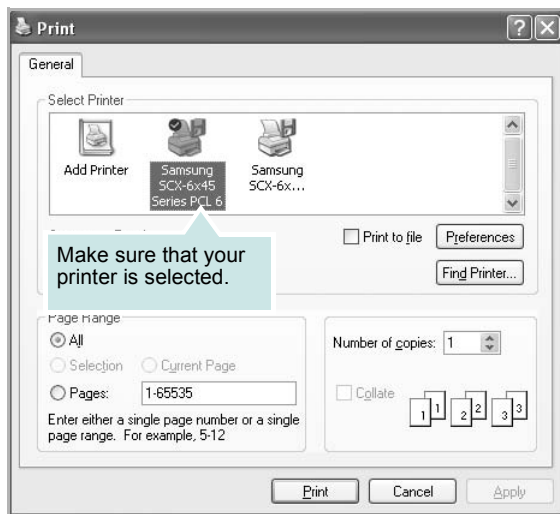
8 Basic printing

This chapter explains common printing tasks.

Printing a document

Your machine allows you to print from various Windows, Macintosh, or Linux applications. The exact steps for printing a document may vary depending on the application you use.

- 1 Open the document you want to print.
- 2 Select **Print** from the **File** menu. The Print window is displayed. It may look slightly different depending on your application.



- 3 Select **your printer driver** from the **Selet Printer** drop-down list.
- 4 To start the print job, click **OK** or **Print** in the Print window.

For details about printing, see **Software section**.

Canceling a print job

If the print job is waiting in a print queue or print spooler, such as the printer group in Windows, delete the job as follows:

- 1 Click the Windows **Start** menu.
- 2 For Windows 98/Me/NT 4.0/2000, select **Settings** and then **Printers**.
For Windows XP/2003, select **Printers and Faxes**.
- 3 Double-click the **Samsung SCX-6x45 Series PCL 6** icon. (Or **Samsung SCX-6x45 Series PS**)

- 4 From the **Document** menu, select **Cancel Printing** (Windows 98/Me) or **Cancel** (Windows NT 4.0/2000/XP/2003).



Note

You can also access this window by simply double-clicking the printer icon at the bottom right corner of the Windows desktop.

You can also cancel the current job by pressing **Stop** on the control panel.

9 Machine status and advanced setup

This chapter explains how to browse the current status of your machine, and the method of setting for the advanced machine setup. Please read this chapter carefully in order to use your machine's diverse features.

This chapter includes:

- **Machine Setup**
- **Browsing the machine's status**
- **General settings**
- **Copy Setup**
- **Fax Setup**
- **Network Setup**
- **Authentication**
- **Optional Service**
- **Remote Service**
- **Printing a report**

Machine Setup

- 1 Press **Machine Setup** on the control panel.
- 2 Select the appropriate item for your occasion.

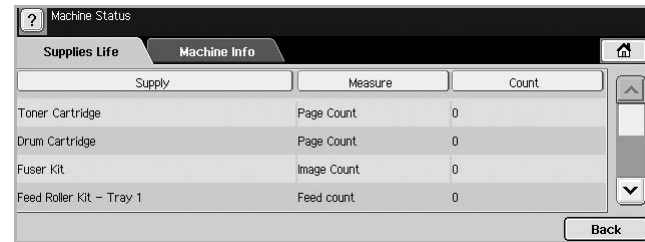


- **Machine Status:** Shows the current machine status.
- **Admin Setting:** Allows administrator to set up the machine.

When you press **Admin Setting**, login message pops up. Enter password and press **OK**. (Factory setting is 1111.)

Machine Status screen

Press **Machine Setup** on the control panel and press **Machine Status**.



- **Supplies Life tab:** Displays the remainders or the usage count of the machine supplies. Use up/down arrows to switch screens.
- **Machine Info tab:** Displays the detailed information about the machine, and some options allows for validating your machine. (Page 9.1)
- **Back:** Returns to the previous screen.

Admin Setting screen

Gives you access to detailed machine settings.



Note

When you press **Admin Setting**, a login message appears. If the administrator set the password, you have to enter the password every time you want to use **Admin Setting**. (Page 3.3)



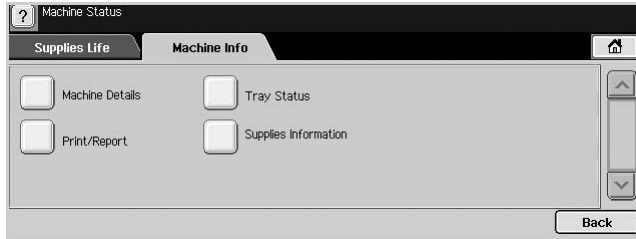
- **General tab:** Sets the basic parameters of the machine such as location, date, time, and more. (Page 9.2)
- **Setup tab:** Sets the values for fax, network and login. Also you can set to enable the feature listed on the screen.
- **Print/Report tab:** Prints configuration or font list and displays a report of machine features. (Page 9.7)
- **Back:** Returns to the previous screen.

Browsing the machine's status

You can browse the machine information and validate some features of the machine.

- 1 Press **Machine Setup** on the control panel.

2 Press **Machine Status** > the **Machine Info** tab.



Option	Description
Machine Details	This option shows the customer support information on the email address and the phone number you stored from Admin Setting. Also, you can check the machine's serial number, or the hardware and software information specification.
Print/Report	You can print various helpful and informative reports such as System Report , Fax Report and Scan Report . (Page 10.1)
Tray Status	The screen shows the trays installed on your machine, and their current configurations.
Supplies Information	You can view the amount of each category that your machine has printed so far. To print this report, see page 9.7.

General settings

Before you get ready to using the machine, it is recommended to set up the machine parameters.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, then enter password and press **OK**. (Factory setting is 1111.)

3 Press the **General** tab.



Option	Description
Device Info	The sub-options available are Service Center Registration and Contact Info . You may enter information on service center and purchasing point.
Date & Time	You can set the date and time. (Page 3.4)
Default Settings	<ul style="list-style-type: none"> • Default Window: Set the first window that will appear on the display screen after turning on the machine or waking up from the Low Power Mode to Sleep Mode. For example, if you select Fax as a default window, the first window will be the Basic tab of the Fax feature. In case you want to show ID Copy as a default window, you need to enable this feature in Default Option previously. • Default Option: Changes all the default values for copying, faxing, emailing, scanning and paper at once. (Page 3.5) <p>Note: Depending on the optional kit you installed or the category you selected, the selectable options on the display screen may differ.</p>
Measurements	This option lets you change the measurement unit to use (mm or inch), and set the numeric separation (comma or period).
Timers	The machine cancels a printing job if data does not be received in specific time. <ul style="list-style-type: none"> • System Timeout: The machine returns to the default value after certain time the machine waits. You can set a time for maximum 10 minutes. • Held Job Timeout: The machine holds a job for a specific time period. You can set a time period for at least an hour.
Language	It allows you to change the language that appears on the touch screen.

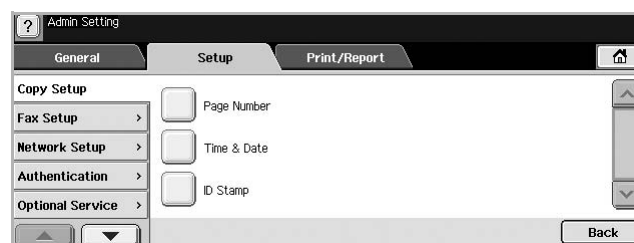
Option	Description
Energy Saver	You can reduce energy consumption by setting these features. Energy Saver has three options, first Low Power Mode to Sleep Mode turns off the scanner lamp under the glass. And Power Save turns off all the fans within the machine after a certain time. Standby to Low Power Mode turns off the fans within the machine except a core fan for the fuser unit. (Page 3.4)
Tray Management	This feature allows you to select the tray and paper you use for a printing job. Paper size, paper type, and paper color options are adjusted here. Tray Confirmation Message is to activate the window asking whether you set the paper size and type for the just opened tray. <ul style="list-style-type: none"> • Auto Tray Switch: If tray1 and tray2 are filled with letter size paper, when tray1 is empty and this option is On, then the machine continues printing with paper in tray2. • Auto Continue: When the paper is mismatched, meaning that tray1 has filled with the letter size paper, but the printing job needs A4 size paper, the machine will wait for 30 seconds to paper in tray1 with proper sized paper. After 30 seconds, the machine automatically starts printing with Letter sized paper.
Altitude Adjustment	Print quality is affected by atmospheric pressure, which atmospheric pressure is determined by the height of the machine above sea level. This feature lets you adjust the altitude in a height district. Higher altitude location need to set this feature to High 3 , which affects print quality.
Output Options	Output Options is for, when the staples run out, you to let the machine stop processing and wait to refill the staples or continue the job. If you set Within Job Offsetting to On , the output paper is placed and sorted by printout-sets.
Contention Management	This feature lets you to select the priority between copy jobs and print jobs. <ul style="list-style-type: none"> • Priority: Set the priority by numbering the job. The machine starts from the least to the highest number in order. • First In, First Out: The machine does an asked job in order.

Option	Description
Sound	You can adjust the loudness of the machine sound. Press Fault to adjust the machine's error sound. Select Conflict if you pressed the wrong option. Press Selection to sound whenever you press the selection from your touch screen.
Supplies Management	The machine gives you the notification of the drum and toner to reorder, and resets the used fuser counter, bias transfer roller, feed roller and document feeder friction pad counter.
Machine Test	The machine prints the test image patterns using Image Quality Test Patterns .
On Demand Overwrite	You can set the machine to delete previous job information on HDD as you store new job information. To activate this feature, go to Admin Setting > the Setup tab > Optional Service and set the On Demand Image Overwrite option to Enable . After activating this feature you can overwrite a HDD by pressing Start in the display.

Copy Setup

For copy output, you can set up several options in advance.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, enter password and press **OK**.
- 3 Press the **Setup tab > Copy Setup**.



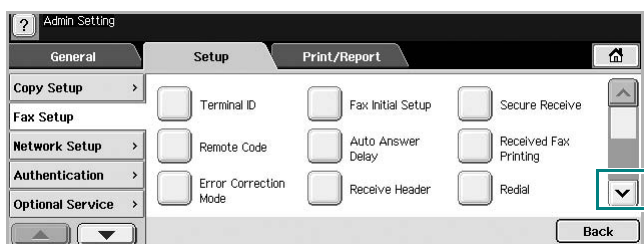
Option	Description
Page Number	If you select this option On , each copy will include the page number on the bottom of each page.
Time & Date	Set this option On in order to print the date and time on each copy, set from the General tab.

Option	Description
ID Stamp	This option is used to set words or a message to print on your copies. Set this option On and an input screen will be displayed, write your message using the pop up keyboard.

Fax Setup

This machine offers you with various options to you for setting up the fax system. You can change the default settings for your preferences and needs.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, enter password and press **OK**.
- 3 Press the **Setup** tab > **Fax Setup**.



Note

The fax options are different from country to country depending on the international communication regulatory. If the display screen does not show or gray out some of the fax options explained herein, it means that the grayed out function does not supported in your communication environment.

Option	Description
Terminal ID	Enter the machine ID and fax number which will be printed at the top of each page.
Remote Code	This feature works best when you are using an extension telephone connected to the EXT socket on the back of your machine. You can receive a fax from someone you are talking to on the extension telephone, without going to the fax machine. (Page 6.4)
Error Correction Mode	It helps with poor line quality and makes sure any faxes you send are properly transmitted to any other ECM-equipped fax machines. Sending a fax using ECM may take more time.

Option	Description
Fax Initial Setup	You can set Receive Mode for Telephone , Fax or Answering Machine/Fax , and Dial Type at either DP (Dial Pulse) or MF (Multi Frequency). When you select Answering Machine/Fax , you can receive a fax while the line is being used by the answering machine. (Page 6.4) Contact your local telephone company for Dial Type setting information.
Auto Answer Delay	You can specify the number of times the machine rings before answering an incoming call.
Receive Header	Use this option to automatically print the page number, date and time of fax reception at the bottom of each page.
Secure Receive	You may need to prevent your received faxes from being accessed by unauthorized people. This feature restricts printing of received faxes when the machine is unattended. If you select this option to On , all incoming faxes go into memory. A four-digit Passcode is used when you want to print out received faxes in memory. (Page 6.5)
Received Fax Printing	When receiving a fax containing pages longer than the paper loaded in the tray, the machine can reduce the size of the original to fit the size of the paper loaded in the machine. If this feature is set to Off , the machine cannot reduce the original to fit onto one page. The original will be divided and printed in actual size on two or more pages. If you set this option to On and set the discard size to 10mm and the received data is longer than the currently set paper in the tray, the machine minuses the data that would have been on the specified discard segment.
Redial	The machine can automatically redial a remote fax machine, if it was busy. You can set the number of redial attempts and an interval between attempts. Selecting 0 for Redial Attempts means that the machine will not use this feature.
Speaker Volume (Audio Line Monitor)	This controls the sound when a fax actually starts to transfer data. If this option is On , the machine sounds from a fax starts until a fax finishes. With Comm. the machine sounds only until the communication is succeeded. No sound with Off option.

Option	Description
Prefix Dial	This feature allows you to set a prefix of up to five digits. This number will be dialed before any automatic number is dialed. User may set this to access a PABX ^a (example *9) or area code number (example 02).
Junk Fax Number List	The machine does not accept faxes sent from remote stations if their numbers are stored in the memory as junk fax numbers. You can enter a maximum of 10 junk fax numbers. Press Junk Fax Number List and Edit and enter the last numbers (1~7 digit) of the fax number.
Ring Volume	This feature adjusts the ring volume. When you select Off , the machine does not ring.
Dial Tone Volume	When you press On Hook Dial to send a fax, you can hear a specific tone. To adjust the tone volume, you can use this feature. Value Low volume is the lowest.
Output Option	You can set the machine to print out the fax on both sides of the paper, or stapled. (Page 6.5)
Mailbox Setup	<ul style="list-style-type: none"> • Document Policy: You can set the document stored in Mailbox to delete or retain documents after. Select On of each option to delete, Off to remain the data. • Mail Configuration: You can create, edit, or delete Mailbox. Enter Mailbox ID, Mailbox Name, Mailbox Passcode by pressing options. (Page 6.9) <p>Note: If you set the Notification option to On, you are notified when a fax is received in Mailbox. (Page 6.9)</p>
Output Tray	This feature lets you select the paper tray to use for receiving a fax.
Toll Save	Set the machine to send a fax in the toll save time for saving. (Page 6.10)
Send Batch	The machine asks you whether you want to add the documents to the reserved delay fax, if the fax number you have dialed is same as the delay fax number. (Page 6.10)
Fax Forward Settings	You can forward a sent or received fax to other destination by a fax or an email. (Page 6.11)

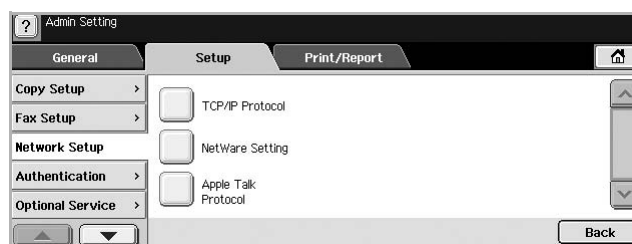
a. Private Automatic Branch Exchange

Network Setup

You may set up the network with the machine's touch screen. Before doing that, you must have the information concerning the type of network protocols and computer system you use. If you are not sure which setting to use, contact your network administrator to configure this machine network.

For further explanation about network environment, refer to Network Printer User's Guide within Network Utilities CD.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, enter password and press **OK**.
- 3 Press the **Setup** tab > **Network Setup**.



Option	Description
TCP/IP Protocol	Select appropriate protocol and configure parameters to use the network environment. Note: There are lots of parameters to be set, therefore, if you are not sure, leave as it is, or consult the network administrator.
NetWare Setting	This machine is compatible with Novell NetWare networks. You can print to the network printer from any NetWare client.
Apple Talk Protocol	For Macintosh network environments, select this option. This option provides packet transmission and routing functionality for networking.

Authentication

This feature lets you control and lock all outgoing data, or change the password.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, then enter password and press **OK**.
- 3 Press the **Setup** tab > **Authentication**.



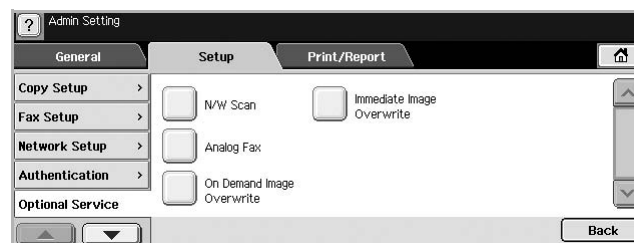
Option	Description
Authentication Mode	It enables the authentication mode which can be used for Job Accounting Plug-in the SyncThru™ Web Admin Service .
Network Accounting	
Foreign Device Interface	<p>When you install the optional FDI kit, select On to activate it.</p> <ul style="list-style-type: none"> • Job Timer: If there is not enough credit, you can set the machine to cancel a job right away or wait a designated amount of time for a deposit. • Print Job Control: When it is enabled, the both computer printing and copying are possible since the credit remains. With Disable, only the copy printing job needs the credit. (which means a computer printing a report or a fax job needs no credits) • Inhibit Services: When no credit is left, the machine disables the copy job only with Copy Only. With All Service, scanning service and copy job are disabled.

Option	Description
Authentication Mode (Continue)	<ul style="list-style-type: none"> • Internal Credits: It is used when you cancel the job or when the job is cancelled by the device due to insufficient credits (coin) or is canceled by user's request. If you select Enable, the machine deposits a credit equal to the number of sheets that did not print out correctly, then it prints next job for free (for the amount deposited). With Disable, even if you cancel the printing job, the machine includes jammed paper in the count and the cost of printing. • Image Counter: Depends on whether the machine counts blank white pages.
Foreign Device Interface (Continue)	
No Authentication Mode	It disables Authentication Mode .
Change Admin. Password	You can change the password for the Admin Setting authentication.

Optional Service

When you want to add the optional features for this machine, you have to install the optional kit and then set the machine to enable and activate those features. Follow the next steps to enable those features.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, then enter password and press **OK**.
- 3 Press the **Setup** tab > **Optional Service**.



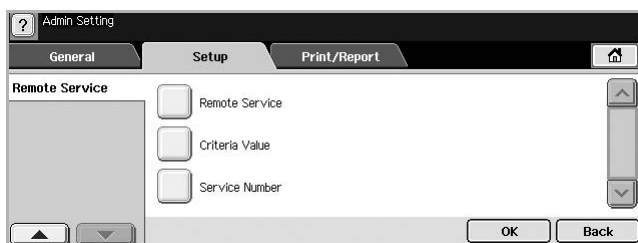
Option	Description
N/W Scan	If you are not using the network scan feature, select Disable , then the Scan icon on the display will be grayed out.

Option	Description
Analog Fax	After installing the fax kit, select this option Enable to use this machine as a fax machine.
On Demand Image Overwrite	You can set the machine to delete previous job information on HDD as you store new job information. Set this option to Enable , go to the General tab > On Demand Overwrite , press Start in the display to start the overwriting job.
Immediate Image Overwrite	If you select Enable , the machine renews the HDD memory when you save new job on it.

Remote Service

This option enables the machine send the notification to service representatives to inform them that the machine needs supplies such as a toner cartridge.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, then enter password and press **OK**.
- 3 Press the **Setup** tab > **Remote Service**.

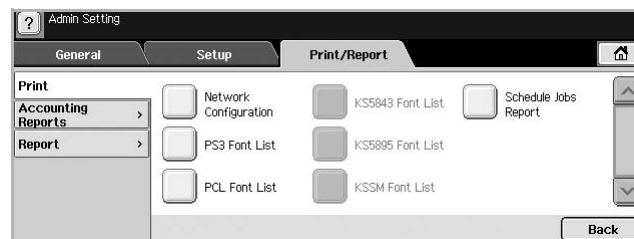


Option	Description
Remote Service	Select On to use Remote Service .
Criteria Value	Sets the machine to count printed pages or the number of days the machine will be used. After setting up dates or number of pages, the machine will send a fax to the service representatives informing the machine has used over set date, or did print job more than set pages.
Service Number	Enter the fax numbers for the service representatives.

Printing a report

You can print a report on the machine's configuration or font list, etcetera.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, then enter password and press **OK**.
- 3 Press the **Print/Report** tab.



Option	Description
Print	You can print Network Configuration, PS3 Font List, PCL Font List and Schedule Jobs Report . Schedule Jobs Report shows the job list in pending, in delayed faxing or the Mailbox list as well.
Accounting Report	Supplies Information You can print the amount of each category that your machine has printed so far.
	Network Auth. Log Report It displays user login IDs and emails.
	Usage Page Report You can print the report on the amount of printouts depending on the paper size and type.
Accounting Report	Prints the report of printing out count for each login user.

Option		Description
Report	Configuration Report	You can print a report on the machine's overall configuration.
	Fax Report	<p>You can set to print the information of a fax reports.</p> <ul style="list-style-type: none"> • Multi Send Report: When you fax to several destination, set this option to print a transmission report. On is to print every time you send a fax, the machine prints a confirmation report. With On-Error, only when the transmission error occurred, the report will be printed out. • Fax Send Report Appearance: You can select whether the image on the confirmation report shows or not. • Fax Send Report: The machine prints the confirmation report after each fax job, only when you send a fax to one destination. • Fax Sent/Received Report: The machine stores the logs on each transmission and prints out every 50 logs with this option On. If you select Off, the machine stores the logs but does not print.

Option		Description
Report (Continue)	E-mail Confirmation Report	<p>The report shows the job of scanning and sending it via Scan to Email.</p> <ul style="list-style-type: none"> • On: The report is printed whether a job successfully completed or failed. • Off: No report is printed after completing a job. • On-Error: Only in case of error occurrence, the machine prints the report.
	Scan to Server Confirmation	<p>The report shows the job of scanning and sending it via SMB and FTP.</p> <ul style="list-style-type: none"> • On: The report is printed whether a job successfully completed or failed. • Off: No report is printed after completing a job. • On-Error: Only in case of error occurrence, the machine prints the report.



Note

You can also print machine's status information and browse status with **SyncThru Web Service**. Open the web browser on your networked computer and type the IP address of your machine. When **SyncThru Web Service** opens, click **Information > Print information**.

10 Maintenance

This chapter provides information for maintaining your machine and the toner cartridge.

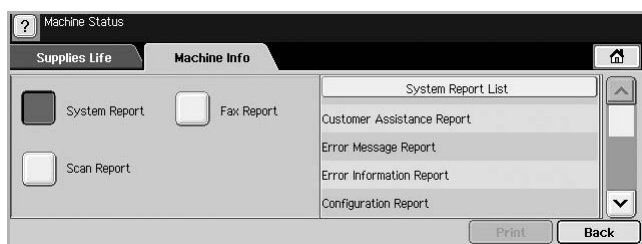
This chapter includes:

- **Printing a machine report**
- **Monitoring the supplies life**
- **Finding the serial number**
- **Sending the toner reorder notification**
- **Sending the drum reorder notification**
- **Checking Stored Documents**
- **Cleaning your machine**
- **Maintaining the cartridge**
- **Maintenance Parts**
- **Managing your machine from the website**

Printing a machine report

You can print the machine's information and job report.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Machine Status** > the **Machine Info** tab > **Print/Report**.
- 3 Select the report type, then the right side of the screen shows the list to print.
- 4 Select the list to print.



- 5 Press **Print**.



Note

- If you want to print the machine's network information or font list, press **Machine Setup** > **Admin Setting** > the **Print/Report** tab. In case you select the **Configuration Report**, just press **Print Now** to print the report. The **Fax Report**, **E-mail Confirmation Report**, and **Scan to Server Confirmation** options do not provide the print, these are only for report setup.
- You can use **SyncThru Web Service** to print the machine's configuration or browse the status. Open the web browser in the networked computer, and type the machine's IP address. When **SyncThru Web Service** is opened, click **Information** > **Print information**.

Monitoring the supplies life

If you want to view the supply life indicators, follow the next step.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Machine Status**.
- 3 Scroll down to browse the entire supplies list view the percentage remaining.

Finding the serial number

If you want to check your serial number from the screen, follow the next steps.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Machine Status** > the **Machine Info** tab > **Machine Details**.

Sending the toner reorder notification

You can set the machine to alert you that the toner level is low and needs to be reordered.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, then enter password and press **OK**.
- 3 Press the **General** tab > **Supplies Management** > **Toner Cartridge Reorder Notification**.
- 4 Press **Toner Reorder at Life Remaining** and select a percentage.
- 5 Press **OK**.


Sending the drum reorder notification

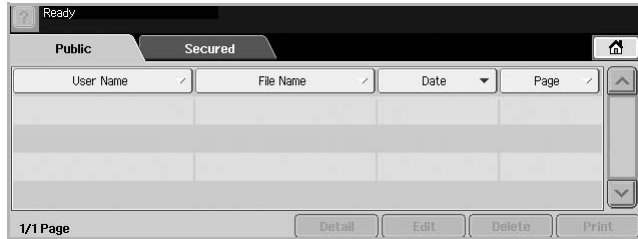
You can set the machine to alert you that the drum level is low and needs to be reordered.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**. When the login message pops up, then enter password and press **OK**.
- 3 Press the **General** tab > **Supplies Management** > **Drum Cartridge Reorder Notification**.
- 4 Press **Drum Reorder at Life Remaining** and select a percentage.
- 5 Press **OK**.

Checking Stored Documents

The machine shows the document list of the print or fax job.

Press **Stored Documents** on the **Main** screen. If the screen displays another menu, press () to go to the **Main** screen.



- **Public** tab: Shows the job list of delay print and store print job.
- **Secured** tab: Shows the job list of secure print, secure receive, and secure store print job.
- **User Name**: Shows the user name who registered the job.
- **File Name**: Shows the job name which is registered as the job information. For the computer printing, the file name shows.
- **Date**: Shows the date of the job registered.
- **Page**: Shows the total page number of the job.
- **Detail**: Pops the separate message showing the basic job information with the file size, the paper size and the paper type, as well.
- **Edit**: Lets you to modify the file name.
- **Delete**: Deletes the selected list.
- **Print**: Prints the selected list.

Cleaning your machine

To maintain print and scan quality, follow the cleaning procedures below each time the toner cartridge is replaced or if print and scan quality problems occur.



Caution

Cleaning the machine cabinet with cleaning materials that contain large amounts of alcohol, solvent, or other strong substances can discolor or damage the cabinet.

Cleaning the outside

Clean the machine cabinet with a soft lint-free cloth. You can dampen the cloth slightly with water, but be careful not to let any water drip onto or into the machine.

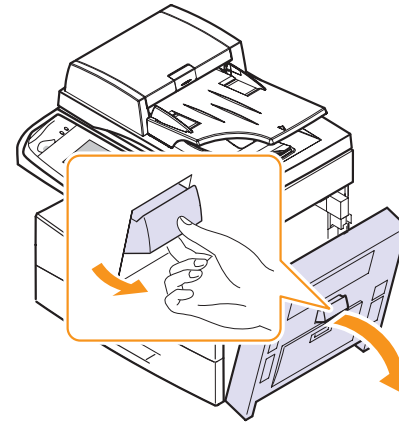
Cleaning the inside

Contact a service representative to clean the inside of the machine.

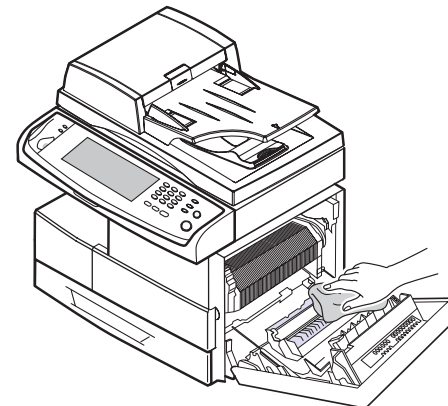
Cleaning the transfer unit

The cleaning the transfer unit within this machine is recommended for its printing quality. The cleaning period is best once a year or once 10,000 pages printing.

- 1 Prepare a soft lint-free cloth.
- 2 Turn off the machine.
- 3 Unplug the power cable.
- 4 Open the side cover.



- 5 Wipe the surface of the transfer unit.



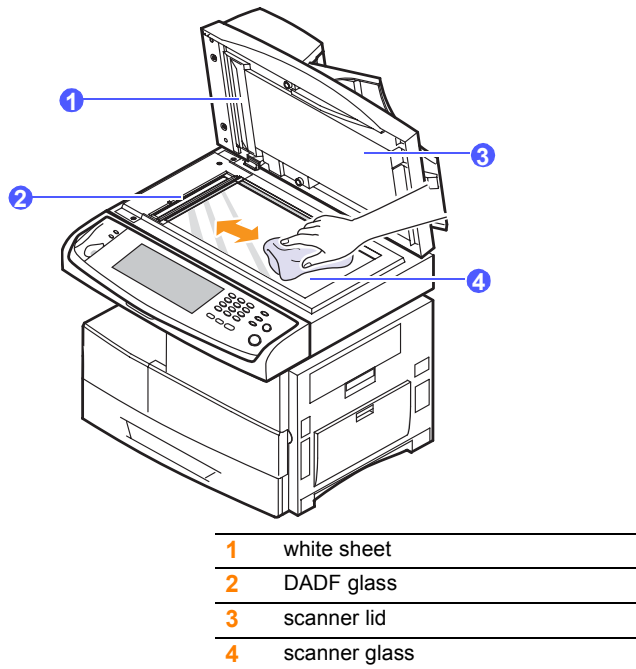
- 6 Close the side cover.
- 7 Plug the power cable and turn the machine on.

Cleaning the scan unit

Keeping the scan unit clean helps ensure the best possible copies. We suggest that you clean the scan unit at the start of each day and during the day, as needed.

- 1 Slightly dampen a soft lint-free cloth or paper towel with water.
- 2 Open the scanner lid.

- 3 Wipe the surface of the scanner glass and DADF glass until it is clean and dry.



- 4 Wipe the underside of the scanner lid and white sheet until it is clean and dry.
- 5 Close the scanner lid.

Maintaining the cartridge

The cartridge storage

To get the most from the toner cartridge, keep the following guidelines in mind:

- Do not remove the toner cartridge from its package until ready for use.
- Do not refill the toner cartridge. The machine warranty does not cover damage caused by using a refilled cartridge.
- Store toner cartridges in the same environment as your machine.
- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.

Expected cartridge life

The toner cartridge yield depends on the amount of toner that print jobs require. Average yield for a new toner cartridge is 20,000 standard pages in accordance with the ISO/IEC 19752 standard. (Average yield for the original toner cartridge supplied with the machine is 20,000 standard pages.) The actual number may also be different depending on the print density of the pages you print on, and the number of pages may be affected by operating environment, printing interval, media type, and media size. If you print a lot of graphics, you may need to change the cartridge more often.

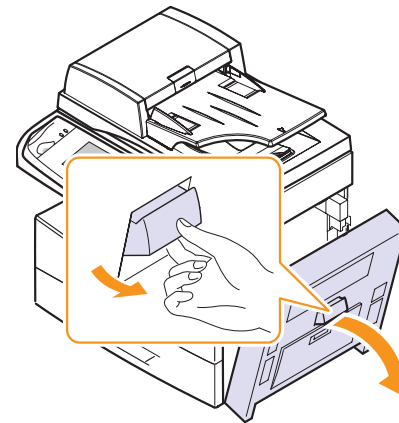
Replacing the toner cartridge

When the toner cartridge is completely empty:

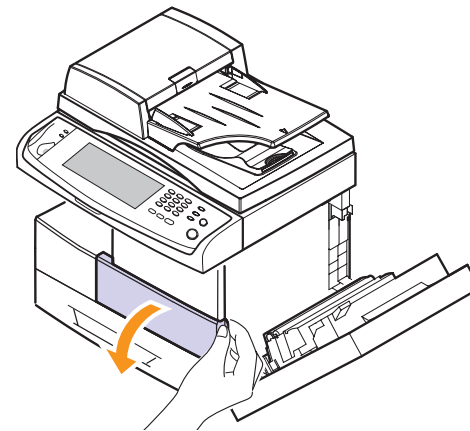
- **Toner Empty, Replace Toner1** appears on the display.
- The machine stops printing. Incoming faxes are saved in memory.

At this stage, the toner cartridge needs to be replaced. Check the type of the toner cartridge for your machine. (Page 12.1)

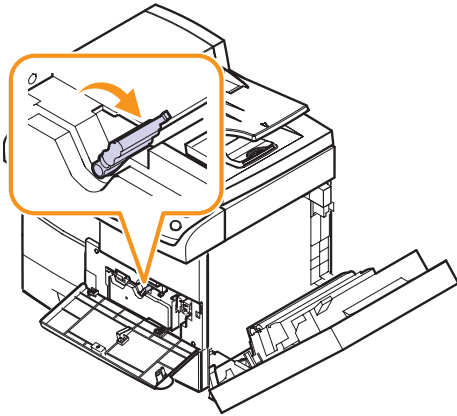
- 1 Open the side cover.



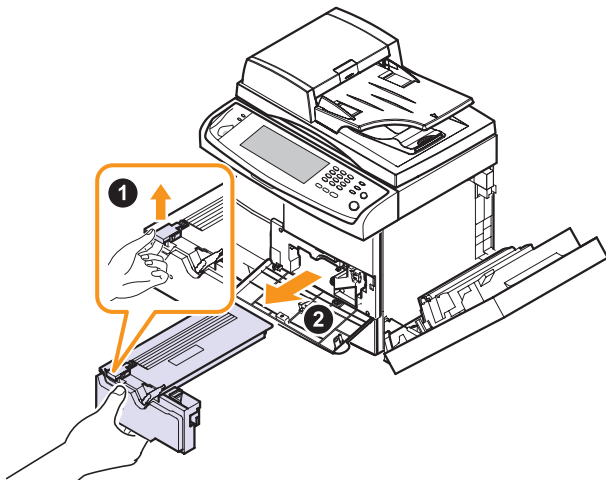
- 2 Open the front cover.



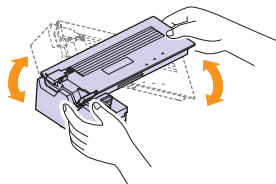
- 3 Turn the cartridge locking lever toward the right until you hear a 'click', to release the toner cartridge.



- 4 Lift the locking lever and pull the toner cartridge out.



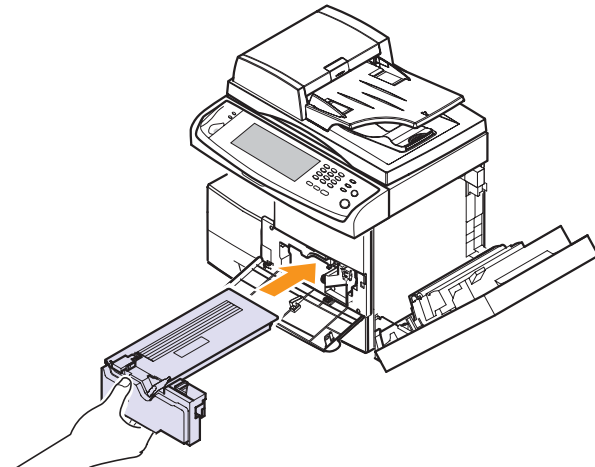
- 5 Remove the new toner cartridge from its bag.
6 Thoroughly roll the cartridge five or six times to distribute the toner evenly inside the cartridge.



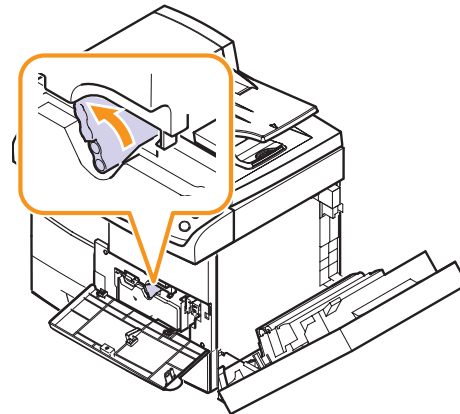
Note

If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

- 7 Hold the toner cartridge by the handle and slowly insert the cartridge into the opening in the machine.



- 8 Slide the new toner cartridge in until it locks in place.
9 Turn the cartridge locking lever toward the left until you hear a 'click'.



- 10 Close the front cover, then the side cover.

Replacing the drum cartridge

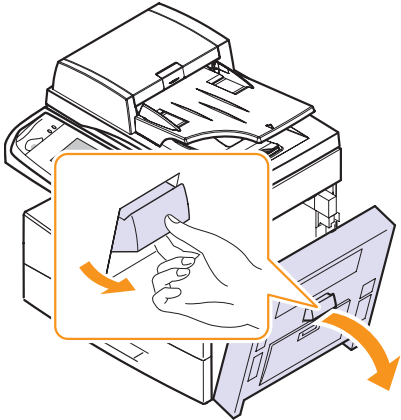
Expected cartridge life

The useful life of the drum cartridge is approximately 60,000 pages. The screen displays **Drum Warning** when the drum is near the end of life. Approximately 6,000 more pages can be made after the drum warning message, but you should have a replacement drum cartridge in stock. Drum cartridge yield may be affected by the operating environment, optional, printing interval, media type and media size.

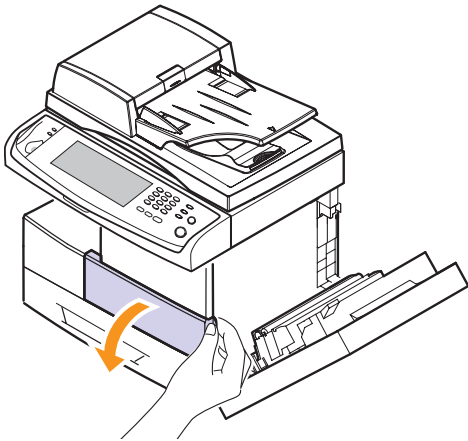
- **Replace Drum** appears on the display.

For ordering information for drum cartridges. (Page 12.1)

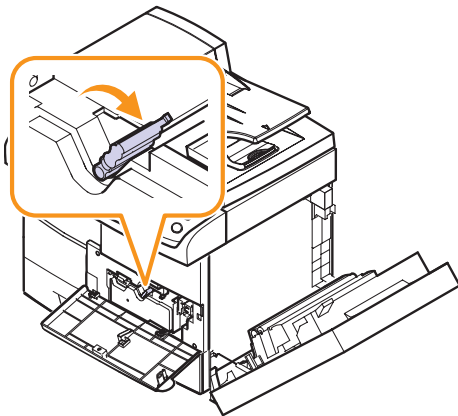
- 1 Open the side cover.



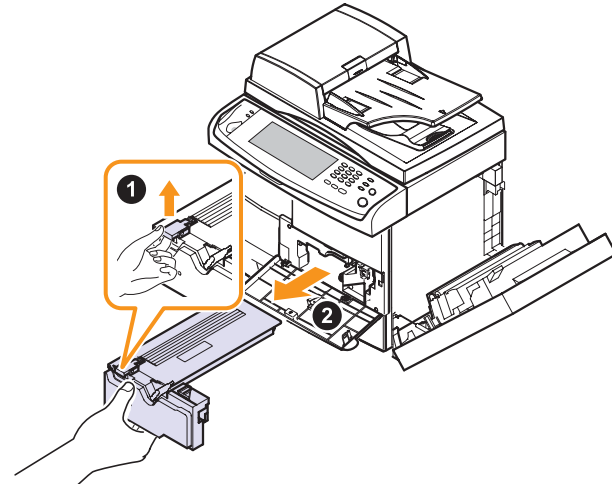
- 2 Open the front cover.



- 3 Turn the cartridge locking lever toward the right until you hear a 'click', to release the toner cartridge.

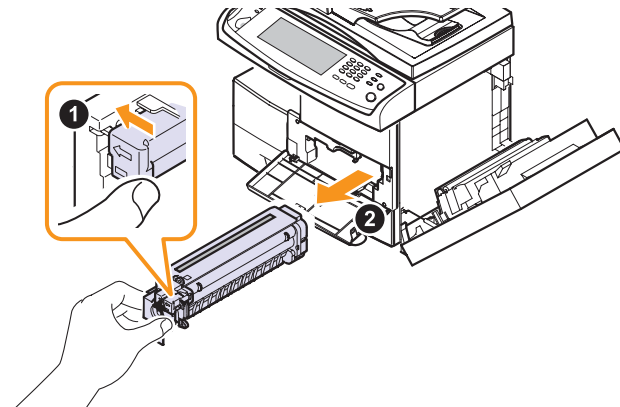


- 4 Lift the locking lever and pull the toner cartridge out.

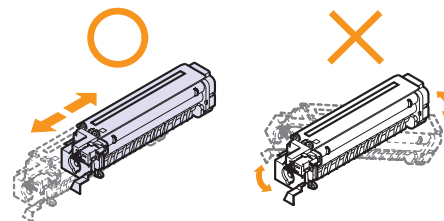


Note
The toner cartridge must be removed to replace the drum cartridge.

- 5 Pull the used drum cartridge out.



- 6 Remove the new drum cartridge from its bag.
7 Open the carefully pull the seal tape out of the cartridge.
8 Thoroughly shake the drum cartridge side to side five or six times.

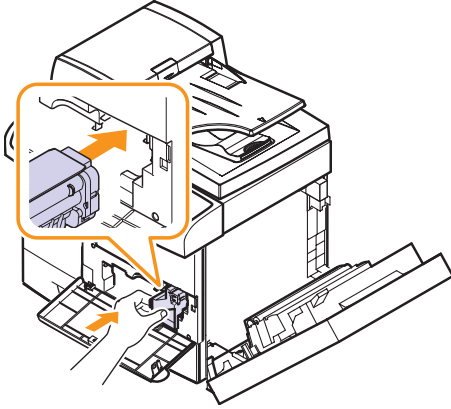


Note
If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

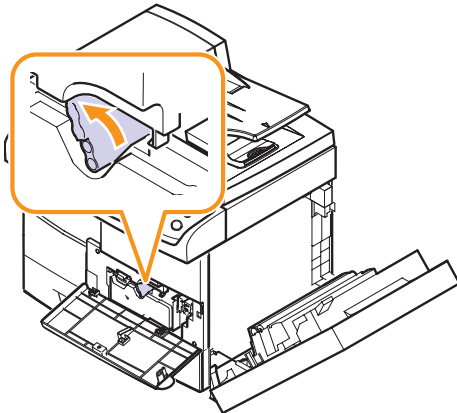
**Caution**

Do not touch the green part, midside of the drum cartridge. Use the handle on the cartridge to avoid touching this area.

- 9 Unpack the new drum cartridge and slide it into place, making sure not to touch the surface of the drum.



- 10 Slide the toner cartridge in until it locks in place.
11 Turn the cartridge locking lever toward the left until you hear a 'click'.



- 12 Close the front cover, then the side cover.

Maintenance Parts

To avoid print quality and paper feed problems resulting from worn parts and to maintain your machine in top working condition the following items will need to be replaced after the specified number of pages or when the life span of each item has expired.

Items	Yield (Average)
DADF rubber pad	Approx. 50,000 pages
Multi-purpose tray rubber pad	Approx. 50,000 pages

Items	Yield (Average)
DADF feed roller	Approx. 200,000 pages
Multi-purpose tray feed roller	Approx. 200,000 pages
Transfer roller	Approx. 100,000 pages
Fuser unit	Approx. 200,000 pages
Paper Feed roller	Approx. 200,000 pages

We highly recommend that this maintenance be performed by an authorized service provider, dealer or the retailer where you bought the machine. The warranty does not cover the replacement of the maintenance parts after their lifespan.

Managing your machine from the website

If you have connected your machine to a network and set up TCP/IP network parameters correctly, you can manage the machine via Samsung's **SyncThru Web Service**, an embedded web server. Use **SyncThru Web Service** to:

- View the device information and check its current status.
- Change TCP/IP parameters and set up other network parameters.
- Change the printer properties.
- Set the machine to send email notifications and update you on the machine's status.
- Get support for using the machine.

To access **SyncThru Web Service**:

- 1 Start a web browser, such as Internet Explorer, from Windows.
- 2 Enter the machine IP address (<http://xxx.xxx.xxx.xxx>) in the address field and press the **Enter** key or click **Go**.

Your machine's embedded website opens.

11 Troubleshooting

This chapter gives helpful information on what to do if you encounter a problem.

This chapter includes:

- **Clearing document jams**
- **Clearing paper jams**
- **Understanding display messages**
- **Solving other problems**

Clearing document jams

When an original jams while passing through the DADF, the warning message appears on the display screen.



Caution

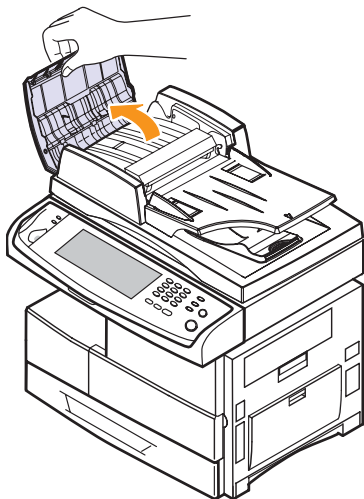
To avoid tearing the document, remove the jammed document gently and slowly.



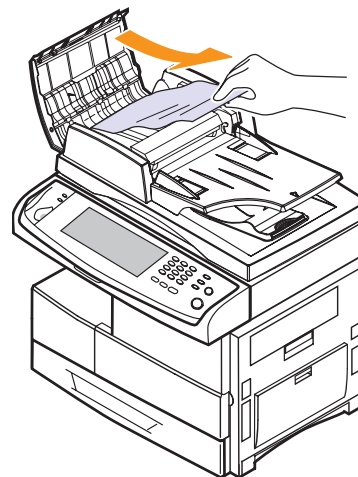
Note

To prevent document jams, use the scanner glass for thick, thin, or mixed paper-type originals.

- 1 Remove any remaining pages from the DADF.
- 2 Open the DADF cover.



- 3 Gently remove the jammed paper from the DADF.



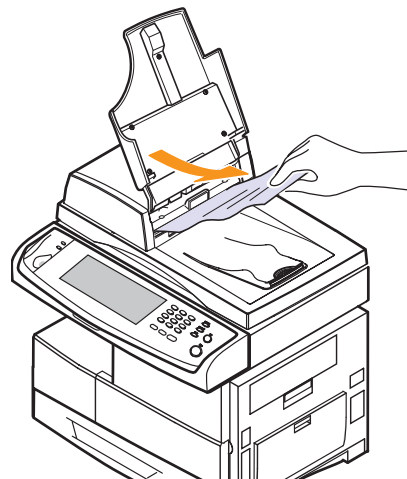
Note

If you see no paper in this area, refer to Roller misfeed. (Page 11.2)

- 4 Close the DADF cover. Then reload the pages you removed, if any, in the DADF.

Misfeed of exiting paper

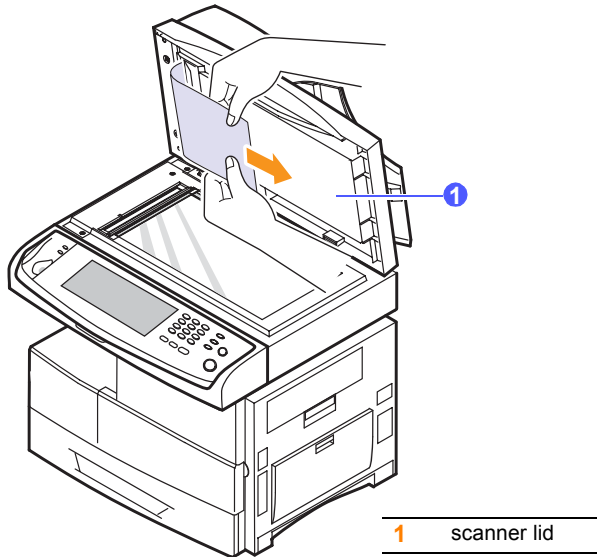
- 1 Remove the remaining documents from the DADF.
- 2 Open the document input tray upwards and pull the document gently out of the DADF.



- 3 Close the document input tray. Then place the documents back in the DADF.

Roller misfeed

- 1 Open the scanner lid.
- 2 Grasp the misfed paper, and remove the paper from the feed area by carefully pulling it to the right using both hands.



- 3 Close the scanner lid. Then load the removed pages back into the DADF.

Clearing paper jams

When a paper jam occurs, the warning message appears on the display screen. Refer to the table below to locate and clear the paper jam.

Message	Location of jam	Go to
Feed Jam at Tray 1, Feed Jam at Tray 2, Feed Jam at Tray 3, Feed Jam at Tray 4, Feed Jam at MP Tray	In the paper feed area (tray 1, optional tray, or multi-purpose tray)	below and page 11.5
Check Tray 2 Feed Area, Check Tray 3 Feed Area, Check Tray 4 Feed Area	In the paper feed area (optional tray)	Page 11.3
Jam at Fuser	In the fuser area or around the toner cartridge	Page 11.5
Registration Jam	In the paper exit area	Page 11.6

Message	Location of jam	Go to
Duplex Jam 0, Duplex Jam 1, Duplex Jam 2	In the duplex unit	Page 11.6
Finisher Jam 0	In the stacker unit	Page 11.7
Finisher Jam 1, Finisher Duplex Jam	In the stacker unit	Page 11.7
Finisher Jam 2	In the stacker unit	Page 11.8

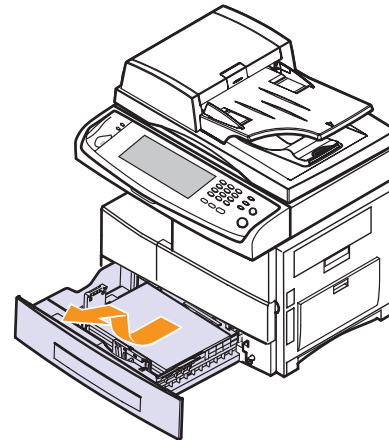


Caution

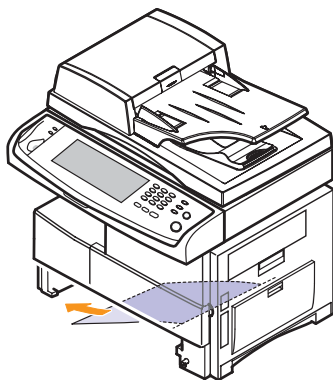
To avoid tearing the paper, pull the jammed paper out gently and slowly. Follow the instructions in the following sections to clear the jam.

In the tray 1

- 1 Pull out the paper tray to open. After you pull it out completely, lift the front part of the tray up slightly to release the tray from the machine.



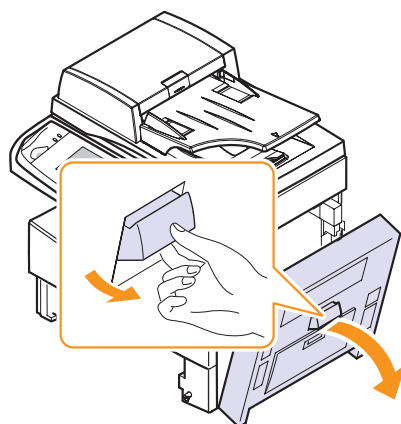
- 2 Remove the jammed paper by gently pulling it straight out.



Once you remove the jammed paper here, open the side cover and then close it to clear the error message on the display.

If there is any resistance, and the paper does not move immediately when you pull, stop pulling. Then:

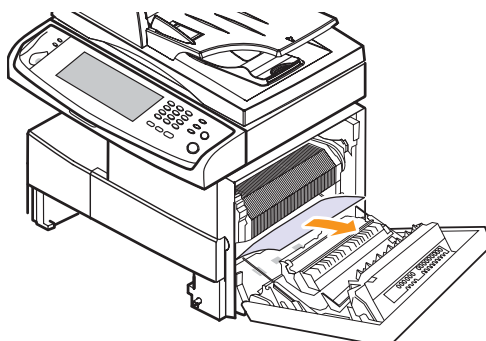
- 3 Open the side cover.



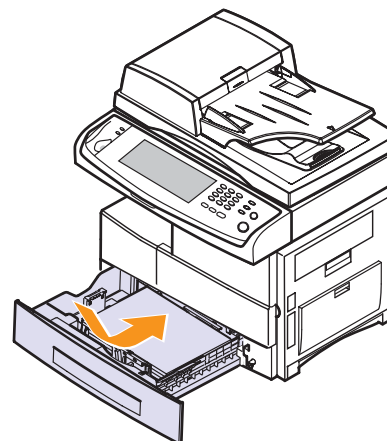
Note

Do not touch the shiny drum cartridge surface. Scratches or smudges will result in poor print quality.

- 4 Carefully remove the misfed paper in the direction shown.



- 5 Close the side cover and insert the paper tray. Lower the rear part of the Tray to align the rear edge with the corresponding slot of the machine, then insert it completely.



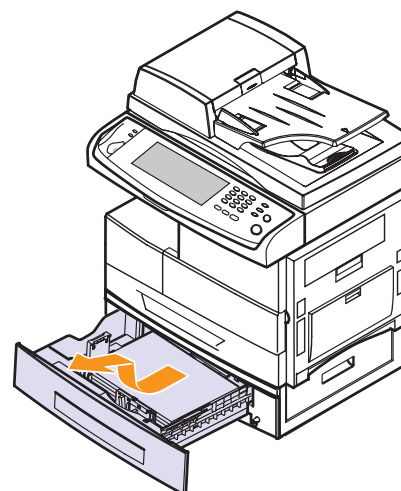
In the optional tray



Note

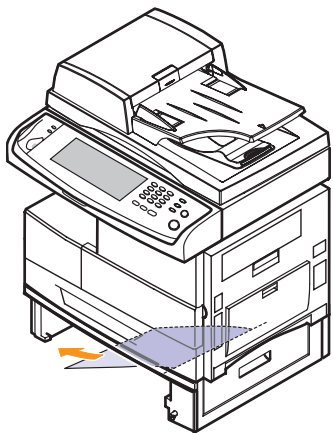
This part explains the method of removing the jammed paper in the optional tray 2. Please refer to the next method for other optional trays, since the method is same as the tray 2

- 1 Pull out the optional tray 2.
- 2 Lift the front part of the tray slightly up to release the tray from the machine.



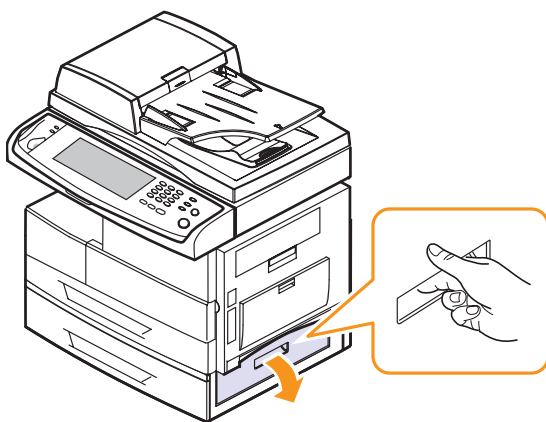
If the paper does not move when you pull, or if you do not see the paper in this area, stop and go to step 3.

- 3 Remove the paper in the direction shown. To avoid tearing the paper, pull it out gently and slowly.

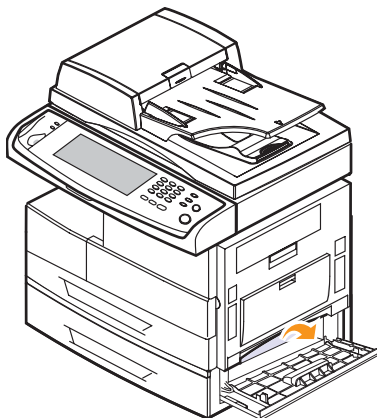


If you cannot find the jammed paper, or if there is any resistance when removing the paper, stop pulling and continue on step 5.

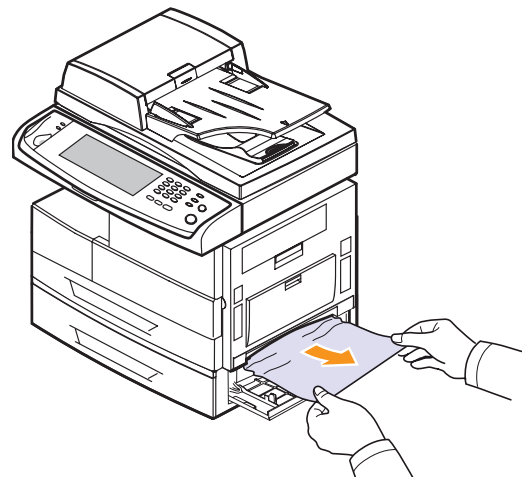
- 4 Open the outer cover in tray 2.



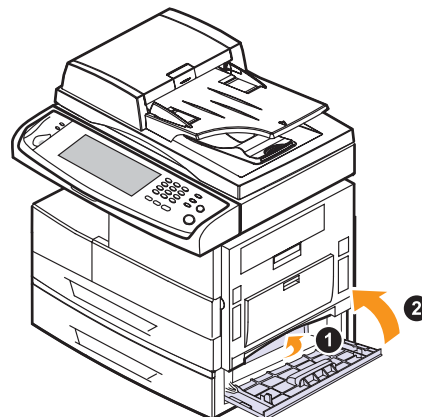
- 5 Open the inner cover of tray 2.



- 6 Pull the jammed paper out in the direction shown. To avoid tearing the paper, pull it out gently and slowly.

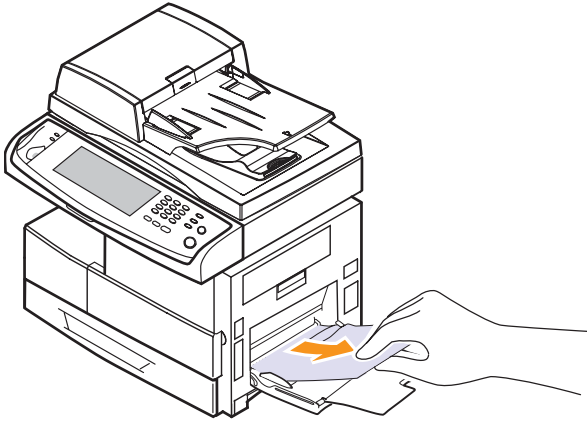


- 7 Close the two covers.

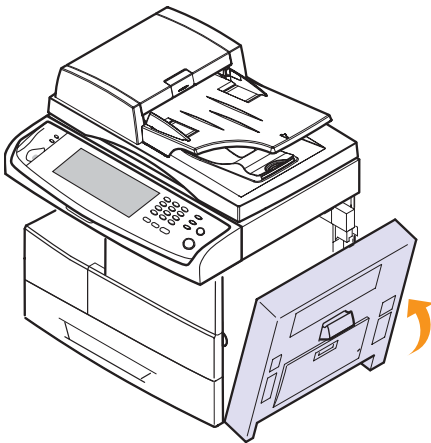


In the multi-purpose tray

- 1 If the paper is not feeding properly, pull the paper out of the machine.



- 2 Open and close the side cover. Printing automatically resumes.



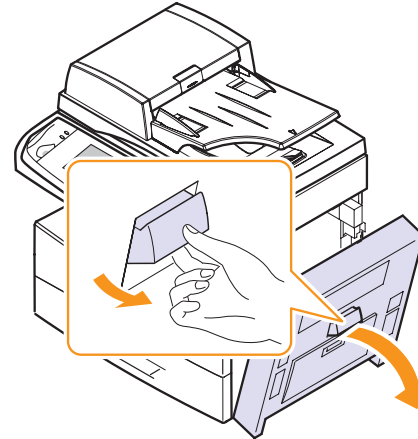
In the fuser area or around the toner cartridge



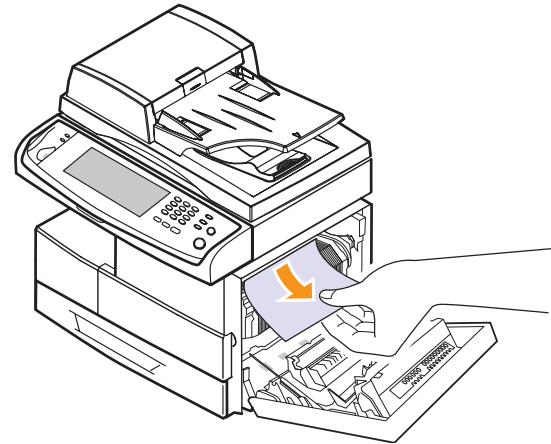
Note

The fuser area is hot. Take care when removing paper from the machine.

- 1 Open the side cover.



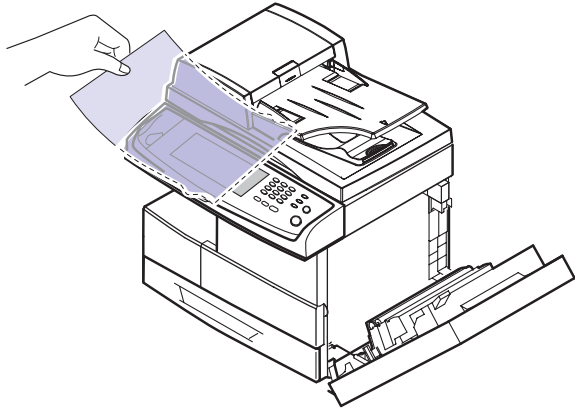
- 2 Remove the jammed paper, in the direction shown.



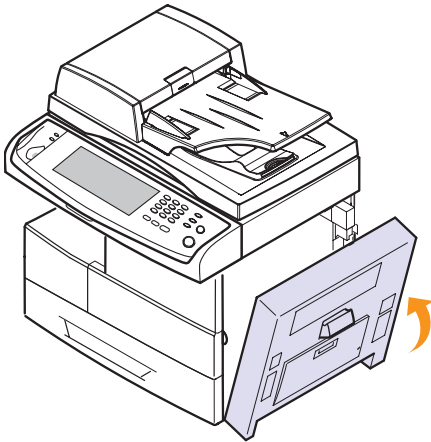
- 3 Close the side cover.

In the paper exit area

- 1 Open the side cover.
- 2 Gently pull the paper out through the exit area.



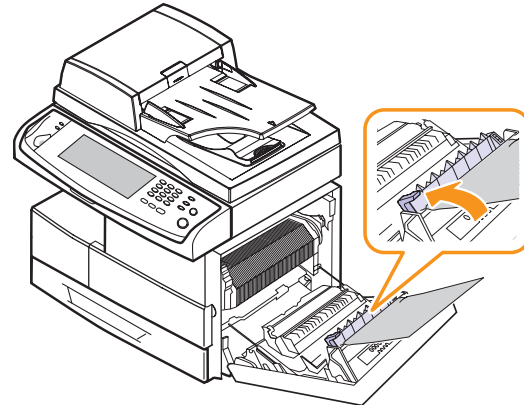
- 3 Close the side cover. Printing automatically resumes.



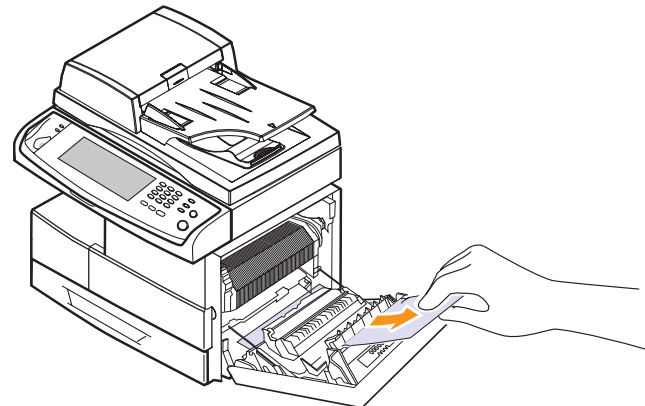
In the duplex unit area

If the duplex unit is not inserted correctly, paper jam may occur. Make sure that the duplex unit is inserted correctly.

- 1 Open the side cover.
- 2 Release the guide to pull the jammed paper easily.



- 3 Remove the jammed paper.



- 4 Close the side cover.

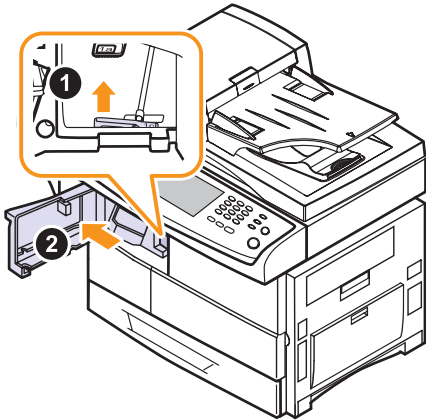
In the stacker (finisher)

Finisher Jam 0

- 1 Open the stacker front cover.



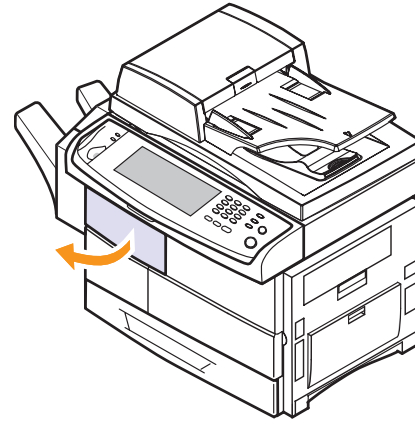
- 2 Pull out the stacker lifting the stacker lever 1c up.



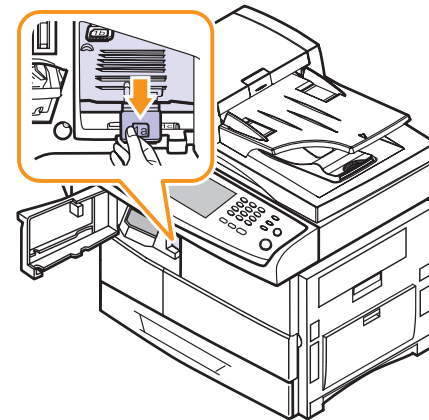
- 3 Remove the jammed paper.
- 4 Slide in the stacker until you hear the sound 'click'.
- 5 Close the stacker front cover.

Finisher Jam 1, Finisher Duplex Jam

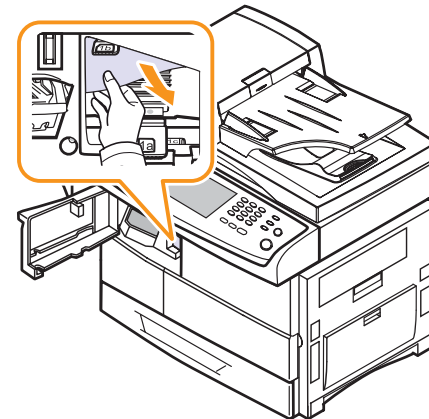
- 1 Open the stacker front cover.



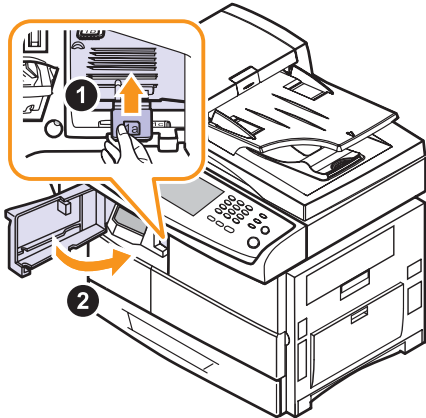
- 2 Pull the stacker lever 1a down. If necessary, pull the stacker lever 1b down as well.



- 3 Remove the jammed paper.

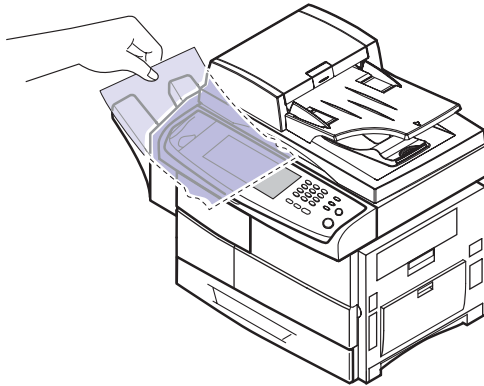


- 4 Pull up on the stacker lever and then close the stacker front cover.



Finisher Jam 2

- 1 Gently pull the paper out through the exit area.

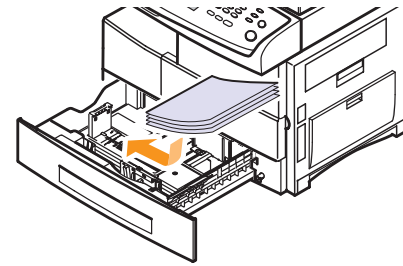


Tips for avoiding paper jams

By selecting the correct media types, most paper jams can be avoided. When a paper jam occurs, follow the steps outlined on page 11.2.

- Follow the procedures on page 4.5. Ensure that the adjustable guides are positioned correctly.
- Do not overload the tray. Ensure that the paper level is below the paper capacity mark on the inside of the tray.
- Do not remove paper from the tray while your machine is printing.
- Flex, fan, and straighten paper before loading.
- Do not use creased, damp, or highly curled paper.
- Do not mix paper types in a tray.
- Use only recommended print media. (Page 4.8)
- Ensure that the recommended side of the print media is facing down in the tray, or facing down in the multi-purpose tray.
- If paper jams occur frequently when you print on A5/B5-sized paper:

Load the paper into the tray with the long edge facing the front of the tray. If load the paper this way, printing both sides of the paper (Duplex) is not supported.



In the printer properties window, set the page orientation to be rotated 90 degrees. See the **Software** section.

Understanding display messages

Messages appear on the Smart Panel program window or on the control panel display to indicate machine status or errors. Refer to the tables below to understand the messages meaning to correct the problem, if necessary. Messages and their explanations are listed in alphabetical order.



Note

When you call for service, it is very convenient to provide the service representative with the contents of display message.

Message	Meaning	Suggested solutions
Ambient Temperature Sensor Fault	The sensor for the inner temperature of the machine is not working properly.	Turn the machine off and turn it on again. If the problem persists, please call for service.
BOOTP server error. An Auto IP address has been established.	BOOTP server does not work. The machine is working with auto IP setting function.	Set the network parameters again or assign a new static IP address.
BOOTP server error. An Auto IP is not working	The BOOTP server does not work, and the auto IP setting is failed.	Set the network parameters again or assign a new static IP address.
CCD Lock	The CCD (Charged Couple Device) lock has been locked. The CCD does not detect its home location or move.	Unlock the CCD lock. (Page 1.2) Or turn off the machine and on again. Try again. If the problem persists, call for service.

Message	Meaning	Suggested solutions
Check Fax Kit	The fax kit is not installed, or the fax is not working properly.	Reinstall the fax kit. If the problem persists, please call for service.
Check Hard Drive	The hard disk drive does not work properly.	Turn the machine off and turn it on again. If the problem persists, please call for service.
Check Tray 2 Feed Area	Paper has jammed in the tray feed area. Or the tray cover is opened.	Clear the jam. (Page 11.3)
Check Tray 3 Feed Area		
Check Tray 4 Feed Area		
DADF Duplex Feeding Jam	The lead edge of the document failed to actuate the scan sensor within the correct time after actuating the duplex sensor.	Lift up the document input tray and remove the jammed original. (Page 11.1)
DADF Duplex Jam	The lead edge of the document failed to actuate the duplex sensor within the correct time when the document was fed the wrong way.	Lift up the document input tray and remove the jammed original. (Page 11.1)
DADF Exit Jam	The lead edge of the document failed to actuate the gate sensor within the correct time after actuating the scan sensor.	Open the DADF cover and remove the jammed original. (Page 11.1)
DADF Oversize Document Detected	Oversized document or double-feeding of originals.	Open the DADF cover and remove the jammed original. (Page 11.1) Check the document size whether it is supported. (Page 14.1)
DADF Registration Jam	The originals are jammed in DADF.	Open the DADF cover and remove the jammed original. (Page 11.1)

Message	Meaning	Suggested solutions
DHCP server error. An Auto IP address has been established.	DHCP server does not work. The machine is working with the setting IP by auto IP setting function.	Set the network setting again or assign a new static IP address.
DHCP server error. An Auto IP is not working.	The DHCP server does not work, and the auto IP setting is failed.	Set the network setting again or input the new static IP address.
Drum Cartridge Initializing	It is the mixing time when installing the new drum cartridge up to 180 sec.	Wait about 180 seconds until the machine is ready.
Drum Communication Error	Communication between the drum cartridge and the machine has failed. The drum cartridge is invalid.	Reinstall the drum cartridge. If the problem persists, replace it.
Drum Warning	The drum cartridge is near the end of its life.	Ensure a replacement cartridge in stock.
Duplex Jam 0	Paper has jammed during duplex printing.	Clear the jam. (Page 11.6)
Duplex Jam 1	Paper has jammed during duplex printing.	Clear the jam. (Page 11.6)
Duplex Jam 2	Paper has jammed during duplex printing.	Clear the jam. (Page 11.6)
Ejector Fault	Ejector unit is not operating.	Remove paper from the output tray (finisher). If this error message shows on the screen again, cycle power. If the problem persists, call for service.
Fax Memory is full.	There is no more available fax memory. No more fax data can be received.	Delete the received fax data in the memory. Call for service to delete fax memory.

Message	Meaning	Suggested solutions
Fax Memory is low.	Available fax memory is now 1MB.	Delete the received fax data in the memory to secure memory. Call for service.
Feed Jam at MP Tray	Paper Misfed from multi-purpose tray	Clear the jam. (Page 11.5)
Feed Jam at Tray 1	Paper misfed from tray	Clear the jam. (Page 11.2 and page 11.3)
Feed Jam at Tray 2		
Feed Jam at Tray 3		
Feed Jam at Tray 4		
Finisher Duplex Jam	Paper jammed in the stacker.	Open the stacker door and remove jammed paper by lowering guide 1a or 1b.
Finisher Interface Error	Communication error has occurred between the stacker and the machine.	Turn the machine off and turn it on again. If the problem persists, call for service.
Finisher Jam 0	Paper jammed in the stacker.	Open the stacker door and remove jammed paper by lowering guide 1a or 1b.
Finisher Jam 1		
Finisher Jam 2	Paper jammed in the stacker exit part.	Pull jammed paper from the stacker exit.
Finisher Stacker Full	The stacker is full of printouts.	Remove printouts from the stacker.
Front Jogger Fault	Front Jogger is not operating.	Open the finisher door and clear any jammed paper (if there is). If this error message shows on the screen again, cycle power. If the problem persists, call for service.
Fuser error	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. If the problem still persists, please call for service.
Fuser High Error		
Fuser Low Error		
Fuser unit error		

Message	Meaning	Suggested solutions
GUI to MCB Communications Fault	A communication error has occurred.	Turn the machine off and turn it on again. If the problem persists, please call for service.
Install Developer-Drum Cartridge	The drum cartridge is not installed, or the CRUM (Consumer Replaceable Unit Monitor) in the cartridge is not connected.	Install the drum cartridge. If it is already installed, try to reinstall the drum cartridge. If the problem persists, please call for service.
Install Staple Cartridge	The staple cartridge is not installed.	Install the staple cartridge following the steps explained on the back of the finisher door. (Page 13.2) If you want to continue the print job and disregard of this error message, go to Admin Setting to adjust the option. (Page 9.2)
Install Toner Cartridge	The toner cartridge is not installed or the CRUM (Consumer Replaceable Unit Monitor) in the cartridge is not properly connected.	Try to reinstall the toner cartridge.
Invalid Drum cartridge	The drum cartridge you have installed is not for your machine.	Install a Samsung-genuine drum cartridge, designed for your machine.
Invalid Toner Cartridge	The toner cartridge you have installed is not for your machine.	Install a Samsung-genuine toner cartridge, designed for your machine.
IP address conflict	The IP address is used in other place elsewhere.	Check the IP address or obtain a new IP address.
Jam at Fuser	Paper has jammed in the fuser area.	Clear the jam. (Page 11.5)

Message	Meaning	Suggested solutions
Jam in Tray 2	Paper has jammed in the feeding area of the tray.	Clear the jam. (Page 11.2 and page 11.3)
Jam in Tray 3		
Jam in Tray 4		
LSU Hsync Error	A problem has occurred in the LSU (Laser Scanning Unit).	Unplug the power cord and plug it back inches. If the problem persists, please call for service.
LSU Motor Error		
Main motor failure	There is a problem in the motor unit.	Unplug the power cord and plug it back in. If the problem still persists, please call for service.
MCB to DADF Communications Fault	The communication error has occurred.	Turn the machine off and turn it on again. If the problem persists, please call for service.
MCB to NIC Communications Fault		
MCB to Tray 2 Communications Fault		
MCB to Tray 3 Communications Fault		
MCB to Tray 4 Communications Fault		
MCB Watchdog Detects Software Failure	MCB software is not responding.	Turn the machine off and turn it on again. If the problem persists, please call for service.
Memory Failure	Memory access failed.	Turn the machine off and turn it on again. If the problem persists, please call for service.
Network cable is disconnected	The network cable is disconnected.	Connect the network cable properly.
Network card is not installed	The network card does not work properly.	Turn the machine off and turn it on again. If the problem persists, please call for service.

Message	Meaning	Suggested solutions
Non Genuine Drum, Replace Drum	The drum cartridge installed is not a genuine cartridge. This message appears when you selected Continue at Non Genuine Drum, Replace Drum prompt.	Install the Samsung-genuine drum cartridge.
Non Genuine Drum, Replace Drum1	The drum cartridge installed is not a genuine cartridge. This message appears when you selected Stop at Non Genuine Drum, Replace Drum1 prompt.	Install the Samsung-genuine drum cartridge.
Non Genuine Toner, Replace Toner	The toner cartridge installed is not a genuine cartridge. This message appears when you selected Continue at Non Genuine Toner, Replace Toner prompt.	Install the Samsung-genuine toner cartridge.
Non Genuine Toner, Replace Toner1	The toner cartridge installed is not a genuine cartridge. This message appears when you selected Stop at Non Genuine Toner, Replace Toner1 prompt.	Install the Samsung-genuine toner cartridge.
Output Bin full	The printed papers are full on the output tray.	Remove printed outs from the output tray.
Paddle Fault	Paddle unit is not operating.	Open the finisher door and clear any jammed paper (if there is). If this error message shows on the screen again, cycle power. If the problem persists, call for service.

Message	Meaning	Suggested solutions
Paper Sensed in DADF.	When the machine is on, jammed paper is detected in the DADF.	Open the DADF cover and remove the jammed original. (Page 11.1)
Rear Jogger Fault	Rear Jogger is not operating.	Open the finisher door and clear any jammed paper (if there is). If this error message shows on the screen again, cycle power. If the problem persists, call for service.
Registration Jam	Paper has jammed in the registration area.	Clear the jam. (Page 11.6)
Replace Drum	The drum cartridge is at the end of its life. When the drum replacement message appears on the screen and if you select Continue , this message displays.	Replace a drum cartridge with a Samsung-genuine drum cartridge. (Page 10.4)
Replace Drum1	The drum cartridge is at the end of its life. When the drum replacement message appears on the screen and if you select Stop , this message displays.	Replace a drum cartridge with a Samsung-genuine drum cartridge. (Page 10.4)
Replace toner	Sometimes the machine cannot recognize refilled or reinstalled toner. When users face this case, they have to buy and change toner cartridge.	Replace the toner cartridge with a Samsung-genuine toner cartridge. (Page 10.3)
Scan Feeding Jam	The lead edge of the document failed to actuate the scan sensor within the correct time after actuating the registration sensor.	Open the DADF cover and remove jammed original. (Page 11.1)

Message	Meaning	Suggested solutions
SMPS Fan failure	There is a problem with the SMPS (Switch Mode Power Supply) Fan.	Unplug the power cord and plug it back in. If the problem still persists, please call for service.
Stacker Fault	Stacker unit is not operating.	Remove paper from the output tray (finisher). If this error message shows on the screen again, cycle power. If the problem persists, call for service.
Stapler Empty	Stapler is run out.	Order Staple Cartridge. (Page 12.2) And replace it. (Page 13.2)
Stapler Fault	Stapler is not operating.	Remove paper from the output tray (finisher) and open the finisher door to clear the jammed paper. If this error message shows on the screen again, cycle power. If the problem persists, call for service.
Support Finger Fault	Support Finger unit is not operating.	Remove paper from the output tray (finisher). If this error message shows on the screen again, cycle power. If the problem persists, call for service.
Toner Cartridge Communication Error	Communication between the toner cartridge and the machine has failed.	Reinstall the toner cartridge. If the problem persists, replace it.
Toner Empty, Replace Toner1	The toner in the cartridge has run out. The machine stops print job.	Replace the toner cartridge with a Samsung-genuine toner cartridge. (Page 10.3)
Toner Low	The toner cartridge is almost empty.	Ensure a replacement cartridge is in stock.

Message	Meaning	Suggested solutions
Toner Page Count Reached, Replace Toner	The toner page count is expired. When the printed page related message appears on the screen, if you select Continue , this message displays.	When the toner page count reached message appears on the screen, press Continue to continue the printing job. Or replace a toner cartridge with a Samsung-genuine toner cartridge. (Page 10.3)
Toner Page Count Reached, Replace Toner1	The toner page count has expired. When the printed page related message appears on the screen, if you press Stop , this message displays.	Replace a toner cartridge with a Samsung-genuine toner cartridge. (Page 10.3)
Toner Sensor Error	The drum cartridge has some mechanical problem.	Turn the machine off and turn it on again. If the problem persists, replace the drum cartridge.
Toner Supply error	Not supplied toner to the drum cartridge.	<ul style="list-style-type: none"> Remove the sealing tape from the drum cartridge, and check the lever for the shutter on the toner cartridge. Thoroughly roll the toner cartridge five or six times, and reinstall it. Turn the machine off and turn it on again.
USE AUXILIARY ACCESS	The credit is not enough to access the job according to Foreign Device.	Insert credit into the Foreign Device.

Solving other problems

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, please call for service.

Touch screen problem

Condition	Suggested solutions
The touch screen does not show anything.	<ul style="list-style-type: none"> Adjust the screen by the brightness dial. (Page 1.4) Turn the machine off and turn it on again. If the problem persists, please call for service.

Paper feeding problems

Condition	Suggested solutions
Paper is jammed during printing.	Clear the paper jam. (Page 11.2)
Paper sticks together.	<ul style="list-style-type: none"> Ensure that there is not too much paper in the tray. The tray can hold up to 520 sheets of paper, depending on the thickness of the paper. Make sure that you are using the correct type of paper. (Page 4.3) Remove paper from the tray and flex or fan the paper. Humid conditions may cause some paper to stick together.
Multiple sheets of paper do not feed.	<ul style="list-style-type: none"> Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight. If multiple sheets have caused a paper jam, clear the paper jam. (Page 11.2)
Paper does not feed into the machine.	<ul style="list-style-type: none"> Remove any obstructions from inside the machine. Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. There is too much paper in the tray. Remove excess paper from the tray. The paper is too thick. Use only paper that meets the specifications required by the machine. (Page 4.3) If an original does not feed into the machine, the DADF rubber pad may require to be replaced. Contact a service representative.

Condition	Suggested solutions
The paper keeps jamming.	<ul style="list-style-type: none"> • There is too much paper in the tray. Remove excess paper from the tray. If you are printing on special materials, use the multi-purpose tray. • An incorrect type of paper is being used. Use only paper that meets the specifications required by the machine. (Page 4.3) • There may be debris inside the machine. Open the front cover and remove the debris. • If an original does not feed into the machine, the DADF rubber pad may need to be replaced. Contact a service representative.
Transparencies stick together in the paper exit.	Use only transparencies specifically designed for laser printers. Remove each transparency as it exits from the machine.
Envelopes skew or fail to feed correctly.	Ensure that the paper guides are against both sides of the envelopes.

Printing problems


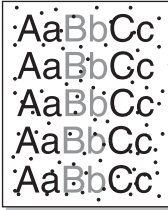

Condition	Possible cause	Suggested solutions
The machine does not print.	The machine is not receiving power.	Check the power cord connections. Check the power switch and the power source.
	The machine is not selected as the default printer.	Select Samsung SCX-6x45 Series PCL 6 or Samsung SCX-6x45 Series PS as your default printer in your Windows.
	Check the machine for the following: <ul style="list-style-type: none"> • The side cover is not closed. Close the side cover. • Paper is jammed. Clear the paper jam. (Page 11.2) • No paper is loaded. Load paper. (Page 4.5) • The toner cartridge or the drum cartridge is not installed. Install the toner cartridge or the drum cartridge. If a system error occurs, contact your service representative.	
	The connection cable between the computer and the machine is not connected properly.	Disconnect the printer cable and reconnect it.
	The connection cable between the computer and the machine is defective.	If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different printer cable.
	The port setting is incorrect.	Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the machine is attached to the correct one.
	The machine may be configured incorrectly.	Check the printer properties to ensure that all of the print settings are correct.
	The printer driver may be incorrectly installed.	Repair the printer software. See Software section .
	The machine is malfunctioning.	Check the display message on the control panel to see if the machine is indicating a system error. Contact a service representative.

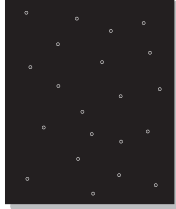
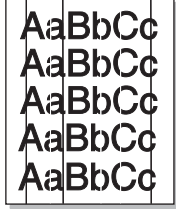


Condition	Possible cause	Suggested solutions
The machine selects print materials from the wrong paper source.	The paper option that was selected in the printer properties may be incorrect.	For many software applications, the paper source selection is found under the Paper tab within the printer properties. Select the correct paper source. See the printer driver help screen.
A print job is extremely slow.	The job may be very complex.	Reduce the complexity of the page or try adjusting the print quality settings.
	If you are using Windows 98/Me, the Spool Settings may be set incorrectly.	From the Start menu, choose Settings and then Printers . Right-click the Samsung SCX-6x45 Series PCL 6 or Samsung SCX-6x45 Series PS machine icon, choose Properties , click the Details tab, and then choose the Spool Settings button. Select the desired spool setting.
Half the page is blank.	The page orientation setting may be incorrect.	Change the page orientation in your application. See the printer driver help screen.
	The paper size and the paper size settings do not match.	Ensure that the paper size in the printer driver settings matches the paper in the tray. Or, ensure that the paper size in the printer driver settings matches the paper selection in the software application settings you use.

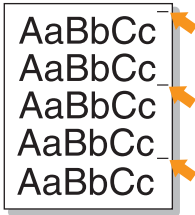

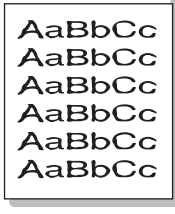
Condition	Possible cause	Suggested solutions
The machine prints, but the text is wrong, garbled, or incomplete.	The printer cable is loose or defective.	Disconnect the printer cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the machine to another computer and try a print job that you know works. Finally, try a new printer cable.
	The wrong printer driver was selected.	Check the application's printer selection menu to ensure that your machine is selected.
	The software application is malfunctioning.	Try printing a job from another application.
	The operating system is malfunctioning.	Exit Windows and reboot the computer. Turn the machine off and then back on again.
Pages print, but they are blank.	The toner cartridge is defective or out of toner.	Redistribute the toner, if necessary. If necessary, replace the toner cartridge.
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
When you are using Windows 98, the illustrations print incorrectly from Adobe Illustrator.	The setting in the software application is wrong.	Select Download as Bitmap in the Advanced Options window of the graphic properties and print the document again.
PDF file does not print correctly—some parts are missing in the graphics, text or illustrations.	Incompatibility between the PDF file and the Acrobat products.	Printing the PDF file as an image may enable the file to print. Turn on Print As Image from the Acrobat printing options. Note: It will take longer to print when you print a PDF file as an image.

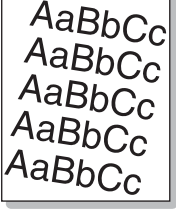
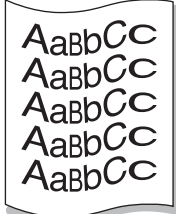
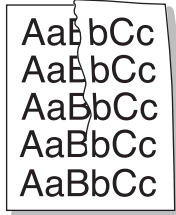
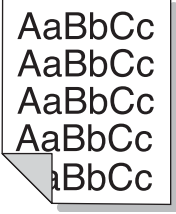

Printing quality problems

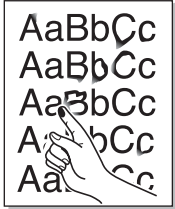

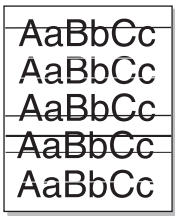
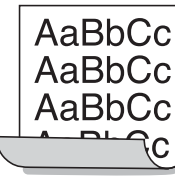
If the inside of the machine is dirty or paper has been loaded improperly, you may notice a reduction in print quality. See the table below to clear the problem.

Condition	Suggested solutions
<p>Light or faded print</p> 	<p>If a vertical white streak or faded area appears on the page:</p> <ul style="list-style-type: none"> The toner supply is low. You may be able to temporarily extend the toner cartridge life. If this does not improve the print quality, install a new toner cartridge. The paper may not meet paper specifications; for example, the paper may be too moist or rough. (Page 4.3) If the entire page is light, the print resolution setting is too low or the toner save mode is on. Adjust the print resolution and turn the toner save mode off. See the help screen of the printer driver and refer to Software section, respectively. A combination of faded or smeared defects may indicate that the toner cartridge needs cleaning. Contact a service representative. The surface of the LSU part inside the machine may be dirty. Clean the LSU, contact a service representative.
<p>Toner specks</p> 	<ul style="list-style-type: none"> The paper may not meet specifications; for example, the paper may be too moist or rough. (Page 4.3) The transfer roller may be dirty. Clean the inside of your machine. Contact a service representative. The paper path may need cleaning. Contact a service representative.
<p>Dropouts</p> 	<p>If faded areas, generally rounded, occur randomly on the page:</p> <ul style="list-style-type: none"> A single sheet of paper may be defective. Try reprinting the job. The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. (Page 4.3) The paper lot is bad. The manufacturing processes can cause some areas to reject toner. Try a different kind or brand of paper. If these steps do not correct the problem, contact a service representative.

Condition	Suggested solutions
<p>White Spots</p> 	<p>White spots appears on the page:</p> <ul style="list-style-type: none"> The paper is too rough and a lot of dirt from a paper falls to the inner devices within the machine, so the transfer roller may be dirty. Clean the inside of your machine. (Page 10.2) Contact a service representative. The paper path may need cleaning. Contact a service representative.
<p>Vertical lines</p> 	<p>If black vertical streaks appear on the page:</p> <ul style="list-style-type: none"> The drum inside the printer has probably been scratched. Remove the drum cartridge and install a new one. (Page 10.4) <p>If white vertical streaks appear on the page:</p> <ul style="list-style-type: none"> The surface of the LSU part inside the machine may be dirty. Clean the LSU. Contact a service representative.
<p>Gray background</p> 	<p>If the amount of background shading becomes unacceptable:</p> <ul style="list-style-type: none"> Change to a lighter weight paper. (Page 4.3) Check the environmental conditions: very dry conditions (low humidity) or a high level of humidity (higher than 80% RH) can increase the amount of background shading. Remove the old drum cartridge and then, install a new one. (Page 10.3)
<p>Toner smear</p> 	<ul style="list-style-type: none"> Clean the inside of the machine. Contact a service representative. Check the paper type and quality. (Page 4.3) Remove the drum cartridge and then, install a new one. (Page 10.3)

Condition	Suggested solutions
Vertical repetitive defects 	<p>If marks repeatedly appear on the printed side of the page at even intervals:</p> <ul style="list-style-type: none"> The drum cartridge may be damaged. If a repetitive mark occurs on the page, run a cleaning sheet through several times to clean the cartridge; contact a service representative. After the printout, if you still have the same problems, remove the drum cartridge and then, install a new one. (Page 10.3) Parts of the machine may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages. The fusing assembly may be damaged. Contact a service representative.
Background scatter 	<p>Background scatter results from bits of toner randomly distributed on the printed page.</p> <ul style="list-style-type: none"> The paper may be too damp. Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or in printer properties.
Misformed characters 	<ul style="list-style-type: none"> If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try different paper. (Page 4.3) If characters are improperly formed and producing a wavy effect, the scanner unit may need service. Contact a service representative.

Condition	Suggested solutions
Page skew 	<ul style="list-style-type: none"> Ensure that the paper is loaded properly. Check the paper type and quality. (Page 4.3) Ensure that the paper or other material is loaded correctly and the guides are not too tight or too loose against the paper stack.
Curl or wave 	<ul style="list-style-type: none"> Ensure that the paper is loaded properly. Check the paper type and quality. Both high temperature and humidity can cause paper curl. (Page 4.3) Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray.
Wrinkles or creases 	<ul style="list-style-type: none"> Ensure that the paper is loaded properly. Check the paper type and quality. (Page 4.3) Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray.
Back of printouts are dirty 	<p>Check for leaking toner. Clean the inside of the machine. Contact a service representative.</p>
Black pages 	<ul style="list-style-type: none"> The drum cartridge may not be installed properly. Remove the cartridge and reinsert it. The drum cartridge may be defective and need replacing. Remove the drum cartridge and install a new one. (Page 10.3) The machine may require repair. Contact a service representative.

Condition	Suggested solutions
<p>Loose toner</p> 	<ul style="list-style-type: none"> • Clean the inside of the machine. Contact a service representative. • Check the paper type and quality. (Page 4.3) • Remove the drum cartridge and then, install a new one. (Page 10.3) • If the problem persists, the machine may require repair. Contact a service representative.
<p>Character Voids</p> 	<p>Character voids are white areas within parts of characters that should be solid black:</p> <ul style="list-style-type: none"> • If you are using transparencies, try another type of transparency. Because of the composition of transparencies, some character voids are normal. • You may be printing on the wrong surface of the paper. Remove the paper and turn it around. • The paper may not meet paper specifications. (Page 4.3)
<p>Horizontal stripes</p> 	<p>If horizontally aligned black streaks or smears appear:</p> <ul style="list-style-type: none"> • The drum cartridge may be installed improperly. Remove the cartridge and reinsert it. • The drum cartridge may be defective. Remove the toner cartridge and install a new one. (Page 10.3) • If the problem persists, the machine may require repair. Contact a service representative.
<p>Curl</p> 	<p>If the printed paper is curled or paper does not feed into the machine:</p> <ul style="list-style-type: none"> • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray.
<p>An unknown image repetitively appears on the next few sheets or loose toner, light print, or contamination occurs.</p>	<p>Your printer is probably being used at an altitude of 2,500 m (8,200 ft) or above. The high altitude may affect the print quality from loose toner or light imaging. You can set this option through Printer Settings Utility or the Printer Tab in printer driver's properties. Refer to the Software section for detail.</p>

Copying problems

Condition	Suggested solutions
Copies are too light or too dark.	Use Light and Dark arrows to darken or lighten the backgrounds of copies.
Smears, lines, marks, or spots appears on copies.	<ul style="list-style-type: none"> • If the defects are on the original, press Light and Dark arrows to lighten the background of your copies. • If there are no defects on the original, clean the scan unit. (Page 10.2)
Copy image is skewed.	<ul style="list-style-type: none"> • Ensure that the original is face down on the scanner glass or face up in the DADF. • Check that the copy paper is loaded correctly.
Blank copies print out.	Ensure that the original is face down on the scanner glass or face up in the DADF.
Image rubs off the copy easily.	<ul style="list-style-type: none"> • Replace the paper in the tray with paper from a new package. • In high humidity areas, do not leave paper in the machine for extended periods of time.
Frequent copy paper jams occur.	<ul style="list-style-type: none"> • Fan the stack of paper, then turn it over in the tray. Replace the paper in the tray with a fresh supply. Check/adjust the paper guides, if necessary. • Ensure that the paper is the proper paper weight. 75 g/m² bond paper is recommended. • Check for copy paper or pieces of copy paper remaining in the machine after a paper jam has been cleared.
Toner cartridge produces fewer copies than expected before running out of toner.	<ul style="list-style-type: none"> • Your originals may contain pictures, solids, or heavy lines. For example, your originals may be forms, newsletters, books, or other documents that use more toner. • The machine may be turned on and off frequently. • The scanner lid may be left open while copies are being made.

Scanning problems

Condition	Suggested solutions
The scanner does not work.	<ul style="list-style-type: none"> • Make sure that you place the original to be scanned face down on the scanner glass, or face up in the DADF. • There may not be enough available memory to hold the document you want to scan. Try the Prescan function to see if that works. Try lowering the scan resolution rate. • Check that the printer cable is connected properly. • Make sure that the printer cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable. • Check that the scanner is configured correctly. Check scan setting in the SmarThru Configuration or the application you want to use to make certain that the scanner job is being sent to the correct port.
The unit scans very slowly.	<ul style="list-style-type: none"> • Check if the machine is printing received data. If so, scan the document after the received data has been printed. • Graphics are scanned more slowly than text. • Communication speed slows in scan mode because of the large amount of memory required to analyze and reproduce the scanned image. Set your computer to the ECP printer mode through BIOS setting. It will help to increase the speed. For details about how to set BIOS, refer to your computer user's guide.

Condition	Suggested solutions
<p>Message appears on your computer screen:</p> <ul style="list-style-type: none"> • "Device can't be set to the H/W mode you want." • "Port is being used by another program." • "Port is Disabled." • "Scanner is busy receiving or printing data. When the current job is completed, try again." • "Invalid handle." • "Scanning has failed." 	<ul style="list-style-type: none"> • There may be a copying or printing job in progress. Try your job again when that job is finished, try your job again. • The selected port is currently being used. Restart your computer and try again. • The printer cable may be improperly connected or the power may be off. • The scanner driver is not installed or the operating environment is not set up properly. • Ensure that the machine is properly connected and the power is on, then restart your computer. • The USB cable may be improperly connected or the power may be off.

Network Scan problems

Condition	Suggested solutions
I cannot find a scanned image file.	You can check the destination for the scanned file on the Advanced page in the Network Scan program's Properties screen.
I cannot find the scanned image file after scanning.	<ul style="list-style-type: none"> • Check if the scanned file is on your computer. • Check Send image immediately to the specified folder using an associated default application on the Advanced page in the Properties screen of the Network Scan program to open the scanned image immediately after scanning.
I forgot my ID and PIN.	Check your ID and PIN in the Server page in the Properties screen of the Network Scan program.
I cannot view the Help file.	To view the Help file, you need to have Internet Explorer 4 service pack 2 or above.
I cannot use the Samsung Network Scan Manager	Check your operating system. Supported operating systems are Windows 98/Me/NT 4.0/2000/XP/2003. (Page 2.1)

Fax problems

Condition	Suggested solutions
The machine is not working, there is no display and the buttons are not working.	<ul style="list-style-type: none"> Unplug the power cord and plug it in again. Ensure that there is power being supplied to the electrical outlet.
No dial tone sounds.	<ul style="list-style-type: none"> Check that the phone line is properly connected. Check that the phone socket on the wall is working by plugging in another phone.
The numbers stored in memory do not dial correctly.	Make sure that the numbers are stored in memory correctly. Print a Fax Phone Book . (Page 6.6)
The original does not feed into the machine.	<ul style="list-style-type: none"> Make sure that the paper is not wrinkled and you are inserting it in correctly. Check that the original is the right size, not too thick or thin. Make sure that the DADF is firmly closed. The DADF rubber pad may need to be replaced. Contact a service representative.
Faxes are not received automatically.	<ul style="list-style-type: none"> The receiving mode should be set to Fax. Make sure that there is paper in the tray. Check to see if the display shows any error message. If it does, clear the problem.
The machine does not send.	<ul style="list-style-type: none"> Make sure that the original is loaded in the DADF or on the scanner glass. Check the fax machine you are sending to, to see if it can receive your fax.
The incoming fax has blank spaces or is of poor quality.	<ul style="list-style-type: none"> The fax machine sending you the fax may be faulty. A noisy phone line can cause line errors. Check your machine by making a copy. The toner cartridge may be empty. Replace the toner cartridge, referring to page 10.3.
Stretched words appear on an incoming fax.	The fax machine sending the fax had a temporary document jam.
There are lines on the originals you sent.	Check your scan unit for marks and clean it. (Page 10.2)

Condition	Suggested solutions
The machine dials a number, but the connection with the other fax machine fails.	The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask her/him to solve out the problem.
Faxes do not store in memory.	There may not be enough memory space to store the fax. If the display shows the low memory message, delete any faxes you no longer need from the memory and then try to store the fax again. Please call for service.
Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top.	You may have chosen the wrong paper settings in the user option setting. For details about paper settings. (Page 4.8)

Common Windows problems

Condition	Suggested solutions
"File in Use" message appears during installation.	Exit all software applications. Remove all software from the StartUp Group, then restart Windows. Reinstall the printer driver.
"Error Writing to LPTx" message appears.	<ul style="list-style-type: none"> Ensure that the cables are connected correctly and the machine is on. If bi-directional communication is not turned on in the driver, it will also cause this message.
"General Protection Fault", "Exception OE", "Spool32", or "Illegal Operation" messages appear.	Close all other applications, reboot Windows and try printing again.
"Fail To Print", "A printer timeout error occurred." messages appear.	These messages may appear during printing. Just keep waiting until the machine finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.



Note

Refer to Microsoft Windows 98/Me/NT 4.0/2000/XP/2003 User's Guide that came with your PC for further information on Windows error messages.

Common PostScript problems

The following situations are PS language specific and may occur when several printer languages are being used.



Note

To receive a printed or screen-displayed message when PostScript errors occur, open the Print Options window and click the desired selection next to the PostScript errors section.

Problem	Possible Cause	Solution
PostScript file cannot be printed.	The PostScript driver may not be installed correctly.	<ul style="list-style-type: none"> Install the PostScript driver, referring to Software section. Print a configuration page and verify that the PS version is available for printing. If the problem persists, contact a service representative.
"Limit Check Error" message appears.	The print job was too complex.	You might need to reduce the complexity of the page or install more memory.
A PostScript error page prints.	The print job may not be PostScript.	Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the machine.
The optional tray is not selected in the driver.	The printer driver has not been configured to recognize the optional tray.	Open the PostScript driver properties, select the Device Settings tab, and set the Tray option of the Installable Options section to Installed .
When printing a document in Macintosh with Acrobat Reader 6.0 or higher, colors print incorrectly.	The resolution setting in the printer driver may not be matched with the one in Acrobat Reader.	Make sure that the resolution setting in your printer driver matches the one in Acrobat Reader.

Common Linux problems

Problem	Possible Cause and Solution
The machine does not print.	The CUPS (Common Unix Printing System) version distributed with SuSE Linux 9.2 (cups-1.1.21) has a problem with ipp (Internet Printing Protocol) printing.

Problem	Possible Cause and Solution
The machine does not print.	<ul style="list-style-type: none"> Check if the printer driver is installed in your system. Open the Unified Driver configuration tool and switch to the Printers tab in the Printers configuration window to look at the list of available printers. Make sure that your machine is displayed on the list. If not, use the Add new printer wizard to set up your device. Check if the printer has started. Open Printers configuration and select your machine on the printers list. Look at the description in the Selected printer pane. If its status contains "(stopped)" string, please, press the Start button. After that, normal operation of the printer should be restored. The "stopped" status might be activated when some problems in printing occurred. For instance, this could be an attempt to print documents when the port is claimed by a scanning application. Check if the port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (port), the situation of simultaneous access for different "consumer" application to the same port is possible. To avoid possible conflicts, only one of them is allowed to gain control over the device at a time. The other "consumer" will encounter "device busy" response. You should open the ports configuration and select the port assigned to your printer. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or you should press the Release port button, if you are sure that the owner is not functioning properly. Check if your application has special print options such as "-oraw". If "-oraw" is specified in the command line parameter then remove it to print properly. For Gimp front-end, select "print" -> "Setup printer" and edit the command line parameter in the command item.

Problem	Possible Cause and Solution
<p>The machine does not appear on the scanners list.</p>	<ul style="list-style-type: none"> • Check if your machine is attached to your computer. Make sure that it is connected properly via the USB port and is turned on. • Check if the scanner driver for your machine is installed in your system. Open the Unified Driver configuration tool, switch to Scanner configuration, then press Drivers. Make sure that the window lists a driver with a name corresponding to your machine's name. Check if the port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (port), the situation of simultaneous access to different "consumer" applications using the same port is possible. To avoid possible conflicts, only one of them is allowed to gain control over the device at a time. The other "consumer" will encounter a "device busy" response. This usually happens while starting the scan procedure, and an appropriate message box appears. • To identify the source of the problem, you should open ports configuration and select the port assigned to your scanner. The port symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1 and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively, and so forth sequentially. In the Selected port pane you can see if the port is occupied with some other application. If this is the case, you should wait for completion of the current job or you should press the Release port button, if you are sure that the port owner is not functioning properly.

Problem	Possible Cause and Solution
<p>The machine does not scan.</p>	<ul style="list-style-type: none"> • Check if a document is loaded into the machine. • Check if your machine is connected to the computer. Make sure it is connected properly if an I/O error is reported while scanning. • Check if the port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (port), the situation of simultaneous access for different "consumer" applications to the same port is possible. To avoid possible conflicts, only one of them is allowed to gain control over the device at a time. The other "consumer" will encounter "device busy" response. This usually happens while starting the scan procedure, and an appropriate message box will be displayed. To identify the source of the problem, you should open ports configuration and select the port assigned to your scanner. port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1 and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should wait for completion of the current job or you should press the Release port button, if you are sure that the port owner is not functioning properly.
<p>I cannot scan via Gimp Front-end.</p>	<ul style="list-style-type: none"> • Check if Gimp Front-end has "Xsane: Device dialog." on the "Acquire" menu. If not, you should install the Xsane plug-in for Gimp on your computer. You can find Xsane plug-in package for Gimp on Linux distribution CDs or on the Gimp home page. For detailed information, refer to Help for Linux distribution CD or Gimp Front-end application. <p>If you wish to use an other kinds of scan applications, refer to the Help for application.</p>

Problem	Possible Cause and Solution
I encounter error "Cannot open port device file" when printing a document.	Please avoid changing print job parameters (via LPR GUI, for example) while a print job is in progress. Known versions of CUPS server cut off the print jobs whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks port while printing, the abrupt termination of the driver keeps the port locked and therefore unavailable for subsequent print jobs. If this situation occurred, try to release the port.

Common Macintosh problems

Problem	Suggested solutions
PDF file does not print correctly-some parts are missing in the graphics, text or illustrations.	Incompatibility between the PDF file and the Acrobat products. Printing the PDF file as an image may enable the file to print. Turn on Print As Image from the Acrobat printing options. Note: It will take longer to print when you print a PDF file as an image.
The document has printed, but the print job has not disappeared from the spooler in Mac OS 10.3.2.	Update your Mac OS to OS 10.3.3. or higher.
Some letters are not displayed normally during the cover page printing.	This problem is caused because Mac OS cannot find the font during the cover page printing. English alphabet and numbers are displayed normally at the cover page.

12 Ordering supplies and accessories

This chapter provides information on purchasing cartridges and accessories available for your machine.

This chapter includes:

- **Toner cartridge**
- **Drum cartridge**
- **Accessories**
- **How to purchase**

Toner cartridge

When the toner runs out, you can order the following type of toner cartridge for your machine:

Type	Average yield ^a	Part number
Standard yield	Approx. 20,000 pages	SCX-D6345A

a. Declared yield value in accordance with ISO/IEC 19752.

Drum cartridge

When the drum runs out, you can order the following type of drum cartridge for your machine:

Type	Average yield ^a	Part number
Standard yield	Approx. 60,000 pages	SCX-R6345A

a. Declared yield value is based on a single side of A4- or letter-sized paper.



Note

Depending on the options and job mode, the drum cartridge's lifespan may differ.

Accessories

You can purchase and install accessories to enhance your machine's performance and capacity.

The following accessories are available for your machine:

Accessory	Description	Part number
Memory DIMM	Extends your machine's memory capacity.	ML-MEM140: 256 MB Note: This machine comes with 128 MB of on-board memory and a 128 MB DIMM. To expand the memory of your machine, you must remove the existing DIMM and purchase a larger one.
Fax option kit	This kit lets you use your machine as a fax machine.	<ul style="list-style-type: none"> • Serial Type^a: SCX-FAX100 • Parallel Type: SCX-FAX101 Note: After installing the kit, you have to set up your machine to activate this machine. (See Page 13.3)
Optional tray 2/3/4	If you are experiencing frequent paper supply problems, you can attach an additional 520 sheet tray. You can print documents in various sizes and types of print materials.	SCX-S6345A
Stand	You can place the machine on the ergonomically-designed cabinet which lets you reach the machine conveniently. Also, you can easily move the cabinet with its wheels, if necessary, and store miscellaneous items like papers into the cabinet.	<ul style="list-style-type: none"> • Tall Stand: SCX-DSK10T • Short Stand: SCX-DSK10S Note: If you do not use the optional tray then Tall Stand is recommended. In case you add three optional trays, use Short Stand.
Stacker & Stapler (Finisher)	500 sheets	SCX-FIN10S

Accessory	Description	Part number
Staple Cartridge	3 x 5,000 staples per package, covers maximum thickness of 50 sheets, 1 staple position.	SCX-STP000
SmarThru WorkFlow	Windows 2000/XP/2003. This feature lets you send additional information along with the scanned document to a specified network location.	SCX-KIT11S
FDI (Foreign Device Interface) kit	This card is installed inside the machine to allow a third party device such as a coin operated device or a card reader. Those devices allow the pay-for-print service on your machine.	SCX-KIT10F

a. Countries which supports the serial telephone system are Germany, Italia, France, Sweden, Denmark, Finland, Austria, Switzerland, Belgium, Hungary.

How to purchase

To order Samsung-authorized supplies or accessories, contact your local Samsung dealer or the retailer where you purchased your machine, or visit www.samsungprinter.com and select your country/region to obtain information on calling for technical support.

13 Installing accessories

Your machine is a full-featured model that has been optimized to meet most of your printing needs. Recognizing that each user may have different requirements, however, Samsung makes several accessories available to enhance your machine's capabilities.

This chapter includes:

- **Precautions to take when installing accessories**
- **Installing a memory DIMM**
- **Replacing the Stapler**
- **Enabling Fax feature after installing the fax option kit**

Precautions to take when installing accessories

Disconnect the power cord

Never remove the control board cover while the power is being supplied on.

To avoid the possibility of an electrical shock, always disconnect the power cord when installing or removing ANY internal or external accessories.

Discharge static electricity

The control board and internal accessories (network interface card or memory DIMM) are sensitive to static electricity. Before installing or removing any internal accessories, discharge static electricity from your body by touching something metal, such as the metal back plate on any device plugged into a grounded power source. If you walk round before finishing the installation, repeat this procedure to discharge any static electricity again.

Installing a memory DIMM

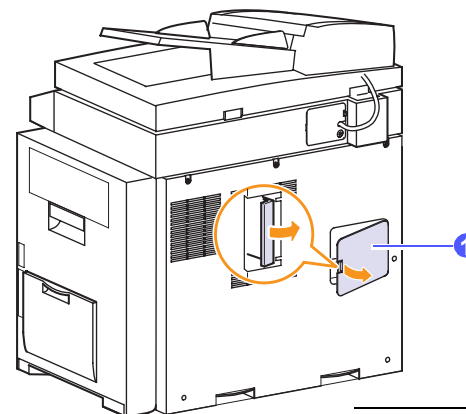
Your machine has a dual in-line memory module (DIMM) slot. Use this DIMM slot to install additional memory.

Your machine has 256 MB of memory which can be expanded to 384 MB.

The order information is provided for optional memory DIMM.
(Page 12.1)

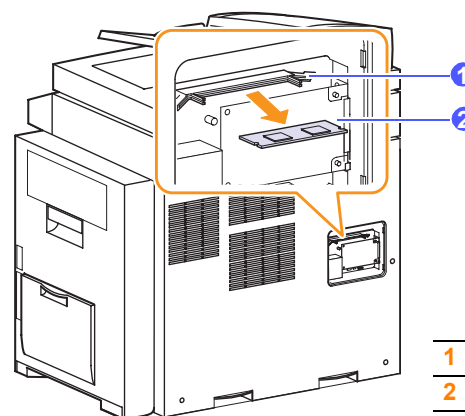
- 1 Turn the machine off and unplug all cables from the machine.

- 2 Open the control board cover by grasping it and slide toward you.



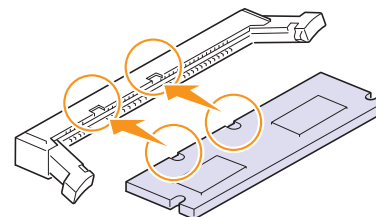
1 control board cover

- 3 Completely open the latch on each side of the DIMM slot. Remove the preinstalled memory DIMM.



1 latch
2 memory DIMM

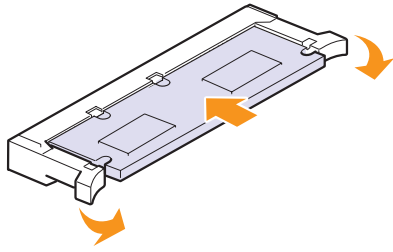
- 4 Take out a new memory DIMM from the plastic bag.
- 5 Holding the memory DIMM by the edges, align the notches on the memory DIMM with the grooves on the memory DIMM slot.



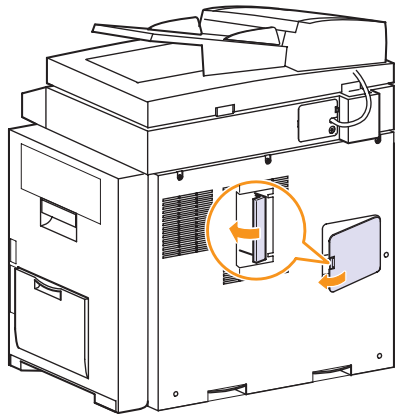
Note

The notches and grooves illustrated above may not match those on an actual DIMM and its slot.

- 6 Push the DIMM straight into the DIMM slot until it snaps into place. Make sure the latches fit over the notches located on either side of the DIMM.



- 7 Replace the control board cover.



- 8 Reconnect the power cord and printer cable, and turn the machine on.

Activating the added memory in the PS printer properties

After installing the memory DIMM, you need to select it in the printer properties of the PostScript printer driver in order to use it.

- 1 Make sure that the PostScript printer driver is installed on your computer. For details about installing the PS printer driver, see **Software section**.
- 2 Click the Windows **Start** menu.
- 3 For Windows 98/Me/NT 4.0/2000, select **Settings** and then **Printers**.
For Windows XP/2003, select **Printers and Faxes**.
- 4 Select the **Samsung SCX-6x45 Series PS** printer.
- 5 Click the right mouse button on the machine icon and select **Properties**.
- 6 For Windows 98/Me, select **Device Options**.
For Windows NT 4.0/2000/XP/2003, select **Device Settings**.

- 7 Select the amount of memory you installed from **Printer Memory** in the **Installable Options** section.

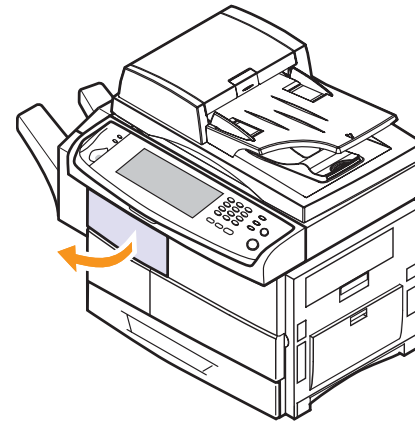
For Windows 98, select **Installable Options > VMOption > change setting for:VMOption > change memory**.

- 8 Click **OK**.

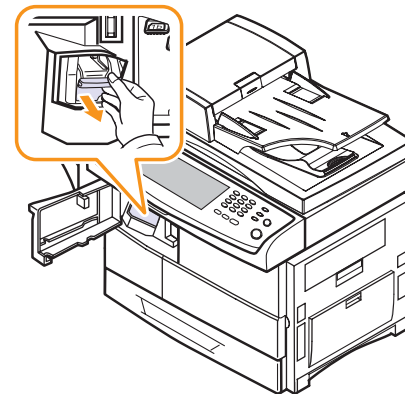
Replacing the Stapler

When the stapler is completely empty, the message for installing the staple cartridge appears on the display screen.

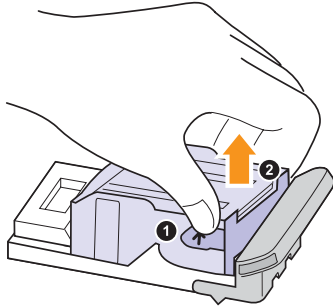
- 1 Open the finisher cover.



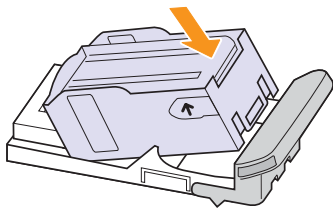
- 2 Pull the stapler unit out.



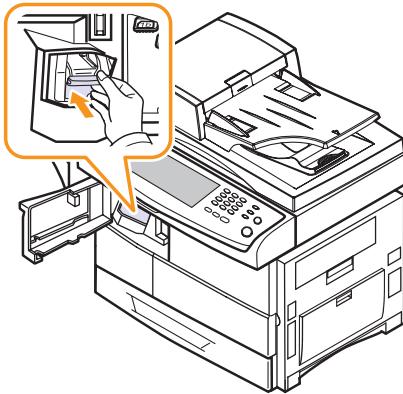
- 3 Lift the empty staple cartridge from the stapler unit.



- 4 Unpack the new staple cartridge.
- 5 Place the staple cartridge back into the stapler unit.



- 6 Slide the stapler unit in until it locks in place.



- 7 Close the finisher cover.

Enabling Fax feature after installing the fax option kit

After installing the Fax kit, you have to set up the machine in order to use this function.

- 1 Press **Machine Setup** on the control panel.
- 2 Press **Admin Setting**.
- 3 When the login message appears, enter password with number keypad and press **OK**. (Page 3.3)

- 4 Press the **Setup** tab > **Optional Service**.
- 5 Press **Analog Fax**.
- 6 Set the option to **Enable**.
- 7 Press **OK**.

14 Specifications

This chapter includes:

- **General specifications**
- **Printer specifications**
- **Copier specifications**
- **Scanner specifications**
- **Facsimile specifications (optional)**

General specifications

Item	Description
DADF	Up to 50 sheets (75 g/m ²)
DADF document size	Width: 148.5 to 218 mm Length: 145 to 356 mm
Paper input capacity ^a	<ul style="list-style-type: none"> • Tray 1: 520 multi-page for plain paper (75 g/m²) • Multi-purpose tray: 100 multi-page for plain paper (75 g/m²) • optional tray 2/3/4: 520 multi-page for plain paper (75 g/m²)
Paper output capacity	<ul style="list-style-type: none"> • 500 sheets (face down) • 500 sheets (optional stacker)
Consumables	2-piece toner/drum cartridge system
Power rating	110 - 127 VAC, or 220 - 240 VAC See the Rating label on the machine for the correct voltage, frequency (hertz) and type of current for your machine.
Power consumption	Average operation mode: Less than 900 W Power save mode: Less than 35 W Stand by mode: Less than 170 W
Noise level ^b	Standby mode: Less than 43 dBA Printing mode: Less than 60 dBA Copying mode: Less than 62 dBA
Warm-up time	Less than 35 seconds (from sleep mode)
Operating environment	Temperature: 10 °C to 32 °C Humidity: 20% to 80% RH
Display	1/2 VGA (640 x 240)

Item	Description
Toner cartridge yield ^c	Average Cartridge Yield 20,000 standard pages. Declared yield value in accordance with ISO/IEC 19752.
Drum cartridge yield ^d	Approx. 60,000 pages
Memory	256 MB (max. 384 MB)
External dimension (W x D x H)	637.4 x 489 x 616mm (without optional trays), 25 x 19.25 x 24.25 inches
Weight	44.5 Kg (including consumables)
Package weight	Paper: 5.4 Kg, Plastic: 1.2 Kg
Duty cycle	Monthly print volume: Up to 200,000 pages

a. For details about paper input capacity, see page 4.3.

b. Sound Pressure Level, ISO 7779

c. Average cartridge yield declared in accordance with ISO/IEC 19752. The number of pages may be affected by the operating environment, printing interval, media type, and media size.

d. May be affected by operating environment, optional, printing interval, media type and media size.

Printer specifications

Item	Description
Printing method	Laser Beam Printing
Printing speed ^a	Up to 43 ppm in A4 (45 ppm in Letter)
Duplex printing speed	Up to 40 ipm in A4 (42 ipm in Letter)
First print out time	8 seconds (from ready)
Print resolution	Up to 1,200 x 1,200 dpi Effective output
Printer language	PCL 6, PS 3
OS compatibility ^b	<ul style="list-style-type: none"> • PCL Driver: Windows 98/Me/NT 4.0/2000/XP(32/64bit)/2003 Server(32/64bit) • PS Driver: Windows 98/Me/NT 4.0/2000/XP(32/64bit)/2003 Server(32/64bit), Various Linux OS, Macintosh 10.3 ~ 10.4
Interface	High Speed USB 2.0 Ethernet 10/100 Base TX

a. Print speed will be affected by operating system used, computing performance, application software, connect on method, media type, media size, and job complexity.

b. Please visit www.samsungprinter.com to download the latest software version.

Copier specifications

Item	Description
Copy speed ^a	Up to 43 cpm in A4 (45 cpm in Letter)
Duplex copy speed	<ul style="list-style-type: none"> • Simplex to Duplex (1-2): Up to 40 ipm in A4 (42 ipm in Letter) • Duplex to Duplex (2-2): Up to 14 ipm in A4 (17 ipm in Letter)
First copy out time	Scanner glass: Less than 5 seconds DADF: Less than 8 seconds
Copy resolution	Scan: up to 600 x 300 (text, text/photo) up to 600 x 600 (photo) Print: up to 600 x 600 (text, text/photo, photo)
Zoom rate	Scanner glass: 25 to 400% DADF: 25 to 200%
Multiple copies	1 to 999 pages

a. Copy speed is based on single document multiple copy.

Scanner specifications

Item	Description
Compatibility	TWAIN standard / WIA standard
Scanning method	DADF and Flat-bed Color CCD (Charge Coupled Device) module
Resolution	Optical: 600 x 600 dpi (mono and color) Enhanced: 4,800 x 4,800 dpi
Effective scanning length	Scanner glass: 348 mm DADF: 348 mm
Effective scanning width	Max. 208 mm
Color bit depth	Internal: 36 bits External: 24 bits
Mono bit depth	1 bit for Linearity & Halftone 8 bits (External), 12 bits (Internal) for Gray scale
Grayscale	256 levels

Facsimile specifications (optional)

Item	Description
Compatibility	ITU-T G3, Super G3
Applicable line	Public Switched Telephone Network (PSTN) or behind PABX
Data coding	MH/MR/MMR/JBIG/JPEG (Tx only)
Modem speed	33.6 Kbps
Transmission speed	Up to 3 seconds/page ^a
Maximum document length	Scanner glass: 356 mm Duplex automatic document glass: 356 mm
Resolution	<ul style="list-style-type: none"> • Standard: 203 x 98 dpi • Fine: 203 x 196 dpi • Super Fine: 300 x 300 dpi, 406 x 392 dpi, 203 x 392 dpi (Rx^b only)
Memory	16 MB
Halftone	256 levels
Auto dialer	up to 200 numbers

a. Standard resolution, MMR(JBIG), Maximum modem speed, Phase"C" by ITU-T No.1 chart, Memory Tx, ECM.

b. Rx stands for receiving a fax.

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Samsung Printer

Software section

SOFTWARE SECTION

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1 Installing Printer Software in Windows

This chapter includes:

- **Installing Printer Software**
- **Reinstalling Printer Software**
- **Removing Printer Software**

Installing Printer Software

You can install the printer software for local printing or network printing. To install the printer software on the computer, perform the appropriate installation procedure depending on the printer in use.


A printer driver is software that lets your computer communicate with your printer. The procedure to install drivers may differ depending on the operating system you are using.

All applications should be closed on your PC before beginning installation.

Installing Software for Local Printing

A local printer is a printer directly attached to your computer using the printer cable supplied with your printer, such as a USB or parallel cable. If your printer is attached to a network, skip this step and go to “Installing Software for Network Printing” on page 8.

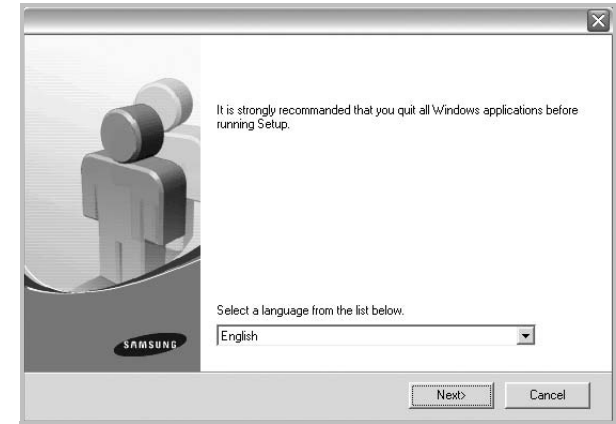
You can install the printer software using the typical or custom method.

NOTE: If the “New Hardware Wizard” window appears during the installation procedure, click  in the upper right corner of the box to close the window, or click **Cancel**.

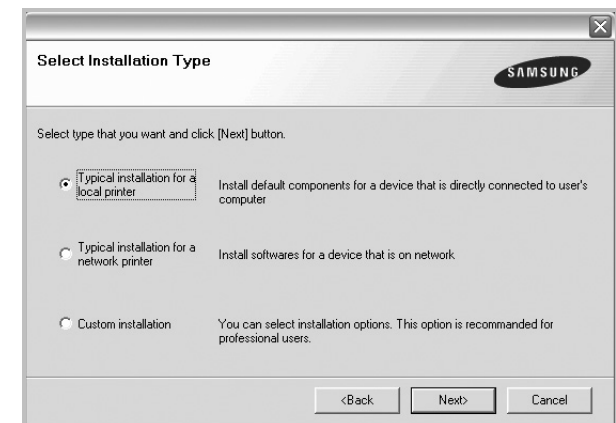
Typical Installation

This is recommended for most users. All components necessary for printer operations will be installed.

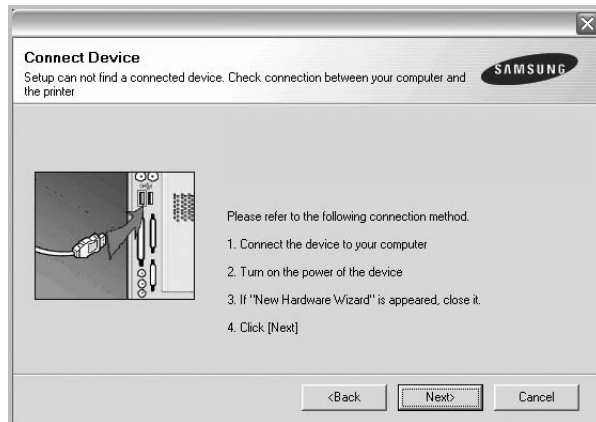
- 1 Make sure that the printer is connected to your computer and powered on.
- 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive and click **OK**.



- 3 Click **Next**.
 - If necessary, select a language from the drop-down list.
- 4 Select **Typical installation for a local printer**. Click **Next**.



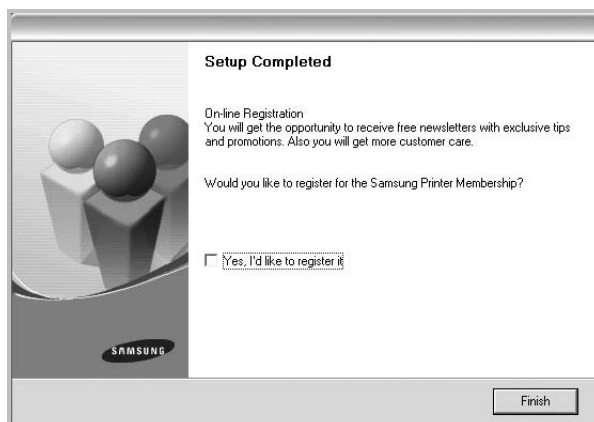
NOTE: If your printer is not already connected to the computer, the following window will appear.



- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The installation window that appears in this User's Guide may differ depending on the printer and interface in use.*

- 5 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**. Otherwise, just click **Next** and skip to step 7.
- 6 If the test page prints out correctly, click **Yes**. If not, click **No** to reprint it.
- 7 To register yourself as a user of Samsung Printers in order to receive information from Samsung, select the checkbox and click **Finish**. You are now sent to the Samsung web site.

Otherwise, just click **Finish**.

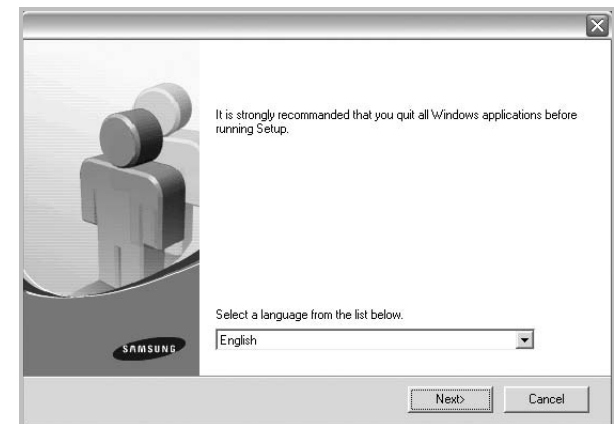


NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 11.

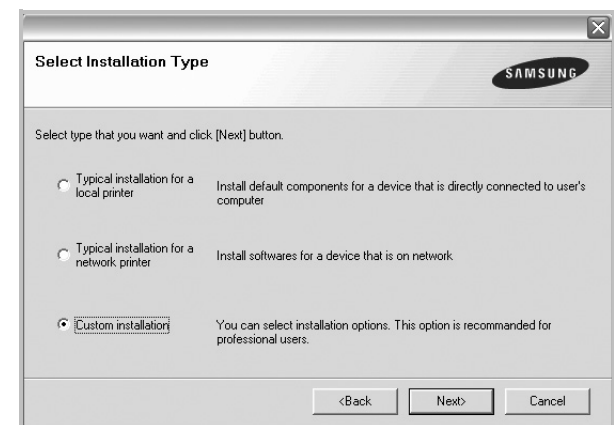
Custom Installation

You can choose individual components to install.

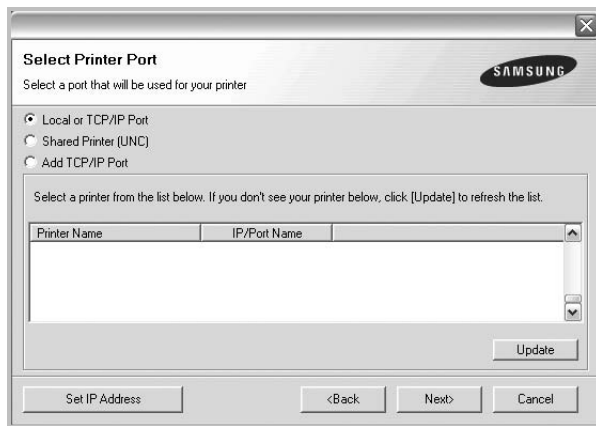
- 1 Make sure that the printer is connected to your computer and powered on.
- 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter which represents your drive and click **OK**.



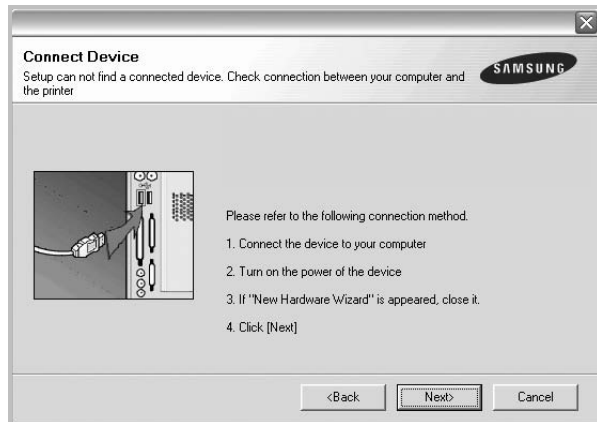
- 3 Click **Next**.
 - If necessary, select a language from the drop-down list.
- 4 Select **Custom installation**. Click **Next**.



5 Select your printer and click **Next**.

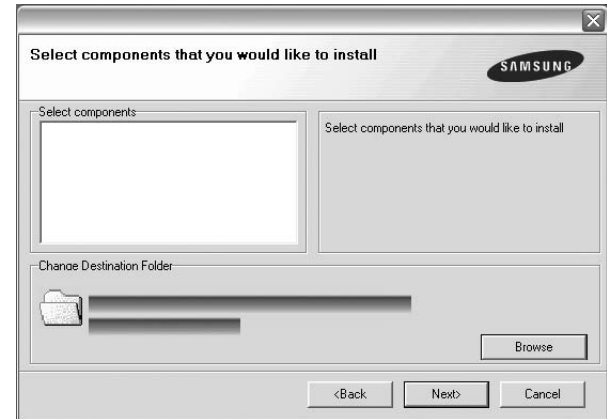


NOTE: If your printer is not already connected to the computer, the following window will appear.



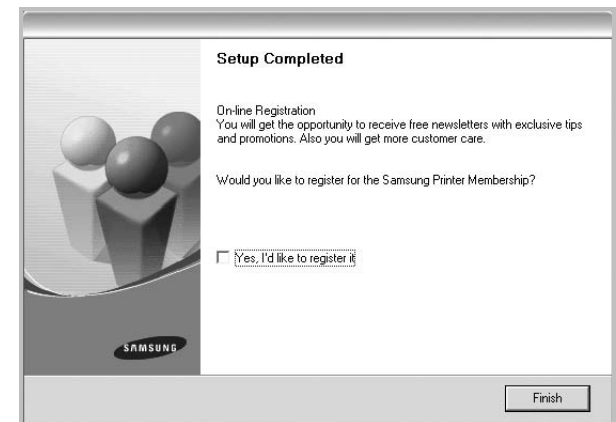
- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The installation window that appears in this User's Guide may differ depending on the printer and interface in use.*

6 Select the components to be installed and click **Next**.



NOTE: You can change the desired installation folder by clicking [**Browse**].

- 7 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click **Next**. Otherwise, just click **Next** and skip to step 9.
- 8 If the test page prints out correctly, click **Yes**. If not, click **No** to reprint it.
- 9 To register yourself as a user of Samsung Printers in order to receive information from Samsung, select the checkbox and click **Finish**. You are now sent to the Samsung web site. Otherwise, just click **Finish**.



Installing Software for Network Printing

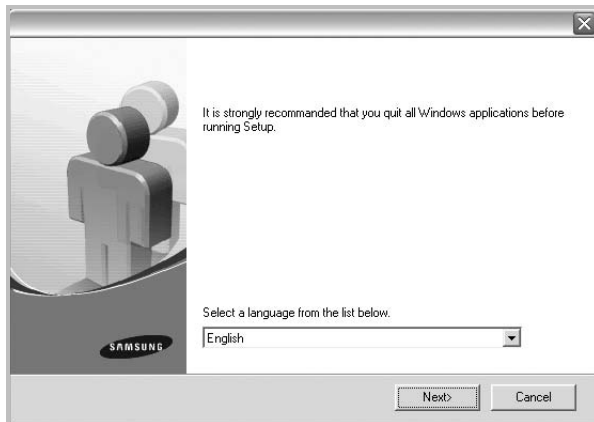
When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network.

You can install the printer software using the typical or custom method.

Typical Installation

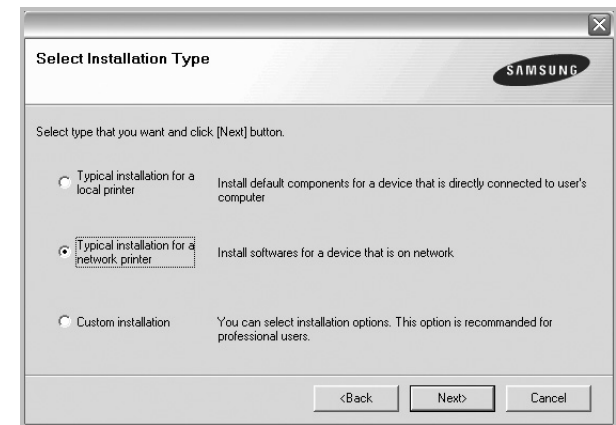
This is recommended for most users. All components necessary for printer operations will be installed.

- 1 Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see the supplied printer's User's Guide.
- 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and click **OK**.

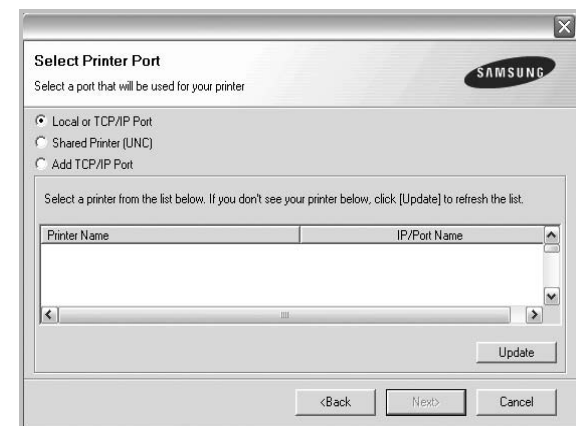


- 3 Click **Next**.
 - If necessary, select a language from the drop-down list.

- 4 Select **Typical installation for a network printer**. Click **Next**.



- 5 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.



- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer.

To verify your printer's IP address or the MAC address, print a Network Configuration page.

- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

NOTE: If you cannot find your machine in network, please turn off the firewall and click **Update**.

- 6 After the installation is finished, a window appears asking you to print a test page and to register yourself as a user of Samsung Printers in order to receive information from Samsung. If you so desire, select the corresponding checkbox(es) and click **Finish**.

Otherwise, just click **Finish**.

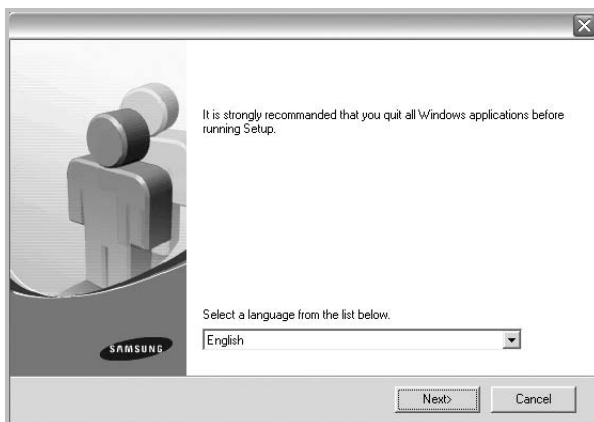


NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 11.

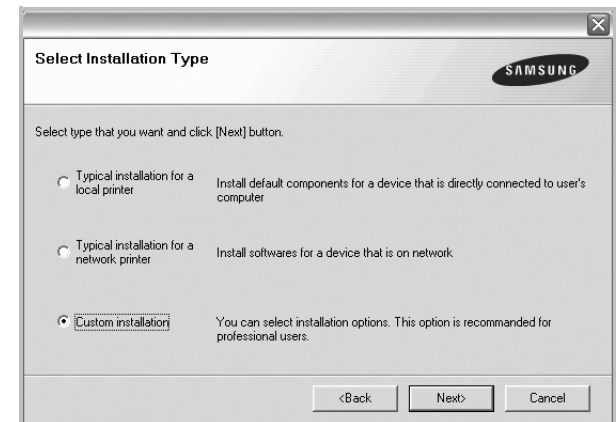
Custom Installation

You can choose individual components to install and set a specific IP address.

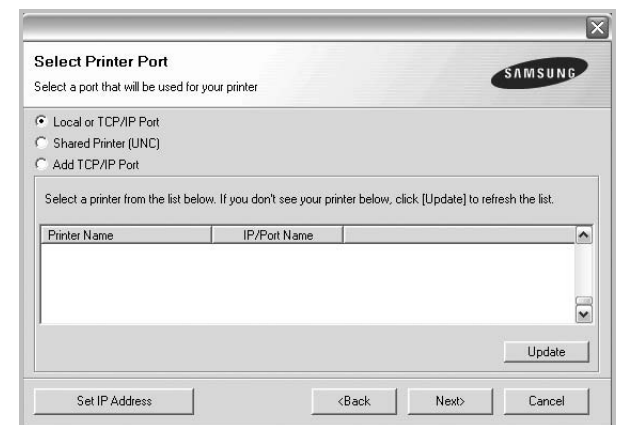
- 1 Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see the supplied printer's User's Guide.
- 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and click **OK**.



- 3 Click **Next**.
 - If necessary, select a language from the drop-down list.
- 4 Select **Custom installation**. Click **Next**.



- 5 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.



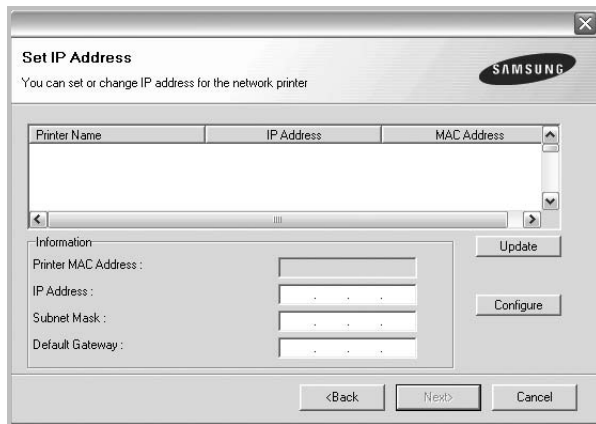
- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer.

To verify your printer's IP address or the MAC address, print a Network Configuration page.

- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

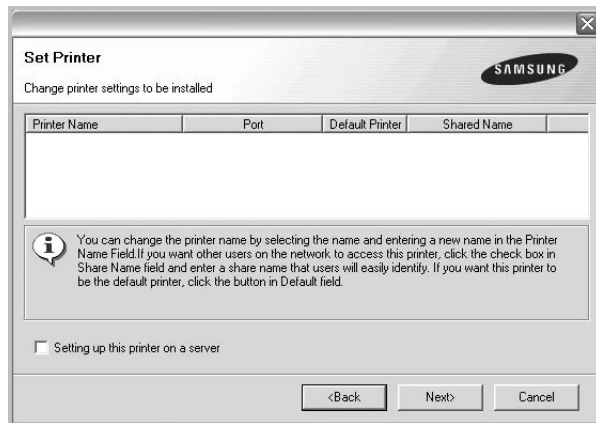
NOTE: If you cannot find your machine in network, please turn off the firewall and click **Update**.

TIP: If you want to set a specific IP address on a specific network printer, click the **Set IP Address** button. The Set IP Address window appears. Do as follows:



- a. Select a printer to be set with a specific IP address from the list.
- b. Configure an IP address, subnet mask, and gateway for the printer manually and click **Configure** to set the specific IP address for the network printer.
- c. Click **Next**.

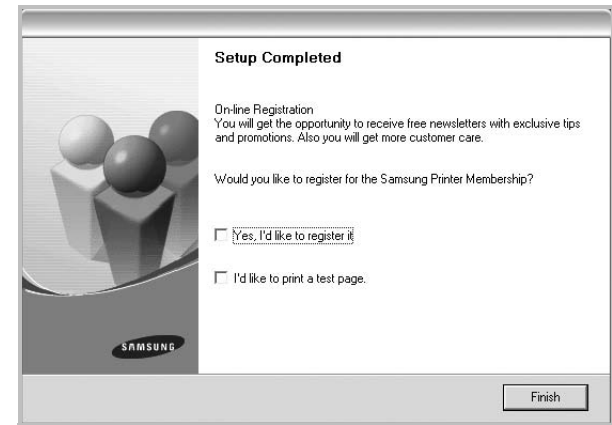
- 6 Select the components to be installed. After selecting the components, the following window appears. You can also change the printer name, set the printer to be shared on the network, set the printer as the default printer, and change the port name of each printer. Click **Next**.



To install this software on a server, select the **Setting up this printer on a server** checkbox.

- 7 After the installation is finished, a window appears asking you to print a test page and to register yourself as a user of Samsung Printers in order to receive information from Samsung. If you so desire, select the corresponding checkbox(es) and click **Finish**.

Otherwise, just click **Finish**.

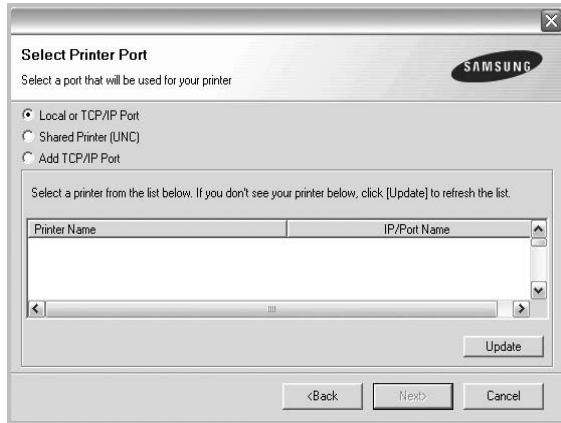


NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Reinstalling Printer Software" on page 11.

Reinstalling Printer Software

You can reinstall the software if installation fails.

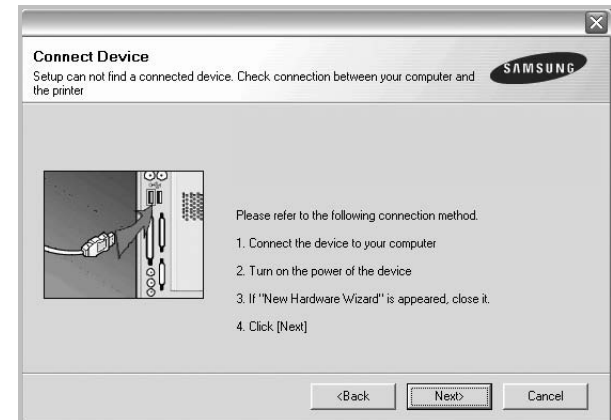
- 1 Start Windows.
- 2 From the **Start** menu select **Programs** or **All Programs** → **your printer driver name** → **Maintenance**.
- 3 Select **Repair** and click **Next**.
- 4 The list of printers available on the network appears. Select the printer you want to install from the list and then click **Next**.



- If you do not see your printer on the list, click **Update** to refresh the list, or select **Add TCP/IP Port** to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer.
- To find a shared network printer (UNC Path), select **Shared Printer [UNC]** and enter the shared name manually or find a shared printer by clicking the **Browse** button.

You will see a component list so that you can reinstall any item individually.

NOTE: If your printer is not already connected to the computer, the following window will appear.



- After connecting the printer, click **Next**.
- If you don't want to connect the printer at this time, click **Next**, and **No** on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.
- *The reinstallation window that appears in this User's Guide may differ depending on the printer and interface in use.*

- 5 Select the components you want to reinstall and click **Next**.

If you installed the printer software for local printing and you select **your printer driver name**, the window asking you to print a test page appears. Do as follows:

- a. To print a test page, select the check box and click **Next**.
 - b. If the test page prints out correctly, click **Yes**.
If it doesn't, click **No** to reprint it.
- 6 When the reinstallation is done, click **Finish**.

Removing Printer Software

- 1 Start Windows.
- 2 From the **Start** menu select **Programs** or **All Programs** → **your printer driver name** → **Maintenance**.
- 3 Select **Remove** and click **Next**.
You will see a component list so that you can remove any item individually.
- 4 Select the components you want to remove and then click **Next**.
- 5 When your computer asks you to confirm your selection, click **Yes**.
The selected driver and all of its components are removed from your computer.
- 6 After the software is removed, click **Finish**.

2 Basic Printing

This chapter explains the printing options and common printing tasks in Windows.

This chapter includes:

- **Printing a Document**
- **Printing to a file (PRN)**
- **Printer Settings**
 - **Layout Tab**
 - **Paper Tab**
 - **Graphics Tab**
 - **Extras Tab**
 - **About Tab**
 - **Printer Tab**
 - **Using a Favorite Setting**
 - **Using Help**

Printing a Document

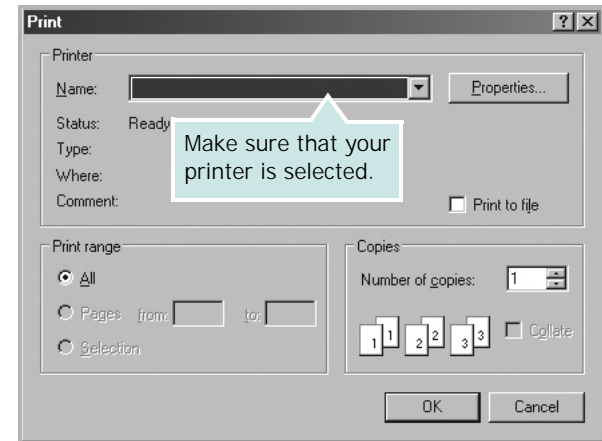
NOTES:

- Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- *Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User's Guide.*
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to the User's Guide of your software application for the exact printing procedure.

- 1 Open the document you want to print.
- 2 Select **Print** from the **File** menu. The Print window is displayed. It may look slightly different depending on your application.

The basic print settings are selected within the Print window. These settings include the number of copies and print range.



- 3 Select **your printer driver** from the **Name** drop-down list.

To take advantage of the printer features provided by your printer driver, click **Properties** or **Preferences** in the application's Print window. For details, see "Printer Settings" on page 14.

If you see **Setup**, **Printer**, or **Options** in your Print window, click it instead. Then click **Properties** on the next screen.

Click **OK** to close the printer properties window.

- 4 To start the print job, click **OK** or **Print** in the Print window.

Printing to a file (PRN)

You will sometimes need to save the print data as a file for your purpose.

To create a file:

- 1 Check the **Print to file** box at the **Print** window.
- 2 Select the folder and assign a name of the file and then click **OK**.

Printer Settings

You can use the printer properties window, which allows you to access all of the printer options you need when using your printer. When the printer properties are displayed, you can review and change the settings needed for your print job.

Your printer properties window may differ, depending on your operating system. This Software User's Guide shows the Properties window for Windows 98.

Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use.

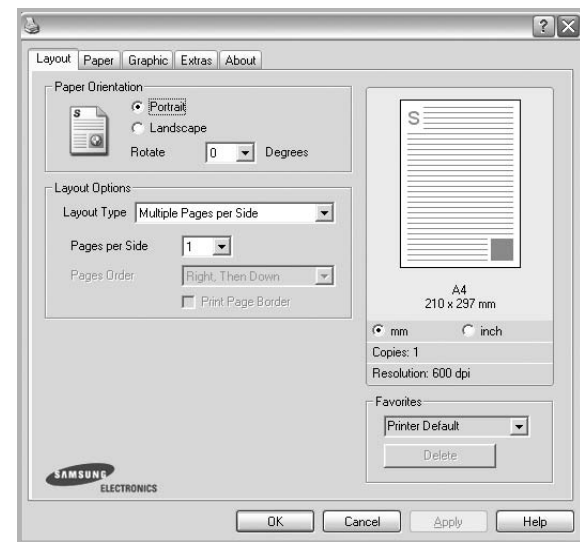
If you access printer properties through the Printers folder, you can view additional Windows-based tabs (refer to your Windows User's Guide) and the Printer tab (see "Printer Tab" on page 17).

NOTES:

- Most Windows applications will override settings you specify in the printer driver. Change all print settings available in the software application first, and change any remaining settings using the printer driver.
 - The settings you change remain in effect only while you are using the current program. **To make your changes permanent**, make them in the Printers folder.
 - The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.
 1. Click the Windows **Start** button.
 2. Select **Printers and Faxes**.
 3. Select **your printer driver icon**.
 4. Right-click on the printer driver icon and select **Printing Preferences**.
 5. Change the settings on each tab, click OK.
-

Layout Tab

The **Layout** tab provides options to adjust how the document appears on the printed page. The **Layout Options** includes **Multiple Pages per Side**, **Poster Printing** and **Booklet Printing**. See "Printing a Document" on page 13 for more information on accessing printer properties.



Paper Orientation

Paper Orientation allows you to select the direction in which information is printed on a page.

- **Portrait** prints across the width of the page, letter style.
- **Landscape** prints across the length of the page, spreadsheet style.
- **Rotate** allows you to rotate the page the selected degrees.



▲ Portrait



▲ Landscape

Layout Options

Layout Options allows you to select advanced printing options. You can choose **Multiple Pages per Side** and **Poster Printing**.

- For details, see "Printing Multiple Pages on One Sheet of Paper (N-Up Printing)" on page 19.
- For details, see "Printing Posters" on page 20
- For details, see "Printing Booklets" on page 20

Double-sided Printing

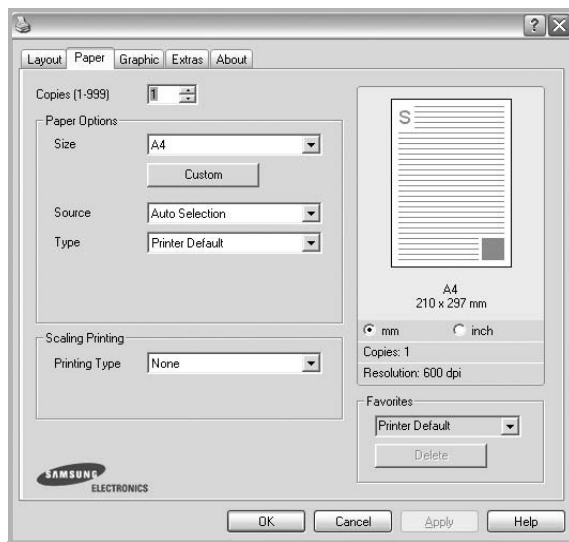
Double-sided Printing allows you to print on both sides of paper. *If this option does not appear, your printer does not have this feature.*

- For details, see "Printing on Both Sides of Paper" on page 21.

Paper Tab

Use the following options to set the basic paper handling specifications when you access the printer properties. See “Printing a Document” on page 13 for more information on accessing printer properties.

Click the **Paper** tab to access various paper properties.



Copies

Copies allows you to choose the number of copies to be printed. You can select 1 to 999 copies.

Size

Size allows you to set the size of paper you loaded in the tray. If the required size is not listed in the **Size** box, click **Custom**. When the **Custom Paper Setting** window appears, set the paper size and click **OK**. The setting appears in the list so that you can select it.

Source

Make sure that **Source** is set to the corresponding paper tray. Use **Manual Feeder** when printing on special materials like envelopes and transparencies. You have to load one sheet at a time into the Manual Tray or Multi-Purpose Tray.

If the paper source is set to **Auto Selection**, the printer automatically picks up print material in the following tray order: Manual Tray or Multi-Purpose Tray, Tray n.

Type

Set **Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If not, print quality may not be achieved as you want.

Cotton: 20 lb to 24 lb (75~90 g/m²) cotton paper such as Gilbert 25 % and Gilbert 100 %.

Plain Paper: Normal plain paper. Select this type if your printer is monochrome and printing on the 16 lb (60 g/m²) cotton paper.

Recycled Paper: 20 lb to 24 lb (75~90 g/m²) recycled paper.

First Page

This property allows you to print the first page using a different paper type from the rest of the document. You can select the paper source for the first page.

For example, load thick stock for the first page into the Multi-purpose Tray, and plain paper into Tray n. Then, select **Tray n** in the **Source** option and **Multi-Purpose Tray** in the **First Page** option.

Scaling Printing

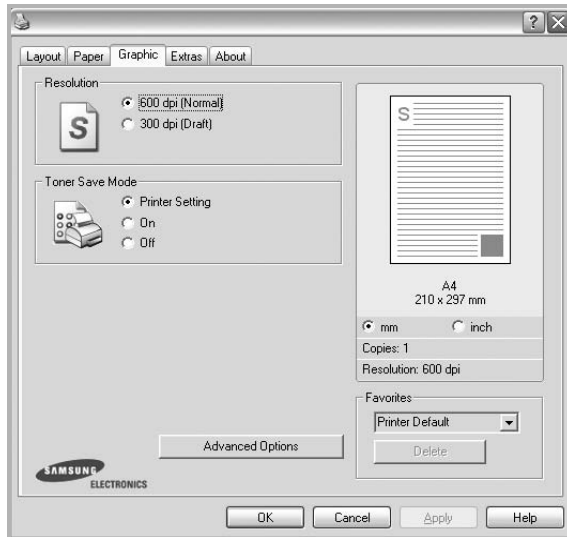
Scaling Printing allows you to automatically or manually scale your print job on a page. You can choose from **None**, **Reduce/Enlarge**, and **Fit to Page**.

- For details, see “Printing a Reduced or Enlarged Document” on page 21.
- For details, see “Fitting Your Document to a Selected Paper Size” on page 21.

Graphics Tab

Use the following Graphic options to adjust the print quality for your specific printing needs. See “Printing a Document” on page 13 for more information on accessing printer properties.

Click the **Graphic** tab to display the properties shown below.



Resolution

The Resolution options you can select may vary depending on your printer model. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Toner Save Mode

Selecting this option extends the life of your toner cartridge and reduces your cost per page without a significant reduction in print quality. *Some printers do not support this feature.*

- **Printer Setting:** If you select this option, this feature is determined by the setting you've made on the control panel of the printer.
- **On:** Select this option to allow the printer to use less toner on each page.
- **Off:** If you don't need to save toner when printing a document, select this option.

Advanced Options

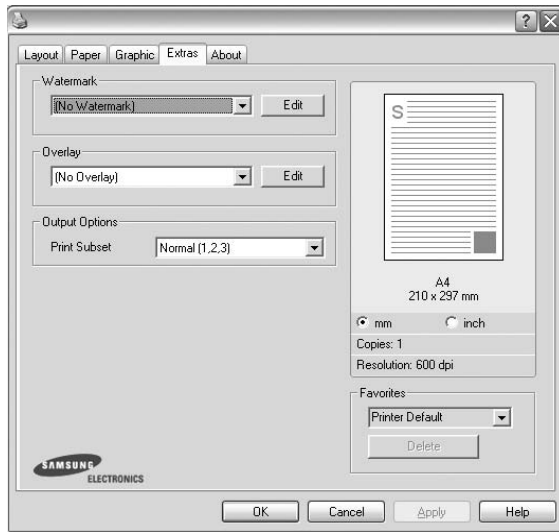
You can set advanced settings by clicking the **Advanced Options** button.

- **TrueType Options:** This option determines what the driver tells the printer about how to image the text in your document. Select the appropriate setting according to the status of your document. *This option may be available only in Windows 9x/Me, depending on your particular printer model.*
 - **Download as Outline:** When this option is selected, the driver will download any TrueType fonts that are used in your document not already stored (resident) on your printer. If, after printing a document, you find that the fonts did not print correctly, choose Download as bit image and resubmit your print job. The Download as bit image setting is often useful when printing Adobe. *This feature is available only when you use the PCL printer driver.*
 - **Download as Bit Image:** When this option is selected, the driver will download the font data as bitmap images. Documents with complicated fonts, such as Korean or Chinese, or various other fonts, will print faster in this setting.
 - **Print as Graphics:** When this option is selected, the driver will download any fonts as graphics. When printing documents with high graphic content and relatively few TrueType fonts, printing performance (speed) may be enhanced in this setting.
- **Print All Text To Black:** When the **Print All Text To Black** option is checked, all text in your document prints solid black, regardless of the color it appears on the screen.

Extras Tab

You can select output options for your document. See "Printing a Document" on page 13 for more information about accessing the printer properties.

Click the **Extras** tab to access the following feature:



Watermark

You can create a background text image to be printed on each page of your document. For details, see "Using Watermarks" on page 22.

Overlay

Overlays are often used to take the place of preprinted forms and letterhead paper. For details, see "Using Overlays" on page 23.

Output Options


- **Print Subset:** You can set the sequence in which the pages print. Select the print order from the drop-down list.
 - **Normal (1,2,3):** Your printer prints all pages from the first page to the last page.
 - **Reverse All Pages (3,2,1):** Your printer prints all pages from the last page to the first page.
 - **Print Odd Pages:** Your printer prints only the odd numbered pages of the document.
 - **Print Even Pages:** Your printer prints only the even numbered pages of the document.
 - **Staple:** Do the stapling on the printouts.
 - **Request Offset:** If you want the printouts to be sorted the same way as the original, the machine places printout sets slightly offset from one another.
 - **Information Page:** Select Information Page to print a cover sheet containing the printer name, the network user ID, job name before printing the document. When several users send a print job to the printer, this option allows you to easily find your printing from the output tray.

- **Use Printer Fonts:** When Use Printer Fonts is checked, the printer uses the fonts that are stored in its memory (resident fonts) to print your document, rather than downloading the fonts used in your document. Because downloading fonts takes time, selecting this option can speed up your printing time. When using Printer fonts, the printer will try to match the fonts used in your document to those stored in its memory. If, however, you use fonts in your document that are very different from those resident in the printer, your printed output will appear very different from what it looks like on the screen. *This feature is available only when you use the PCL printer driver.*

Print and Hold

Print and Hold dialog allows you to select how to print or save the printing file by using the HDD. *Some printers do not support this feature.*

Using Onscreen Help File

- For more information about **Print and Hold**, click  at the top right corner of the window. The **Print and Hold** Help window opens and allows you to view onscreen help supplied on the **Print and Hold**.

About Tab

Use the **About** tab to display the copyright notice and the version number of the driver. If you have an Internet browser, you can connect to the Internet by clicking on the web site icon. See "Printing a Document" on page 13 for more information about accessing printer properties.

Printer Tab

If you access printer properties through the **Printers** folder, you can view the **Printer** tab. You can set the printer configuration.

The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.

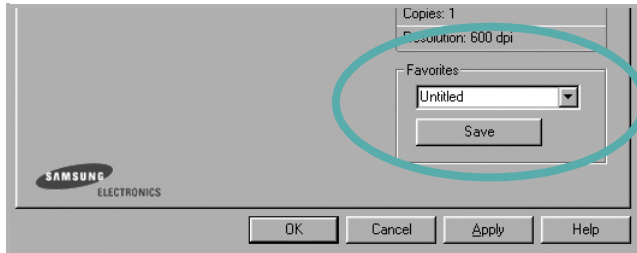
- 1 Click the Windows **Start** menu.
- 2 Select **Printers and Faxes**.
- 3 Select **your printer driver** icon.
- 4 Right-click on the printer driver icon and select **Properties**.
- 5 Click the **Printer** tab and set the options.

Using a Favorite Setting

The **Favorites** option, which is visible on each properties tab, allows you to save the current properties settings for future use.

To save a **Favorites** item:

- 1 Change the settings as needed on each tab.
- 2 Enter a name for the item in the **Favorites** input box.



- 3 Click **Save**.

When you save **Favorites**, all current driver settings are saved.


To use a saved setting, select the item from the **Favorites** drop down list. The printer is now set to print according to the Favorites setting you selected.

To delete a Favorites item, select it from the list and click **Delete**.

You can also restore the printer driver's default settings by selecting **Printer Default** from the list.

Using Help

Your printer has a help screen that can be activated by clicking the **Help** button in the printer properties window. These help screens give detailed information about the printer features provided by the printer driver.

You can also click  from the upper right corner of the window, and then click on any setting.

3 Advanced Printing

This chapter explains printing options and advanced printing tasks.

NOTE:

- Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
 - If you need to know the exact name of your printer, you can check the supplied CD-ROM.
-

This chapter includes:

- **Printing Multiple Pages on One Sheet of Paper (N-Up Printing)**
- **Printing Posters**
- **Printing Booklets**
- **Printing on Both Sides of Paper**
- **Printing a Reduced or Enlarged Document**
- **Fitting Your Document to a Selected Paper Size**
- **Using Watermarks**
- **Using Overlays**

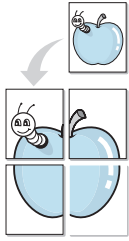
Printing Multiple Pages on One Sheet of Paper (N-Up Printing)



You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify. You can print up to 16 pages on one sheet.

- 1** To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2** From the **Layout** tab, choose **Multiple Pages per Side** in the **Layout Type** drop-down list.
- 3** Select the number of pages you want to print per sheet (1, 2, 4, 6, 9, or 16) in the **Pages per Side** drop-down list.
- 4** Select the page order from the **Page Order** drop-down list, if necessary.
Check **Print Page Border** to print a border around each page on the sheet.
- 5** Click the **Paper** tab, select the paper source, size, and type.
- 6** Click **OK** and print the document.

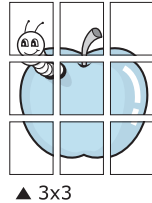
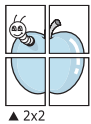
Printing Posters



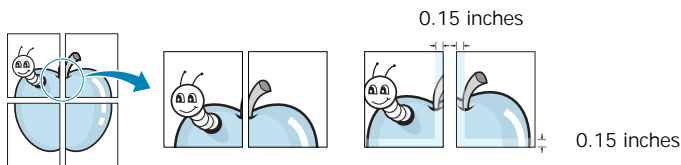
This feature allows you to print a single-page document onto 4, 9, or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-size document.

- 1 To change the print settings from your software application, access printer properties. See “Printing a Document” on page 13.
- 2 Click the **Layout** tab, select **Poster Printing** in the **Layout Type** drop-down list.
- 3 Configure the poster option:

You can select the page layout from **Poster<2x2>**, **Poster<3x3>**, **Poster<4x4>** or **Custom**. If you select **Poster<2x2>**, the output will be automatically stretched to cover 4 physical pages. If the option is set to Custom, you can enlarge the original from 150% to 400%. Depending on the level of the enlargement, the page layout is automatically adjusted to **Poster<2x2>**, **Poster<3x3>**, **Poster<4x4>**.

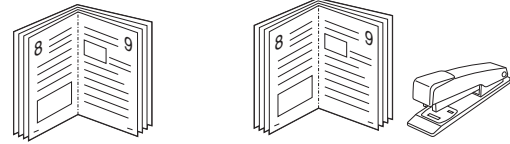


Specify an overlap in millimeters or inches to make it easier to pasting the sheets together.



- 4 Click the **Paper** tab, select the paper source, size, and type.
- 5 Click **OK** and print the document. You can complete the poster by pasting the sheets together.

Printing Booklets



This printer feature allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet.

- 1 To change the print settings from your software application, access the printer properties. See “Printing a Document” on page 13.
- 2 From the **Layout** tab, choose **Booklet Printing** from the **Type** drop-down list.

NOTE: The **Booklet Printing** option is not available for all the paper size. In order to find out the available paper size for this feature, select the paper size in the **Size** option on the **Paper** tab, then check if the **Booklet Printing** in a **Type** drop-down list on the **Layout** tab is activated.

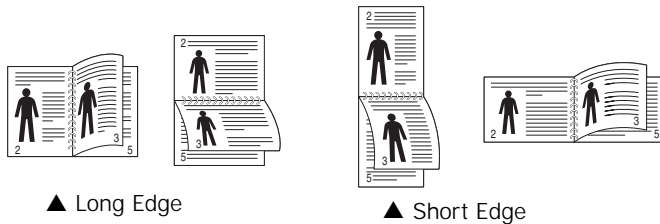
- 3 Click the **Paper** tab, and select the paper source, size, and type.
- 4 Click **OK** and print the document.
- 5 After printing, fold and staple the pages.

Printing on Both Sides of Paper

You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented.

The options are:

- **Printer Setting**, if you select this option, this feature is determined by the setting you've made on the control panel of the printer. *If this option does not appear, your printer does not have this feature.*
- **None**
- **Long Edge**, which is the conventional layout used in book binding.
- **Short Edge**, which is the type often used with calendars.



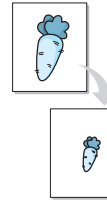
- **Reverse Duplex Printing**, allows you to select general print order compare to duplex print order. *If this option does not appear, your printer does not have this feature.*

NOTE: Do not print on both sides of labels, transparencies, envelopes, or thick paper. Paper jamming and damage to the printer may result.

- 1 To change the print settings from your software application, access printer properties. "Printing a Document" on page 13.
- 2 From the **Layout** tab, select the paper orientation.
- 3 From the **Double-sided Printing** section, select the binding option you want.
- 4 Click the **Paper** tab and select the paper source, size, and type.
- 5 Click **OK** and print the document.

NOTE: If your printer does not have a duplex unit, you should complete the printing job manually. The printer prints every other page of the document first. After printing the first side of your job, the Printing Tip window appears. Follow the on-screen instructions to complete the printing job.

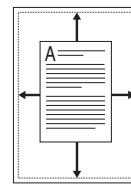
Printing a Reduced or Enlarged Document



You can change the size of a page's content to appear larger or smaller on the printed page.

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 From the **Paper** tab, select **Reduce/Enlarge** in the **Printing Type** drop-down list.
- 3 Enter the scaling rate in the **Percentage** input box. You can also click the ▼ or ▲ button.
- 4 Select the paper source, size, and type in **Paper Options**.
- 5 Click **OK** and print the document.

Fitting Your Document to a Selected Paper Size



This printer feature allows you to scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 From the **Paper** tab, select **Fit to Page** in the **Printing Type** drop-down list.
- 3 Select the correct size from the **Output size** drop-down list.
- 4 Select the paper source, size, and type in **Paper Options**.
- 5 Click **OK** and print the document.

Using Watermarks

The Watermark option allows you to print text over an existing document. For example, you may want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all pages of a document.

There are several predefined watermarks that come with the printer, and they can be modified, or you can add new ones to the list.

Using an Existing Watermark

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 Click the **Extras** tab, and select the desired watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.
- 3 Click **OK** and start printing.

NOTE: The preview image shows how the page will look when it is printed.

Creating a Watermark

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 Click the **Extras** tab, and click the **Edit** button in the **Watermark** section. The **Edit Watermarks** window appears.
- 3 Enter a text message in the **Watermark Message** box. You can enter up to 40 characters. The message displays in the preview window.
When the **First Page Only** box is checked, the watermark prints on the first page only.
- 4 Select watermark options.
You can select the font name, style, size, or grayscale level from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.
- 5 Click **Add** to add a new watermark to the list.
- 6 When you have finished editing, click **OK** and start printing.

To stop printing the watermark, select **(No Watermark)** from the **Watermark** drop-down list.

Editing a Watermark

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 Click the **Extras** tab and click the **Edit** button in the **Watermark** section. The **Edit Watermarks** window appears.
- 3 Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message and options.
- 4 Click **Update** to save the changes.
- 5 Click **OK** until you exit the Print window.

Deleting a Watermark

- 1 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 2 From the **Extras** tab, click the **Edit** button in the Watermark section. The **Edit Watermarks** window appears.
- 3 Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**.
- 4 Click **OK** until you exit the Print window.

Using Overlays

What is an Overlay?



An overlay is text and/or images stored in the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you do not need to load preprinted letterhead paper in the printer. You need only tell the printer to print the letterhead overlay on your document.

Creating a New Page Overlay



To use a page overlay, you must create a new page overlay containing your logo or image.

- 1 Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay.
- 2 To save the document as an overlay, access printer properties. See "Printing a Document" on page 13.
- 3 Click the **Extras** tab, and click **Edit** button in the **Overlay** section.
- 4 In the Edit Overlay window, click **Create Overlay**.
- 5 In the Create Overlay window, type a name of up to eight characters in the **File name** box. Select the destination path, if necessary. (The default is C:\Formover).
- 6 Click **Save**. The name appears on the **Overlay List** box.
- 7 Click **OK** or **Yes** to finish creating.
The file is not printed. Instead it is stored on your computer hard disk drive.

NOTE: The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

Using a Page Overlay

After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

- 1 Create or open the document you want to print.
- 2 To change the print settings from your software application, access printer properties. See "Printing a Document" on page 13.
- 3 Click the **Extras** tab.
- 4 Select the desired overlay from the **Overlay** drop-down list box.
- 5 If the overlay file you want does not appear in the **Overlay** list, click **Edit** button and **Load Overlay**, and select the overlay file.

If you have stored the overlay file you want to use in an external source, you can also load the file when you access the **Load Overlay** window.

After you select the file, click **Open**. The file appears in the **Overlay List** box and is available for printing. Select the overlay from the **Overlay List** box.

- 6 If necessary, click **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.
If this box is not checked and an overlay has been selected, the overlay automatically prints with your document.
- 7 Click **OK** or **Yes** until printing begins.
The selected overlay downloads with your print job and prints on your document.

NOTE: The resolution of the overlay document must be the same as that of the document you will print with the overlay.

Deleting a Page Overlay

You can delete page overlays that you no longer use.

- 1 In the printer properties window, click the **Extras** tab.
- 2 Click the **Edit** button in the **Overlay** section.
- 3 Select the overlay you want to delete from the **Overlay List** box.
- 4 Click **Delete Overlay**.
- 5 When a confirming message window appears, click **Yes**.
- 6 Click **OK** until you exit the Print window.

4 Using Windows PostScript Driver

If you want to use the PostScript driver provided with your system CD-ROM to print a document.

PPDs, in combination with the PostScript driver, access printer features and allow the computer to communicate with the printer. An installation program for the PPDs is provided on the supplied software CD-ROM.

This chapter includes:

Printer Settings

You can use the printer properties window, which allows you to access all of the printer options you need when using your printer. When the printer properties are displayed, you can review and change the settings needed for your print job.

Your printer properties window may differ, depending on your operating system. This Software User's Guide shows the Properties window for Windows XP.

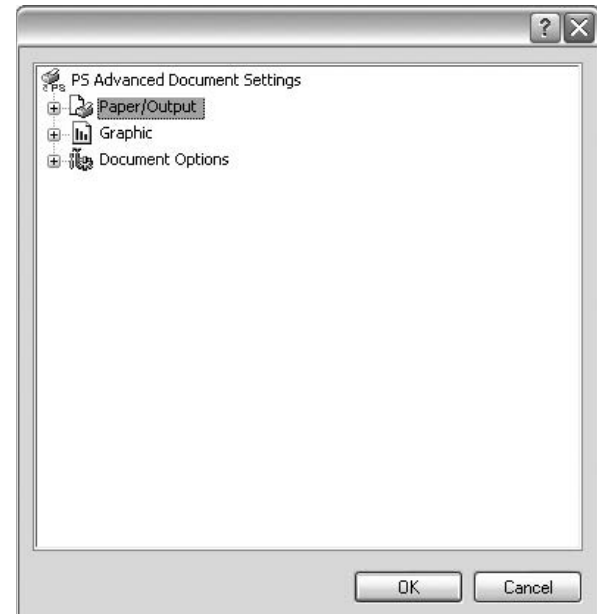
Your printer driver **Properties** window that appears in this User's Guide may differ depending on the printer in use.

NOTES:

- Most Windows applications will override settings you specify in the printer driver. Change all print settings available in the software application first, and change any remaining settings using the printer driver.
 - The settings you change remain in effect only while you are using the current program. **To make your changes permanent**, make them in the Printers folder.
 - The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.
 1. Click the Windows **Start** button.
 2. Select **Printers and Faxes**.
 3. Select **your printer driver icon**.
 4. Right-click on the printer driver icon and select **Printing Preferences**.
 5. Change the settings on each tab, click OK.
-


Advanced

You can use advanced settings by clicking the **Advanced** button.



- **Paper/Output** this option allows you to select the size of the paper loaded in the tray.
- **Graphic** this option allows you to adjust the print quality for your specific printing needs.
- **Document Options** this options allow you to set the PostScript options or printer features.

Using Help

You can click  from the upper right corner of the window, and then click on any setting.

5 Using Direct Printing Utility

This chapter explains how to use Direct Printing Utility to print PDF files without having to open the files.

CAUTION

- You can not print PDF files that are restricted to print. Deactivate the printing restriction feature, and retry printing.
- You can not print PDF files that are restricted by a password. Deactivate the password feature, and retry printing.
- Depending on how a PDF file was created, it may not be able to be printed using the **Direct Printing Utility** program.
- Depending on the memory size supported by your printer, PDF files can not be printed using the **Direct Printing Utility** program. Expand the memory.
- The **Direct Printing Utility** program supports PDF version 1.4 and below. For a higher version, you must open the file to print it.

Overview Direct Printing Utility

Direct Printing Utility is a program that sends a PDF file directly to your printer without having to open the file. It sends data through the Windows spooler using the port of the printer driver. It only supports PDF format.

To installing this program, you should select **Custom** and put a check mark in this program when you install the printer driver.

Printing

There are several ways you can print using Direct Printing Utility.

From the Direct Printing Utility window

- 1 From the **Start** menu select **Programs** or **All Programs** → **Direct Printing Utility** → **Direct Printing Utility**.
Or, double-click the Direct Printing Utility shortcut icon on your desk top.
The Direct Printing Utility window opens.
- 2 Select the printer you will use in the Select Printer section and click **Browse**.
- 3 Select the PDF file you will print and click **Open**.
The PDF file is added in the Select Files section.
- 4 Customize the printer settings for your needs. See the next column.
- 5 Click **Print**.
The selected PDF file is sent to the printer.

Using the shortcut icon

- 1 Select the PDF file you will print and by dragging drop it to the Direct Printing Utility shortcut icon on your desk top.
The selected PDF file is sent to the default printer.

NOTE : If the default printer does not support Direct Printing Utility, the message window alerting you to select the appropriate printer opens. Select the appropriate printer in the Select Printer section.

- 2 Customize the printer settings for your needs.
- 3 Click **Print**.
The selected PDF file is sent to the printer.

Using the right-click menu

- 1 Right-click on the PDF file you will print and select **Direct Printing**.
The Direct Printing Utility window opens with the PDF file is added.
- 2 Select the printer you will use.
- 3 Customize the printer settings for your needs. See the below part.
- 4 Click **Print**.
The selected PDF file is sent to the printer.

6 Sharing the Printer Locally

You can connect the printer directly to a selected computer, which is called “host computer,” on the network.

The following procedure is for Windows XP. For other Windows OS, refer to the corresponding Windows User's Guide or online help.

NOTES:

- Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User's Guide.
 - If you need to know the exact name of your printer, you can check the supplied CD-ROM.
-

Setting Up a Host Computer

- 1 Start Windows.
- 2 From the **Start** menu select **Printers and Faxes**.
- 3 Double-click **your printer driver icon**.
- 4 From the **Printer** menu, select **Sharing**.
- 5 Check the **Share this printer** box.
- 6 Fill in the **Shared Name** field, and then click **OK**.

Setting Up a Client Computer

- 1 Right-click the Windows **Start** button and select **Explorer**.
- 2 Select **My Network Places** and then right-click **Search for Computers**.
- 3 Fill in the IP address of host computer in **Computer name** field, and click **Search**. (In case host computer requires **User name** and **Password**, fill in User ID and password of host computer account.)
- 4 Double-click **Printers and Faxes**.
- 5 Right-click **printer driver icon**, select **Connect**.
- 6 Click **Yes**, if the installation confirm message appears.

7 Scanning

Scanning with your machine lets you turn pictures and text into digital files on your computer. Then you can fax or e-mail the files, display them on your web site or use them to create projects that you can print using Samsung SmarThru software or the WIA driver.

This chapter includes:

- Scanning Using Samsung SmarThru Office
- Scanning Process with TWAIN-enabled Software
- Scanning Using the WIA Driver

NOTES:

- *Check the Operating System(s) that are compatible with your printer. Please refer to the OS Compatibility section of Printer Specifications in your Printer User's Guide.*
- *You can check your printer name in the supplied CD-ROM.*
- *The maximum resolution that can be achieved depends upon various factors, including computer speed, available disk space, memory, the size of the image being scanned, and bit depth settings. Thus, depending on your system and what you are scanning, you may not be able to scan at certain resolutions, especially using enhanced dpi.*

Scanning Using Samsung SmarThru Office

Samsung **SmarThru Office** is the accompanying software for your machine. You can use **SmarThru Office** to scan images or documents from local or network scanners.

Using Samsung SmarThru Office

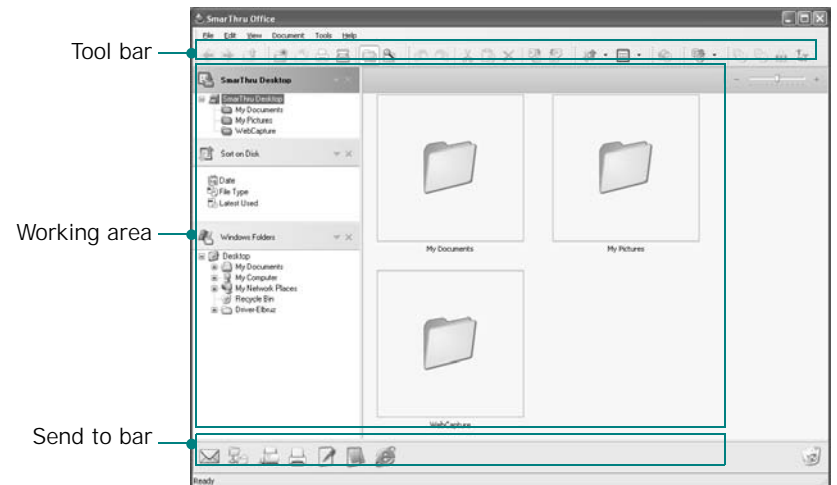
Follow these steps to start scanning using the **SmarThru Office**:

- 1 Make sure that your machine and computer are turned on and properly connected to each other.
- 2 Place your photograph or page on the document glass or DADF (or ADF).
- 3 Once you have installed Samsung **SmarThru Office**, you will see the **SmarThru Office** icon on your desktop. Double-click the **SmarThru Office** icon.



Double-click this icon.

The **SmarThru Office** window opens.



Tool bar

Working area

Send to bar

- **Tool bar:** Allows you to use shortcut icons which activate the certain functions such as **Scan**, **Search**, etc.

• Working area

- **SmarThru Desktop:** Created within the standard Windows folder My Documents.
- **Sort on Disk:** Files of the folders which are not indexed will not be displayed in the **Sort on Disk** section. Sort type are Date, File Types, Latest Used. To add a folder for indexing, press **Edit** menu → **Preferences** → **Index**.
It may take longer time to show the added file folders according to the computer performance and the number of added file folders.

NOTES:

- To do indexing and searching the PDF format file, you must install Adobe Acrobat Reader 7.0.5 or higher.
- You can use indexing and searching functions using **SmarThru Office** supported by Microsoft Indexing Service. This service is supported in Windows 2000 or above, so that Windows 98/ Me/ NT 4.0 user can not use these functions.

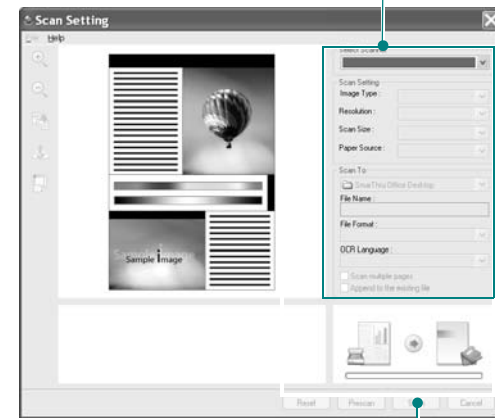
- **Windows Folders:** Allow user to navigate through all the user's files and folders.
- The right panel: Reflects the content of a selected folder.

- **Send to bar:** Run the corresponding application directly. Drag and drop selected files to the appropriate application button.

- **Send by E-mail:** To send documents by E-mail while working within the **SmarThru Office**.
To send scanned images or documents by e-mail, you must have a mail client program, like Outlook Express, which has been set up with your e-mail account.
- **Send by FTP:** To upload a document file to server while working within the **SmarThru Office**.
- **Send by Fax:** To send documents by Local or Network fax machine while working within the **SmarThru Office**.

- 4 Click **Scan** on the tool bar of **SmarThru Office** window.

Adjust the scan settings.




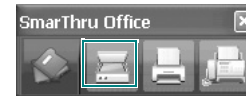
Click to start scanning.

NOTES:

- In Windows XP operating system, you can use **SmarThru Office** launcher, which is on the right end of taskbar, to open the **Scan Setting** window easily.



- In other operating systems beside Windows XP, click the SmarThru icon  in the tray area of the windows taskbar to activate the **SmarThru Office** launcher.



Scan Setting lets you use the following services:

- **Select Scanner:** Select the Local or Network scanner.
 - Local Scan: After scanning with parallel port or USB port, you can store the scanned output in image or document file.
 - Network Scan: After scanning via network, you can store the scanned output in JPEG, TIFF, or pdf file. To use network scanner, your computer should install the **Network Scan Manager** and register the scanner within that program. Refer to Scanning chapter in user's guide.
- **Scan Settings:** Allows you to customize settings for Image type, Resolution, Scan Size, Paper Source.
- **Scan To:** Allows you to customize settings for File Name, File Format, OCR Language.

- 5 To start scanning, click **Scan**.


NOTE: If you want to cancel the scan job, click **Cancel**.

Uninstalling Samsung SmarThru Office

NOTE: Before beginning uninstallation, ensure that all applications are closed on your computer.

- 1 From the **Start** menu, select **Programs**.
- 2 Select **SmarThru Office**, and then select **Uninstall SmarThru Office**.
- 3 When your computer asks you to confirm, read the statement and click **OK**.
- 4 Click **Finish**.

Using Onscreen Help File

For more information about SmarThru, click  at the top right corner of the window. The SmarThru Help window opens and allows you to view onscreen help supplied on the SmarThru program.

Scanning Process with TWAIN-enabled Software

If you want to scan documents using other software, you will need to use TWAIN-compliant software, such as Adobe PhotoDeluxe or Adobe Photoshop. The first time you scan with your machine, select it as your TWAIN source in the application you use.

The basic scanning process involves a number of steps:

- 1 Make sure that your machine and computer are turned on and properly connected to each other.
- 2 Load the document(s) face up into the DADF (or ADF).
OR
Place a single document face down on the document glass.
- 3 Open an application, such as PhotoDeluxe or Photoshop.
- 4 Open the TWAIN window and set the scan options.
- 5 Scan and save your scanned image.

NOTE: You need to follow the program's instructions for acquiring an image. Please refer to the user's guide of the application.

Scanning Using the WIA Driver

Your machine also supports the Windows Image Acquisition (WIA) driver for scanning images. WIA is one of the standard components provided by Microsoft® Windows® XP and works with digital cameras and scanners. Unlike the TWAIN driver, the WIA driver allows you to scan and easily manipulate images without using additional software.

NOTE: The WIA driver works only on Windows XP with USB port.

- 1 Load the document(s) face up into the DADF (or ADF).
OR
Place a single document face down on the document glass.
- 2 From the **Start** menu on your desktop window, select **Settings, Control Panel**, and then **Scanners and Cameras**.
- 3 Double click **your scanner driver** icon. The Scanner and Camera Wizard launches.
- 4 Choose your scanning preferences and click **Preview** to see how your preferences affect the picture.
- 5 Click **Next**.
- 6 Enter a picture name, and select a file format and destination to save the picture.
- 7 Follow the on-screen instructions to edit the picture after it is copied to your computer.

NOTE: If you want to cancel the scan job, press the Cancel button on the Scanner and Camera Wizard.

8 Using Smart Panel

Smart Panel is a program that monitors and informs you of the status of the printer, and allows you to customize the printer's settings. Smart Panel is installed automatically when you install the printer software.

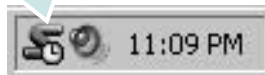
NOTES:

- To use the this program, you need:
 - Windows 98 or higher (Windows NT 4.0 can be used only for network-supported printers.) To check for Operating System(s) that are compatible with your printer, refer to Printer Specifications in your Printer User's Guide.
 - Internet Explorer version 5.0 or higher for flash animation in HTML Help.
- If you need to know the exact name of your printer, you can check the supplied CD-ROM.

Understanding Smart Panel

If an error occurs while printing, Smart Panel appears automatically, showing the error. You can also launch Smart Panel manually from the Windows task bar. Double-click the Smart Panel icon on the Windows task bar.

Double click this icon.

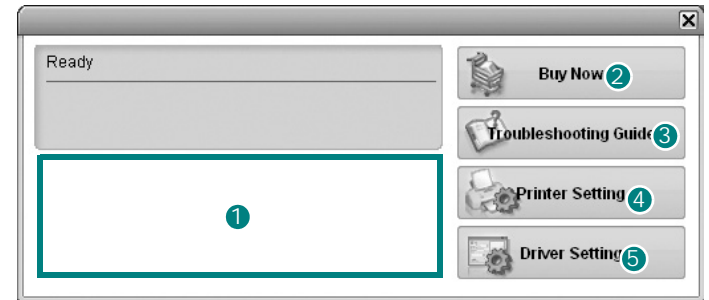


Or, from the **Start** menu, select **Programs** or **All Programs** → **your printer driver name** → **Smart Panel**.

NOTES:

- If you have already installed more than one Samsung printer, first select the printer model you want in order to use the corresponding Smart Panel. Right-click the Smart Panel icon on the Windows task bar and select **your printer name**.
- The Smart Panel window and its contents shown in this Software User's Guide may differ depending on the printer in use.

The Smart Panel program displays the current status of the printer, various information, lets you change settings and the level of toner remaining in the toner cartridge(s).



1 Toner Level

You can view the level of toner remaining in the toner cartridge(s). The printer and the number of the toner cartridge(s) shown above window may differ depending on the printer in use.

2 Buy Now

You can order replacement toner cartridge online.

3 Troubleshooting Guide

You can view Help to solve problems.

4 Printer Setting

You can configure various printer settings in the Printer Settings Utility window.

NOTES: If you connect your printer to a network, the **SyncThru Web Service** window appears instead of the Printer Settings Utility window.

5 Driver Setting

You can use the printer properties window, which allows you to access all of the printer options you need for using your printer. For details, See "Printer Settings" on page 14.

Opening the Troubleshooting Guide

Using the troubleshooting guide, you can view solutions for error status problems.

Right-click the Smart Panel icon on the Windows task bar and select **Troubleshooting Guide**.

Using Printer Settings Utility

Using the Printer Settings Utility, you can configure and check print settings.

- 1 Right-click the Smart Panel icon on the Windows task bar and select **Printer Setting**.
- 2 Change the settings.
- 3 To send the changes to the printer, click the **Apply** button.

NOTES: If you connect your printer to a network, the **SyncThru Web Service** window appears instead of the Printer Settings Utility window.

Using Onscreen Help File

For more information about **Printer Settings Utility**, click  .

Changing the Smart Panel Program Settings

Right-click the Smart Panel icon on the Windows task bar and select **Options**.

Select the settings you want from the **Options** window.

9 Using Your Printer in Linux

You can use your machine in a Linux environment.

This chapter includes:

- **Getting Started**
- **Installing the Unified Linux Driver**
- **Using the Unified Driver Configurator**
- **Configuring Printer Properties**
- **Printing a Document**
- **Scanning a Document**

Getting Started

The supplied CD-ROM provides you with Samsung's Unified Linux Driver package for using your machine with a Linux computer.

Samsung's Unified Linux Driver package contains printer and scanner drivers, providing the ability to print documents and scan images. The package also delivers powerful applications for configuring your machine and further processing of the scanned documents.

After the driver is installed on your Linux system, the driver package allows you to monitor a number of machine devices via fast ECP parallel ports and USB simultaneously.

The acquired documents can then be edited, printed on the same local or network machine devices, sent by e-mail, uploaded to an FTP site, or transferred to an external OCR system.

The Unified Linux Driver package is supplied with a smart and flexible installation program. You don't need to search for additional components that might be necessary for the Unified Linux Driver software: all required packages will be carried onto your system and installed automatically; this is possible on a wide set of the most popular Linux clones.


Installing the Unified Linux Driver

Installing the Unified Linux Driver

- 1 Make sure that you connect your machine to your computer. Turn both the computer and the machine on.
- 2 When the Administrator Login window appears, type in *root* in the Login field and enter the system password.

NOTE: You must log in as a super user (*root*) to install the printer software. If you are not a super user, ask your system administrator.

- 3 Insert the printer software CD-ROM. The CD-ROM will automatically run.

If the CD-ROM does not automatically run, click the  icon at the bottom of the desktop. When the Terminal screen appears, type in:

If the CD-ROM is secondary master and the location to mount is `/mnt/cdrom`,

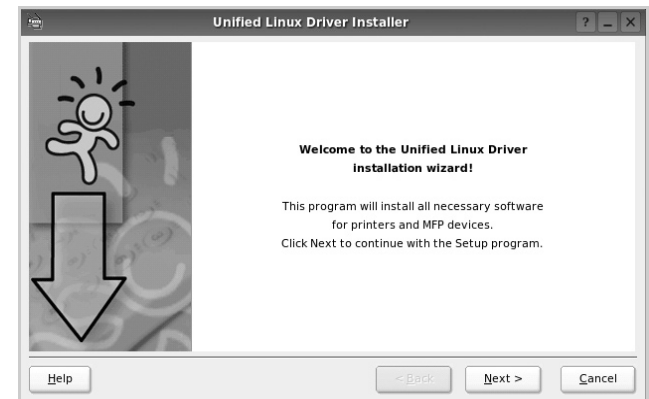
```
[root@localhost root]#mount -t iso9660 /dev/hdc /mnt/cdrom
```

```
[root@localhost root]#cd /mnt/cdrom/Linux
```

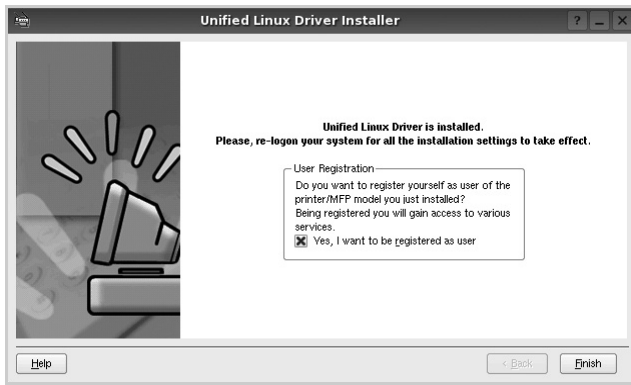
```
[root@localhost root]#./install.sh
```

NOTE: The installation program runs automatically if you have an autorun software package installed and configured.

- 4 When the welcome screen appears, click **Next**.



- 5 When the installation is complete, click **Finish**.




The installation program has added the Unified Driver Configurator desktop icon and Samsung Unified Driver group to the system menu for your convenience. If you have any difficulties, consult the onscreen help that is available through your system menu or can otherwise be called from the driver package windows applications, such as **Unified Driver Configurator** or **Image Manager**.

Uninstalling the Unified Linux Driver

- 1 When the Administrator Login window appears, type in *root* in the Login field and enter the system password.

NOTE: You must log in as a super user (*root*) to install the printer software. If you are not a super user, ask your system administrator.

- 2 Insert the printer software CD-ROM. The CD-ROM will automatically run.

If the CD-ROM does not automatically run, click the  icon at the bottom of the desktop. When the Terminal screen appears, type in:

If the CD-ROM is secondary master and the location to mount is `/mnt/cdrom`,

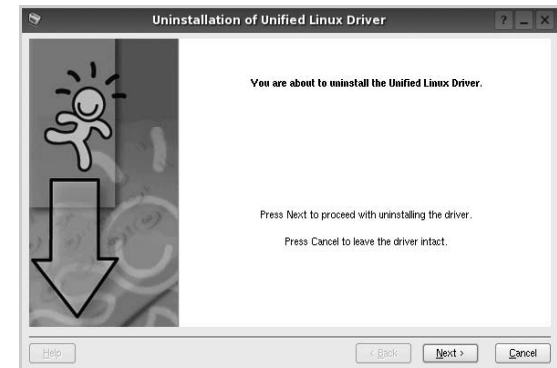
```
[root@localhost root]#mount -t iso9660 /dev/hdc /mnt/cdrom
```

```
[root@localhost root]#cd /mnt/cdrom/Linux
```

```
[root@localhost root]#./uninstall.sh
```

NOTE: The installation program runs automatically if you have an autorun software package installed and configured.

- 3 Click **Uninstall**.
- 4 Click **Next**.



- 5 Click **Finish**.

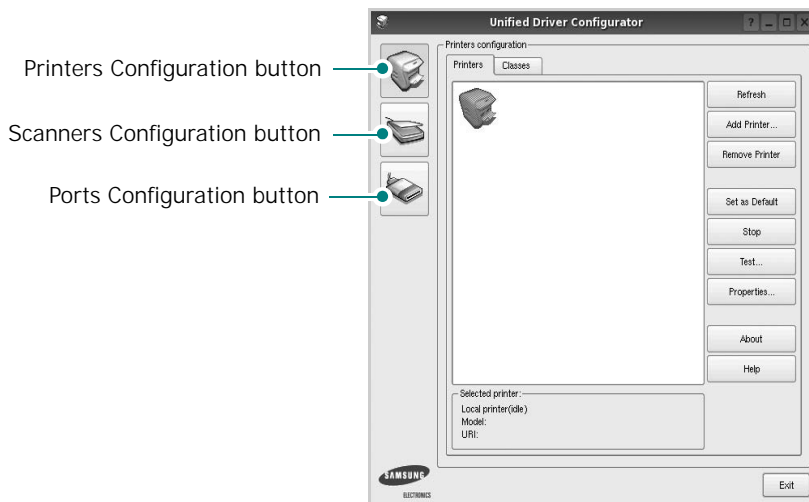
Using the Unified Driver Configurator

Unified Linux Driver Configurator is a tool primarily intended for configuring Printer or MFP devices. Since an MFP device combines the printer and scanner, the Unified Linux Driver Configurator provides options logically grouped for printer and scanner functions. There is also a special MFP port option responsible for the regulation of access to an MFP printer and scanner via a single I/O channel.

After installing the Unified Linux driver, the Unified Linux Driver Configurator icon will automatically be created on your desktop.

Opening the Unified Driver Configurator

- 1 Double-click **Unified Driver Configurator** on the desktop.
You can also click the Startup Menu icon and select **Samsung Unified Driver** and then **Unified Driver Configurator**.
- 2 Press each button on the Modules pane to switch to the corresponding configuration window.



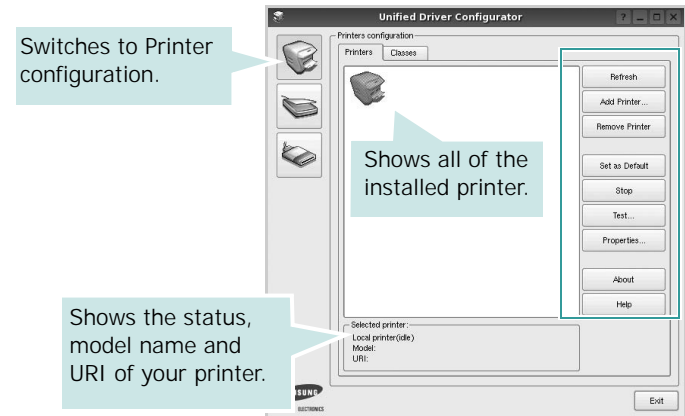
- 3 You can use the onscreen help by clicking **Help**.
After changing the configurations, click **Exit** to close the Unified Driver Configurator.

Printers Configuration

Printers configuration has the two tabs: **Printers** and **Classes**.

Printers Tab

You can see the current system's printer configuration by clicking on the printer icon button on the left side of the Unified Driver Configurator window.

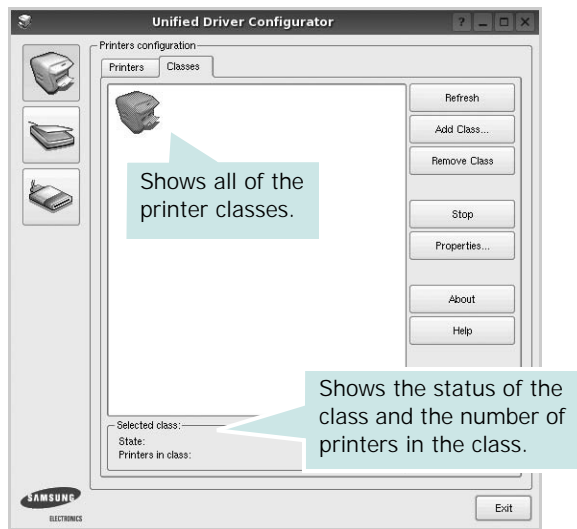


You can use the following printer control buttons:

- **Refresh:** renews the available printers list.
- **Add Printer:** allows you to add a new printer.
- **Remove Printer:** removes the selected printer.
- **Set as Default:** sets the current printer as a default printer.
- **Stop/Start:** stops/starts the printer.
- **Test:** allows you to print a test page to check if the machine is working properly.
- **Properties:** allows you to view and change the printer properties. For details, see page 36.

Classes Tab

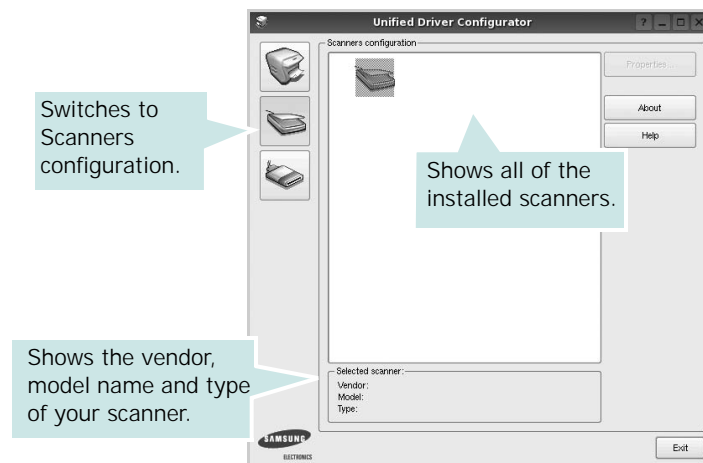
The Classes tab shows a list of available printer classes.



- **Refresh** : Renews the classes list.
- **Add Class...** : Allows you to add a new printer class.
- **Remove Class** : Removes the selected printer class.

Scanners Configuration

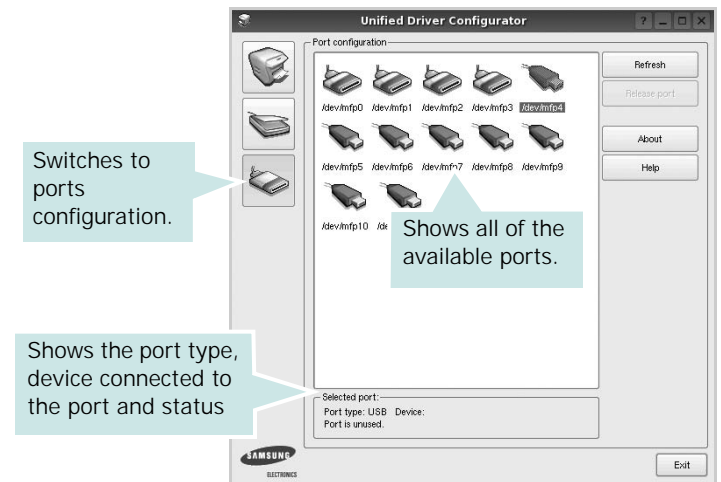
In this window, you can monitor the activity of scanner devices, view a list of installed Samsung MFP devices, change device properties, and scan images.



- **Properties...** : Allows you to change the scan properties and scan a document. See page 37.
- **Drivers...** : Allows you to monitor the activity of the scan drivers.

Ports Configuration

In this window, you can view the list of available ports, check the status of each port and release a port that is stalled in busy state when its owner is terminated for any reason.



- **Refresh** : Renews the available ports list.
- **Release port** : Releases the selected port.

Sharing Ports Between Printers and Scanners

Your machine may be connected to a host computer via the parallel port or USB port. Since the MFP device contains more than one device (printer and scanner), it is necessary to organize proper access of “consumer” applications to these devices via the single I/O port.

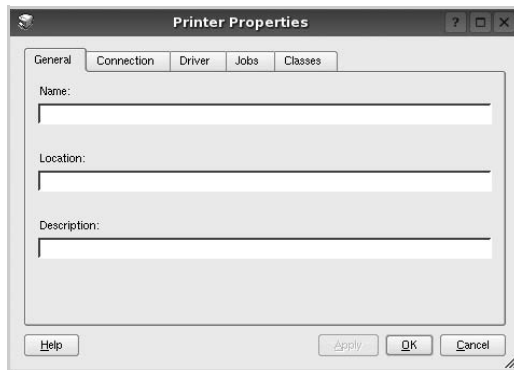
The Samsung Unified Linux Driver package provides an appropriate port sharing mechanism that is used by Samsung printer and scanner drivers. The drivers address their devices via so-called MFP ports. The current status of any MFP port can be viewed via the Ports Configuration. The port sharing prevents you from accessing one functional block of the MFP device, while another block is in use.

When you install a new MFP device onto your system, it is strongly recommended you do this with the assistance of an Unified Driver Configurator. In this case you will be asked to choose I/O port for the new device. This choice will provide the most suitable configuration for MFP's functionality. For MFP scanners I/O ports are being chosen by scanner drivers automatically, so proper settings are applied by default.

Configuring Printer Properties

Using the properties window provided by the Printers configuration, you can change the various properties for your machine as a printer.

- 1 Open the Unified Driver Configurator.
If necessary, switch to Printers configuration.
- 2 Select your machine on the available printers list and click **Properties**.
- 3 The Printer Properties window opens.



The following five tabs display at the top of the window:

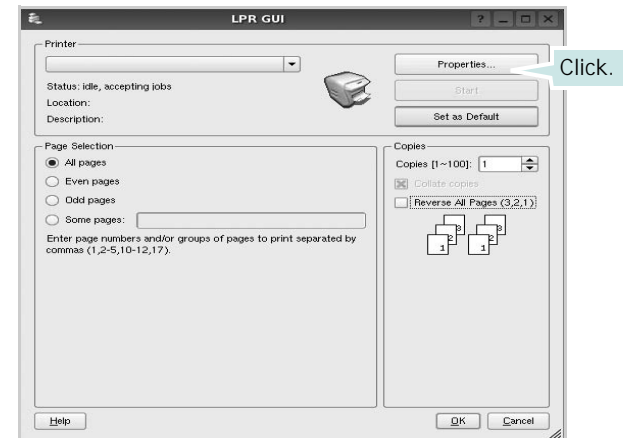
- **General:** allows you to change the printer location and name. The name entered in this tab displays on the printer list in Printers configuration.
 - **Connection:** allows you to view or select another port. If you change the printer port from USB to parallel or vice versa while in use, you must re-configure the printer port in this tab.
 - **Driver:** allows you to view or select another printer driver. By clicking **Options**, you can set the default device options.
 - **Jobs:** shows the list of print jobs. Click **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
 - **Classes:** shows the class that your printer is in. Click **Add to Class** to add your printer to a specific class or click **Remove from Class** to remove the printer from the selected class.
- 4 Click **OK** to apply the changes and close the Printer Properties Window.

Printing a Document

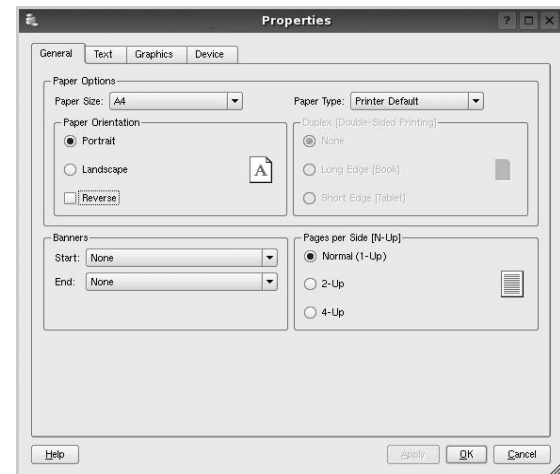
Printing from Applications

There are a lot of Linux applications that you are allowed to print from using Common UNIX Printing System (CUPS). You can print on your machine from any such application.

- 1 From the application you are using, select **Print** from the **File** menu.
- 2 Select **Print** directly using **lpr**.
- 3 In the LPR GUI window, select the model name of your machine from the Printer list and click **Properties**.



- 4 Change the printer and print job properties.



The following four tabs display at the top of the window.

- **General** - allows you to change the paper size, the paper type, and the orientation of the documents, enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.
- **Text** - allows you to specify the page margins and set the text options, such as spacing or columns.
- **Graphics** - allows you to set image options that are used when printing images/files, such as color options, image size, or image position.
- **Device**: allows you to set the print resolution, paper source, and destination.

- 5 Click **Apply** to apply the changes and close the Properties window.
- 6 Click **OK** in the LPR GUI window to start printing.
- 7 The Printing window appears, allowing you to monitor the status of your print job.

To abort the current job, click **Cancel**.

Printing Files


You can print many different types of files on the Samsung machine device using the standard CUPS way - directly from the command line interface. The CUPS lpr utility allows you do that. But the drivers package replaces the standard lpr tool by a much more user-friendly LPR GUI program.

To print any document file:

- 1 Type `lpr <file_name>` from the Linux shell command line and press **Enter**. The LPR GUI window appears.
When you type only `lpr` and press **Enter**, the Select file(s) to print window appears first. Just select any files you want to print and click **Open**.
- 2 In the LPR GUI window, select your printer from the list, and change the printer and print job properties.
For details about the properties window, see page 36.
- 3 Click **OK** to start printing.

Scanning a Document

You can scan a document using the Unified Driver Configurator window.

- 1 Double-click the Unified Driver Configurator on your desktop.
- 2 Click the  button to switch to Scanners Configuration.
- 3 Select the scanner on the list.

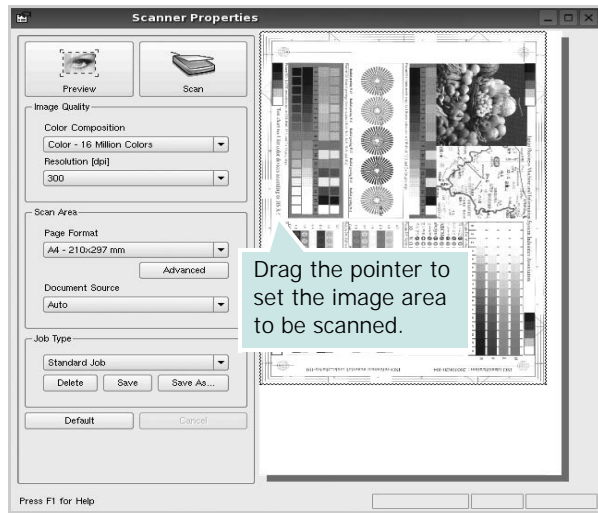


When you have only one MFP device and it is connected to the computer and turned on, your scanner appears on the list and is automatically selected.

If you have two or more scanners attached to your computer, you can select any scanner to work at any time. For example, while acquisition is in progress on the first scanner, you may select the second scanner, set the device options and start the image acquisition simultaneously.

- 4 Click **Properties**.
- 5 Load the document to be scanned face up into the ADF (Automatic Document Feeder) or face down on the document glass.
- 6 Click **Preview** in the Scanner Properties window.

The document is scanned and the image preview appears in the Preview Pane.



- 7 Change the scan options in the Image Quality and Scan Area sections.

- **Image Quality:** allows you to select the color composition and the scan resolution for the image.
- **Scan Area:** allows you to select the page size. The **Advanced** button enables you to set the page size manually.

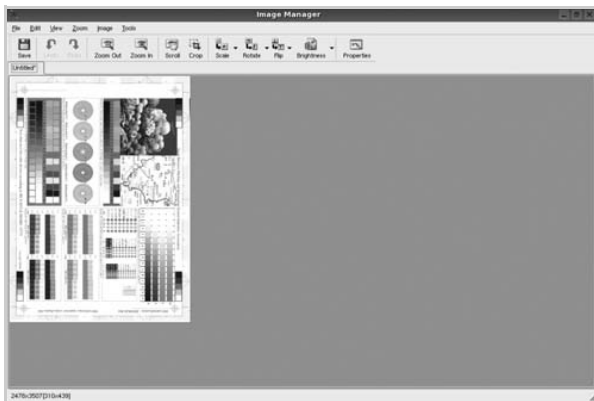
If you want to use one of the preset scan option settings, select from the Job Type drop-down list. For details about the preset Job Type settings, see page 38.

You can restore the default setting for the scan options by clicking **Default**.

- 8 When you have finished, click **Scan** to start scanning.

The status bar appears on the bottom left of the window to show you the progress of the scan. To cancel scanning, click **Cancel**.

- 9 The scanned image appears in the new Image Manager tab.



If you want to edit the scanned image, use the toolbar. For further details about editing an image, see page 38.

- 10 When you are finished, click **Save** on the toolbar.
- 11 Select the file directory where you want to save the image and enter the file name.
- 12 Click **Save**.

Adding Job Type Settings

You can save your scan option settings to retrieve for a later scanning.

To save a new Job Type setting:

- 1 Change the options from the Scanner Properties window.
- 2 Click **Save As**.
- 3 Enter the name for your setting.
- 4 Click **OK**.

Your setting is added to the Saved Settings drop-down list.

To save a Job Type setting for the next scan job:

- 1 Select the setting you want to use from the Job Type drop-down list.
- 2 The next time you open the Scanner Properties window, the saved setting is automatically selected for the scan job.

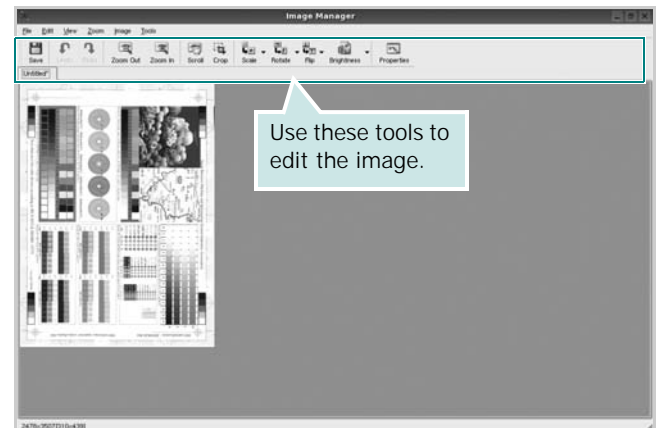
To delete a Job Type setting:

- 1 Select the setting you want to delete from the Job Type drop-down list.
- 2 Click **Delete**.













The setting is deleted from the list

Using the Image Manager

The Image Manager application provides you with menu commands and tools to edit your scanned image.



You can use the following tools to edit the image:

Tools	Function
 Save	Saves the image.
 Undo	Cancels your last action.
 Redo	Restores the action you canceled.
 Scroll	Allows you to scroll through the image.
 Crop	Crops the selected image area.
 Zoom Out	Zooms the image out.
 Zoom In	Zooms the image in.
 Scale	Allows you to scale the image size; you can enter the size manually, or set the rate to scale proportionally, vertically, or horizontally.
 Rotate	Allows you to rotate the image; you can select the number of degrees from the drop-down list.
 Flip	Allows you to flip the image vertically or horizontally.
 Effect	Allows you to adjust the brightness or contrast of the image, or to invert the image.
 Properties	Shows the properties of the image.

For further details about the Image Manager application, refer to the onscreen help.

10 Using Your Printer with a Macintosh

Your machine supports Macintosh systems with a built-in USB interface or a 10/100 Base-TX network interface card. When you print a file from a Macintosh computer, you can use the PostScript driver by installing the PPD file.

NOTE: *Some printers do not support a network interface. Make sure that your printer supports a network interface by referring to Printer Specifications in your Printer User's Guide.*

This chapter includes:

- **Installing Software**
- **Setting Up the Printer**
- **Printing**
- **Scanning**

Installing Software

The PostScript driver CD-ROM that came with your machine provides you with the PPD file to use the PS driver, Apple LaserWriter driver, for printing on a Macintosh computer. Also, it provides you with the Twain driver for scanning on a Macintosh computer.

Printer driver

Installing the printer driver

- 1 Connect your machine to the computer using the USB cable or the Ethernet cable.
- 2 Turn on your computer and the machine.
- 3 Insert the PostScript driver CD-ROM which came with your machine into the CD-ROM drive.
- 4 Double-click the **Samsung_MFP** on your Macintosh desktop.
- 5 Double-click the **MAC_Printer** folder.
- 6 For Mac OS 10.3 or higher, double-click the **Samsung_MFP Installer OSX** icon.
- 7 Click **Continue**.
- 8 Click **Install**.
- 9 After the installation is finished, click **Quit**.

Uninstalling the printer driver

- 1 Insert the CD-ROM which came with your printer into the CD-ROM drive.
- 2 Double-click **CD-ROM icon** that appears on your Macintosh desktop.
- 3 Double-click the **Samsung_MFP** on your Macintosh desktop.
- 4 Double-click the **MAC_Printer** folder.
- 5 For Mac OS 10.3 or higher, double-click the **Samsung_MFP Installer OSX** icon.
- 6 Select **Uninstall** and then click **Uninstall**.
- 7 Click **Continue**.
- 8 When the uninstallation is done, click **Quit**.

Scan driver

Installing the Scan driver

- 1 Make sure that you connect your printer to the computer. Turn on your computer and printer.
- 2 Insert the CD-ROM which came with your printer into the CD-ROM drive.
- 3 Double-click **CD-ROM icon** that appears on your Macintosh desktop.
- 4 Double-click the **Samsung_MFP** on your Macintosh desktop.
- 5 Double-click the **MAC_Installer** folder.
- 6 Double-click the **MAC_Twain** folder.
- 7 Double-click the **Samsung ScanThru Installer** icon.
- 8 Enter the password and click **OK**.
- 9 Click **Continue**.
- 10 Click **Install**.
- 11 Click **Continue**.
- 12 After the installation is finished, click **Quit**.

Uninstalling the Scan driver

- 1 Insert the CD-ROM which came with your printer into the CD-ROM drive.
- 2 Double-click **CD-ROM icon** that appears on your Macintosh desktop.
- 3 Double-click the **Samsung_MFP** on your Macintosh desktop.
- 4 Double-click the **MAC_Installer** folder.
- 5 Double-click the **MAC_Twain** folder.
- 6 Double-click the **Samsung ScanThru Installer** icon.
- 7 Enter the password and click **OK**.
- 8 Click **Continue**.
- 9 Select **Uninstall** from the Installation Type and then Click **Uninstall**.
- 10 Click **Continue**.
- 11 When the uninstallation is done, click **Quit**.

Setting Up the Printer

Set up for your printer will be different depending on which cable you use to connect the printer to your computer—the network cable or the USB cable.

For a Network-connected

NOTE: *Some printers do not support a network interface. Before connecting your printer, make sure that your printer supports a network interface by referring to Printer Specifications in your Printer User's Guide.*

Mac OS 10.3 or higher

- 1 Follow the instructions on “Installing Software” on page 40 to install the PPD file on your computer.
- 2 Open **Print Center** or **Printer Setup Utility** from the Utilities folder.
- 3 Click **Add** on the Printer List.
- 4 Select the **AppleTalk** tab.
The name of your machine appears on the list. Select **SEC000xxxxxxxxxx** from the printer box, where the **xxxxxxxxxx** varies depending on your machine.
- 5 Click **Add**.
- 6 If Auto Select does not work properly, select **Samsung** in **Printer Model** and **your printer name** in **Model Name**.
Your machine appears on the Printer List and is set as the default printer.

For a USB-connected

Mac OS 10.3 or higher

- 1 Follow the instructions on “Installing Software” on page 40 to install the PPD file on your computer.
- 2 Open **Print Center** or **Printer Setup Utility** from the Utilities folder.
- 3 Click **Add** on the Printer List.
- 4 Select the **USB** tab.
- 5 Select **your printer name** and click **Add**.
- 6 If Auto Select does not work properly, select **Samsung** in **Printer Model** and **your printer name** in **Model Name**.
Your machine appears on the Printer List and is set as the default printer.

Printing

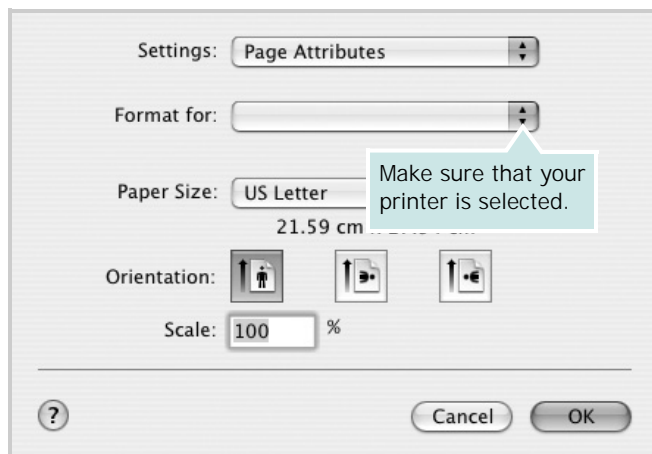
NOTES:

- The Macintosh printer's properties window that appears in this User's Guide may differ depending on the printer in use. However the composition of the printer properties window is similar.
- *You can check your printer name in the supplied CD-ROM.*

Printing a Document

When you print with a Macintosh, you need to check the printer software setting in each application you use. Follow these steps to print from a Macintosh.

- 1 Open a Macintosh application and select the file you want to print.
- 2 Open the **File** menu and click **Page Setup (Document Setup** in some applications).
- 3 Choose your paper size, orientation, scaling, and other options and click **OK**.



▲ Mac OS 10.3

- 4 Open the **File** menu and click **Print**.
- 5 Choose the number of copies you want and indicate which pages you want to print.
- 6 Click **Print** when you finish setting the options.

Changing Printer Settings

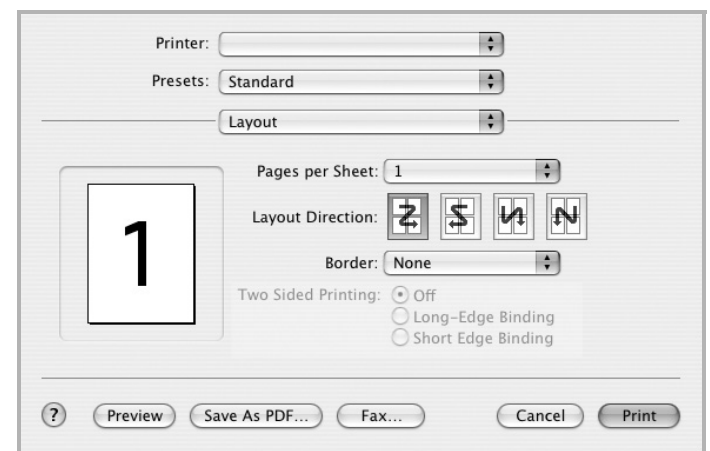
You can use advanced printing features when using your printer.

From your Macintosh application, select **Print** from the **File** menu. The printer name which appears in the printer properties window may differ depending on the printer in use. Except for the name, the composition of the printer properties window is similar.

Layout Setting

The **Layout** tab provides options to adjust how the document appears on the printed page. You can print multiple pages on one sheet of paper.

Select **Layout** from the **Presets** drop-down list to access the following features. For details, see "Printing Multiple Pages on One Sheet of Paper" on the next column.



▲ Mac OS 10.3

Printer Features Setting

The **Printer Features** tab provides options for selecting the paper type and adjusting print quality.

Select **Printer Features** from the **Presets** drop-down list to access the following features:



▲ Mac OS 10.3

Fit to Page

This printer feature allows you to scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.

Paper Type

Set **Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If you load a different type of print material, select the corresponding paper type.

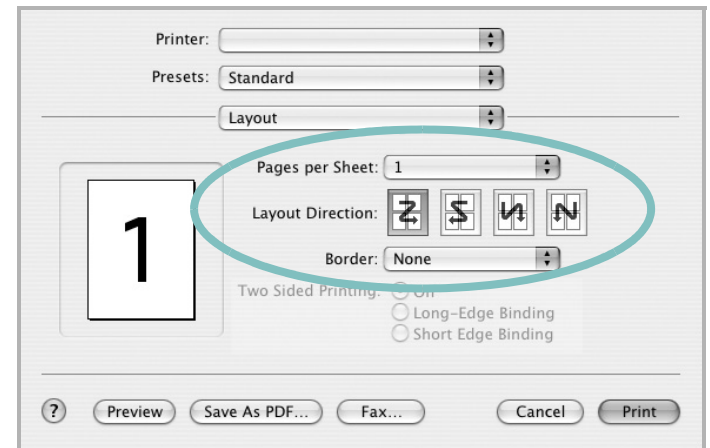
Resolution(Quality)

The Resolution options you can select may vary depending on your printer model. You can select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Printing Multiple Pages on One Sheet of Paper

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.

- 1 From your Macintosh application, select **Print** from the **File** menu.
- 2 Select **Layout**.



▲ Mac OS 10.3

- 3 Select the number of pages you want to print on one sheet of paper on the **Pages per Sheet** drop-down list.
- 4 Select the page order from the **Layout Direction** option. To print a border around each page on the sheet, select the option you want from the **Border** drop-down list.
- 5 Click **Print**, and the printer prints the selected number of pages on one side of each page.

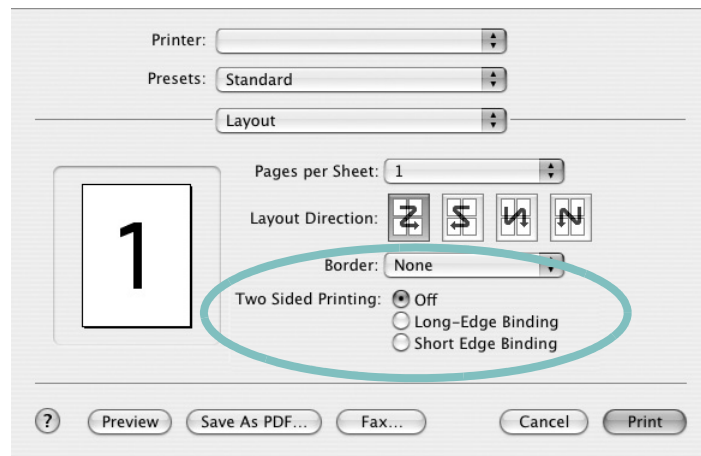
Duplex Printing

You can print on both sides of the paper. Before printing in the duplex mode, decide on which edge you will be binding your finished document. The binding options are:

Long-Edge Binding: Which is the conventional layout used in book binding.

Short-Edge Binding: Which is the type often used with calendars.

- 1 From your Macintosh application, select **Print** from the **File** menu.
- 2 Select the **Layout**.



▲ Mac OS 10.3

- 3 Select a binding orientation from **Two Sided Printing** option.
- 4 Click **Print** and the printer prints on both sides of the paper.

CAUTION: If you have selected duplex printing and then try to print multiple copies of a document, the printer may not print the document in the way you want. In case of "Collated copy", if your document has odd pages, the last page of the first copy and the first page of the next copy will be printed on the front and back of one sheet. In case of "Uncollated copy", the same page will be printed on the front and back of one sheet. Therefore, if you need multiple copies of a document and you want those copies on both sides of the paper, you must print them one at a time, as separate print jobs.

Scanning

If you want to scan documents using other software, you will need to use TWAIN-compliant software, such as Adobe PhotoDeluxe or Adobe Photoshop. The first time you scan with your machine, select it as your TWAIN source in the application you use.

The basic scanning process involves a number of steps:

- Place your photograph or page on the document glass or ADF.
- Open an application, such as PhotoDeluxe or Photoshop.
- Open the TWAIN window and set the scan options.
- Scan and save your scanned image.

NOTE: You need to follow the program's instructions for acquiring an image. Please refer to the User's Guide of the application.

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